H. COUNCILL TRENHOLM STATE COMMUNITY COLLEGE

CAMPUS SAFETY AND SECURITY PLAN

June 17, 2017

TRENHOLM STATE COMMUNITY COLLEGE
PRESIDENT'S STATEMENT OF SAFETY POLICY

Trenholm State COMMUNITY COLLEGE considers the safety of its employees and students a major responsibility. It is the policy of this college and the Alabama Department of Postsecondary Education to provide the safest working and learning conditions possible. Everyone, from the President to the students, are expected to perform their tasks in a safe, technically competent, and efficient manner. This college recognizes that the prevention of accidental injury to people on our campus and accidental damage or destruction of the facilities and equipment on our campus will be successful only with the following: support from the administration; adequate action, coordination, and advice from faculty and staff, along with willing participation from the student body. As President, I am charged with the responsibility to maintain a safety program. The objective of this program is the reduction and/or elimination of accidents, unsafe conditions, unsafe work practices, and unnecessary suffering of employees, students, and visitors to this college.

Sam Munnerlyn
President

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INTRODUCTION AND APPROVAL

The overall safety program at Trenholm State Community College consists of four primary documents: this Basic Safety Plan which outlines our philosophies, program, and structure; an Emergency Action Plan, Hazard Communication Plan, reviewed annually and approved annually by the college safety committee.

The College has developed and implemented formalized programs for students and faculty to provide information about campus security procedures and practices to encourage the same to be responsible for their own security and the security of others.

Submitted for approval: September 5, 2013

Charles Harris
Assistant Dean of IT/Safety and Security

Approved By: President's Cabinet, September 28, 2013

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Chapter 1

DELEGATION AND ACCEPTANCE OF RESPONSIBILITY
PRESIDENT'S RESPONSIBILITY

The President accepts full responsibility for overseeing, administering, and assuring that the overall general safety policy of the institution will be complied with. Responsibility for the policy and the program at the campus and school facility level is delegated by him to the responsible Deans, directors, and supervisors who in turn are authorized to delegate the same to all employees under his/her supervision.

DEANS, DIRECTORS, SUPERVISORS' RESPONSIBILITIES

Accident prevention or activities in classrooms, shops, and laboratories must have leadership and guidance. The three basic units of leadership are president, deans/directors, supervisors and instructors. The individual school is the central unit of an educational enterprise; therefore, the deans/directors, and supervisors are the administrators who are most directly concerned with the safety program. The following are functions considered the responsibility of the vice directors, and supervisors in a comprehensive shop safety education program.

1. Secure support from and maintain liaison with the President.

- Secure approval for the safety education program.
- Expedite building and structural changes necessary for safe operations.
- Arrange for procurement of safety equipment.
- Make formal reports of accidents.

2. Provide leadership in planning the program.

- Initiate a specific program of safety education.
- Promote school-wide attitudes toward accident prevention.
- Secure enthusiastic support of instructors.

3. Secure action on a program of safety education.

- Check periodically to make sure an adopted safety education program is in effect.

Observe instructors for assurance that safety instruction is a functioning part of the course of study.

- Stimulate the discovery, analysis, and prompt correction of unsafe conditions or practices.
- Support instructors in enforcing safety regulations.
- Receive and review accident reports.
- Establish procedures for investigating and analyzing accidents.

4. Provide safe facilities and service.

- Report unsafe structural conditions.
- Plan with instructors for the removal of unsafe structural conditions and other hazards, and installation of safety devices.

5. Secure cooperation of outside personnel and agencies.

- Assist the instructors in locating community personnel and services, which will be helpful in the safety program.
- Encourage outside individuals to assist in the school safety program.

SAFETY COMMITTEE

The purpose of the Trenholm State Community College Safety Committee shall be to foster and promote a commitment to safety on an institution-wide basis. Membership of the Safety Committee shall consist of:

Chairperson

Dean of Instruction

Technical Instructor

Safety Coordinator

Building Captains

Student/SGA

Duties:

- It shall be the duty of the Committee to review and make recommendations pertaining to all matters regarding safety in school operations to include classroom/lab safety, safety instruction, equipment and materials safety, and vehicle safety.
- The Committee shall review all accidents resulting in personal injury and/or property damage.
- The Committee shall make recommendations pertaining to safety polices.
- The Committee shall meet at least once each semester at a time and date established by the Chairperson. Additional or emergency meetings may be scheduled by the Chairperson.
- The Chairperson shall be responsible to compile and distribute minutes of each meeting to include topics discussed, action taken, or recommendations.
- The Committee shall promote safety among employees by planning in-service activities, procuring safety instructor material, etc.

- The Committee shall monitor and/or review the activities of program safety activities and inspections.

INSTRUCTOR RESPONSIBILITIES

The major responsibilities for shop, classroom, or laboratory safety instruction in accident prevention rest with the instructor. The following are considered the responsibilities of the instructor in a comprehensive accident prevention program for school shops and laboratories.

1. Incorporate safety instruction in the course of study.

2. Give instructions on hazard and accident prevention specific to the particular program, shop or laboratory.

3. Give instructions and promote activities, which will lead to accident prevention in future employment.

4. Foster all safety practices personally.

5. Follow all safety practices personally.

6. Keep informed about modern and accepted safe practices in the subject field.

7. Modify shop or laboratory facilities and procedures to provide for optimum safety conditions. Give special attention to layouts, utilities, building services, equipment, tools, storage and handling of materials.

8. Carry out recommendations of the administrator for improving safety instructions.

9. Devise and enforce safe housekeeping procedures.

10. Provide for use and maintenance of necessary personal protective equipment (PPE).

11. Develop specific safe practices and regulations.

12. Make recommendations to administrators for improving environmental safety conditions.

13. Develop a safety program for the department and keep it up to date.

14. Program coordinators/lead instructors must ensure that evening division and adjunct instructors are fully aware of all safety procedures and policies this includes off campus instructional sites.

15. Maintain Material Safety Data Sheets (MSDS) on all hazardous materials used in the performance of teaching course material and ensure this information is readily available for reference.

16. Notify Safety Department by phone and email immediately of any problems. In addition, put In a Maintenance Work order on the intranet for any maintenance related safety issue.

STUDENT RESPONSIBILITIES

Students are an integral part of the safety program, in that they are the ones on the line. Learning the proper safety procedures prepares them in the proper use of tools and equipment.

1. Develop good safety attitudes through actual training and practice of safe behaviors in their shops and laboratories.

2. Develop the ability to evaluate potential hazards in activities which may form a part of their future careers and to take the appropriate prevention measures.

3. Develop a sense of responsibility for his/her own safety and the safety of others.

4. At all times, follow the safety rules and regulations.

5. Bring to the attention of his/her instructor hazards that exist in the shop, classroom, or laboratory.

6. Report any defective tools, machine, or other equipment to the instructor.

7. Operate a hazardous machine only after receiving instructions on how to operate the machine safely.

8. Wear the appropriate equipment wherever there is danger or hazards in the work environment.

9. Report all accidents to the instructor regardless of nature or severity. (See Accident/Incident Report)

10. Demonstrate knowledge and understanding of the safety rules and regulations of the school and his/her instructional program.

Chapter Two General Maintenance

Housekeeping Actions

Housekeeping is an important aspect of the continued effort of maintaining a safe environment. Hazards must be discovered and corrected through regular and frequent inspections if an optimum environment is to exist. It is of primary consideration that personnel are kept free from accident, the property is kept safe, and that legal retribution not confront this institution or its staff. Good housekeeping will largely contribute to the achievement of these goals.

Equipment

Equipment will be operated in accordance with standard operational techniques and in accordance with school rules, maintained in high state of readiness, and eliminated when no longer safe. Machines will be situated to minimize hazards from other equipment or passing personnel. Danger zones will be properly indicated and moving parts will be protected by permanent enclosure. Further, close supervision will imposed on student operator, with no student permitted machine usage without an instructor in the immediate area. All machine or equipment control switches must be readily accessible for the operator's emergency use. It is the responsibility of the student to know and practice these safety requirements. Safety posters, lectures, tours of industrial plants, and audio-visual aids are only a few of the resources available for the enhancement of the safety instructional program. Again, attention will be given to machine maintenance, storage or component parts, and daily cleaning of equipment.
Complete and continued instruction must also be maintained to assure machine safety.

Chapter Three Campus Safety and Emergency Procedures

The information contained in this disclosure in provided by Trenholm State Community in compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Assistant Dean for Campus Safety or Safety Coordinator.

Security Protocols

Individuals should report criminal activity, suspicious activity, and emergency situations on college property in a timely manner to the appropriate security guard for your location (Trenholm Campus, Patterson Campus or Library). **If time does not allow contact with campus security, please follow directions immediately below this paragraph (Reporting Criminal Action Actions or Emergencies).** Immediately after contacting campus security or dialing 911 contact the Safety/Security Office with information related to your report. The Safety/Security office will notify other school officials via Trenholm Alert of situation/conditions and make further determinations for action(s) to be taken to include but not limited to additional notifications, reporting, and documentation of events.

Reporting Criminal Actions or Other Emergencies

It is the policy of Trenholm State Community College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accidents; or other situations that may occur on College property and may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately to campus security during regular and after regular hours. In any of the above situations a college employee may call 911 and report directly to emergency response agencies then immediately notify campus security of your actions. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must:

a. State name;

b. State type of emergency;

c. State location of emergency; and

d. Remain in the area until assistance arrives.

Medical Emergencies

In the case of a major injury or serious illness, (a) call 911 and (b) call the campus police. The campus police department, campus maintenance department, and the fire department can be reached by dialing 0 for the college operator.

Fire/Explosion/Hazardous Material Spill

In the case of fire, explosion or hazardous material spill, (a) activate the fire alarm, otherwise notify occupants to vacate the building; (b) call the fire department; (c) call the campus police; and (d) call maintenance. When evacuating a building, all occupants must be move to a location not less than 500 feet.

Bomb Threat:

In case of a bomb threat, call the campus police or dial 0 for the College Operator. Use the attached Bomb Threat Checklist attached to capture information about the call.

Criminal Acts

In case criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, dial 911to report the emergency and complete the Accident/Injury/Incident Checklist.

Maintenance Emergencies

In case of maintenance emergencies, (a) call maintenance; and (b) call the campus switchboard at 420-4200 and notify the Facilities Manager.

Reporting of Emergencies with Injury – On and Off Campus

In case of a major injury, serious illness or other emergency involving a faculty/staff/student participating at a college function, call local medical assistance by dialing 911 and campus security. Complete the Accident/Injury/Incident Checklist.

In case of a major injury, serious illness or other emergency involving faculty, staff or students at an off-campus instructional site, (a) call 911, (b) call the college operator by dialing "0" to notify security.

Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the building representative.

Practice building evacuations for fire or other reasons are to be treated as real. Students, faculty, and staff are to move a minimum of 500 feet from an evacuated building. The fire pull stations shall be used in the event of an emergency building evacuation is necessary. The Alert Notification system will be used to relay additional information related to a building evacuation. Fire pull stations are only to be used during an actual fire or evacuation emergency. For practice evacuations, the Alert Notification System will be used.

Weather Emergencies

IN THE EVENT OF A TORNADO WARNING PERSONS INSIDE OF BUILDINGS SHOULD TAKE COVER IN A SPACE IN OR NEAR THE CENTER OF THE BUILDING AWAY FROM WINDOWS. PLACES SUCH AS HALLWAYS, RESTROOMS, AND ENCLOSED OFFICES ARE IDEAL LOCATIONS.

TORNADO WARNING - a sighting has occurred in this area and cover should be taken as soon as possible.

A TORNADO WATCH - conditions are favorable for the creation of tornadoes, but no evasive action is necessary at this time. Once a TORNADO is sighted and a warning is issued, all persons should proceed to the designated shelter location. . Because a Tornado strikes so suddenly, preparedness and reaction is vital, and your actions could save your life.

Emergency Procedures – Tornado Watch

a. In the event of a tornado watch, notifications will be made via the Alert Notification System and Trenholm Alert. All buildings will be notified via an audio message of the tornado watch being in affect.

b. Building occupants must from that point listen for additional information on the Alert Notification System and Trenholm Alert as well as monitor the plasma displays and weather radios until the watch is canceled.

c. Classes are not interrupted for a tornado watch.

Emergency Procedures – Tornado Warning

a. In the event of a tornado warning notifications will be made via the Alert Notification System, Trenholm Alert and Alertus. The standard tornado siren will be heard through the system with an audio message indicating a tornado warning is in effect. Trenholm Alert will be used concurrently for Tornado Warning notifications.

b. Instructors shall ensure that shelter locations/positions are taken immediately upon notification. Shelter locations are indicated on building evacuation charts located in each building.

c. Building representatives must from that point monitor The Alert Notification system and Trenholm Alert information until the warning is cancelled.

d. Library occupants shall move to bottom floor of the building.

e. All occupants should avoid glass areas.

f. When the tornado threat is over, the all-clear will be issued through the Alert Notification System by tone and digital statement and Trenholm Alert. Only at that time normal activities may resume.

g. Classes are not dismissed during a tornado watch or warning.

SHELTER LOCATIONS BY CAMPUS

Trenholm Campus

LIBRARY – First Floor Hallway, Restrooms, and stairwells.

BUILDING A-B (Administrative Building) Hallway between classrooms.

BUILDING C both restrooms and hall spaces outside of office.

BUILDING D (Student Center) Restrooms and Hall space outside of restrooms.

BUILDING E Center hallway outside of restrooms.

BUILDING F Storage Area.

BUILDING G (Auto body) Storage area inside cages.

BUILDING H (Radiology) Storage area.

HORTICULTURE Building J Hallway or Building H Storage areas.

BUILDING I (Early Child Care) Hall space outside of restrooms.

BUILDING J (Allied Health) both restrooms, center of hallway from doors, and

hall space outside of office.

BUILDING K (JDEC) Main hallway between classrooms, small hallway near student break area, storage closets.

IF YOU ARE WITH NO COVERAGE, LIE FLAT ON THE GROUND WITH YOUR FACE DOWN. WARNING!!!!! DO NOT TRY TO OUT RUN A TORNADO….THEY HAVE SPEEDS UP TO 60 MPH. AFTER A STORM BE AWARE THERE MAY BE POWER LINES DOWN THAT ARE ACTIVE. DO NOT GO NEAR OR TOUCH ANY DOWNED LINES.

Patterson Campus

BUILDING B - Hallways and Restrooms

BUILDING D – Offices in Rear of Building and Restrooms

BUILDING E - Hallways and Restrooms BUILDING

F - Tool room/Storage and Restrooms

BUILDING G Tool room/Storage and Restrooms

BUILDING H Tool room/Storage and Restrooms

BUILDING K Restrooms and storage rooms BUILDING

L Tool room/Storage and Restrooms

BUILDING M Tool room/Storage and Restrooms

BUILDING N Warehouse – Office/Storage and Restrooms

BUILDING J Hallways, Restrooms

BUILDING Q (AMTC) Restrooms, Hallway outside Restrooms

Culinary Arts – Classroom side of building, Bank vault

Cosmetology – Break room/Copier room, Restrooms

Truck Driving – Restrooms

IMPORTANT ALERT SYSTEM NOTIFICATIONS AND RESPONSES

CONDITION	AUDIBLE STATEMENT	RESPONSE
Tornado Warning - Long Siren & Audio Statement Statement : *"Warning! A tornado warning has been issued for our location.*	*Please take shelter immediately.* Take shelter immediately in the areas designated on signs posted in your area	
Severe Thunderstorm Warning	Severe thunderstorm warning. A severe thunderstorm Warning has been issued for this area.	None, information only
Building Evacuation –	Attention! This is an emergency	Evacuate the building to a safe area away from the building.
System Tests – Single Siren and Audio Statement	Emergency warning system, this is only a test.	
Fog Horn Tone	As a safety policy, the college will evacuation order. Remain calm, follow the instructions of the emergency officials. This is an emergency evacuation order. Obey the emergency officials. Remain calm."	and locate to a position at least 500 feet from the building. Faculty are responsible for ensuring students are guided
All Clear Warbling Tone & Audio Statement	All clear, the emergency is over. All clear, the emergency is over. All clear the emergency is over.	Return to your designated area, emergency is over
Alert Notification	This is a test, this is a test of the	None

Chapter Four

ACCIDENT/INCIDENT REPORTING & INVESTIGATION

The key to an effective safety program is the timely, accurate, and thorough reporting and investigation of accidents and incidents. It is up to the instructor and program coordinator to ensure that when an accident or incident occurs, and after the student or staff member has been cared for, a complete report is made. The accident and incident forms provided in conjunction with this safety program are intended to be a guide and a vehicle to provoke thought and recollection. It will also serve as a record of what happened, why, and what will be done to help prevent similar occurrences.

"Accident" vs. "Incident"

In general, an *accident* is when someone falls, slips, drops something, bumps their head, etc. An *incident example would be* a class disturbance, a theft or intentional damage to property.

Accident & Incident Reporting (Instructional Programs)

1. All accidents or incidents, no matter how minor, must be reported.

2. Within one workday, the instructor will complete either an Accident Report Form or Incident Form, as appropriate and notify campus safety as soon as practical.

3. The completed report form will be submitted through the appropriate supervisor to the Dean of Academic Services or Associate Dean of Technical Education as appropriate who will forward to the campus safety office within 24 hours of receipt.

4. A report will be kept by the instructor.

Accident (Reporting Employee)

Accidents or incidents involving employees will be reported by the immediate supervisor in accordance with the provision above.

Accident or Incident Investigation

In order to determine the cause and identify necessary corrective actions, all accidents will be investigated as a part of the process of completing the appropriate Accident or Incident Reporting Form. Accident investigations shall be conducted by campus safety.

1. The report centers on what happened; the investigation phase should concentrate on the causes and corrective steps necessary to prevent a reoccurrence.

2. The investigation may add supplementary information to the accident report.

3. The safety investigator may request assistance in conducting the investigation. Assistance may be provided by advisory committee members, other instructors, or specialists in a particular area (*e.g*. fire marshal).

The investigation/report will be submitted to the Assistant Dean Information Technology/Campus Safety within 24 hours of completion.

ACCIDENT INVESTIGATION

As directed in the previous section, all accidents will be investigated. Instructors should be prompt and thorough in their investigation. The following is offered to assist in investigating accidents.

Accident Investigation:

Everyone is aware that there is a very real dividend to be earned in safety, not only in the money saved by avoiding costly accidents, but also in the improved student morale produced by setting up safety programs. The safety-oriented organization is one that cares about its students' welfare, and knows that caring pays off. Obviously, all workplace accidents can't be eliminated. As long as there are people, accidents will occur. But much can and should be done to train students to work safely and to provide students safe working conditions. Since some accidents will occur, this section deals with what should be done after an accident happens.

An accident is easily identified. The following is a definition: An unintended occurrence that caused or could have caused personal injury or material damage, *i.e.* falling on the floor, a hand touching a hot surface, a student dropping a box of material that he/she is carrying, a cart being used to transport material striking a suddenly opened door. (This also includes a so-called "near miss" -- those incidents in which luck was the sole reason no one was hurt and nothing was damaged.)

Four other terms should also be clarified:

1. An *injury* is the result of an accident, a cut foot, a broken arm, a damaged eye. It is not the accident itself.

2. The *primary cause* is the condition or act that caused the accident: A pool of liquid spilled on the floor, etc.

3. *Secondary causes* are other acts or conditions that contributed to the accident. These include the reasons the spill on the floor had not been cleaned up. Often you may find it difficult to separate the primary from the secondary cause. This should not hinder an accident investigation; all causes should be listed. The important thing is to detect and correct all of them.

4. *Other causes* are conditions that could result in accidents but had no effect on the particular accident being investigated.

Why Investigate?

The primary purpose of an accident investigation is simply to prevent an accident in the future. Nearly every accident offers the possibility of preventing another accident sometime in the future. In other words, it is advantageous to examine each accident as soon as possible, find the cause, and take corrective actions. On the average, 330 accidents of the same type will produce: no injury in 300 incidents, minor injury in 29 incidents, and one major injury. These statistics, however, fail to show which particular incident will produce the serious injury. Therefore, each occurrence must be treated as if it had produced a major injury or material damage. There is only one way to find the real cause of accidents - investigation.

One has to work within practical limits. Even under the best of circumstances, the situation is not going to be ideal. One still has to maintain schedules, account for absenteeism or sickness and maintain or increase quality of service. All job hazards cannot be eliminated. Student welfare requires the elimination of all unnecessary job hazards.

There are many practical things that can be done to eliminate dangers associated with students' jobs. Injury prevention and accident prevention are often confused. For example, when students are required to wear safety shoes or lenses, the possibility of injury is reduced, but not the possibility of an accident. Nevertheless, when it is not possible to eliminate the accident potential, there must be concentration on preventing the injury. In some situations a simple solution may be available where both the injury and the accident are preventable, but most situations do not limit themselves to a simple solution. The first consideration should be to prevent the accident. If this is not possible, then action must be taken to prevent the injury.

Who Investigates?

There are no simple rules dealing with how a safety organization must be set up. Each organization must staff and equip for its own needs, regardless of size. The instructor is directly responsible for all operations within the class including safety. This person is often best qualified to investigate the accident in his/her area because he/she knows those working for him/her, their behavior patterns, attitudes, jobs, and hazards involved. This doesn't mean that he/she must stand alone with this responsibility. Administration shares with the instructor the responsibility for students' safety.

When to Investigate?

Launch an investigation as soon as possible. The accident investigation should begin the moment word is received that an accident has occurred. Physical evidence usually starts to disappear almost at once. Clean-up crews will move things and erase important details. Other shifts come on the job and soon many of the clues are gone. Witnesses may leave the scene. While impractical in many instances, photographs of the accident can save time in gathering accurate information. The use of a digital camera to take a simple photograph of the accident scene should be considered. Certainly, some things will have to be postponed: questioning the victim who is still in shock, for example. The critical thing is to start investigating while all the facts are present.

Obviously, for a successful accident investigation it is necessary to determine the cause of the accident. One must know what sort of thing to look for in the area and be able to recognize this evidence. Generally there are two types of accident causes:

1. Unsafe conditions (mechanical failure or physical causes)
2. Unsafe acts (negligence)

An intensive search may have to take place before the real cause of an accident can be found.

Data Collection

The investigator of an accident has three sources of information:

Those are the equipment, material, and people. Equipment and material are fairly reliable if present. They are not affected by tricks of memory or prejudice. The key to inspecting objects is to know what to look for. If, for instance, a cart spills a load of material, did the cart strike an object on the floor, a hole in the floor? Also, was the cart in good condition with no defective parts? A "yes" answer to any of these questions helps to narrow the investigation. People, on the other hand, can be more difficult to handle because the approach to them will often determine the amount of information to be received. An impartial and impersonal attitude must be achieved.

Trying to fix blame or find someone to "blame it on" (or giving this impression) will accomplish nothing. Therefore everything should be collected - including tips and rumors. There will be time later to sort and evaluate the material.

Information received from the people at the scene may or may not be accurate. A variety of factors can color the facts. Some common ones are:

1. Did they actually see the entire accident take place or were they attracted by the noise and excitement?

2. What actions by those involved led up to the accident? Were event supervised? Were any policies not followed?

3. Is the person being interviewed trying to avoid being at fault?

The basic question when interviewing people is "why"? For example, "Why do we do it this way?" "Why is the chemical used here?" "Why are these items stored here?" However, in using this approach, it is important to be ready to point out that the reasons these questions are asked is simply to find the facts so that a similar accident can be prevented. Accurate information cannot be expected from people if they feel threatened.

Frequently, the answer to "Why?" will be "because we have always done it that way." This answer often points out the real cause of an accident; no one has thought of the safety aspect before; or if they have, they have been unwilling to change even for the sake of safety. Either way, an important discovery has been made.

Finalizing Reports

Finally, when the investigation is completed, the job is not yet quite done. Even the most comprehensive, accurate investigation can be a useless exercise, if the accident investigation report is not complete. The report allows the follow-up and corrective action. To be effective, it should indicate logical preventive action with a minimum of lost time and motion. The facts to be covered are:

1. The accident. What happened? What could have happened?
2. What was the primary cause? What was a secondary cause, or other causes?
3. Preventive action. What has been done or should be done to prevent a recurrence?

Summary

This section has been designed to assist in preventing future accidents by investigating properly those accidents that do occur. What is seen and recorded and what action is taken or recommended influence not only the progress of the Institute but, more importantly, the safety of the men and women who make up the staff. Begin the investigations by asking "Why" and continue asking until all the facts are known. Answering that question will save injuries, property damage, and money.

Chapter Five

PERSONAL PROTECTION/EYE SAFETY

Personal Protection

Students must observe all safety procedures regarding personal protection and procedures for safe operation of equipment. Safety rules and regulations will be presented through written materials, shop demonstrations, and lectures. Students will not be permitted to use equipment until they have received appropriate operating and safety instruction.

Protective Clothing

Students and instructors are encouraged to wear clothing appropriate to the safety requirements of their individual programs. A list of recommended clothing will be developed and presented to students as part of the safety orientation. Program Coordinators and Instructors shall require special protective clothing and equipment where warranted as part of an instructional program. Examples include: rubber gloves when handling caustic chemicals, face shields for grinding, air supplied respirators in the paint booth, aprons, and welding helmets.

Eye Protection

Rules, regulations, and procedures for eye protection safety for students, instructors, and observers are developed and implemented to meet industry standards and legislative requirements. In addition to eye protection safety provisions found elsewhere in other safety material used in the instructional process, the provision for eye protection will include the following:

1. Every student and teacher using or observing machines or operations which present potential eye injury from physical, chemical or radiation agents shall be required to wear eye protection.

2. Visitors will be kept at a safe distance from machinery or operations which pose a potential threat to eye safety. When it is desirable to allow a visitor in close proximity, appropriate eye protection will be provided. Eye protection equipment issued to visitors shall be durable and capable of being disinfected.

3. Persons whose vision requires the use of corrective lenses required by this policy to wear eye protection, shall be protected by goggles or spectacles of one of the following types:

a) Goggles that can be worn over corrective lenses or spectacles without disturbing the adjustment of the spectacles.
b) Spectacles whose corrective lens provide optical correction.
c) Goggles that incorporate correcting lens mounted behind the protective lenses.
d) Eye protection shall be a component of the required student tool list in programs
e) identified as involving operations or procedures which present potential eye injury
f) Eye protection equipment shall be kept clean in good repair.
g) Where appropriate, safety guards/shields will be mounted on machines/equipment.
h) The use of equipment with structural or optical defects shall be prohibited. Any
i) equipment in need of repair or not in working condition will be removed from the lab or tagged to prevent use.
j) Safety signs will be posted to reinforce safety policies and procedures.

ADDITIONAL PERSONAL PROTECTION

The following suggestions are provided to augment the protection provided by specialty safety equipment. Although these suggestions are not required, it is strongly recommended that each student evaluate them as part of his/her individual effort to avoid injury.

Electrical: Remove jewelry (rings, necklaces, etc.) that may conduct electricity.

Mechanical: Do not wear loose clothing or jewelry that may become entangled in moving parts. Long hair should be confined with a cap or net. Regular glasses do not provide protection from flying objects. Safety orientation should also include topics on working in confined spaces.

Chapter Six

ELECTRICAL SAFETY

This chapter contains general information, rules, and guidelines from which program specific procedures should be drawn. The use of electricity has become so common that few people realize the potential dangers of electrical energy. Most of the accidents that are caused by electricity could have been avoided if the hazard had been recognized and if action had been taken to correct the adverse condition.

The instructor must realize that any electrical circuit is a potential hazard, regardless of the amount of voltage or current present. The nature of the injury may be affected by the frequency of the current and the kind of electrical energy. Direct current is usually considered less hazardous than alternating current as far as shock is concerned, but is more likely to produce severe burns and tissue damage.

The physical condition of the victim is another factor which has a bearing on the severity of electrical shock. Electrical accidents are caused by unsafe conditions, unsafe practices, or a combination of both.

Cause of electrical accidents can be traced to:

1. Defective equipment

2. Unsafe work practices and,

3. Lack of knowledge of the dangers of electricity.

Defective Equipment

Types of equipment frequently involved in electrical accidents include motor-driven equipment, control devices, portable electric power tools, switches, panels, cutouts, conductors, plugs and fuses, and electric extension cords. A variety of unsafe conditions involving the different types of equipment creates many electrical hazards.

Some of the common defects of tools and equipment are listed as follows:

1. Improperly grounded equipment (ground wires missing, broken, or improperly connected).

2. Open conduits, switch boxes, damaged or worn connections, and exposed live wires.

3. Insulation which is defective, inadequate, worn, frayed, wet, oily or deteriorated, creating short circuit possibilities and energizing equipment.

4. Defective switches, receptacles, extension cords, and lamp sockets.

5. Dirty motor windings, improperly adjusted brushes, and worn connections.

6. Improperly connected power tools and defective insulation in portable tools.

7. Broken housings, loose or vibrating machine parts which contact and energize tool or machine frames and expose "live" surfaces to operator.

Unsafe Practices

Unsafe practices and work procedures result in electrical accidents and fires. Some of the common unsafe acts committed in the laboratory are:

1. Making machine electrically live without instructor's permission.

2. Using ungrounded equipment and portable tools (except double insulated tools) or removing ground connections.

3. Using defective tools or equipment in need of repair.

4. Using equipment which does not meet the approval of the Underwriters Laboratories for the intended use.

5. Unsafe cleaning of electrical panels, switch boxes, motors, and other electrical equipment with water or dangerous solvents.

6. Overloading of circuits or over fusing circuits.

7. Failure to use explosion-proof or other special wiring methods in hazardous locations as defined in the National Electrical Code, Article 500.

8. Failure to positively lock out or otherwise de-energize and tag equipment or circuits to be worked on. Do not rely on gloves, rubber mats, etc. for electrical installation and repair.

9. Installation or extension of electrical facilities in manner not meeting the National Electrical Code.

10. Repetitive closing of switches or circuit breakers when there is a fault on the circuit.

11. Using light duty, ungrounded extension cords for industrial service

12. Failure to maintain clear access to electrical panels. Clearance of 30 inches is required by the Federal Code.

13. Use of extension cords in place of permanent wiring extensions.

14. Work practices which overload motors, insulation, wires of electrical accessories.

15. Use of metal ladders while working on electrical equipment.

16. Failure to label switch panels and boxes.

Lack of Knowledge

Teaching a basic understanding of electrical safety is an important part of the total instructional program at Trenholm State Community College. Ground Fault Protection can save lives: Devices are now readily available which give sure protection against electrocution to serious shock from defective portable tools or cords. Their use is encouraged in all areas, and is required where there is a serious shock hazard from wet conditions or other conditions causing massive grounding of the student.

An adequate program for the prevention and elimination of electrical hazards must rest upon:

1. Intelligent selection and purchase of equipment

2. Correct installation of equipment

3. Education of students in the safe use of electrical energy

4. Periodic inspection of equipment

5. Regular maintenance

- Only authorized personnel are permitted to do any electrical service work.
- Only authorized personnel are ever permitted to repair, adjust, test or service electrical equipment.
- No type of work, tests, or adjustments on energized circuits is permitted without instructor authorization.

Electrical Lockout Procedure

In any operation which would expose students, faculty, or staff to electrical hazards, such as performing work, maintenance, or tests on electrically controlled or driven equipment, the electrical supply to the equipment must be securely shut off. There must be no chance for the equipment to be accidentally energized. This can be done in the most practical and positive way by using the electrical lockout procedure.

The electrician is required to lock-out a machine or process. The electrician must be the first person in the lock-out to place his lock on the switch and the last one to remove his lock. When it is necessary for a student to work on, clean or adjust a machine, thereby exposing him to a hazard to his or her personal safety, he/she should lock-out the machine through the foregoing electrical lock-out procedure.

Chapter Seven

SAFETY INSPECTION PROGRAM

The key to effective safety programs is a recurring and specific inspection program that examines all aspects of safety planning, instruction, operations, and maintenance. The program is not only for instructional areas but for the College as a whole, with a goal of checking that a safe environment is available for students, faculty, and staff alike.

General Safety Inspection Checklist

This is multiple use checklist. It encompasses all areas of industrial safety and is for use within academic program areas, technical labs and addresses general safety, procedures and physical condition.

Inspection Timing: All areas of the college must be inspected at least annually.

Record Keeping

Reports from all inspections are turned in to campus safety, with a copy retained in program or office files. Corrective actions will also be reported to the appropriate academic dean, who will coordinate maintenance activities where required.

Inspection Checklists

The following checklists are meant to function as the originals from which copies may be made for the completion of required inspection activities.

GENERAL SAFETY INSPECTION CHECKLIST

DIRECTIONS:

1. *Perform a safety inspection for the area by searching for the listed criteria.*
2. *Mark either "Yes", "No", or "Not Applicable" for each criteria.*
3. *For any column where a "No" is marked, go to the bottom of the form 4. Explain why the item was checked as a "No".*
5. *Assign a Risk Assessment Code (RAC) to the deficiency.*
6. *Suggest a way to correct the deficiency.*

Area Name:	
Building Number(s):	
Evaluator(s):	
Date:	

Sprinkler System	**YES**	**NO**	**NA**
1. Sprinkler heads are unobstructed (18" clearance). (*Look for any obstructions such as piping, boxes, storage, etc.) OSHA 29 CFR 1910.159(c)(10); NFPA 13*			
2. Sprinkler heads are protected against damage by system location or with metal guards. *(Heads that are installed on low ceilings should have a guard on them) OSHA 29 CFR 1910.159(c)(8)(iii)*			
Pallet Storage	**YES**	**NO**	**NA**
3. Floor storage of pallets is limited to 6 feet in height. *NFPA 231; NFPA 13 - 12.1.9.1.2*			
4. Wooden pallets stored outside are located away from the building and other outside storage, with at least 30 feet of clearance for up to 200 pallets, and at least 50 feet of clearance for storage of more than 200 pallets. *NFPA 231; NFPA 13*			
Flammable and Combustible Materials	**YES**	**NO**	**NA**
5. Drums containing flammable liquids are grounded and bonded while dispensing. *(Look in area for a ground wire (from barrel to a ground) and a bonding wire (typically hanging off of the barrel to be attached to the container the liquid is being transferred to) OSHA 29 CFR 1910.106(e)(6)(ii); OSHA 29 CFR 1910.106(h)(7)(i)(b); OSHA 29 CFR 1910.107(e)(9)*			

6. Flammable storage cabinets are labeled "Flammable - Keep Fire Away". *OSHA 29 CFR 1910.106(d)(3)(ii)*			
7. Flammable storage cabinets are not used to store more than their rated capacity.*(Look on the cabinet for storage capacity – look inside the cabinet and estimate how much product is being stored, or base check out the inventory list to see how much is actually being stored) OSHA 29 CFR 1910.106(d)(3)(i)*			
8. All flammable and combustible materials are labeled with their proper name and warnings. *OSHA 29 CFR 1910.1200(f)(1); OSHA 29 CFR 1910.106(a)(13)*			
9. Flammable liquids are kept in approved containers or cabinets when not in use. (*parts cleaning tanks, original containers – not in unlabeled plastic cups) OSHA 29 CFR 1910.106(e)(2)(iv)(b); OSHA 29 CFR 1910.106(d)(5)(iii)*			

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Spray Paint Booths	**YES**	**NO**	**NA**
10. Belts and pulleys inside the booth are fully enclosed, if present. *OSHA 29 CFR 1910.107(d)(6)*			
11. Electric motors for exhaust fans are placed outside the booth. *OSHA 29 CFR 1910.107(d)(5)*			
12. Lighting fixtures for spray paint booths are located outside the booth. Lighting inside of the booth is provided through sealed glass panels or other transparent materials. *OSHA 29 CFR 1910.94(c)(3)(i)(a); OSHA 29 CFR 1910.107(b)(10)*			
13. The spray area is located at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources. *OSHA 29 CFR 1910.107(c)(2)*			
14. The spray area is free of hot surfaces. *OSHA 29 CFR 1910.107(c)(3)*			
15. The spray area is kept clean and combustible residue is removed. *OSHA 29 CFR 1910.107(g)(2)*			
Housekeeping	**YES**	**NO**	**NA**

16. Good housekeeping standards maintained. *(Look for trash, rodents, large amounts of paperwork stacked up, crumbs, clean surfaces)* *OSHA 29 CFR 1926.25; OSHA 29 CFR 1910.22(a); OSHA 29 CFR 1910.176(c)*			
17. Spills are cleaned up immediately. *(Look around the area for spills)* *OSHA 29 CFR 1910.22(a)*			
Exits	**YES**	**NO**	**NA**
18. Exits are readily accessible at all times. *(No storage in front of the exits, if there is storage then a clear 36" or < aisle way is provided to get to the exit)* *OSHA 29 CFR 1910.36(a)(3); NFPA 101 – 7.5.1.1; NFPA 1: 14.8.3.3; NFPA 1: 14.4*			
19. Exit routes are clearly marked to provide a line of sight to the exit. *(Look around, you should be able to see an Exit sign or a directional exit sign from any area at any time)* *OSHA 29 CFR 1910.37(b)(4); NFPA 101 -7.5.1.1*			
20. Every identified exit leads directly outside or to a walkway, refuge area, public way, or open space with access to the outside. *OSHA 29 CFR 1910.36(c)(1)*			
21. All identified exits are unlocked.			

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*OSHA 29 CFR 1910.36(d)**;** NFPA 1: 14.5.2*			
22. The width of the exit route is 28 inches or greater. *OSHA 29 CFR 1910.36(g)(2)*			
23. Doors along the means of egress (toward an exit) open in the direction of travel. *OSHA 29 CFR 1910.36(d)(1); NFPA 1: 14.5.1*			
24. Revolving, sliding, rollup, and overhead doors are not considered or used as a required exit door. *OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
25. Exit route doors are designed that no failure of a device or alarm will restrict emergency use of exit routes. *(So they don't become locked and personnel trapped inside)* *OSHA 29 CFR 1910.36(d)(2); NFPA 1: 14.5.2*			

Exits (continued)	YES	NO	NA
26. Designated exits are provided with illuminated exit signs with the word "EXIT" (an exit sign will have lettering at least six (6) inches high and 3/4 inch wide). *OSHA 29 CFR 1910.37(b)(7)*			
27. Every exit sign is suitably illuminated by a reliable light source of at least 5 foot-candles. *(Can be done with a typical illuminated sign or if emergency lighting is adjusted to shine on a sign) OSHA 29 CFR 1910.37(b)(6)*			
28. Each identified exit route is adequately lighted so that an employee with normal vision can see along the exit route. *(Look for emergency lighting along walkways – should be adjusted to light up dark paths toward exits) OSHA 29 CFR 1910.37(b)(1)*			
29. Doors, passageways, or stairways that may be confused as exits and are not exits should be appropriately marked. ("*Not An Exit", "Electrical Closet", "Store Room" etc.)* *OSHA 29 CFR 1910.37(b)(5)*			
30. Exit doors that that open directly into the street or other areas where traffic may be encountered are provided with barriers *(railings, cement ballards)* and warning signs *(placed on the door)* to prevent employees from stepping into the path of traffic. *OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
31. Doors along the means of egress (toward an exit) are equipped with panic hardware. *NFPA 101 -7.2.1.7*			

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Fire Doors	YES	NO	NA
32. Fire doors remain closed at all times or are provided with a mechanism to automatically shut the door during an evacuation. *OSHA 29 CFR 1910.36(a)(3)*			
33. Fire door ratings are not removed, painted, or defaced. *(Open the door, look at the door's inner edge, fire door rating is typically placed here)* *NFPA 80-1.6*			
Hazard Communication	**YES**	**NO**	**NA**

34. Each product container is labeled with the identity of product name and appropriate hazard warnings. *OSHA 29 CFR 1910.1200(f); ANSI A13.1*			
35. Each pipe in the workplace is labeled with the identity of product name and shows the direction of flow. *OSHA 29 CFR 1910.1200(f); ANSI A13.1*			
36. Material Safety Data Sheets (MSDS) are available for each hazardous chemical produced, imported, or used in the workplace. *OSHA 29 CFR 1910.1200(g)(1)*			
Emergency Eye Wash Stations	**YES**	**NO**	**NA**
37. Eyewash units are clean. *ANSI Z358-2009, Section 4.5.2, 5.4.2, 6.4.2, 7.4.2*			
38. Eyewash units are free of obstructions. (*no boxes, storage, or other items in front of the unit)* *ANSI Z358-2009, Section 4.5.2, 5.4.2, 6.4.2, 7.4.2*			
Emergency Eye Wash Stations (continued)	**YES**	**NO**	**NA**
39. Eyewash units are located at all appropriate locations where employees are exposed to hazardous materials. *(Shops, hazmat areas, battery storage, battery charging areas)* *ANSI Z358-2009, Section 4.6.4, 5.5.4, 6.5.4, 7.5.4*			
40. Eyewash units are placed so they take no more than 10 seconds to reach after exposure. *ANSI Z358-2009, Section 4.5.2, 5.4.2, 6.4.2, 7.4.2*			
41. Eyewash units are identified with signage. *ANSI Z358-2009, Section 4.5.3, 5.4.3, 6.4.3, 7.4.3*			
Fire Extinguishers	**YES**	**NO**	**NA**

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42. Fire extinguisher locations are identified by a sign or other means. *OSHA 29 CFR 1910.157(c)(1)*			
43. Fire extinguishers are unobstructed (*no materials blocking it). OSHA 29 CFR 1910.157(c)(1)*			

44. Fire extinguishers are mounted to the wall. *OSHA 29 CFR 1910.157(c)(1); NFPA 1: 13.6.3.10*			
Personal Protective Equipment (PPE)	**YES**	**NO**	**NA**
45. PPE is not damaged or worn or torn. *(Look at PPE lying around) OSHA 29 CFR 1910.132(e)*			
46. PPE, including lead lined vests and gloves, are available and used in areas with exposure to ionizing radiation. *OSHA 29 CFR 1910.132(a); OSHA's Technical Manual, Section III, Chapter IV*			
47. Chemical resistant apron, chemical resistant gloves, and a full face shield are made available and are being used in battery charging areas. *OSHA 29 CFR 1910.132(a); OSHA 29 CFR 1910.133(a)(1)*			
48. Welding helmet, leather jacket or cape, leather welding gloves, eye protection filter lenses and plates, welding screens, and fire retardant blanket are being used and are made available where cutting, brazing, or welding tasks occur. *OSHA 29 CFR 1910.132(a); OSHA 29 CFR 1910.133(a)(5); OSHA 29 CFR 1926.102(b)(1)*			
49. Face shields or safety glasses are available and used in machine shops and wood shop areas. *OSHA 29 CFR 1910.132(a); OSHA 29 CFR 1910.133(a)(1)*			
50. In machine or wood shop areas, employees are not wearing loose clothing or long sleeves that could potentially get caught in the equipment when operating abrasive wheels and other rotating equipment,. *OSHA's General Duty Clause 5(a)(1); OSHA Publication 3067; OSHA Publication 3080; OSHA Publication 3170*			
51. A face shield and chemical resistant gloves are available and used when filling propane tanks. *OSHA 29 CFR 1910.132(a); OSHA 29 CFR 1910.133(a)(1)*			
52. In dusty areas, dust masks approved by the National Institute of Safety and Occupational Health (NIOSH) are available and used by personnel that have signed Appendix D of 1910.134. *OSHA 29 CFR 1910.134(c)(2)(i); OSHA 29 CFR 1910.134(k)(6); OSHA 29 CFR 1910.134 Appendix D*			

GENERAL SAFETY INSPECTION CHECKLIST

Personal Protective Equipment (PPE) (continued)	**YES**	**NO**	**NA**
53. PPE designed to protect against arc flash is provided and used where there is possible exposure to arc flash. *OSHA 29 CFR 1910.135(a)(1)(v)*			
54. Approved body harness, approved shock absorbing lanyard, and approved anchor points are available and used for stock picker, boom lift, and scissor lift users. *OSHA 29 CFR 1926.503; OSHA 29 CFR 1910.132(a)(1)*			
Elevated Surfaces *(including mezzanines)*	**YES**	**NO**	**NA**
55. Signs are posted, where appropriate, showing the elevated surface load capacity. *OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
56. Surfaces elevated more than 4 feet above the floor or ground are provided with standard guard rails. *OSHA 29 CFR 1910.66(e)(6)(i); OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
57. Permanent means of access/egress are provided to elevated storage and work surfaces. *OSHA 29 CFR 1910.66(e)(6)(ii); OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
58. Material on elevated surfaces is piled, stacked, or racked in a manner to prevent tipping, falling, collapsing, rolling, or spreading. *OSHA 29 CFR 1910.176(b); OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
Walking and Working Surfaces	**YES**	**NO**	**NA**
59. All hatchways, wall, and floor openings are guarded/covered. *OSHA 29 CFR 1910.23(a)*			
60. Stair treads are non-slip and are in good repair. *OSHA 29 CFR 1910.24(f)*			
61. Walkways, stairways, and aisle ways are free of obstructions. *OSHA 29 CFR 1910.22(b)(1)*			

62. Drawers and cabinets are placed so they do not open into walkways, stairways, and aisle ways. *OSHA 29 CFR 1910.22(b)(1)*			

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63. Carpets are well secured to the floor and not worn or frayed. *OSHA 29 CFR 1910.22(b)(1)*			
64. Floor mats are not curled up and free from wear and tear. *OSHA 29 CFR 1910.22(b)(1)*			
65. Fixed stairways have a minimum width of 22 inches. *OSHA 29 CFR 1910.24(d); OSHA 29 CFR 1910.1052(a)(1)*			
66. No storage is kept under the stairs unless: 1) 1-hour rated construction has been provided for this purpose; or 2) sprinklers are installed under the stairs. *OSHA 29 CFR 1910.36(d)(1); NFPA 1: 14.6.3; NFPA 13 4-13.3*			
Confined Space	**YES**	**NO**	**NA**
67. All permit required confined spaces have been identified and are properly labeled. *OSHA 29 CFR 1910.146(c)(2)*			
Racks	**YES**	**NO**	**NA**
68. Racks are secured to the floor.*(Look at the legs of the racks to see if you see bolts holding the racks down) ANSI MH 16.10-2008 - 1.4.7*			
69. All racks have the load limits posted on each shelf. *ANSI MH 16.1-2008 – 8.4.1*			
70. Protective barriers are installed around the corners to prevent damage. *ANSI MH 16.1-2008 – 8.4.5*			
71. Racking is free of physical damage. *ANSI MH 16.1-2008 – 1.4.1(2); ANSI MH 16.1-2008 – 1.4.9*			
72. Beam locking devices (pins, bolts, etc.) are securely fixed on both ends of the cross beam. *ANSI MH 16.1-2008 – 7.1.2*			

73. All modifications to the shelves have been approved by the manufacturer. *ANSI MH 16.1-2008 – 1.4.5*			
74. Rack welds are free of cracks and rust. *ANSI MH 16.1-2008 – 1.4.1(2); ANSI MH 16.1-2008 – 1.4.9*			
75. Check to see if the racks have solid shelving. Does it meet NFPA regulations and not need additional sprinklers? Measure the racks to determine the area of the solid storage shelves. Additional fire protection is required where solid shelving material is being			

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used and the single shelving area is greater than 20 sq. ft. (about 5'x4'). * Where solid shelving is between 21 - 64 sq. ft. in area, sprinklers are required at the ceiling and below shelves at intermediate levels not more than 6 ft. apart vertically (NFPA 13 - 12.1.9.1). *Where solid shelving is more than 64 sq. ft. in area OR where levels of storage exceed 6 feet in height, sprinklers are to be installed at the ceiling and below each level of shelving (NFPA 13 - 12.1.9.2). *For double or multiple rows of solid storage shelving, consider rearranging the shelving units to decrease the area of the solid storage shelves (NFPA 13). * Consider replacing the solid shelving with wire mesh shelving, maintaining open flue spaces and having shelves only 50% occupied, to allow the sprinkler system to reach the contents on the shelving to prevent the spread of fires(NFPA 13). * Remember, if the manufacturer design is altered, it must be approved by the manufacturer.			
76. Material on racks is piled, stacked, or racked in a manner to prevent tipping, falling, collapsing, rolling, or spreading. *OSHA 29 CFR 1910.176(b); OSHA Small Business Handbook 2209-02R-2005; OSHA's General Duty Clause 5(a)(1)*			
Powered Industrial Trucks (PITs)	**YES**	**NO**	**NA**
77. Forklifts with modifications and additions which affect capacity and safe operation are not used unless approved in writing by the manufacturer. *OSHA 29 CFR 1910.178(a)(4)*			
78. Each truck has a warning horn, whistle, or other device which can be clearly heard above the normal noise where the lift truck is operated. *OSHA 29 CFR 1910.178(n)(4)*			
79. Seat belts are being worn by all powered industrial truck operators. *ASME B56.1-1993; OSHA's General Duty Clause 5(a)(1); OSHA Interpretation Letter 03/07/1996*			

80. All industrial vehicle drivers are driving equipment at a safe speed. *OSHA 29 CFR 1910.178(n)(1); OSHA 29 CFR 1910.178(n)(8)*			
Powered Industrial Trucks (PITs) (continued)	**YES**	**NO**	**NA**
81. Operators slow down and honk when approaching main and cross aisles. *OSHA 29 CFR 1910.178(n)(4)*			
82. Operators look in the direction of travel as well as each side before moving the equipment. *OSHA 29 CFR 1910.178(n)(6)*			
83. When a powered industrial truck is left unattended the forks are fully lowered, controls are be neutralized, power is shut off, and brakes set. *OSHA 29 CFR 1910.178(m)(5)(i)*			

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84. Industrial trucks are be examined before use. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they are be examined after each shift/before next use. *OSHA 29 CFR 1910.178(q)(7)*			
Compressed Gas Cylinders	**YES**	**NO**	**NA**
85. Gas cylinders are labeled to clearly identify the contained gas. *OSHA 29 CFR 1910.101(b); CGA 3.3.2; CGA Pamphlet P-1-1965; NFPA 55 4-2*			
86. Compressed gas cylinders are stored in a well-ventilated area. *CGA 3.3.5; NFPA 55 – 2-2.2.3; NFPA 55 – 3-1.2*			
87. All empty gas cylinders are being stored and separated from full containers. *OSHA 29 CFR 1910.101(b); CGA 3.3.4; CGA Pamphlet P-1-1965*			
88. All gas cylinders are being stored in the up-right position using with the wall supported storage technique *(supported or strapped to the wall)* or the nested storage technique (*a rack or cage where the cylinder is stored*). *OSHA 29 CFR 1910.101(b); CGA 3.4.4; CGA Pamphlet P-1-1965; OSHA 29 CFR 1926.360(a)(9); CGA Pamphlet P-1-2006; NFPA 55 – 6-6; NFPA 55 – 6-7*			
89. Gas cylinders are being stored out of direct sunlight and away from sources of heat and ignition; temperatures not exceeding 125 degrees Fahrenheit. *CGA 3.1.12; NFPA 55 – 2-1.6.2*			
90. Gas cylinders are being placed where they cannot become part of an electrical circuit. *CGA 3.5.1; OSHA 29 CFR 1926.350(b)(2)*			
91. Gas cylinders are stored in areas which are protected from external heat sources such as flames, intense radiant heat, electrical arcs, or high temperature lines. *CGA 3.3.5; OSHA 29 CFR 1926.350(b)(3)*			
92. Gas cylinders are stored in areas where they will not be damaged by passing or falling objects. *OSHA 29 CFR 1910.101(b); CGA 3.3.7; CGA Pamphlet P-1-1965; OSHA 29 CFR 1926.350(a)(11)*			
93. Gas cylinders are transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling. *OSHA 29 CFR 1926.350(a)(3)*			
94. Cylinders are kept away from stairways. *OSHA 29 CFR 1926.350(a)(11)*			

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95. Flammable and oxidizing gases must be stored at least 20 ft. apart from each other. *CGA 3.5.3; OSHA 29 CFR 1926.350(a)(10); NFPA 55 – 2-1.6.3(e)(1)*			
Compressed Gas Cylinders (continued)	**YES**	**NO**	**NA**
96. Spare oxygen and acetylene tanks are separated by at least 20 feet. *CGA 3.3.3*			
97. Valve protectors are always placed on cylinders when the cylinders are not in use or connected. *OSHA 29 CFR 1910.101(b); OSHA 29 CFR 1926.350(a)(1); NFPA 55 – 6-4*			
98. Valve is closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job. *CGA 3.1.15; OSHA 29 CFR 1926.350(a)(8)*			
99. Cylinders and compressors are equipped with a pressure relief valve and pressure gauges or nozzles regulated to 30psi. *OSHA 29 CFR 1910.101(c); OSHA 29 CFR 1910.242(b)*			
Welding, Cutting, and Brazing	**YES**	**NO**	**NA**
100. Hoses, gauges, and connectors are inspected before each use. *OSHA 29 CFR 1910.253(e)(6)(iv)*			
101. Flammable materials are removed from the welding area or are protected before hot work commences. *OSHA 29 CFR 1910.252(a)(1)(i); OSHA 29 CFR 1910.252(a)(2)(vii); OSHA 29 CFR 1926.352(a)*			
Machine Guarding	**YES**	**NO**	**NA**
102. All emergency stop buttons, stop bars, and electrical switches used for stopping machines are colored red. *OSHA 29 CFR 1910.144(a)(1)(iii)*			
103. Pulleys and belts that are within seven feet of the floor or working level are properly guarded. *(no opening greater than ½ inch) OSHA 29 CFR 1910.219(b)(1); OSHA 29 CFR 1910.219(c)(2)(i); OSHA 29 CFR 1926.307(d)(1); OSHA 29 CFR 1926.307(e)(1)(i)*			

104. Machine guards for conveyor equipment are secure and arranged so that they do not offer a hazard in their use. *OSHA 29 CFR 1910.212(a)(2)*			

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105. Fan blades are protected with a guard having openings no larger than 1/2 inch, when operating within seven feet of the floor. *OSHA 29 CFR 1910.122(a)(5)*			
106. Machine guards are not disabled or bypassed during use. *OSHA's General Duty Clause 5(a)(1)*			
107. Employees are protected from points of operation, ingoing nip points, rotating parts, flying chips or sparks by two hand controls, pull backs, interlocks, light curtains, or other protective devices. *(Look to see if machine guards cause a hazard and that all employees are protected from hazards on the machine (moving parts, sharp objects)) OSHA 29 CFR 1910.212(a)(2)*			
108. Battery charging areas are protected by protective barriers. *OSHA 29 CFR 1910.178(g)(2)*			
Machine Guarding: Bench and Pedestal Grinders	**YES**	**NO**	**NA**
109. The work rest is adjusted to 1/8" from the wheel. *(where the tool is laid) OSHA 29 CFR 1910.215(a)(4); OSHA 29 CFR 1926.303(c)(2)*			
110. The adjustable tongue on the topside of the grinder is used and kept adjusted to within 1/4 inch of the wheel. *OSHA 29 CFR 1910.215(b)(9)*			
111. Side guards cover the spindle, nut, and flange and 75% of the wheel diameter. *OSHA 29 CFR 1910.215(a)(2)*			
112. The maximum revolutions per minute (RPM) rating on the abrasive wheel are compatible with the RPM rating of the grinder motor. *(typically posted on machine somewhere) OSHA 29 CFR 1910.215(d)(1)*			

113. Abrasive wheels are ring tested before they are mounted. *OSHA 29 CFR 1910.215(d)(1); OSHA 29 CFR 1910.243(c)(5)(i); OSHA 29 CFR 1926.303(c)(7)*			
114. Pedestal grinders are bolted to the floor. Bench grinders are secured. *OSHA 29 CFR 1910.212(b)*			
Ladders	**YES**	**NO**	**NA**
115. Ladders are maintained in good condition. Joints between steps and side rails tight; all hardware and fittings securely attached; movable parts			

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operating freely without binding or undue play. *OSHA 29 CFR 1926.1053(b)(2)*			
116. Manufacturer's labels and warnings are present and visible on the ladder. *Best Practice/OSHA Interpretation Letter 07/25/2003*			
117. Appropriate ladders are available for the tasks completed at this location (stepladders for low areas, non-metal ladders near electricity, tall ladders for high areas, etc). *Best Practice*			
118. Non-slip safety feet provided on each ladder. *OSHA 29 CFR 1926.1053(b)(7); OSHA Publication 3124*			
119. The maximum load rating of a ladder is not exceeded (take into account weight of equipment and tools- look for posted weight limit). *OSHA Publication 3124*			
120. Ladders are inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. *OSHA 29 CFR 1910.25(b); OSHA 29 CFR 1910.27(f)*			
121. Metal ladders are prohibited where the ladder or person using the ladder could come into contact with energized parts. Ladders with only nonconductive side rails shall be used with exposure to energized parts. *OSHA 29 CFR 1910.333(c)(7)*			
Hand Tools, Portable Power Operated Tools, and Equipment	**YES**	**NO**	**NA**

122. Employees using powder-actuated tools are trained in their use and carry a valid operator's card. (Examples are any tool requiring a powered charge.) *ANSI/ASSE A10.3-1995*			
123. Powder-actuated tools are stored in their own locked container when not in use. *ANSI/ASSE A10.3-1995*			
Hand Tools, Portable Power Operated Tools, and Equipment (continued)	**YES**	**NO**	**NA**
124. Tools are only used for their intended purpose. *NIOSH Publication 2004-164; OSHA's General Duty Clause 5(a)(1); OSHA Ergonomic Guidelines*			
125. No broken or fractured handles are on tools. *OSHA 29 CFR 1910.242(a)*			
126. Appropriate handles are used on all tools. (*no homemade handles) OSHA 29 CFR 1910.242(a)*			

GENERAL SAFETY INSPECTION CHECKLIST

127. Tools are not bent or worn. *OSHA 29 CFR 1910.242(a)*			
128. Power tools have the appropriate shields, guards, or attachments as recommended by the manufacturer. *OSHA 29 CFR 1910.243*			
Electrical	**YES**	**NO**	**NA**
129. Ground fault circuit interrupter (GFCI) protected outlets are used near water sources and in wet/damp areas. GFCI's are required for all outlets in bathrooms and in kitchens. *NEC 210.8(b); OSHA 29 CFR 1910.303(b)(1); OSHA 29 CFR 1910.305(j)(2)(i); OSHA 29 CFR 1926.405 (j)(2)(i); OSHA 29 CFR 1926.404(b)(1)(ii); Best Practice*			
130. A 36 inch clearance is maintained around electrical panels. *OSHA 29 CFR 1910.303 (g)(1)(vi)(B)*			
131. Electrical tools and equipment are grounded or double insulated. *OSHA 29 CFR 1910.304(f)(5)(iv)*			

132. Microwaves are rated as “Commercial” or “Industrial” and NOT “Household” to be able to repeatedly be used without an issue occurring. *OSHA 29 CFR 1910.303 (b)(2); UL 932; OSHA Interpretation Letter (24256) 08/02/2002*			
133. Extension cords are used only for temporary service. (No more than 90 days.) *OSHA 29 CFR 1910.305(a)(2)(i)(B)*			
134. Power strips, surge protectors, and extension cords are not "daisy chained." (*they should not be plugged into each other for additional outlets; they should be plugged directly into the wall)* *OSHA 29 CFR 1910.303(a); OSHA 29 CFR 1910.303(b)(2); OSHA 29 CFR 1910.304(b)(2); NFPA 1: 11.1*			
135. Fixed or permanently mounted powered tools are connected to permanent wiring. *OSHA 29 CFR 1910.305(g)(1)(iii)(A)*			
136. There are no exposed wiring and cords with frayed or deteriorated insulation. *OSHA 29 CFR 1910.305(g)(1)(i)*			
137. Flexible cords and cables are free of splices or taps. *OSHA 29 CFR 1910.305(g)(2)(i); OSHA 29 CFR 1926.405(g)(2)(iii)*			
138. Energized parts of electrical circuits and equipment are guarded against			

GENERAL SAFETY INSPECTION CHECKLIST

accidental contact by approved cabinets or enclosures (*electrical boxes)*. *OSHA 29 CFR 1910.303(g)(2)(i); OSHA 29 CFR 1926.403(i)(2)(i)*			
139. All unused openings (including conduit knockouts) in electrical enclosures and fittings are closed with appropriate covers, plugs, or plates. *OSHA 29 CFR 1910.305(b)(1); OSHA 29 CFR 1926.405(b)(1)*			
Electrical (continued)	**YES**	**NO**	**NA**
140. Electrical enclosures such as switches, receptacles, junction boxes, etc. are provided with tight fitting cover plates. *OSHA 29 CFR 1910.305(b)(2)(i); OSHA Small Business Handbook 2209-02R-2005*			
141. Appliances are not plugged into cubicle walls unless the cubicle wall wiring has been rated to handle an electrical load of that capacity.			

142. Only plug one major appliance into an outlet at a time.			
143. Class 1 Division 1 shall be used on all electrical equipment in areas in which flammable gases and vapors exist under normal conditions; exist frequently due to repair or maintenance operations or leaks; and where processes may release ignitable concentrations of flammable gases or vapors and cause simultaneous failure of equipment (examples include spray paint booths, open tanks, drying rooms, gas generator rooms, pumps, refrigerators, freezers, etc.). *OSHA 29 CFR 1910.399; OSHA 29 CFR 1910.307*			
144. Are electrical boxes (or circuit breakers) marked to clearly indicate the purpose of each circuit breaker? *(look inside) OSHA 29 CFR 1910.303(f)(2)*			
Lockout Tagout	**YES**	**NO**	**NA**
145. "DO NOT OPERATE" signs or tags and padlocks are used on equipment that is undergoing repair. *OSHA 29 CFR 1910.147(c)(5)(iii)*			
146. Lockout tagout procedures are used for cord and plug electrical equipment (by unplugging the equipment). *Best Practice; OSHA 29 CFR 1910.147(a)(2)(iii)*			
Loading Docks and Shipping & Receiving Areas	**YES**	**NO**	**NA**
147. Truck pull aways are prevented with the use of vehicle restraints or wheel chocks. *OSHA 29 CFR 1910.178(k)(1); OSHA 29 CFR 1910.178(m)(7); OSHA 29 CFR 1910.178(k)(4)*			

GENERAL SAFETY INSPECTION CHECKLIST

148. Brakes are set to prevent vehicle movement during loading or unloading. *OSHA 29 CFR 1910.178(k)(1)-(3); OSHA 29 CFR 1910.178(m)(7)*			
149. Fixed jacks are being used where necessary in order to support semitrailers while loading and unloading when the trailer is not attached to a tractor. *OSHA 29 CFR 1910.178(k)(3); OSHA 29 CFR 1910.178(m)(7)*			

150. Floors of trucks, trailers, and railroad cars are checked for breaks and weaknesses before they are driven onto by fork trucks or other vehicles used for loading and unloading items. *OSHA 29 CFR 1910.178(m)(7)*			
151. The dock is in good repair. *OSHA 29 CFR 1910.176(a); OSHA 29 CFR 1910.30(a)(1)*			
152. Portable loading ramps are in good condition and strong enough to carry the load(s) imposed on them. *OSHA 29 CFR 1910.30(a)(1)*			
Asbestos	**YES**	**NO**	**NA**
153. All pipes, materials, containers, and areas that are identified as containing asbestos are labeled. *OSHA 29 CFR 1910.1001(j)(4)(i)*			
Hazardous Waste	**YES**	**NO**	**NA**
154. Spill containment pallets are in use *(including under battery storage)*. *EPA 40 CFR 264.174(d); EPA 40 CFR 264.175(a); EPA 40 CFR 164.175(b); EPA 40 CFR 264.193(b); UFC Section IV, 80.402(b)(2)(F)*			
155. Solvents and flammable wastes are kept in approved covered containers until removed from this location. *OSHA 29 CFR 1910.106(e)(9)(iii)*			
156. Covered metal waste cans are used for paint soaked waste and disposed of at least on a daily basis. *OSHA 29 CFR 1910.107(g)(3)*			
157. Waste materials (oily rags), combustible scrap, and debris are stored in covered metal receptacles and emptied daily. *OSHA 29 CFR 1910.106(e)(9)(iii); NFPA 1: 19.1*			
158. Waste containers are clearly labeled to identify the contents present, the dates of accumulation, and location from which the waste was generated. *OSHA 29 CFR 1910.1096(e)(6)*			

GENERAL SAFETY INSPECTION CHECKLIST

159. Barrels containing hazardous or flammable waste are grounded and/or bonded. *(Look in area for a ground wire (from barrel to a ground) and a bonding wire (typically hanging off of the barrel to be attached to the container the liquid is being transferred to)* *OSHA 29 CFR 1910.106(e)(6)(ii); OSHA 29 CFR 1910.106(h)(7)(i)(b); OSHA 29 CFR 1910.107(e)(9)*			
160. Containers are checked for leaks at least weekly. *EPA 40 CFR 264/265.174*			
161. Necessary emergency equipment including fire extinguishers, eyewash unit and deluge shower stations, and spill clean-up materials are available in areas with hazardous waste. *OSHA 29 CFR 1910.157; ANSI Z358-209; EPA 40 CFR 112; OSHA 29 CFR 1910.120*			
Documentation	**YES**	**NO**	**NA**
162. Check the sprinkler system(s). Sprinkler systems have quarterly drain tests and an annual system inspection. *OSHA 29 CFR 1910.159(c)(2); OSHA 29 CFR 1910.159(c)(3); NFPA 25*			
163. Tests and inspections on emergency light sources are completed and documented. *NFPA 101 – 7.9.3.1.1 (4); NFPA 101 – 7.9.3.1.1 (7); NFPA 31 – 1.3.7*			
164. Hot work permit logs and procedures are used properly and filed (retained for 12 months) where hot work is performed. Hot work permits should be issued under supervision of an individual in charge of the area. An inspection should occur prior to performing hot work. *NFPA 51B; OSHA 29 CFR 1910.252; OSHA 29 CFR 1910.106(e)(8)*			
165. Fire walls, doors, and barriers are inspected to ensure they are in good working order. *OSHA 29 CFR 1910.37(a)(4)*			
Documentation (continued)	**YES**	**NO**	**NA**
166. An inventory of chemicals used at this facility is maintained. *OSHA 29 CFR 1910.1200(a)(2); OSHA 29 CFR 1910.1200(e)(1)(i)*			
167. Emergency evacuation plans are posted throughout the facility, include "You Are Here" designations, and are color coded according to different emergency plans (fire, severe weather, tornado, etc). *Best Practice/VPP Readiness Assessment, Section III, Subsection A, Questions A10A11; OSHA's Evacuation Plans and Procedures eTool; OSHA Publication 3256; OSHA 29 CFR 1910 Subpart E Appendix A*			

GENERAL SAFETY INSPECTION CHECKLIST

168. An inventory list of all evaluated confined spaces has been completed. *OSHA 29 CFR 1910.146(d)(5)*			
169. Plumbed in eyewash units are activated/inspected weekly. Non plumbed in eyewash units are inspected weekly and the eyewash solution is changed before the expiration date. *ANSI Z358-2009, Section 4.6.2, 5.5.2, 6.5.2, 7.5.2*			
170. Check the fire extinguishers to ensure the tag includes: maintenance and inspection dates, date of purchase, Underwriters Laboratory (UL) approval, and initials of the inspectors. *OSHA 29 CFR 1910.157(e)(1)*			
171. Pre-use inspection forms for powered industrial trucks are completed, kept on the equipment, are kept on file for three (3) months. *OSHA's General Duty Clause 5(a)(1); Best Practice*			
172. A general inventory list of asbestos is up to date - visual inspection of the facility coincides with the management plan (i.e., identified asbestos is in place, asbestos condition is consistent with descriptions in plans, etc.). *OSHA 29 CFR 1910.1001(j)(2)(ii)*			

GENERAL SAFETY INSPECTION CHECKLIST

Criteria #	Identified Deficiency	RAC	Recommendation

GENERAL SAFETY INSPECTION CHECKLIST

Criteria #	Identified Deficiency	RAC	Recommendation

GENERAL SAFETY INSPECTION CHECKLIST

Criteria #	Identified Deficiency	RAC	Recommendation

APPENDIX A

Department of Defense for Deriving Risk Assessment Codes (RAC) for Safety Hazards

Deriving RACs for Safety Hazards

1.) Determine Hazard Severity: The hazard severity is an assessment of the worst potential consequence, defined by degree of injury, occupational illness or property damage which is likely to occur as a result of a deficiency. Hazard severity categories shall be assigned a Roman numeral according to the following criteria:

Category	Category Type
I	Catastrophic: The hazard may cause death or property loss greater than $1,000,000.
II	Critical: May cause severe injury or property loss greater than $10,000.
III	Marginal: May cause minor injury or property loss greater than $10,000.
IV	Negligible: Probably would not affect personnel safety but is never the less a violation. May cause property loss less than $10,000.

2.) Determine Mishap Probability: The mishap probability is the probability that a hazard will result in a mishap, based on an assessment of such factors as location, exposure in terms of cycles or hours of operation, and affected population. Mishap probability shall be assigned an Arabic letter according to the following criteria:

Subcategory	Subcategory Type
A	Likely to occur immediately or within a short period of time.
B	Probably will occur in time
C	May occur in time
D	Unlikely to occur

3.) Calculate the Risk Assessment Code: The RAC is an expression of risk which combines the elements of hazard severity and mishap probability. Using the matrix shown below, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

Hazard Severity	Mishap Probability			
	A	B	C	D
I	1	1	2	3
II	1	2	3	4
III	2	3	4	5
IV	3	4	5	5

RAC 1=	Critical Risk
RAC 2=	Serious Risk
RAC 3=	Moderate Risk
RAC 4=	Minor Risk
RAC 5=	Negligible Risk

Chapter Eight

VEHICLE SAFETY

Trenholm State Community College vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens - they have very high exposure. In their relationship with other motorists and pedestrians while operating vehicles, Trenholm State Tech employees control an important influence on public relations. By courteous, considerate driving habits, they can build good public relations applying the principles of defensive driving to avoid accidents.

The following safety procedures apply to all operators of Vehicles in the Trenholm State Community College fleet:

1. All employees shall be responsible for a safety check each day for any vehicle or mobile equipment they are assigned to drive.

2. Safety checks shall include:

    a. Lights
    b. Horn
    c. Directional signals
    d. Motor oil
    e. Windshield washers and wipers
    f. Tires
    g. Brakes
    h. Proper latching of seat belts

3. Drivers of school vehicles must possess a valid state driver's license, and they must be thoroughly familiar with the state or local regulations governing motor vehicle operation. The fact that an employee is operating a school vehicle does not absolve him/her from civil or criminal liability for the consequences of wanton reckless driving. The driver must be in the position to satisfy a jury that he/she used reasonable care and prudence in operating school vehicles. Even though school equipment has warning devices, the drivers are expected to PROCEED WITH ALL CAUTION.

4. Load Security:

    a. Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
    b. Drawers in movable trucks shall always be secured before the truck is driven.
    c. Ensure load capacity is not exceeded.

5. Drugs or strong medication are not to be taken before operating vehicles. Drugs, illness, or extreme fatigue may affect ability to judge long distances, speed, and driving conditions.
6. All persons who drive or ride in Trenholm State Tech vehicles will, in all cases, wear the installed seat belts, as required by Alabama Law.

7. Not more than three (3) persons shall be permitted to ride in the front of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person.

8. Filling tanks:

    a. Shut off motors during refueling.
    b. No smoking near gasoline pumps.
    c. Hose nozzle should be kept against the edge of filler pipe.
    d. Avoid spilling gasoline by not filling tanks too fast or too full.

9. Driver's License - No employee will be allowed to operate a school vehicle without a valid state driver's license.

Accidents

Any physical contact between a Trenholm State Community College vehicle and another vehicle, person, or object shall be treated as an accident.

1. Call 911 (Advise if ambulance or emergency equipment is needed. If possible, driver should stay with vehicle and send someone to call.)

2. Give aid to the injured.

3. Provide information for police and others involved.

4. Do not admit fault or promise anything.

5. Immediately notify supervisor and risk management administrator.

a. Driver involved should exchange names, drivers' license numbers, and vehicle tag numbers, and insurance data with the other persons involved. Offer no information regarding the responsibility for the accident or what should have been done to avoid the accident.

b. Report the accident to supervisors as soon as possible. The supervisor shall make a written report to the president. Such reports will include a statement from employee involved and the name of insurance carrier and agent of other parties involved.

c. All serious accidents and/or accidents involving bodily injury or a fatality will be reported to business manager or president, IMMEDIATELY.

Chapter Nine

GUIDELINES FOR THE DEVELOPMENT OF A LAB/CLASSROOM MANAGEMENT & SAFETY PLAN

In developing management and safety guidelines for an individual program, program area, or classroom, planning must consider that every lab/shop area may be different and will require somewhat different procedures. The goal is to encapsulate in one document the day-to-day procedures that will govern faculty, student and staff activities within the facilities of the program or program area. This means from *the initial opening up process, through daily, safe conduct of the education and work process, to the final clean-up process, and finally to the safe and secure shut-down of the specific area.*

As a general rule, start by identifying specific hazards peculiar to the program, equipment, or supplies/materials used. Next, consider how student should be made aware of and a part of the safe operation of the lab/shop area. Each area has at least a computer in the instructor's office. Many have computer areas or entire classrooms as integral part of program operations. The section on computer care and use should be tailored to reflect the intended use of computers by students. The following is a general outline that should be followed, tailored to meet specific program needs and conditions. **(PROGRAM NAME) ?**

LAB/CLASSROOM MANAGEMENT & SAFETY PLAN

Program Goals/Lab Management System Consistency

The mission of Trenholm State Community College is "to provide quality instruction enabling students to develop knowledge, skills, and good work ethics resulting in entry-level employment, career advancement, and the promotion of lifelong learning." The (Program Name) program operates in support of this mission. The procedures of the lab/classroom management plan are consistent with institutional policies and industry standards for safety, productivity, and liability.

Plan Dissemination

All adjunct faculty members are provided a copy of this upon employment and are briefed on its contents/procedures by the program coordinator prior to assuming instructional duties. New full time faculty members are provided a plan and are briefed on its contents by the appropriate instructional coordinator. The plan is briefed to each new student during program specific orientation and posted in the program area.

Plan/Procedures

It is the instructor's responsibility to oversee the lab/classroom and to schedule appropriate day to day activities designed to teach auto collision repair and automotive

painting competencies. Live work projects are used and their assignment is made to those students who are in need of practicing the particular skills afforded by the projects.

Safety Orientation - Each new student undergoes extensive safety instruction during the program specific orientation. The instructor verifies that all aspects of lab safety are addressed with each student.

Safety Inspections - Inspections are conducted in accordance with the checklists contained in Chapter Seven of the *Trenholm State Community College Safety Plan.* A discrepancy log is maintained as long as any discrepancies are discovered and until the discrepancies are resolved.

I. Daily opening procedures

II. Specific safety considerations for program-specific equipment, tools, and supplies with particular emphasis to any hazardous materials that may be present. (See *Trenholm State Community College Hazardous materials (HAZMAT) Plan.)*

III. General daily operation of the classroom/lab area.

IV. General Classroom/Computer Lab Management
A. General Responsibility
B. Student Responsibility

V. Computer Acceptable Use Policy (See Trenholm State Community College Policies and Student Handbook) Computers *are the property of the State of Alabama and Trenholm State Community College*.

VI. Housekeeping (Include *specific clean-up plans here)*

VII. Daily procedures for closing and securing the area.

Chapter Ten Crisis Management Team General

This plan is designed to alert and assemble the college leadership to meet at a location designated by the President or next in charge to make decisions about the college during emergency conditions. Specifically, this would involve a mass casualty event, damage assessment from a major storm or tornado, or other event which major injuries or damage occurs to college students, employees, or property. Our goal is to minimize the impact on people and property. The crisis management team will use procedures outlined above as a guide to actions needed to restore the college to normal after any event. With any event requiring assembly, at the earliest time possible, release students, and then Faculty/Staff after work areas have been secured to the extent possible. Prior to students being released, faculty shall instruct students to monitor local media for information on the status of the college.

	Crisis Management Team	
Charles Harris 334-799-6535 334-420-4232	President 334-799-6540	Dean of Instruction (TBA)
Kenneth Cox 334-318-0533 334-420-4275	Robert Allen 334-799-6544 334-420-4266	Wilford Holt 334-799-6541 334-420-4367
DSI Security 334-269-0056	Greg Hudson 334-202-6570 334-420-4332	Cathy Wright 334-420-4252 334-315-6854
Suresh Kaushik 334-420-4244	Public Information?	

Roles

President – Crisis Management Team Leader
Dean of Instruction – Academic Needs Assessment
Business Manager – Fiscal Matters
Physical Plant – Damage Assessment/Supplies/Liaison to Utility Companies
IT/Campus Security – Information Technology Restoral/Damage Assessment/Security
Public Affairs – Dissemination of Information
Dean of Students – Student Needs Assessment
Campus Directors – Duties as assigned
Campus Safety Coordinator – Coordinates security and safety matters
DSI Security Officer – Lead Officer coordinates security efforts with officers on station

Planning

Each CMT member must be familiar with the assembly locations, maintain working communications and be responsive to the call for assembly. Within any particular event, the CMT may require any or all of the actions outlined below to be implemented. Although the actions below deal specifically with Hurricane evacuation, these are good guidelines for any possible evacuation and potential closure of the college for emergency reasons.

Crisis Management Team Assembly Locations

President's Conference Room – Building A Trenholm Campus
Workforce Development Conference Room – Building D Patterson Campus
Library Conference Room 415

Trenholm/Patterson Campuses – Prior to any evacuation, campus personnel should prepare to secure important documents and equipment if time allows.

Faculty/Staff: Secure trash bags provided by maintenance to cover computers in labs. Be prepared to unplug computers and other equipment in the event the college is closed. Everyone shall be responsible for their respective area.

Business Office personnel: Ensure important documents, blank checks, personnel records, contracts, are readied for the safe. File cabinets as a minimum shall be prepared to be draped by a plastic tarp. The tarp should be tied or taped to the file cabinets. Be prepared to operate manually in the event power is not available or in the event relocation is necessary, have enough supplies to operate for a minimum of one week.

Information Technology: Ensure full backups are completed for the AS/400, VOPMAIL, Moodle, Trenholm, Patterson servers and are placed in safe on Patterson Campus. Configuration disks need to be updated or created for each of the above system. In the event we need to close the campus, ensure all equipment is powered off. Distribute radio only phones to maintenance personnel. In the event power is loss for an extended period, the only means of communications will be the Nextel phones. Configure phone system for an IP phone to use in any campus location. Ensure you have a cell phone charger.

Registrar: Ensure all student records in file cabinets are draped by plastic tarp. Tarps should be tied or taped to the file cabinets.

Maintenance: Secure and distribute plastic tarps and large plastic trash bags to be distributed to each of the functions listed above. Assess all building locations with South side vulnerabilities. Secure plywood to protect the vulnerable areas of

the library, specifically the 1st Floor South and East windows. Secure at least two gas generators to provide emergency power. Ensure prior to leaving facilities that gas and electrical power mains are off. Secure warehouse doors. Secure campus maps of both Trenholm and Patterson.

Public Affairs: Produce signs/flyers to post around the college informing students to stay tuned to local media stations (105.7, 104.3, 97.9, 90.7, 102.0, TV8, 12, 20, 32) on college status. Ensure that we have a line of communication to local radio and televisions to place information to students and faculty in the event the college is closed. Be prepared to notify the media when Faculty and Staff are recalled to the college. Be prepared to notify the media when school operations are returned to normal.

Once an all clear has been issued and it is safe to return to the college, the **Campus Safety Manager** will contact security to secure all locations as normal. Providing no structural damage has occurred, **the Crisis Management Team (CMT)** will assemble at one of the designated assembly points. This location will serve as the operations center for all decisions about the college.

The following equipment items should be pre-positioned for standup of operations center.

Equipment – Needs
4 Hardhats
Portable generator Power
Radio
Television
Pens/Paper
IP/Phone
Flashlights
Fax Machine
Computer/Printer
AS/400 Access
Campus Maps
White Board

3. **Maintenance crews** shall be assigned to normal locations and complete a campus walk through to determine the extent of damage and report damage to operations center. Schedules will be modified to ensure adequate maintenance staffing.

4. **Security Details** shall assist maintenance in determining damages.

5. **Physical Plant Manager** shall coordinate with utility companies any live wires, broken gas or water mains. He will also begin a building by building restoration as necessary.

Restoral Priorities:

1. Electrical Power
2. Information Technology Structures, network, phones, servers, systems
3. Business Offices
4. Classroom Facilities
5. Support Facilities

APPENDIX

TRENHOLM STATE COMMUNITY COLLEGE

Incident Reporting Form

(To be filled out as soon as possible, by the person in charge who is the first notified of the incident – Please print)

Date & Time*?* _____

Were students involved?
Name(s)/Program(s):_____

Nature & impact of incident?

_____
_____
_____

_____
_____
_____

Exact place in lab/shop/room where incident occurred?

_____
_____

Witnesses? _____

_____
_____

Injuries? Medical treatment? Describe

_____

_____
_____

Corrective action(s) to be taken*:*

_____
_____
_____
_____
_____

Report prepared by: _____

Reviewed by: _____

Accident/Injury Report

Add additional blank pages if necessary

DATE_____TIME OF ACCIDENT_____SCHOOL DEPT._____

INJURED PERSON (Student, Staff, Other, Please Circle a category)

NAME_____M___F____

INJURED PERSON'S COMMENTS_____

DESCRIBE THE CAUSE, NATURE & TREATMENTS OF THE INJURY

_____

CAUSE_____NATURE_____

TREATMENT_____

WHAT WAS THE INDIVIDUAL DOING AT THE TIME OF THE INJURY?

_____

WAS FIRST-AID ADMINISTERED?____YES____NO. IF YES, THE NATURE OF

THE FIRST-AID APPLIED? _____

BY WHOM? _____

ATTENDING PHYSICIAN CALLED (IF ONE WAS REQUIRED) _____

WAS A CLOSE FRIEND OR A FAMILY MEMBER NOTIFIED?____YES____NO

IF YES, NAME THE PERSON_____

WITNESS TO THE ACCIDENT THEIR COMMENTS, IF ANY

_____

_____

WHAT HAS BEEN DONE OR CAN BE DONE TO PREVENT A REPETITION OF

THIS

ACCIDENT? _____

_____

SPECIAL
REMARKS_____

_____

IF 911 WAS DIALED FOR ASSISTANCE TIME CALLED: _____

SIGNATURE OF EMPLOYEE SIGNING REPORT_____

SUBMIT THIS REPORT TO SAFETY DIRECTOR

DEPARTMENT HEAD _____ DATE_____
DEAN _____ DATE_____
SAFETY DIRECTOR _____ DATE _____

Accident/Injury Checklist

	Yes	No	Time
1. Have someone call 911 immediately. Report injury, location and building number. If possible have a person on the street to wait on Police/Emergency/Fire Personnel.			
2. Make sure injured is not in a situation that will result in more injuries such as a shock hazard or chemical spill.			
3. Administer first aid till Emergency Personnel arrive.			
4. Contact School Security Patterson Campus 207-8366 Trenholm Campus 207-8664 Library 207-8135			
5. Campus Security Completes an Incident Report			
6. When accident victim is transported begin immediate investigation into incident/accident. If possible take pictures.			
7. Start Accident/Injury Report. Obtain names of witnesses and get statements of what happened to cause situation.			
8. Complete Accident/Injury Report. Make sure all areas are completed to answer what happened, why it happened and how it can be prevented in the future. Forward this report to Director of Safety and Security – Assistant Dean Charles Harris 420-4232			

COLLEGE AUTO ACCIDENTS STANDARD OPERATING PROCEDURES

	YES	NO	TIME
FACULTY/STAFF 1. **Dial 911 immediately if injury is involved.** 2. **Notify SWITCHBOARD – Report incident.**			
SWITCHBOARD OPERATOR 1. **Notify President/Security Officer or Campus Dean.** 2. **Notify 911 rescue ambulance (if necessary).** 3. **Notify Security, give location.** 4. **Notify Montgomery Police Department (2412708).** 5. **Notify Administrator of termination of events.**			
Administrator 1. **Monitor situation.** 2. **Make decisions not covered by plan.** 3. **Respond to unforeseen problems/variations.**			
Security 1. **Assist in traffic control.** 2. **Assist Montgomery Police Department.** 3. **Complete Incident Report Form. If there are injuries also complete Accident/Injury Report.**			

COLLEGE BOMB THREAT STANDARD OPERATING PROCEDURES

	YES	NO	TIME
SWITCHBOARD OPERATOR **1. Signal for assistance. Talk to the caller and keep him/her on the line.** **2. Notify Security.** **3. Notify President/Security Officer or Campus Dean.** **4. Notify 911; report bomb threat.**			
ADMINISTRATOR **1. Make decisions to vacate building(s).** **2. Assemble Safety Team, if needed.** **3. Make decisions not covered by plan.** **4. Respond to unforeseen problems/variations.** **5. Terminate bomb threat based on search. Allow students to re-enter.** **6. Document incident.**			
FACULTY and STAFF **1. Implement fire drill when notified. Lead students out of building to safe area at least 1000 feet from building.** **2. Try to notice anything out of the ordinary as you exit the building.**			
SECURITY **1. Secure campus buildings involved, if known.** **2. Coordinate searches with off campus assistance.** **3. Terminate all radio contact.** **4. Complete Incident Report.**			

Bomb Threat Checklist **DATE:**

Signal for assistance. Talk to caller and keep him/her on the line. Use Bomb Threat Caller Assessment below. (Check yes or no for the questions below when possible with time.)	**YES**	**NO**	**TIME**
QUESTIONS TO ASK			
1. When is the bomb going to explode?			
2. Where is the bomb?			
3. What does it look like?			
4. What kind of bomb is it?			
5. What will cause it to explode?			
6. Did you place the bomb?			
7. Why?			
8. Where are you calling from?			
9. What is your address?			
10. What is your name?			
CALLER'S VOICE (circle) Calm Disguised Nasal Angry Broken Stutter Slow Sincere Lisp Rapid Giggling Deep Crying Squeaky Excited Stressed Accent Loud Slurred Normal			
If voice is familiar, whom did it sound like?			
Were there any background noises?			
Remarks:			

Person receiving call:			
Telephone number call received at:			
ENSURE THE FOLLOWING ACTIONS ARE TAKEN			
1. Evacuate Affected Building – MINIMUM 1000FT			
2. Notify 911 with location and information.			
3. Notify Security – Patterson Campus 334-207-8366 **Trenholm Campus 334-207-8664** **Library 334-207-8135**			
4. Notify Campus Dean			
5. Security Completes an incident report			

CHEMICAL SPILLS STANDARD OPERATING PROCEDURES

	YES	NO	TIME
FACULTY AND STAFF **1. Notify SWITCHBOARD and give information.** **2. Evacuate building, secure, move to fresh air.** **3. Give First Aid to injured.**			
SWITCHBOARD OPERATOR **1. Call each building representative to evacuate buildings.** **2. Notify Security, give location.** **3. Notify President/Security Officer or Dean of College.** **4. Notify 911 (if necessary); Request HAZMAT Team.** **5. Notify Administrator at termination of event.**			
SECURITY **1. Isolate and secure the area involved.** **2. Complete Incident Report and if any injuries occurred complete Accident/Injury Report.**			
ADMINISTRATOR **1. Monitor situation and make decisions concerning class dismissal or reentry into building for classes.** **2. Assemble Crisis Management Team, if needed.**			

FIRE REPORTING STANDARD OPERATING PROCEDURES

	YES	NO	TIME
FACULTY AND STAFF ACTIONS 1. Activate fire alarm. 2. Dial 911 to request Montgomery Fire Department. 3. Notify SWITCHBOARD Operator Dial "0". 4. Secure your area and implement fire drill and evacuate building. 5. Utilize appropriate existing fire extinguisher if properly trained.			
SWITCHBOARD OPERATOR ACTIONS 1. Activate fire drill procedures. 2. Notify President/Security Officer or Campus Director. 3. Notify Security, give location. 4. Notify Facilities Director. 5. Notify Administrators of termination of events.			
SECURITY ACTIONS 1. Isolate and secure area. 2. Coordinate with off-site response. 3. Notify switchboard or termination of fire. 4. After event, fill out Incident Report.			
BUILDING MAINTENANCE ACTIONS 1. Proceed to affected area and turn off gas supply to building if safe to do so. 2. Contact Alabama Power Company (223-5000). 3. Contact Gas Company (832-4477).			
ADMINISTRATOR ACTIONS 1. In the event of large scale damage, assemble Crisis Management Team. 2. Activate recovery process, i.e. insurance, reports. 3. Coordinate with Public Affairs officer for preparation of news release.			

STAFF/STUDENT INJURY STANDARD OPERATING PROCEDURES

	YES	NO	TIME
FACULTY AND STAFF 1. **Dial 911 and Report Incident** 2. **Notify SWITCHBOARD with building location by dialing "0".** 3. **Apply necessary first aid, if trained.** 4. **Wait with student for campus security officer.**			
SWITCHBOARD OPERATOR 1. **Notify Security, give location.** 2. **Notify Campus Safety Administrator**			
SECURITY 1. **Report to scene.** 2. **Maintain calm and order.** 3. **Escort emergency vehicles on/off campus.** 4. **Complete Incident/ Accident Report.**			
ADMINISTRATOR 1. **Monitor situation.** 2. **Make decisions not covered by plan.** 3. **Respond to unforeseen problems/variations.** 4. **Document incident.**			

THREATS TO STUDENTS/STAFF ON CAMPUS STANDARD OPERATING PROCEDURES

NOTE: It may be difficult to determine if a report of threatened bodily harm is real or perceived. Faculty and staff learning of such threats are encouraged to "err on the side of caution" and report such threats to the SWITCHBOARD. Any knowledge of an individual on campus that is perceived to be a threat the following actions must be followed. The general safety of all students and staff on our campus must supersede any student's request for confidentiality.

	YES	NO	TIME
FACULTY AND STAFF 1. In a classroom, lock the door and do not allow students to leave. 2. If not in a classroom, find the nearest location and lock the door. 3. Dial 911 and notify Campus Security.			
SWITCHBOARD OPERATOR 1. Contact President/Security Officer or Campus Dean.			
SECURITY 1. Personally contact the faculty or staff member making the report. 2. If needed, interview student to determine the nature of the threat.			
ADMINISTRATOR 1. Determine danger to student/staff and general institution, and initiate action. 2. Notify student's other instructors of physical description of possible intruder. 3. Notify SWITCHBOARD at termination of event. 4. Document incident.			

COLLEGE STUDENT RIOT STANDARD OPERATING PROCEDURES

	YES	NO	TIME
SWITCHBOARD OPERATOR **1. Notify security; give location.** **2. Notify President/Security Officer or Campus Dean.**			
SECURITY **1. Take appropriate measures to contain and secure campus.** **2. Establish security for the President.** **3. Activate optional exit.** **4. Coordinate with City of Montgomery Police Department as necessary.** **5. Complete Incident Report after event.**			
ADMINISTRATOR **1. Assemble Crisis Management Team.** **2. Take measure to secure officials records.** **3. Establish contact with lead demonstrator.** **4. If not already contacted, determine need for 911 Fire and Police and advise SWITCHBOARD Operator to contact.** **5. Serve as liaison with off-campus resources.**			

EMERGENCY PLAN FOR TORNADOES/SEVERE WEATHER

IN THE EVENT OF A TORNADO WARNING PERSONS INSIDE OF BUILDINGS SHOULD TAKE COVER IN A SPACE IN OR NEAR THE CENTER OF THE BUILDING AWAY FROM WINDOWS. PLACES SUCH AS HALLWAYS, RESTROOMS, AND ENCLOSED OFFICES ARE IDEAL LOCATIONS.

TORNADO WARNING means a sighting has occurred in this area and cover should be taken as soon as possible.

A TORNADO WATCH means conditions are favorable for the creation of tornadoes, but no evasive action is necessary at this time. Once a TORNADO is sighted and a warning is issued, all persons should proceed to the designated are and lie face down on the floor. Because a Tornado strikes so suddenly, preparedness and reaction is vital, and your actions could save your life.

Emergency Procedures – Tornado Watch

a. In the event of a tornado watch notifications will be made via the Alert Notification System. All buildings will be notified via an audio message of the tornado watch being in affect. b. Building representatives must from that point listen for additional information on the Alert Notification System and monitor the plasma displays and weather radios until the watch is canceled.

c. Classes are not interrupted for a tornado watch.

Emergency Procedures – Tornado Warning

a. In the event of a tornado warning notifications will be made via the Alert Notification System. The standard tornado siren will be heard through the system with an audio message indicating a tornado warning is in effect.

b. Instructors shall ensure that shelter locations/positions are taken immediately upon notification. Shelter locations are indicated on building evacuation charts located in each classroom and office.

c. Building representatives must from that point monitor The Alert Notification system information until the warning is cancelled.

d. Library occupants shall move to bottom floor of the building.

e. All occupants should avoid glass areas.

f. When the tornado threat is over, the all-clear will be issued through the Alert Notification System by tone and digital statement at which time normal activities may resume. g. Classes are not dismissed during a tornado watch or warning.

RECOMMENDED SAFE LOCATIONS FOR EACH BUILDING BY CAMPUS

Trenholm Campus

LIBRARY - First Floor Hallway, Restrooms, and stairwells.

BUILDING A-B (Administrative Building) - Hallway between classrooms.

BUILDING E - Center hallway outside of restrooms.

BUILDING C - both restrooms and hall spaces outside of office.

BUILDING D - Hall space outside of Rest Rooms.

BUILDING F - Storage Area.

BUILDING G (Auto body) - Storage area inside cages.

BUILDING H (Radiology) - Storage area.

Building J - Hallway or Building H Storage areas.

Building I - (CHILD CARE CENTER) Hall space outside of restrooms.

Building J - Both restrooms, center of hallway from doors, and hall space outside of office.

Building JDEC -Center hall or rear storage area.

IF YOU ARE WITH NO COVERAGE, LIE FLAT ON THE GROUND WITH YOUR FACE DOWN. WARNING!!!!! DO NOT TRY TO OUT RUN A TORNADO….THEY HAVE SPEEDS UP TO 60 MPH. AFTER A STORM BE AWARE THERE MAY BE POWER LINES DOWN THAT ARE ACTIVE. DO NOT GO NEAR OR TOUCH ANY DOWNED LINES.

Patterson Campus

Building B - Hallways and Restrooms.

Building D - Offices in Rear of Building and Restrooms.

Building E - Hallways and Restrooms.

Building F - Tool room/Storage and Restrooms.

Building G - Tool room/Storage and Restrooms.

Building H - Tool room/Storage and Restrooms.

Building I – Relocate to Building L or K.

Building L -Tool room/Storage and Restrooms.

Building M - Tool room/Storage and Restrooms.

Building N - Warehouse – Relocate to Bldg. L.

Building J - Hallways, Restrooms.

Trailer - Relocate to Building K or J Hallway or Restrooms

Bldg. Q – Restrooms.

Off Campus Sites

Culinary Arts -Center halls or vault in classroom area.

Cosmetology - Center hall or rest rooms.

Truck Driving - Rest Rooms.