



Employee Safety Handbook

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**Office of Environmental Health and Safety
423.354.5224**

To: New Employees

From: Larry Hatfield, Assistant Director of Environmental Health & Safety

Subject: Employee Safety

On behalf of the staff of the office of Environmental Health and Safety, let me extend to you a warm and friendly welcome to the Northeast State family! I hope your experience here is both personally and professionally rewarding. The Environmental Health and Safety Department is here to serve you!

Before you read the Employee Safety Handbook, let me give you some general and specific information about safety at Northeast State Community College. First and foremost, safety of the students, staff, and faculty is of primary importance and concern. No college can have an effective safety program unless all members of the community take safety serious and take an active role in safety. To do your part, every member of the Northeast State family should do the following:

- Go to the main web page (www.northeaststate.edu) and sign up for the e2Campus emergency alert system. This is a convenient and effective way to immediately notify students, staff, and faculty of an emergency situation on any campus. Additionally, the e2Campus emergency alert system is utilized to notify individuals of school closing or schedule change due to inclement weather.
- Please program the Northeast State Community College emergency cell number (423.677.7927) in your personal cell phone. Calling this number or 911 is a quick way to contact a campus police or security officer should you need our help.
- Please go to the Campus Wide Information System (CWIS) and review the college's Emergency Preparedness Plan. Having a good fundamental understanding of our emergency plan will enable you to better react in case of an emergency.
- Take a few minutes and review the college's Annual Security Report. This document can be found on the Northeast State web page under "Campus Police."
- In the next few days take the Emergency Preparedness Computer Based Learning (CBL) Program. Every employee is required to complete this program by October 30 each year. To access this program you need to gain access to the D2L system and go to Faculty/Staff Training. Once you complete the video course, take the test on D2L to insure you understand the college's emergency preparedness system.

Finally, safety is a broad subject area that constantly changes. Safety involves but is not limited to criminal, hazardous waste, illness, injury, and environmental issues. Every employee needs to become aware of potential hazards and the safety measures we have in place if we are going to continue to have a safe learning and working environment. Good luck and BE SAFE!

Employee Safety Handbook

I. Introduction

Welcome to Northeast State Community College! The skills and talents you bring to this institution are vital in our mission of educating students to become productive citizens in our society. One of the keys to accomplishing that mission is to ensure that we maintain a safe and secure campus environment.

The Employee Safety Handbook is intended for all Northeast State employees, full time and part time, regular and temporary, and all other Northeast State employment categories, i.e. student workers, etc. This Handbook has been developed to provide employees with answers to general questions regarding Safety in the workplace; however, it is important that you and your supervisor discuss site-specific safety policies and programs for your department. Your supervisor must inform you of the safety procedures and required training you will need to do your job. The college's policies, procedures, manuals, and many other safety resources may be obtained on the college website / EH&S link or by contacting the Assistant Director of Environmental Health and Safety at (423)354-5224.

Background

In an effort to improve the overall working environment and to provide, insofar as possible, every working person in the nation safe and healthful working conditions, the Federal Occupational Safety and Health Act of 1970 was enacted. This Act provided an opportunity for the various states to develop their own Occupational Safety and Health Programs. In Tennessee, the Tennessee Occupational Safety and Health Act of 1972, administered by the Tennessee Department of Labor, accomplished this. Northeast State is administered by the Public Sector Programs Department.

Safety Policy

Northeast State Community College strives to provide a safe and healthful working/learning environment for students, faculty, staff, and visitors. Northeast State strives to play a leadership role in its environment stewardship, health protection, and safety standards and in its compliance with applicable laws and regulations. The achievement of these goals is an objective for departments at all levels of this institution. Employees and students are expected to be supportive of these goals in their college activities.

Safety Responsibilities

Safety practices are the responsibility of all Northeast State employees! The participation and cooperation of each person is essential to a smooth and effective program.

Employee Responsibilities

Your responsibilities as a Northeast State employee include:

- Following all safety rules and procedures.
- Reporting hazardous conditions to your supervisor.
- Wearing or using prescribed protective equipment.

- Reporting any job-related injury or illness to your supervisor and the Northeast State Community College.
- Refraining from the operation of any equipment without both proper instructions and authorization.
- Becoming familiar with the college's *Emergency Preparedness Plan*.

Supervisor's Responsibilities

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards. Specific safety responsibilities of supervisor's include:

- Informing new employees of their health and safety responsibilities, procedures, rules and regulations;
- Assuring that required equipment and personal protective devices are provided, maintained, and used;
- Taking prompt action when unsafe acts or conditions are reported or noted;
- Providing health and safety training and education on a continuing basis;
- Investigating and reporting all on-the-job accidents promptly and requesting medical treatment if necessary;
- Investigating and reporting all job-related health and safety problems promptly;
- Coordinating and conducting internal inspections to assure safe and healthful working conditions;
- Requesting the assistance of the next higher level of supervision regarding budget requests for any safety improvements needed; and
- Ensuring their employees is made aware of their rights under the Tennessee Occupational Safety and Health Act of 1972.

Department Head/Director Responsibilities

Deans, Directors, and Chairs and other heads of academic and administrative units have primary responsibility for:

- The safety of their staff and students;
- Compliance with all applicable laws and regulations;
- Obtaining and providing funds needed for health and safety improvements and for making those improvements; and
- Implementing all safety standards established for their area.

Office of Environmental Health and Safety

The office of Environmental Health and Safety is responsible for development, oversight, and management of environmental health and safety programs that protect the environment, provide safe conditions for work and study, and comply with applicable laws and regulations. The office of Environmental Health and Safety provides educational programs, technical assistance, training and other services to the Northeast State community. The office also functions as a consultant to heads of academic and administrative units, other staff members, and students in all areas of Environmental Health and Safety.

College Health and Safety Committee

The standing college Health and Safety Committee is responsible for:

- Recommending policies and programs to insure a safe environment for students, staff, faculty, and visitors on campus;
- Monitoring the campus to ensure that college safety policies, procedures, and facilities are in compliance with applicable federal, state, and local code requirements; and
- Reviewing, evaluating, and recommending for approval all manuals, plans, and policy related to safety issues.

The Health and Safety Committee reports to the President through the Vice President for Administrative Services..

II. Safety Practices

Communication of Hazards in the Workplace

Faculty, staff, and students must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide an adequate safety orientation related to standard operating procedures, hazards, and personal protective equipment. Employees should receive this orientation prior to working in the area.

New employees should understand all safety information presented at the Employee Orientation. Questions should be directed to the director of Human Resources and Affirmative Action Officer. If you have language barriers, please explain these to your supervisor. Your supervisor must ensure that all applicable policies affecting your workplace are readily available.

Personal Protective Equipment (PPE)

Faculty, staff, and students may be required to wear PPE while performing their jobs, i.e., welding, asbestos removal, painting, etc., or when they are in certain environments such as chemical laboratories. Your supervisor will tell you the specific PPE you must wear and ensure that you know when it must be worn. The following is a general guide for selecting what may be necessary.

Eye and Face Protection

Proper eye protection reduces your chances of injury. Most workers who have had eye injuries were not wearing eye protection at the time.

All eye and face protection must comply with the American National Standards Institute (ANSI) guidelines and be marked directly on the piece of equipment. Protective eyewear includes safety glasses, goggles, and face shields.

Operations listed below are a few examples where eye and face protection may be required:

- Handling acids or caustics.
- Welding.
- Woodworking.
- Metalworking.
- Chiseling.
- Metal casting.
- Handling solvents.
- High-pressure washing.
- Handling human tissue, blood, or other bodily fluids.
- Using lasers.

Chemical hazards – To protect the eyes and face from splash when handling bodily fluids, using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection. Safety glasses are the minimum protection recommended in all operations involving hazardous chemicals.

Physical hazards – When using high-pressure cleaning or spray equipment, safety glasses with side shields and full-face shields are the recommended PPE.

Those work activities that produce chips or dust – such as grinding/drilling, power fastening, or power tools – require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full-face shield.

Welding – Welding operations require a full welding hood with the appropriate tinted vision screen. Safety glasses with side shields are also required to be worn under the hood.

When doing acetylene oxygen torch soldering, brazing, or cutting, appropriately tinted safety glasses with side shields or tinted goggles are the appropriate PPE.

Hand/Arm and Body Protection

Almost 75% of workers who suffered hand injuries were not wearing gloves. Although no glove will offer you total protection from every hazard, wearing the correct glove will help you prevent hand injury. Make sure the glove(s) you use in your work area are designed to protect against the particular hazard(s) that have been identified.

The following are general guidelines in selecting and using gloves:

- Use metal mesh or cut resistant gloves to prevent cuts from broken glassware, knives, or other sharp objects.
- Use leather gloves for mechanical or where repetitive motions are involved to prevent blisters, calluses, and abrasions. Leather gloves also protect against rough surfaces, sparks, and moderate heat.
- Use cotton or other fabric gloves to protect against dirt and dust, or to better grasp slippery objects.
- Use rubber, neoprene, vinyl, or nitrile gloves to protect against chemicals.
- Workers who are sensitive to natural rubber latex should avoid direct contact with latex gloves and other rubber products.

- Check gloves before wearing them to make sure they are not cracked, torn, or damaged in any way.
- Make sure gloves fit properly. They should cover your hands completely and be comfortable enough for you to perform your job.
- Take care to avoid contamination – don't let your bare skin touch contaminated gloves.
- Dispose of single-use gloves in the proper container.

When using hazardous chemicals, specialized gloves offering protection for specific chemical families a laboratory coat and at times a splash apron are the appropriate PPE.

Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials.

Head and Foot Protection

Occasions may develop during the workday or job duty when the use of a hard hat or other head protection and foot protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the ANSI.

Hearing Protection

If your work area or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereos or iPods are not considered approved hearing protection. If you have questions about high noise levels in your work area, you should ask your supervisor or contact the Northeast State Community College for more information.

Respiratory Protection

Some employees may be required to wear respirators for specific job duties. Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied air-respirators, and other such devices. If you wear one of these respirators, you must have a physical exam and you must be "fit tested" and trained before using it on the job.

Documentation

Supervisors are responsible for maintaining written copies of safety programs and employee training documentation. This documentation is a requirement of most regulatory standards. Regulatory agencies may ask to see these documents during an inspection.

Training

You may be required to attend in-house training sessions on such topics as blood borne pathogens, hazard communication, hazardous waste, asbestos awareness, or laboratory safety. Supervisors of affected employees should exercise a measure of accommodation for those needing training. A checklist to help you understand which Northeast State Safety program applies to you may be found on page 10.

In some cases, supervisors may conduct specialized training sessions (e.g. safety procedures for using powered equipment). Supervisors can contact the Police and Safety Office for information or assistance in preparing training materials. Specialized training, e.g. forklift, asbestos awareness may be provided by outside training consultants.

Training should be provided:

- When an employee is hired, when an employee is given a new work assignment for which training has not previously been given; and
- When a new hazard (chemical or physical) is introduced into the workplace.

At a minimum, safety training for employees must include:

- Recognition of safety hazards;
- General and job-specific health and safety practices; and
- State regulations and Northeast State safety policies applicable to the job.

General Safety Rules

- All classrooms, laboratories, offices, shops, storerooms, and passageways will be kept orderly and free from unnecessary debris.
- Floors will be cleaned and waxed in such a manner as to keep slipping hazards to a minimum.
- Flammable liquids will not be used to clean floors, clothing, or equipment.
- Trash containers in offices, laboratories, shops, and other work areas will be emptied each working day, preferably at the end of normal working hours, or thereafter.
- Furnace, mechanical, and air handling rooms will not be used as storage areas.
- Worktables, stools, benches, tools, and equipment will be maintained in good repair.
- Electrical and mechanical equipment will have moving parts adequately guarded. All electrical equipment will be properly grounded.
- Appropriate personal protective equipment and/or clothing will be worn in all areas and/or during operations requiring such use.
- Unauthorized persons will not tamper with electrical fuse boxes, alter existing wiring, or install new electrical wiring.
- Electrical cords will be maintained in good condition.
- Extension cords must be the types that contain a built-in overload circuit breaker. Extension cords must not be extended or used outside the room in which the fixture outlet is located, and must not be located in such a manner as to create a tripping hazard. Where cords must be placed across paths of travel, cord covers must be used.

Safe Handling of Laboratory Glassware

Supervisors in departments that use glassware must develop procedures to handle all glassware safely and ensure that all employees and/or students are informed of these procedures. Areas that should be addressed include:

- Glassware inspection;
- Compatibility factors;
- Effects of extreme temperatures and pressure;
- Matching glassware to its intended use;
- Use of Personal Protective Equipment;
- Storage and Handling;
- Washing and clean-up;
- Assembling apparatus;
- Safe disposal of broken or disposable glassware.

Emergency Preparedness Plan

The establishment of a well thought out emergency plan is one of the cornerstones of an effective safety program. Evaluating potential emergency situations, developing emergency procedures, and conducting practice exercises can help save lives. Detailed instruction regarding emergency procedures may be found in the *Building Coordinator and Assistant Building Coordinator Manual*. Employees are encouraged to review this document and become familiar with its contents. For more information with regards to the *Building Coordinator and Assistant Building Coordinator Manual*, please see your supervisor or contact the Northeast State Police Department.

You should become familiar with the evacuation routes in all buildings and know how to respond to a fire or other emergency situation.

Annual Security Report

A copy of Northeast State Community College's Annual Security Report is available for review by all students, prospective students, staff, faculty, prospective employees and the general public. The Annual Security Report includes statistics for the three previous years concerning reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by Northeast State Community College, and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can review the Annual Security Report at web site www.northeaststate.edu/SecurityReport or stop by the Northeast State Community College, in room C2401, for a copy.

Questions concerning the Annual Security Report may be addressed to the chief of Police by calling (423)323-0255 off campus (ext. 3255 on campus) or e-mail jeedens@northeaststate.edu.

Fire Alarm

If you are in any Northeast State building and discover a fire or hear the fire alarm, please take the following actions:

- If the fire alarm has not sounded, pull the nearest pull station and notify the Northeast State Community College at extension 3255.
- Leave the area quickly, closing doors as you go to contain the fire and smoke.
- If you encounter smoke or flame during your escape, use an alternative exit. If you must exit through the smoke, crawl on your hands and knees.
- Leave the building.
- Do not re-enter the building until emergency response officials have declared that it is safe to do so.
- Always be sure that fire alarm pull stations are unobstructed.

Using a Portable Fire Extinguisher

- The most common classifications of fires are:
 - **Class A:** Ordinary combustible materials such as wood, cloth, paper, rubber and many plastics.
 - **Class B:** Flammable liquids, combustible liquids, petroleum greases, tars, oils, paints, solvents, lacquers, alcohols and flammable gases.
 - **Class C:** Involves Electrical Equipment.
- The common type of fire extinguisher to use for these fires is the Class ABC multipurpose extinguisher.
- Follow the P-A-S-S method when operating a fire extinguisher:
 - P= Pull, A= Aim, S= Squeeze, S= Sweep (pointing at base of the fire)
- Never place a fire extinguisher that is not fully charged (green section on gauge) back on the mounting hook. Tag the fire extinguisher with the column number or location that it came from and give it to your supervisor for replacement.
- Nothing should ever be placed in front of a fire extinguisher! Clear any obstructions!

Employee Illness/Injury

In the event of illness or injury to an employee, student, or visitor, the Northeast State Community College Police Department should be contacted immediately at extension 3255. Police/Security officers will manage all emergency situations regarding illness or injury. Depending upon the nature and seriousness of the illness/injury, the Northeast State Community College may contact an external agency that provides emergency medical care. If the external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service.

Automobile Accidents

All vehicle accidents occurring on campus will be reported to the Northeast State Community College Police Department at extension 3255. Police/Security officers will then take appropriate action that may include notifying the local law enforcement agency, preparing a Tennessee Uniform Traffic Crash Report, and notifying medical personnel for assistance.

III. Safety Program Checklist

The following checklists have been developed for you and your supervisor to understand the hazards and applicable safety programs associated with your workplace or assigned duties. If you answer "yes" to questions in the first column, then the corresponding Northeast State program and training requirements are most likely applicable. Training may be provided by your supervisor, designated staff, Police and Safety office, or outside vendors. Training must be provided and documented before performing any of the listed activities.

Checklist for Work Areas

<u>Activity</u>	<u>Applicable Program</u>
Are there hazardous chemicals in your work area?	Hazardous Waste Management Manual Chemical Hygiene Plan
Do you work with hazardous chemicals?	Hazardous Waste Management Manual Chemical Hygiene Plan
Do you provide first aid services or do you work with human blood, body fluids, or tissues?	Exposure Control Plan
Do you use or service equipment for which an unexpected restarting could cause injury?	Lockout-Tag out Procedures
Do you operate industrial trucks (e.g., forklift, bucket truck, etc.)?	Northeast State Forklift Operator's License required
Does your area have fire extinguishers?	Chemical Hygiene Plan Hazardous Waste Management Manual Building Coordinators and Assistant Building Coordinators Manual
Do you use or work in a laboratory that uses hazardous chemicals?	Hazardous Waste Management Manual Hazardous Chemical Right-To-Know Program
Do you use or work in a laboratory that uses infectious agents, human blood or tissue, bodily fluids or other biohazards?	Exposure Control Plan
Do you use or service equipment for which an unexpected restarting could cause injury?	Lockout-Tag out Procedures

Safety Programs

The Northeast State Community College has developed a number of programs to help provide for the safety of all Northeast State employees. Many of these programs are mandatory to ensure compliance with state and federal regulations. The following are some of the programs and safety manuals available:

- *Exposure Control Plan*
- *Emergency Preparedness Plan*
- *Hazardous Waste Management Manual*
- *Chemical Hygiene Plan*
- *Building Coordinators and Assistant Building Coordinators Manual*
- *Lockout/Tag out Procedures*
- *Hazardous Chemical Right-To-Know Program*
- *Pandemic Influenza Preparedness Plan*

For copies of these manuals or programs, please contact the Assistant Director of Environmental Health and Safety at extension 5224 or go to www.northeaststate.edu.

