

Central Louisiana Technical Community College

GENERAL SAFETY PROGRAM

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Management Policy Statement

The measure of effectiveness of a comprehensive safety program relies heavily upon the administrative support directed toward education, implementation, and enforcement. Since the goal of a training oriented educational institute is to prepare individuals to enter the labor market, an essential element of this training must be development of safe working habits. This can only be accomplished by establishing a systematic deliberate approach toward safety facilitated by a written plan that delineates policies and procedures regarding safety.

The welfare of both students and employees is a prime consideration. Emphasis on following approved safety procedures will be followed. The total working environment will be evaluated in an effort to reduce the possibility of accidents and provide continuous improvement. Chancellor Sawtelle along with administrative staff evaluate the college's safety plan on an annual basis. The administration, staff, instructors, and students of Central Louisiana Technical Community College must actively participate in and adhere to safety rules and regulations.

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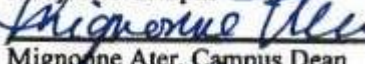
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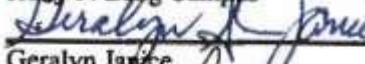
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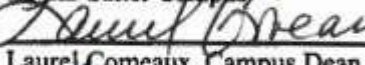
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Administrative Responsibility

Campus Administrator

The Campus Administrator is ultimately responsible for safety in the school. This responsibility is demonstrated by emphasizing that safety and teaching go together, setting a good example for the staff, attending safety meetings, reviewing accident reports, and motivating employees toward safe work practices. The following are also considered the responsibility of the school administrator:

1. Secure support from and maintain liaison with administration above school level.
2. Provide leadership in safety program planning.
3. Secure action on a program of safety education that will involve the entire staff.
4. Secure the cooperation of outside personnel and agencies.
5. Direct the participation of all subordinate organization heads and instructors in the safety effort, with specific responsibilities assigned to each.
6. Verify that safety training is conducted on a continuing basis for employees and students, especially new employees or transfers.
7. Verify that every reported hazard and every accident is investigated. The administrator should be notified immediately of any serious injury, fatality, or dangerous condition.

8. Insure that all record keeping requirements are being observed faithfully.
9. Maintain an active, effective interest in the safety effort.
10. Act as an advisor in the organization and day-to-day administration of the safety program.
11. Verify school compliance with federal, state, and local regulations regarding work safety and health.
12. Verify or aid in all aspects of safety training.
13. Verify that safety training is conducted on a continuing basis for employees and students, especially new employees or transfers.
14. Provide leadership in safety program planning.
15. Supervise the procurement and distribution of personal protective equipment.
16. Act as an advisor to others on safety matters.

Loss Prevention Coordinator

The Loss Prevention Coordinator is responsible for the day-to-day administration of the safety program. The following are also considered the responsibility of the school Loss Prevention Coordinator:

1. Develop and administer the school safety program:
 - a. Designing a complete program.
 - b. Stimulating and coordinating the work of others.
 - c. Taking the lead in setting up safety regulations.
2. Inspect and locate unsafe conditions or unsafe practices.
3. Investigate injuries, particularly the more serious ones.
4. Insure that corrective action is taken to avoid recurrences or, if possible, to forestall the first one.
5. Maintain work-related injury and illness records.
6. Analyze records for clues for prevention of future injuries and illnesses.
7. Prepare reports on the current safety experience of the school, and justify safety measures.
8. Act as an advisor on other safety matters.
9. Publicize safety materials.
10. Verify school compliance with federal, state, and local regulations regarding work safety and health.
11. Act as an aid in all aspects of safety training.

Employee Responsibility

All employees are responsible for the day-to-day safety activities, which include the following:

1. Insure that good housekeeping practices are maintained at all times.
2. Insure that vehicles or other pieces of equipment are operated within designated limitations.
3. Inspect new equipment on receipt to insure that all desirable safety features and devices have been provided and installed.
4. Explain detailed emergency procedures to be taken when a failure or dangerous condition occurs.

5. Insure that access to equipment components during maintenance, repair, or adjustment does not expose personnel or students to such hazards as electrical charge, moving parts, radiation, extreme heat, chemical burns, cutting edges, or sharp points.
6. Maintain continuing on-the-job supervision of all potentially hazardous activities.
7. Have each potentially hazardous operation reviewed and analyzed to insure that suitable procedures and safeguards are provided.
8. Report any unsafe condition to the administrative staff or Loss Prevention Coordinator.
9. Participate in training drills to insure high proficiency of students during emergencies.
10. Keep informed of new and accepted safe practices for accident prevention.
11. Perform periodic inspections.

Safety Rules

Individual departmental safety rules are clearly stated in each program area safety manual. Students are required to sign a statement of understanding regarding safety rules. Safety rules are the means by which instructors and school administrators identify the discretionary line between acceptable and unacceptable performance. Rules alone cannot be expected to influence attitudes among employees and students. However, well prepared, illustrated rules can assist in making individuals aware of what is expected of them. It is important to remember that rules establish the minimum and maximum guidelines of acceptable behavior. The student and employee must develop a thorough understanding of their purpose and be made to see how they, as individuals, can benefit by observing them.

Safety rules must be enforced and are a necessary part of an overall safety program. In the school shops this responsibility rests squarely on the shoulders of the instructors, and they will be required to present proof of enforcement. Furthermore, it should be pointed out to instructors that the enforcement of safety regulations can be enhanced by setting a good example. If a teacher performs a particular operation in a dangerous manner, the students will assume that this is an acceptable behavior.

Because of our concern for the wellbeing of all individuals and the importance of rules to an overall safety program, any continuous or flagrant violation of these rules by students or employees may result in termination from Central Louisiana Technical Community College.

The general safety rules at CLTCC are as follows:

1. All CLTCC sites are deemed tobacco free as per state law.
2. Horseplay and fighting will not be tolerated anywhere on campus.
3. Before beginning your schedule, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated on the campus grounds. Inform your supervisor if you are required to take medication during scheduled hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability is required.
5. Use personal protective equipment (PPE) to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.

7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
12. Report any smoke, fire, or unusual odors to your supervisor.
13. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
14. Never attempt to catch a falling object.
15. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
16. Fasten restraint belts before starting any motor vehicle.
17. Obey all driver safety instructions.
18. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
19. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
20. Adhere to departmental rules and procedures specific to departmental operations.
21. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
22. When working on any equipment, use the proper lockout/tag out procedures.
23. All procedures performed in shops or classrooms must be consistent with the requirements of the approved safety plan.

Safety Meetings

Safety meetings will be held to facilitate communication of safety problems and to provide general information as well as to stimulate interest and motivation in the safety program of Central Louisiana Technical Community College.

Safety Training

After providing proficiency in safety regulations, students will be allowed to progress through their training outline according to prescribed procedures. In pursuing their employment objectives, students will receive additional safe operating rules and recommendations for each specific type of equipment relevant to their training. Additional written tests will be utilized to evaluate proficiency in the use of this machinery.

Procedures for Conducting Safety Meetings

Prepare for Meeting

1. The LPC is responsible for college wide safety meetings. He/she will prepare relevant topics for quarterly meetings and keep documentation of topics covered. Topics include but not limited to: Inclement weather, safety rules, fire safety, drivers' safety program, lock out/tag out, BBP exposure.

2. Safety Meeting shall be distributed to entire college electronically at the beginning of each quarter.

Conduct the Meeting

Each employee will participate in quarterly meetings in a timely manner. Campus deans are responsible for involvement of campus employees.

Document Attendance and Record Keeping

Responses received by LPC, which contain the time and date, will be maintained for a minimum of three years.

Procedure for Job Safety Analysis

CLTCC will develop JSA's for incident/accident trends, death or change in job procedures or equipment. If JSA's are developed, training will be conducted and documented annually on each JSA. Developed JSA's will be posted in the workplace in an area accessible to all employees. All applicable JSA's will be reviewed in post incident/accident situations. In the event that JSA's are required, the campus deans will receive appropriate training.

Procedures for Inspection

The Office of Risk Management identifies two classes of agencies: Class A and Class B. ORM shall notify agencies annually of their classification. Differences in requirements for Class A and Class B agencies are as follows:

Class A agencies must conduct and document inspections on a monthly basis.

Class B agencies must conduct and document inspections on a quarterly basis.

Record Keeping

Good record keeping is essential to occupational safety and loss prevention. Without records, it is impossible to analyze or measure the success of a general safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and/or acts that may contribute to accidents. A second important use of safety records is to compare the safety effort of a facility to others performing similar functions. This comparison enables an agency to evaluate its own safety accomplishments.

Agencies shall keep the following records for at least three (3) years: inspection reports, hazard control logs (or other similar reporting forms), job safety analyses, incident/accident investigations, minutes of safety meetings, and training records (Bloodborne Pathogens).

Drug-Free Workplace, and Sexual Harassment training records shall be kept for 5 years). Retention of such records has proven to be beneficial in legal proceedings.

Bloodborne Pathogens Exposure Control Plan

Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or certain other body fluids.

Exposure Determination

CLTCC requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination

is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). At this facility the following job classifications are in this category:

High Risk Areas:

- Cosmetology
- Health Occupations
- Employees located at prisons

Low Risk:

- All other areas

Implementation Schedule and Methodology

CLTCC requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

Compliance Methods

Universal precautions will be observed at all CLTCC facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any BBP incident, accident or injury is **Highly Confidential**. It is not to be discussed with anyone other than the Campus Administrator and/or Loss Prevention Coordinator. Individuals with any known BBP are given the respect of anonymity.

Engineering and work practice controls will be utilized to eliminate or to minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized: sharps containers and thermometer sheaths.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is semiannually.

Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. These facilities shall be readily accessible after incurring exposure.

Each instructor and/or supervisor shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Each instructor and/or supervisor shall insure that if employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. The only exception to this rule is if the procedure would require that the contaminated needle be recapped or removed if no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

At this facility recapping or removal is permitted only for **teaching** not to recap and throw away.

Containers for Reusable Sharps

Contaminated sharps that are reusable are to be placed immediately or as soon as possible after use into appropriate sharps containers. At this facility, the sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. Reusable sharps containers are located in health occupations area. Health Occupations faculty, have the responsibility to remove the sharps. The sharps will be emptied at local health care facilities.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, cabinet shelves, or on countertops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious procedures are prohibited.

All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. To accomplish this goal this facility will teach methods, such as covers on centrifuges, usage of dental dams if appropriate, etc.

Specimens

Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded. (Employers should note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the facility utilized universal precautions in the handling of all specimens and that the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility. If the employer chooses to use this exemption, then it should be stated here).

Any specimens, which could puncture a primary container, will be placed within a secondary container that is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

Contaminated Equipment

Each instructor and/or supervisor are responsible for insuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment

PPE Provision

All personal protective equipment used at CLTCC will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

PPE Use

The Campus Administrator and/or Loss Prevention Coordinator shall insure that employees use appropriate PPE unless the employee declines to use PPE under certain circumstances. For example, if in the employee's judgment the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility

The Campus Administrator and/or Loss Prevention Coordinator shall insure that appropriate PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

Gloves

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chinlength face shields, are required to be worn whenever splashes, spray platter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated (such as autopsies and orthopedic surgery). The following situations require that such protective clothing be utilized:

Housekeeping

This facility will be cleaned and decontaminated on a regular basis. Decontamination will be accomplished by utilizing materials such as a quaternary disinfectant or bleach.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surfaces may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a daily basis by the Buildings, Grounds, and Equipment Maintenance Personnel.

Any broken glassware, which may be contaminated, will not be picked up directly with the hands.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Regulated Waste Disposal

Disposable Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on both sides and bottom, and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overflow.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The second container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner, which would expose employees to the risk of percutaneous injury.

Other Regulated Waste

Other regulated waste shall be placed in containers, which are closeable, constructed to contain all contents and to prevent leakage of fluids during handling, storage, transportation, or shipping.

The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable United States, state, and local regulations.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled or color coded red) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up

General

Recombiuaz HB, the Hepatitis B vaccine, and other vaccination series will be given to all employees who may have possible occupational exposure. Post-exposure and follow-up evaluation will be done on all employees who have had an exposure incident.

The Campus Administrator shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee
- b. Made available to the employee at a reasonable time and place
- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and
- d. Provided according to the recommendations of the U.S. Public Health Service

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

The Health Occupations Coordinator at each location is in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within ten (10) working days of initial assignment to all employees who have occupation exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the required waiver indicating their refusal.

If a routine booster dose of Hepatitis vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to administration and/or Loss Prevention Coordinator.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. The route of exposure and the circumstances under which exposure occurred shall be documented
- b. Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by state or local law
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Campus

- Administrator shall establish that legally required consent cannot be obtained. The source individual's blood, if available, shall be tested and the results documented
- d. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV and HIV status need not be repeated
 - e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having his or her blood collected for testing of the employee's HBV/HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up. All post-exposure follow-ups will be performed by the local healthcare provider.

Information Provided to the Health Care Professional

The Health Occupations Department Head shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A written description of the exposed employee's duties as they relate to the exposure incident
- b. Written documentation of the route of exposure and circumstances under which exposure occurred
- c. Results of the source individual's blood testing, if available and
- d. All medical records relevant to the appropriate treatment of the employee including vaccination status

Health Care Professional's Written Opinion

The Health Occupations Department Head shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

Labels and Signs

Individuals disposing of biohazard contamination shall insure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be submitted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Blood products that have been released for transfusion or other clinical uses are exempt from these labeling requirements.

Information and Training

The training schedule shall be contingent upon the level of exposure to BBP.

High Risk

Health Care Facilities/professionals, Cosmetology, and Prison Employees: Workers with high occupational exposure shall receive training when they are hired and at least once per year afterwards. The training must be given during working hours and at no cost to the employee and training records shall be maintained for five years.

**Specific Spill Procedures located at end of manual

Low Risk

All Other Employees: All employees shall participate in an initial training program within 90 days of employment. If there are no BBP events, the training shall be required every five years thereafter. If an agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

The Health Occupations Department Head shall insure that BBP training is provided at the time of initial assignment to tasks where occupational exposure may occur and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents
- b. A discussion of the epidemiology and symptoms of bloodborne diseases
- c. An explanation of the modes of transmission of bloodborne pathogens
- d. An explanation of the Central Louisiana Technical Community College Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy
- e. The recognition of tasks that may involve exposure
- f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices, and personal protective equipment (PPE)
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's
- h. An explanation of the basis of selection of PPE's
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials

- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- l. Information on the evaluation and follow-up required after an employee exposure incident
- m. An explanation of the signs, labels, and color-coding systems

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve (12) months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Recordkeeping

Medical Records

The Health Occupations Department Head, staff is responsible for maintaining medical records as indicated below. These records will be kept in the nursing office at CLTCC.

Medical records shall be maintained in accordance with the following guidelines. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall contain the following:

- a. The name and social security number of the employee
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination
- c. A copy of all results of examinations, medical testing, and follow-up procedures
- d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes exposure and circumstances of exposure

Training Records

The Campus Administrator and/or Loss Prevention Coordinator is responsible for maintaining the following training records. These records will be kept at Central Louisiana Technical Community College.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

Availability

All employee records shall be made available to the Office of Risk Management.

Evaluation and Review

Faculty, staff and students are responsible for reviewing this program and its effectiveness annually. The Campus Administrator and/or Loss Prevention Coordinator will implement updates as needed.

Drug Free Policy

Central Louisiana Technical Community College, reserves the right to require drug screening for preemployment, re-employment or reinstatement. Employees in safety sensitive and security sensitive positions may be subject to random/unannounced drug testing. CLTCC follows the LCTCS Drug Free Workplace Policy.

First Aid

First aid is defined by the American National Red Cross as “the immediate and temporary care given a victim of an accident or sudden illness until the services of a physician can be obtained.” First Aid is required whenever an injury occurs and should be limited to doing what is necessary to preserve life. The primary concern is the care of the injured person and prevention of additional injury to that person.

First Aid Supplies

A first aid kit with proper supplies will be maintained by each instructor. Each instructor is responsible for maintaining, restocking and keeping up-to-date disposable items.

The first aid kit should contain the following supplies:

Gauze Pads	Eye Pads
Sterile Pads	Elastic Bandages
Bandages	Cotton
Tape	Scissors
Adhesive Bandages	Tweezers

Medicines/cleaners such as alcohol, methylate, first aid cream, etc., will not be kept to avoid misuse, expiration, or medical reactions. This rule also applies to distribution of aspirin and other common over-the-counter medicines.

Primary Considerations

Primary considerations relate directly to the care and welfare of the injured student. The degree of care necessary would be determined by the seriousness of the injury. Certain basic steps are recommended in caring for an injured student.

1. Attempt to ascertain how seriously the student is injured. Trained school personnel will provide assistance in injury care and determination.
2. If medical assistance is needed, aid will be sent for immediately. Due to the location of the shops, the intercom, phone or other means may be used to alert the administrative office of the emergency. The administrative office will then place calls for assistance to the local ambulance/emergency medical services.
3. Apply only that first aid which is essential and nothing further.
4. If a student is seriously injured, request that the administrative office notify contact person.
5. Report all injuries, both major and minor, to the Administrative Office and Loss Prevention Coordinator.

Safety Procedures

Accident Reporting and First Aid Procedures

All accidents must be reported to the campus dean. First aid supplies are available in each department, as well as in the main office. No medication will be dispensed. After first aid has been administered, an accident report should be completed and filed in the Administrative Office.

Staff Injuries

In the event a staff member is involved in an accident on the premises, adhere to the following procedures:

1. The Campus Administrator and/or LPC must be notified immediately.
2. If first aid treatment is required, it is administered by qualified personnel.
3. If further treatment is necessary, the injured person's emergency contact will be notified to transport the person to his or her family physician or the nearest medical facility. If the emergency contact cannot be reached, the Police Department, Fire Department, or Ambulance Service will be contacted to transport the injured person. School personnel will be allowed to transport the injured individual only after all other transportation sources have been exhausted.
4. In the event of serious injury or life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured individual to the nearest medical facility, and every effort will be made to contact the emergency contacts. The injured individual will be accompanied by a representative of the school.
5. Accident report (ORM form DA2000) must be completed. A copy must be turned into the Human Resources Manager and the LPC. All accident forms must be completed by a third party (someone not involved), Loss Prevention Coordinator, Campus Administrator or etc.
6. If medical treatment is required, the Employer Report of Occupational Injuries or Diseases must also be completed as required by the Office of Workman's Compensation Administration.

Visitor/Client Injury

1. The Campus Administrator and/or Loss Prevention Coordinator must be notified immediately. If first aid treatment is required, it is administered by qualified personnel.
2. If further treatment is necessary, the injured person's emergency contact will be notified to transport the person to his or her family physician or the nearest medical facility. If the emergency contact cannot be reached, the Police Department, Fire Department, or Ambulance Service will be contacted to transport the injured person. School personnel will be allowed to transport the injured individual only after all other transportation sources have been exhausted.
3. In the event of serious injury or life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured individual to the nearest medical facility, and every effort will be made to contact the emergency contacts. The injured individual will be accompanied by a representative of the school.
4. Accident report (ORM form DA3000) must be completed. A copy must be turned into the Human Resources Manager and the Loss Prevention Coordinator. The instructor is also to retain a copy. All accident forms must be completed by a third party – Instructor, Loss Prevention Coordinator, Campus Administrator or etc.

Procedures for Incident/Accident Investigation

Incidents/accidents may occur in spite of an emphasis on safety and regular inspections. When an incident/accident does occur, it shall be thoroughly investigated to determine the cause and any contributing factors to prevent a recurrence.

The appropriate investigation report (DA2000-employees only; DA3000-visitors, clients only) shall include information on the individual injured, a description of the incident/accident (bodily injury vs. property damage), a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence. Agencies shall keep on file all incidents and accident related DA2000 and/or DA3000 forms for review by the ORM Loss Prevention Unit, and report on-line all DA1973/LDOL-OWC-1007 (E1 – First Report of Injury) forms to the appropriate ORM Claims unit within the required reporting time frame established by the respective unit(s).

All information fields (including the root cause analysis section on the DA2000) on the forms shall be completed and reviewed for accuracy. Notations such as N/A (not applicable) are not acceptable.

The Campus Dean is primarily responsible for conducting the incident/accident investigation and completing all related forms. Others, such as the loss prevention representative or safety committee, may be involved depending upon the nature and severity of the incident/accident.

In the event of a fatality, or near fatality, the ORM Loss Prevention Unit shall be contacted immediately.

Emergency Preparedness Plan

Purpose

This plan provides instructions to be used during emergency situations. It is designed to ensure the protection and safety of all individuals at the facility.

Scope

This plan is intended for emergency evacuations arising from the following events:

1. Fire
2. Bomb threat (terrorism)
3. Natural disasters
4. Other threats to the safety of life and property (proximity threats)

Responsibilities During an Emergency

Administration

After an alarm signal, the administration and the maintenance staff will work with emergency officials upon their arrival to apprise them of the location of the hazard.

Instructional Staff

1. The department head and/or instructional staff will have absolute authority over all students assigned to their departments. There will be no exceptions.
2. Designated assistants should be assigned to each physically handicapped student in all departments.
3. Upon hearing an alarm signal, the instructional staff will oversee the orderly evacuation of all areas. Everyone should leave the building in an orderly manner by the designated routes found on the evacuation chart. Instructors will then make a check of their departments to be certain that they are empty. All doors will be closed as instructors leave. When all are safely away from the building, instructors must check roll and then inform the administration if any people are not accounted for. Instructors should report any injuries that were sustained during the evacuation.

Natural Disasters

Hurricanes

When a Hurricane Watch is issued, the Campus Administrator will call a staff meeting to coordinate plans in the event that a hurricane will come ashore in this vicinity. Planning for a hurricane that is minimal will be different from preparing for a hurricane that is powerful or slow moving. Because each hurricane is unique and presents a different set of problems, those planning for the emergency will draw upon their own pool of experience to make preparations. The Campus Administrator decides school closure.

All faculty and staff required to participate in preparing the campus for a hurricane and are responsible for their respective areas. Preparations for hurricane evacuation include but are not limited to the following:

1. When possible all equipment and furniture must be elevated off the floor.
2. All electronic equipment should be disconnected from the power source.
3. If possible, protect electronic equipment with plastic covering.
4. Secure any loose objects (both indoors and outdoors).

In the event of a hurricane evacuation, the student body will be notified through local news and media.

Tornadoes

When a Tornado Warning is issued, all employees and students should move into the main building into the interior hallways. All doors should be closed. Everyone should stay away from outside walls and glassed-in areas. Everyone should remain in interior hallways until the ALL CLEAR is given.

Severe Weather

Weather so severe as to endanger student safety or school property may cause school closure until conditions improve. The Campus Administrator will decide the need for closure. In the event of severe weather, the student body will be notified through local news and media.

Other Threats

Explosions

In the event of an explosion occurring on the premises of CLTCC, the building(s) will be evacuated immediately.

Chemical Releases

CLTCC is considered a small generator of hazardous waste by the Department of Environmental Quality (D.E.Q.) Types of waste at this facility include waste oil, freon, and antifreeze. In the event of a noncontainable spill or release, the following actions could be taken:

1. The Campus Administrator is to be notified immediately.
2. The Campus Administrator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent ignition or spreading.
3. The Civil Defense and the Local Fire Department will be notified.
4. The Office of Risk Management and D. E. Q. will be notified as required.
5. If evacuation becomes necessary, the campus evacuation chart and procedures are to be followed.

PROXIMITY THREAT:

An assessment was conducted and the following were determined to be the Proximity Threats for each Campus.

1. Alexandria Campus

The CLTCC Alexandria Campus is situated on MacArthur Drive, a major highway passing through the city. The location is susceptible to a moderate volume of Petroleum/Chemical Tanker Type Truck traffic. We also have a railroad within two miles of the Campus that carries the same type of cargo. In the event of an accident involving this type of carrier, **take the following actions:**

- Contact local authorities, phone 911 or 9-911 if utilizing a Campus phone.
- With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is Sheltering in place a better option.

2. Ferriday Campus

The CLTCC Ferriday Campus is situated on Highway 425, a major highway passing through the city of Ferriday, Louisiana. The location is susceptible to a moderate volume of petroleum, chemical, and tanker-type trucks. In the event of an accident involving this type of carrier, in the vicinity of the campus, **take the following actions:**

- Contact local authorities, phone 911 or 9-911 if utilizing a campus phone.
3. With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is sheltering in place a better option.

4. Huey P. Long (Winnfield) Campus

The CLTCC Huey P. Long campus is situated on Highway 167 North, a major highway passing through the city. The location is susceptible to a moderate volume of Petroleum/Chemical Tanker Type Truck traffic. In the event of an accident involving this type of carrier, in the vicinity of the campus, take the following actions:

Contact local authorities, phone 911 or 9-911 if utilizing a campus phone.

- With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is sheltering in place a better option.

5. Lamar Salter (Leesville) Campus

The CLTCC Lamar Salter Campus is situated near U. S. 171, a major highway passing through Leesville. The location is susceptible to a moderate volume of Petroleum/Chemical Tanker Type Truck traffic. We also have a railroad within 500 yards of the campus that carries the same type of cargo. In the event of an accident involving this type of carrier, **take the following actions:**

- Contact local authorities, phone 911 or 9-911 if utilizing Campus phone.
- With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is sheltering in place a better option.

5. Natchitoches Campus

The CLTCC Natchitoches Campus is situated at 6587 Hwy. 1 Bypass, a major bypass passing around the city. The location is susceptible to a moderate volume of Petroleum/Chemical Tanker Type Truck traffic. It is located approximately $\frac{3}{4}$ miles North of Pilgrims Poultry Processing Plant which uses ammonia as its primary refrigerant. The campus is also approximately located within $\frac{1}{2}$ miles from the Natchitoches Detention Center. The campus is also subject to major flooding. In the event of an accident involving this type of carrier, escapee from Detention Center, or flooding, in the vicinity of the campus, take the following actions:

- Contact local authorities, phone 911 or 9-911 if utilizing a Campus phone.
 - With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is Sheltering in place a better option.
 - Campus will be immediately placed on lock-down once notified by local authorities of an escapee.
 - Upon determination of inclement weather campus may be closed and a mandatory evacuation enforced.
6. Rod Brady (Jena)
- The CLTCC Rod Brady Campus is situated close to HWY 8, a major highway passing through the city. The location is susceptible to a moderate volume of Petroleum/Chemical Tanker Type Truck traffic. We also have a railroad within two miles of the Campus that carries the same type of cargo. In the event of an accident involving this type of carrier, **take the following actions:**
- Contact local authorities, phone 911 or 9-911 if utilizing a Campus phone.
 - With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is Sheltering in place a better option.
7. Sabine Valley (Many) Campus
- The CLTCC, Sabine Valley Campus is situated on Highway 171, a major highway passing through the city of Many, Louisiana. The location is susceptible to a moderate volume of petroleum, chemical, tanker-type truck. We also have a railroad within two miles of the Campus that carries the same type of cargo. In the event of an accident involving this type of carrier, in the vicinity of the Campus, **take the following actions:**
- Contact local authorities, phone 911 or 9-911 if utilizing Campus phone.
 - With the assistance and guidance from local authorities, determine if voluntary/mandatory evacuation is required or is sheltering in place a better option.
8. Ward H. Nash (Cottonport)
- The CLTCC Ward H. Nash Campus is located on Choupique Lane, approximately .25 miles from the Avoyelles Parish Women's Correctional Facility and 1.5 miles from the Avoyelles Parish Men's Prison. The location is susceptible to a moderate risk of an escapee. In the event of an escape, in the vicinity of the Campus, **take the following actions:**
- Contact local authorities, phone 911 or 9-911 if utilizing a Campus phone.
 - With the assistance and guidance from local authorities, determine if the escapee is still in the vicinity and if a lockdown is in order.

Bomb Threat and Other Subversive Acts

It is imperative that in the event of a bomb threat that all persons involved avoid using cell phones and alarm systems as they may trigger the bomb.

Telephone Threat

In the event of a bomb threat, the person taking the call should do the following:

1. Get an accurate message. Try to write down each word.
2. Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statement(s) of the caller. Again, ask the caller to repeat the message even if you did get the message word for word the first time. Adhere to the following checklist. (All personnel at the switchboard must follow this checklist and be trained.)

In the event of a bomb threat, use this guide to collect all important data. If you have caller ID, write down the number immediately!

Bomb Threat Call Checklist

Questions to Ask

Exact Wording of Threat (ask them to repeat the message if necessary)

1. When is the bomb going to explode? _____
2. Where is it right now? _____
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. What is your address? _____
9. What is your name? _____

Gender of Caller: Date:	Approximate Age: Time:	Length of Call: Call received at:
----------------------------	---------------------------	--------------------------------------

Caller's Voice

- | | | | |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Crying | <input type="checkbox"/> Raspy | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged | If voice is familiar who did it sound like? |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Slurred | <input type="checkbox"/> Clearing throat | |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Nasal | <input type="checkbox"/> Deep breathing | |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Stutter | <input type="checkbox"/> Cracking Voice | |

Background Sounds

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Street Noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Static | <input type="checkbox"/> Crockery | <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Local | <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> PA system | <input type="checkbox"/> Music | |
| <input type="checkbox"/> Other | | | |

Threat Language

- | | | | |
|---|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well Spoken
(well educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |
|---|-------------------------------|-------------------------------------|---|

Exact wording of call: _____

Call reported to:	_____	Position:	_____
Telephone number:	_____	Date:	_____
Call received by:	_____	Position:	_____
Telephone number:	_____	Date:	_____

Written Threats

1. Once a bomb threat is recognized, further unnecessary handling of the written threats and the envelope or container it was delivered in shall be avoided.
2. All written threats, including the envelope or container it was delivered in, shall be saved and turned over to the appropriate law-enforcement authorities.

Notification

1. The employee who received the threat shall immediately notify the Campus Administrator.
2. The Campus Administrator shall notify the following:
 - a. the appropriate law-enforcement authorities;
 - b. the Chancellor;
 - c. the Loss Prevention Coordinator,
 - d. all faculty and staff;

Searches

1. Only appropriate law-enforcement authorities shall conduct searches related to bomb threats. Personnel may aid in the search and provide information as to public access to the building.
2. Personnel shall not handle any boxes, containers, or suspicious articles they may encounter. The appropriate law-enforcement authorities shall be notified of these boxes, containers, and suspicious articles.

Evacuations

1. The Campus Administrator and/or designee shall make a decision on evacuation as soon as possible. The decision shall be based upon immediate conditions to ensure the students, faculty and staff. Consultation with the Regional Director or law-enforcement may be used to base the decision.
2. If the decision is to evacuate, Students shall be informed and established evacuation procedures shall be followed.

Training

1. The Campus Administrator and/or Loss Prevention Coordinator shall ensure that all personnel under his/her supervision receive appropriate training in bomb threat and evacuation procedures as outlined in training procedures.

OUTCOME MEASURES/PERFORMANCE INDICATORS

- *All relevant information regarding the bomb threat is accurately documented by the staff member who received the threat.*
- *Location personnel do not handle suspicious packages.*
- *The appropriate law-enforcement authorities are contacted immediately after a credible bomb threat.*
- *Location personnel receive initial and ongoing training in bomb threats.*

Fighting and Riots

In the event of a fight or disturbance, the instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. The Administrative Office will be notified immediately, and the police department will be contacted when necessary.

In case of a group disturbance or indication of a riot, attempts will be made by the instructor or staff member to quiet it if possible. If not, the Administrative Office will be notified immediately, and the police will be contacted.

First Aid Station

During an emergency, a first aid station will be made available to administer treatment for minor injuries and sickness. The station will be manned by qualified and trained employees. The first aid station will be set up in an appropriate area.

Training and Drills

All staff will be trained by the Loss Prevention Coordinator to develop proficiency in building evacuations. Periodic meetings will be held to inform the staff of the latest developments and policies affecting evacuation activities. Fire drills will be conducted at the beginning of each semester and summer session in order to test the evacuation plan and provide training for all individuals.

Evacuation drills are necessary for the safety of the students and the faculty. When the alarm sounds, everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. This information is posted prominently throughout the buildings.

1. Emergency evacuation drills are scheduled according to state requirements and are unannounced.
2. All individuals will follow designated exit instructions, will keep in single file, will walk (not run), and will proceed to the designated area away from the building.
3. When the all-clear signal is given, all will return to their departments in an orderly fashion.

Fire Protection Program

Fire Extinguishers

All fire extinguishers will be inspected quarterly by the Campus Dean and/or designee to ensure that they:

1. Are in their designated locations
2. Have not been tampered with or activated
3. Do not have corrosion or other impairment

Classification

- CLASS A Fires in ordinary combustible materials, such as wood, paper, or clothing, where the quenching and cooling effects of water or of solutions containing large percentages of water are of prime importance.
- CLASS B Fires in flammable liquids, greases, and similar materials, where smothering or exclusion of air and interruption of the chemical reaction is most effective.
- CLASS C Fires in or near live electric equipment where the use of nonconductive extinguishing agent is of first importance. The material that is burning is, however, Class A or Class B in nature.
- CLASS D Fires that occur in combustible metals such as magnesium, lithium, and sodium. Special extinguishing agents and techniques are needed for fires of this type.

Fire - Safe Housekeeping

1. Combustible materials should be present in work areas only in quantities required for the job and should be removed to a designated, safe storage area at the end of each work day.

2. Quick-burning and flammable materials should be stored only in designated locations. Covered metal receptacles are good for storage of these materials.
3. Passageways, fire exits, and fire extinguishers will be kept clear and unobstructed.

Evacuation Procedures

1. An evacuation may become necessary in the event of any occurrence, which may threaten the safety of lives. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.
2. Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
3. Campus Dean and/or designee are to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
4. Remain calm. Your presence of mind is the key factor to a successful evacuation.
5. If time permits, disengage electrical equipment, which you are currently using.
6. Leave all belongings. There is no time to decide what to take with you.
7. If a closed door is extremely hot, do not open it. Seek another exit.
8. Immediately exit the building according to the posted route. (See the evacuation chart in your area.)
9. If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
10. Upon exiting the building, get as far away as designated. Stay with your group.
11. During this time, remain quiet and calm.
12. Do not reenter the building until authorized by an official of the facility.

Hazard Communication Plan

Employers shall provide information to employees regarding the hazardous chemicals in the workplace and the hazardous properties of these chemicals. This information must be disseminated through a hazard communication program involving labeling, safety data sheets, employee training, employee access to written records, and a written hazard communication plan. The hazard communication program applies to any hazardous chemical, which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. Thus, the program does not extend to office personnel, other employees whose job performance does not involve potential exposure to hazardous chemicals, or to laboratory employees. The definition of "hazardous chemical" is extremely broad, and includes any chemical, which is a physical hazard or a health hazard. For determination of physical and health hazards associated with products not synthesized on-site, personnel should rely on the evaluation performed by the chemical manufacturer or importer transmitted via Safety Data Sheets (SDS).

Responsibilities

CLTCC Hazard Communication Program is overseen by the Loss Prevention Coordinator and/or campus administrator.

Campus Dean

Campus Dean or their designees who have employees who work in areas where hazardous chemicals are stored, handled or used are responsible for:

- Creating and maintaining an inventory of all hazardous chemicals.
- Ensure that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
- Ensure that all hazardous chemicals are properly stored. If a storage cabinet is needed, the Department Head is to submit a purchase requisition for procurement of a suitable storage cabinet.
- Maintaining copies of SDS for each hazardous chemical in the workplace, and ensure that they are readily accessible to employees when they are in their work areas.
- Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and material safety data sheets.
- Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
- Determine the required personal protective equipment (PPE) for the procedures and materials in use in their area.
- Ensure that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
- Develop safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
- Inform employees about proper performance of non-routine tasks.

Employees are responsible for:

- Planning and conducting each operation according to the Hazard Communication Program.
- Maintaining area in good order.
- Using the required personal protective equipment.
- Reporting any exposures, injuries, or problems to supervisor and the Safety Officer. ●
Reviewing SDS's prior to using a substance for the first time, and reviewing it periodically thereafter.

Contracting Officials

Contracting officials (Purchasing agents, Facilities Maintenance, and Operations, Architectural Engineering Services, and Department Heads) are responsible for:

- Instructing all outside contractors to contact the US Department of Energy, Office of Environmental Health and Safety for specific information about hazardous chemicals within the agency that may pose a risk to contract employees.
- Contracting Officers will require all contractors to provide the information concerning hazardous chemicals brought into any agency facility to perform contracted work before that work begins.

Hazardous Chemicals Inventory

Any chemical or hazardous chemical needed for proficiency of a job task can be procured through a purchase requisition. The requisition is filled out by the department head and submitted to the Campus Administrator.

The supervisor, or designee, is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary.

The inventory must identify:

- Each hazardous chemical by the primary name on the label, ●
The manufacturer or distributor of the chemical.

The inventory must:

- Be kept in the work area in a suitable format, ● On a log sheet, or in a computer.
- List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
 - Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
 - Materials found in the maintenance departments (such as lubricating oils, solvents, etc.),
 - Specialty chemicals used by animal caretakers, illustrators, and printers.

Labeling Requirements

The supervisor shall ensure that all hazardous chemicals are properly labeled. Labels shall list:

- At least the chemical identity,
- Appropriate hazard warnings, and
- The name and address of the manufacturer, importer or other responsible party.

Portable containers of working solutions shall be labeled appropriately unless they are intended for immediate (during a day's work-shift) use by the employee who prepared it. In this case, only the identity of the chemical must be supplied on the label. The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

In the event that the department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label.

Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of any hazard characteristic changes.

Hazardous Chemical Disposal

Disposal of hazardous chemicals must be in compliance with local, state and federal laws. The chemical disposal also must be in compliance with SDS procedures. Some chemicals are safe to dispose when diluted with appropriate solution. If the material cannot be disposed of safely, the individual must contact the Loss Prevention Coordinator or Campus Administrator for further guidance in disposal.

Personal Protective Equipment (PPE)

Any PPE required for the usage of a hazardous chemical will be provided to the employee by CLTCC. The employee must request procurement of the PPE via a purchase requisition. The requisition must be turned into either the Loss Prevention Coordinator or Campus Administrator.

Safety Data Sheets (SDS)

The campus dean is responsible for acquiring and updating safety data sheets for all hazardous chemicals located in their work area. The material safety data sheets shall be reviewed by all personnel using the chemical before it is used and kept in the work area so that they are readily accessible.

To obtain specific safety data sheets, request them from the manufacturer or distributor, or search the Internet for assistance. Departments shall document their efforts to obtain SDS's from suppliers. Maintain a copy of letters requesting SDS's in the file until the SDS's are received. Chemicals purchased locally from retail stores may not come with SDS's. Under these circumstances, ask the retailer if they have the SDS or request it from the chemical manufacturer or supplier.

If you have more than one safety data sheet for a hazardous chemical from the same manufacturer:

1. - Check the date and
2. - Use the most current one
3. - Discard all others.

To obtain further information or assistance in interpreting material safety data sheets, contact the manufacturer or distributor.

A safety data sheet shall be developed and sent with those products that are synthesized by the agency and distributed to outside parties if they contain hazardous chemicals in concentrations greater than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop and distribute the material safety data sheet.

Employee Training and Information

Employees shall receive further hazard communication training: ●

When working in a new area,

- Whenever a new material or procedure is introduced into the work place, or
- Whenever the Campus Dean, LPC, or Supervisor feels that refresher training is in order.

This training shall include:

- Location and availability of the written Hazard Communication Plan.
- Physical and health hazards of chemicals in the work area and their locations.
- Methods and observation techniques used to detect the presence or release of a hazardous chemical.

- How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and personal protective equipment (PPE).
- How to use safety data sheets information?
- How to read and understand labels.
- Contingency plans for medical and accident response.
- The proper use of any PPE required.
- Location of SDS file and hazardous chemicals inventory.

All training shall be documented by recording the training session subject(s), date, and attendees. The agency shall maintain the official files. The supervisor shall also maintain a copy of these records.

Information about the agency's Hazard Communication Program shall be disseminated to all new employees. All new employees shall be trained by their supervisor concerning hazardous chemicals in the workplace at the time of initial assignment and whenever a new hazard is introduced into the work area.

BLOODBORNE PATHOGEN SPILL PROCEDURES

All contaminated work surfaces will be decontaminated immediately after any spill of blood or other potentially infectious materials. The following procedures are to be followed for cleaning:

Washable Surfaces

Use household bleach solution of 1-part bleach to 9 parts water, mixed fresh.

1. Rinse with water if so directed.
2. Allow to air dry.
3. Handle bleach solution carefully (wear gloves)

Floors

Using the two bucket system: one bucket to wash the soiled surface and one bucket to rinse as follows:

- In bucket 1, dip, wring, mop up bodily fluids.
- Dip, wring, and mop once more wringing out mop in bucket 1 ● Put mop into bucket 2 (rinse bucket) that has clean bleach solution.
- Mop or rinse area.
- Return mop to bucket 1 to wring out (keeping the rinse bucket clean)

After all spills are cleaned up; proceed to the next step:

- Soak mop in the disinfectant after use
- Disposable cleaning equipment should be placed in a plastic bag as appropriate. Water should be disposed of in a toilet.
- Rinse non-disposable cleaning equipment in disinfectant.
- Dispose of disinfectant solution down a drainpipe.
- Remove gloves, if used, and discard in appropriate receptacle. ● Wash hands thoroughly.

Non-washable surfaces

- Apply sanitary absorbing agent, let dry, vacuum.
- If necessary, use broom and dustpan to remove solid materials.
- Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

- If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
- Clean dustpan and broom, if used. Rinse in disinfectant solution.
- Air dry.

Contaminated Waste Disposal

CLTCC employees will not normally encounter regulated waste in the performance of their job duties. However, should an employee encounter any contaminated waste, they should not handle the waste and the employee is to immediately notify their supervisor for instructions on the proper handling and disposal of waste.

Should any of the contaminated waste be sharps, they shall be discarded immediately in containers that are closable, puncture resistant, leak proof on all sides. These containers will be properly identified with a biohazard sign and or color-coded red. Soiled feminine hygiene/sanitary napkins, soiled facial tissues, etc. and not considered a biohazard or medical waste.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. NOTE: If a facility utilizes universal precautions in the handling of all soiled laundry no labeling or color-coding is necessary if all employees recognize the hazards associate with the handling of this material.