



LOUISIANA DELTA

COMMUNITY COLLEGE

HEALTH AND SAFETY PLAN

(This Plan applies to LDCC and all campus sites)

Originally adopted November 2001
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DISCLAIMER

Completion of this document has involved reference to sources believed to be reliable and most representative of current professional information on the subjects of general occupational safety and health. Every attempt has been made to present this information to the extent deemed necessary to meet the needs of most education programs.

However, the contributors make no claim as to the absolute reliability and completeness, in all situations, of the materials presented in this publication.

In addition, all personnel using this manual should be aware that it is not designed to be exhaustive in presenting safety and health measures, or that other standards might not be necessary under particular or unusual circumstances or conditions.

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LOUISIANA DELTA

COMMUNITY COLLEGE

CHANCELLOR'S SAFETY POLICY STATEMENT

Louisiana Delta Community College (LDCC) is committed to providing safe, healthy, and efficient workplace and learning environment for our students, faculty, staff and the public we serve. Each employee must help to realize this commitment through safe and efficient work practices. Employees must work collaboratively to accomplish this purpose. Student, faculty, and staff safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy working conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, established LCTCS and college policies, and which maintains safe and healthy conditions in the various campus offices, classrooms, general facilities, and grounds.

This objective can be reached if all employees accept personal responsibility for their own safety and well-being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to themselves and others.

Everyone is responsible for helping to reach the loss prevention goal of preventing personal injury and loss of property resulting from accidents. By accepting shared responsibility for safety, everyone contributes to the protection of property while maintaining a productive and safe work and learning environment.

Administrators, coordinators, department heads, supervisors, and instructors will be held accountable for the actions of those individuals they are assigned to supervise. They are also responsible for ensuring that all current and amended loss prevention rules, policies, procedures of this agency, and accepted industry practices are followed by those supervised.

It is the intent of LDCC to provide adequate supervision, effective training, safe equipment, and a safe environment to students and employees. The success of our loss prevention program will be based on a joint commitment to minimize and eliminate all foreseeable potential hazards to students, employees, our campus community, and campus infrastructure.

LDCC is also committed to:

1. Maintaining ongoing programs in such a way that all employees can clearly understand the content of the Safety and Loss Prevention Programs, particularly in those areas that directly affect them and their duties.
2. Making reduction, control and elimination of risks a top priority in all plans and budgets.
3. Establishing and maintaining communication with all employment levels to keep employees aware of the safety and health factors of their jobs.
4. Establishing and maintaining an effective loss prevention reporting system.

Randall E. Esters, Ed.D
Chancellor

9.8.21


Date

MANAGEMENT SAFETY POLICY STATEMENT

As President of the Louisiana Community and Technical College System, one of my primary responsibilities is to ensure a safe and accident-free environment for all students and employees. The administration of safety policies is a vitally important function of management and its entire supervisory force. The safety of our students and employees is essential to our success and is therefore one of our top priorities.

Our objective is to implement a comprehensive safety plan that meets all federal, state and local safety codes that will ensure safe and healthy conditions in our offices, classrooms, facilities and grounds. This objective can be reached if all employees accept personal responsibility for their own safety and wellbeing. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for helping us reach our loss prevention goal of avoiding injury and loss of property, because of accidents.

It is our intention to provide good supervision, effective training and safe equipment on the job. The success of our safety and loss prevention program depends upon the collective efforts of each of us to minimize and eliminate all potential hazards. It is my sincere request that you devote daily attention to making safety an integral part of your day-to-day operations.

Signed by:  Date: 11/19/14

Dr. Monty Sullivan

System President, LCTCS

**STATE OF LOUISIANA
LOSS PREVENTION POLICY STATEMENT**


As Governor of the State of Louisiana, I am committed to providing a safe and healthful environment for state employees, protecting the public, and preserving the state's assets and property. To accomplish these objectives, all state agencies, boards, and commissions are directed to participate in the Loss Prevention Program administered by the Office of Risk Management. That program shall assist agencies in controlling hazards and risks in an effort to minimize employee and customer injuries and damage or destruction of state property.

The head of each department, agency, board or commission shall be accountable for compliance with the Loss Prevention Program, including the following:

- One employee shall be appointed to serve as safety coordinator to direct each organization's safety program and act as liaison to the Office of Risk Management;
- Every reasonable effort shall be made to comply with all government regulations pertaining to safety and health issues;
- Employee exposure to all known or suspected occupational health and safety risks shall be reduced as quickly as governmental regulations, technology and economic feasibility allow;
- Controlling and eliminating undesirable risks and hazards shall be given priority when budgeting and financial planning take place;

The State of Louisiana is sincerely interested in each employee's safety. As part of the Loss Prevention Program, all employees of the state shall be made aware of safety rules and how they directly affect their positions and job duties. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others.

If everyone works toward these objectives, injuries and costs can be reduced, for the benefit of state employees, their families and co-workers, and the State of Louisiana as a whole.



John Bel Edwards, Governor
State of Louisiana

6/14/2016
Date

PURPOSE

This general Health and Safety manual has three areas of purpose:

1. To ensure, to the best of our ability, the safety and well-being of all students, personnel and guests touched by Louisiana Delta Community College and its programs.
2. To provide beneficial basic safety and health information to personnel and students entering and advancing in their chosen professions by reinforcing the proper safety attitudes, knowledge and habits.
3. To give students and personnel a foundation for developing the safety habits expected of them in the work force and throughout their lives.

This information has been supplemented with detailed explanations of responsibilities for safety and health, advice about safety and health instructions, and recommended emergency procedures. The scope of this manual is limited. All possible job-related hazards and safety requirements could never be covered in a document of this type. Safety training programs shall cover specific hazards and requirements for the workplace, including equipment. Use this book as a guide. Adapt it to all safety needs. The suggestions and information presented in this manual are to be used as an informative guide for an ongoing safety and health program. The fundamental task of incorporating health and safety into both the academic and personnel instructional programming is of utmost importance. Students and staff should be constantly reminded that health and safety must become an everyday consideration in any environment. In short, health and safety training should be a practical learning experience, transferable to every aspect of life.

This manual was designed as a guide for LDCC to plan and implement the kind of safety training that will result in students and staff working to “do the right thing every day.” Appropriate use of these and additional documents will result in a thorough, informative program to maximize health and safety consciousness and effectiveness.

LIABILITY INSURANCE

According to risk underwriting personnel in the Office of Risk Management, Louisiana Division of Administration, the State is responsible for the actions of the employees in their assigned functions (Statute 5108.2). Employee liability is covered up to \$5,000,000 by the state self-insurance fund. This protection is through the State's Comprehensive General Liability (CGL) policy. Further employee liability insurance of \$20,000,000 (in excess of the \$5,000,000 self-insurance) is covered through a private insurance policy paid by the State.

If a student is taken on a field trip or works on a job away from the school setting, without compensation and as part of his/her training, the State also provides the student against personal financial loss or damage (provides indemnity) which may be the result of the student's actions.

These premiums are totally dependent on the number of claims, no matter how small, and the possibility of injury, which is dependent on ratings determined by inspections of facilities and safety programs and by the actual settlements made on claims brought. These costs can be greatly reduced with proper safety policies and habits.

Additionally, it should be clear that personal responsibility and liability are very possible where negligence can be proven.

OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

The Occupational Safety and Health Act of 1970 (OSHA) was passed by Congress "to assure, as far as possible, every working man and woman in the United States safe and healthful working conditions, and to preserve our human resources." Provisions of the Act establish specific standards designed to reduce occupational accidents, thereby reducing injury and death rates of workers. It also outlines employer and employee responsibilities and rights in an attempt to attain the safest possible work environment.

INVESTIGATIVE ASSISTANCE AND COOPERATION

All employees of Louisiana Delta Community College are required to assist and cooperate with College Administration, Federal or State Investigative Agencies, or Law Enforcement Agencies with any investigations or audits concerning any occurrences connected to or associated with the college by providing full disclosure of the facts.

For request of information by any other agency or party other than those listed, contact College Administration before disclosure of information.

RESPONSIBILITIES FOR SAFETY AND HEALTH

The ultimate responsibility for safety and health programs in the College lies with the faculty and staff. They are key persons for the daily instruction of safety and assuring that safety planning is implemented in day-to-day activities. If the faculty and staff do not make safety and health an integral part of every activity, that area will not have an effective safety and health program.

Responsibilities for the necessary safety and health measures for accident prevention extend to everyone. All are charged with responsibilities for safety. Each has a role to play in developing appropriate attitudes and desirable behavioral patterns in all persons involved.

State Bureau of Risk Analysis and Loss Prevention

The Bureau of Risk Analysis and Loss Prevention in the Office of Risk Management was created in 1980 to ensure a safe and healthful environment and work conditions for all employees in state government. The bureau has the responsibilities of administering a loss prevention program designed to enable the state departments, agencies, boards, and commissions that employ fifteen or more persons to plan, organize, direct, and control their operations and resources to minimize severity, frequency, and financial impact of job-related accidents.

The Bureau of Risk Analysis and Loss Prevention is organized to assist public schools of the State, **NOT** under the Board of Elementary and Secondary Education, to design and implement a loss prevention program to meet their specific operational needs. The Bureau can assist the state agency or unit in the following ways:

1. Planning (assist in establishing safety policies, rules and priorities)
2. Organizing (assist in clarifying safety roles and responsibilities; establishing safety committees, meetings, and safety procedures).
3. Leading (assist in establishing a climate in the organization so that all employees are safety conscious).
4. Controlling (assist agencies in conducting inspections, monitoring accidents, and clarifying the causes of the losses).

Through the Bureau, agencies can receive assistance in implementing a comprehensive loss prevention/safety program.

Administration

The Chancellor and the Cabinet members have the ultimate responsibility for the safety of the College. This responsibility is demonstrated by setting a good example for staff and participating in safety meetings, reviewing reports and motivating employees toward safe work practices.

1. Secures support from the LCTCS system office.
2. Provide leadership in safety program planning.
3. Directs the establishment of a permanent safety committee and the writing and disseminating of safety policies
4. Provides budgets adequate for achievement of all safety objectives.
5. Maintains an active interest in the safety of campus.

Department Heads

The individual departments are the key to accident prevention. The following functions are considered the responsibilities of the Department Heads in a comprehensive safety and health program:

1. Secure support from and maintain liaison with administration.
2. Provide leadership in safety and health program planning.
3. Secures action on a program of safety and health education that involves the entire staff.
4. Provides safe facilities and services.

5. Participates in securing the cooperation of outside personnel and agencies.
6. Directs the establishment of a permanent safety committee and the writing and disseminating of specific and firm safety and health policies for the college. Ensure that they are observed.
7. Directs the participation of all subordinate organization heads in the safety effort by assigning specific responsibilities to each. Ensure that each employee manager passes on suitable safety and health guidance to personnel under his or her jurisdiction.
8. Directs the safety and health committee to be sure that the safety program is carried out properly and effectively.
9. Checks that safety and health training is carried out on a continuing basis for employees and students, especially those newly employed or transferred.
10. Directs the safety and health committee in investigating every reported hazard or accident. The administrator should be notified immediately of any serious injury, fatality, illness necessitating first aid, or dangerous condition.
11. Meets with the safety committee to evaluate, discuss and take action on safety problems.
12. Provides budgets adequate for achievement of all safety objectives.
13. Ensure that all Office of Risk Management record keeping requirements are being observed.
14. Maintains an active, effective interest in the safety effort.
15. Maintains continuing on-the-job supervision of all potentially hazardous activities.
16. Ensures that good housekeeping practices are maintained at all times.
17. Operates any vehicle or other piece of equipment within the limitations under which it was designed.
18. Does not permit a student to continue any hazardous work if the student is found to be unqualified, unsuitable, or incapable.

Safety Coordinator/Officer

A safety coordinator/officer is appointed to coordinate the safety and health functions of LDCC campuses. The following are responsibilities of the Safety Coordinator/Officer:

1. Assumes primary responsibility for coordinating the safety operations at each facility or agency. The role of the safety coordinator/officer is supported by demonstration and communication of support for the safety function.
2. Keeps and analyze accident records.
3. Conducts educational activities for faculty and staff.
4. Conducts activities to stimulate and maintain interest in safety among employees.
5. Serves on the safety committee.
6. Supervises and appraise accident investigations.
7. Plans and directs a regular program of safety inspections.
8. Checks for compliance with applicable safety laws and codes.
9. Issues regular reports showing safety performance and accident trends.

Safety and Health Committee

The safety committee is responsible for the day-to-day administration of the safety program. One student should hold a position on the safety committee. Grade point average and “good standing” or other prerequisites may be required of the student committee member.

The student member of the safety committee assists with all decisions and recommendations of the safety committee, and solicits the cooperation of students in safety training and practice. She/he helps plan safety promotions and publicity and assists in the review of any accidents. The committee chair may appoint an assistant director and a secretary. Responsibilities of the safety committee include the following functions, but are not limited to them.

1. Develop and administer the College's safety program.
 - a. Design a complete program of safety.
 - b. Stimulate and coordinate the work of others.
 - c. Lead in establishing safety regulations.
 - d. Conduct in-service training relating to safety.
2. Inspect to locate unsafe conditions or unsafe practices.
 - a. Investigate injuries.
 - b. See that corrective action is taken to avoid recurrences.
 - c. Correct conditions to forestall injuries.
 - d. Maintain work injury and illness records.
 - e. Prepare reports on the current safety experience of the school so as to justify safety measures.
 - f. Analyze records for clues to prevent future injuries and illnesses.
 - g. Make hygiene studies to discover and correct environmental hazards, such as unsafe dust concentration.
 - h. Consult with governmental agencies and insurance companies on safety problems.
 - i. Act as advisor to others on safety matters.
 - j. Publicize safety materials.
 - k. Supervise the procurement and distribution of personal protective equipment.
 - l. Check on LDCC's compliance with federal, state, and local regulations regarding work safety and health.
 - m. Accompany an official of the Bureau of Risk Analysis and Loss Prevention office or other safety inspector who may visit the school.
 - n. Establish a program to monitor and audit operational activities for their safety aspects.
 - o. Review audit reports made by others.
 - p. Check on or aid in safety aspects of training.
 - q. Set safety-related standards for ordering equipment facilities, supplies and tools for use in school.

Staff

Staff members are responsible for their assigned work stations, program areas, and/or other areas designated by the administration. Duties of the staff include, but are not limited to:

1. Work with safety committees, safety officers, and instructors to ensure safe work conditions and report unsafe conditions or practices to supervisor.
2. Monitor work procedures and practices within their designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
3. Cooperate in devising safety equipment, guards, and appliances, as may be requested.
4. Observe safety rules and regulations.
5. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Faculty

The instructors and other employees are responsible for the day-to-day safety activities that include but are not limited to the following:

1. Ensure that students have had at least the minimum training necessary to be aware of any potential hazards before they are assigned to any hazardous duties.
2. Prepare detailed emergency procedures to specify actions to be taken when a failure or dangerous condition occurs.
3. Ensure that students are taught the nature of possible hazards, how to avoid exposure, the importance of maintaining good health, and actions necessary if a mishap occurs.
4. Assist in conducting periodic training for all employees and students.

5. Ensure that persons involved in hazardous operations are instructed to report promptly any unusual condition which could place them in further jeopardy, such as an unusual odor or irritating substance, unsafe condition, or malfunction of equipment or safety device.
6. Require training drills to be held to ensure high proficiency of students during emergencies.
7. Encourage students to report safety devices, controls, equipment, or protective clothing which adversely affects their performance.
8. Require that the buddy system be used for tasks that involve considerable danger. These tasks include such work as operations on high-voltage equipment, where toxic fumes or gases may be present, and similar situations (appropriate lock out/tag out procedures should be followed in all such procedures).
9. Keep students informed of new and accepted safety practices for accident prevention.
10. Set proper examples for students.
11. Insist on proper clothing and accessories for students in shop/lab areas.
12. Develop programs outlining special requirements concerning tools, clothing, etc.
13. Inspect new equipment on receipt to ensure that all desirable safety features and devices have been incorporated or provided.
14. Institute operating procedures to minimize the possibility of danger from existing hazards. The hazards should be identified and personnel should be warned by the most noticeable means appropriate.
15. Have each potentially hazardous operation reviewed and analyzed to ensure that suitable procedures and safeguards are provided.
16. Perform periodic inspections.
17. Institute a procedure requiring permission and safety surveillance for any hazardous operation.
18. Administer safety tests. Keep the tests on file.
19. Post student's responsibilities for safety in a conspicuous place.
20. Prepare an accident report immediately after an accident.
21. Observe safety rules and regulations.

Students

The students' responsibilities for safety should be written and posted in a conspicuous location. Students must recognize that because of their lack of experience, they must take extra precautions and use their best judgment to safeguard themselves and others while in the laboratories and classrooms. Each student must assume some of the responsibility for his/her safety and that of classmates. Student responsibilities include:

1. Work within the bounds of College policies and safety regulations.
2. Develop desirable behavioral patterns and attitudes by accepting directions, advice, and counsel.
3. Accept personal responsibility for assisting in the safety program and in working toward its success.
4. Ask questions, when in doubt, on the operation of equipment.
5. Make casual inspection of equipment prior to each use.
6. Report any unsafe conditions to the instructor.
7. Wear personal protective equipment, as required.
8. Be aware of activities going on around you.

INSPECTION PROGRAM

There are many reasons for conducting safety and health inspections. Any major effort to have an effective accident prevention program must include both periodic and unscheduled inspections. Such inspections not only ensure that programs are the safest they can possibly be, the inspections are also instrumental in promoting safety awareness. Other, more specific purposes for conducting safety inspections include:

1. To comply with state and federal health and safety provisions, as applicable.
2. To conduct a quarterly inspection of the facilities and activities to reduce or eliminate hazards and potential accidents/incidents.
3. To conduct target area inspections to evaluate activities or areas which have a high potential for accidents.
4. To investigate a complaint of an unsafe or unhealthy situation.
5. To inspect as a follow-up to an accident.

Types of Inspections

Several or all of the following types of inspections should be conducted in a college facility, depending upon the nature of the programs involved.

Scheduled. Scheduled quarterly, these inspections should be planned in advance and should cover the entire campus. All program areas should receive an inspection and all other operations (such as administrative areas, custodial, maintenance, grounds, etc.) should be inspected.

Scheduled inspections should be made using a safety inspection checklist for each program area and every other service area of the school. The faculty will perform the inspection in each instructional area for that program and/or safety committee. At least once each year, the college-wide safety committee and/or safety and health coordinator/officer will make the program area inspection. The safety committee and the area supervisor will make scheduled inspections in non-academic College service areas.

Intermittent. These inspections are made at irregular intervals. They may be unannounced or announced and concentrate on any specific technical area or any non-academic service area of the school. The need for such inspections is usually dictated by an unusual number of accidents, by the presence of large amounts of hazardous materials and/or equipment, or by reports of unsafe procedures being followed.

Intermittent inspections will be made using an inspection checklist and will usually be made by the college-wide safety committee or the safety and health coordinator/officer.

Special. Inspections are sometimes desired because of the installation of new equipment, introduction of a new operation or process, remodeling or repair, or to investigate and analyze following an accident, injury, fire or other situation. Other special inspections might be conducted as part of a special event such as an open house or a specially designated week.

Special inspections should be made using developed guidelines, or using a special form, such as an accident/incident report form, if an accident/incident has occurred.

Continuous. Every employee and every student should be charged with the responsibility of continuous inspection. It should be emphasized that it is everyone's responsibility to be on continual look out for unsafe conditions and acts. If these are observed, it is then their responsibility to correct the problem or to report it to the next level of authority.

Everyone should be charged with the responsibility of "continuous inspection," yet, no inspection checklist will be necessary. Students should be given instruction on what to observe, or inspect, as they go about their daily

learning activities. The "Workplace Safety Inspection Form" checklist will be used during the quarterly program area inspections.

Procedure for Conducting Inspections

The primary objective of any inspection program, whichever type is being performed, should be to determine whether or not everything is satisfactory. If problems are detected, emphasis should be placed on finding the cause, not placing the blame. Basically, the inspectors should do three things:

1. Detect: Examine the area and its activities for possible hazards and unsafe practices.
2. Analyze: Examine the hazards and unsafe practices detected for potential accident/incident-producing capabilities.
3. Correct: Recommend measures to solve the problems.

When a safety hazard is found, the person in charge of that area should take the necessary steps to remove or neutralize the hazard and notify the Director of Facilities via work order system through Facilities Helpdesk tab on the left column of Facilities webpage.

Under the jurisdiction of the Office of Risk Management, if a hazard still exists for more than 30 days, the supervisor or College administrator must send this information to the Office of Risk Management.

Note: *The Work Order System/Facilities Help Desk replaces the Hazard Control Log. However, some campuses may be using the Maintenance Work Request.*

When a hazard is found, one should;

1. Render the hazard non-operational
 - a. Disconnect power
 - b. Set up barriers, etc.
2. If the hazard remedy requires the purchase of materials to be made operational, notify the safety and health coordinator/officer.

Not all inspection items may be on an available checklist. You may need to revise a previously prepared checklist or develop additional guidelines. Additionally, the following items should be considered:

1. The condition of the buildings and facilities.
2. The layout of work areas with respect to the location of machines and equipment.
3. Access to and from the work areas and the adequacy of aisles and storage areas.
4. The flow of materials through the lab including disposal of any waste.
5. The storage, use and disposal of hazardous materials and wastes.
6. Lighting, noise, ventilation, heat and humidity, vibration and other related environmental exposures.

RECORD KEEPING AND SELF-AUDIT

The following safety records should be kept by LDCC for at least one year. Copies of forms are included with exhibits describing the specific procedures as noted.

Safety Inspection Report

Completed quarterly/monthly in each work unit following a general safety inspection. The completed form is retained in the area it covers for at least two years. Copies should be made available to the Office of Risk Management (ORM) Representative, as well as, Department Heads and the Office of Risk Management's Unit of Risk Analysis and Loss Prevention upon request.

Work Order Procedure

1. Electronic Submission

For items that are maintenance-related, such as inoperable doors or burned-out lights, electrical circuit issues, movement of heavy assets, or HVAC related problems, employees should fill out an electronic work order request found at <https://ldcc.macmms.com>, or by going to www.ladelta.edu, accessing the drop down menu "About Us" on the right, and then "Facilities/Loss Prevention". This will bring up the facilities page where you will be able to enter work requests by clicking the "**Submit a Maintenance Service Request**" link (do not complete the "Sign in to your account" at the bottom). Please be prepared to enter your name, a phone number where you can be reached the location of the problem, your email address, the description of the problem (includes room number), the building name via clicking on Asset, the captcha as shown on request into the text field and press OK. Your request will be automatically dispatched to the appropriate personnel to correct/address the problem. It will also be assigned a work priority based on criteria such as "safety and security, potential damage, inconvenience, or routine." For building emergency situations, please contact your Campus Director. Upon correction, the work order will be closed out via appropriate documentation of the repair(s). The generator of the work order will print and give copies of the closed report to the building safety coordinator at your location for filing.

2. Written Submission

Certain, specific instances require the use of a written work order. For example, in locations where LDCC employees occupy a leased building, a written work order request to the landowner will be required. A written work order form may be obtained from the Safety Coordinator at your location. In those instances where a written work request is generated, it will be forwarded to the safety/building coordinator. They will then forward the work order to the landlord or appropriate party. A copy of the work order will be kept in the work order book upon completion.

Employer's Report of Occupational Injury, Illness or Disease

Completed for each accident requiring medical treatment. The reports are filed by year of occurrence in a Division central file. Agencies must implement a method for recording and filling reports of accidents that result in time lost from work (missing a full workday after the day of injury). Employees must have written authorization from treating physician to return to work following such an injury.

Incident/Accident Reporting Form

Complete for each incident or near miss as well as each accident that occurs. A copy should be given to the Safety and Health Coordinator and a copy sent to the Office of Risk Management, Unit of Risk Analysis and Loss Prevention.

SAFETY TRAINING PROCEDURES

Safety training is intended to facilitate communication of safety issues and provide general information to stimulate safety, interest, and motivation. Safety training has many uses. Its purpose may be to discuss the safety program so that employees will better understand what is going on or it may be held to provide information about accident causes and accident types. They may be purely motivational, to create an awareness of hazards and a desire to prevent accidents / incidents.

LDCC will perform all safety training as required by ORM, LCTCS, and the State of Louisiana as required. Training may take place by group safety meetings, online training, or any other applicable means deemed necessary. The agency head and all site management (including Directors) must complete safety training.

Documentation of training shall include:

- Topic
- Date of Training
- Total number of employees at documented location
- Total number of employees at documented location that completed training
- Documentation must be kept available at each audit location

Safety Rules

The establishment of a set of safety rules does not, by itself, guarantee a low accident/ incident rate. Safety rules will help to identify the more serious hazards, assist in focusing the attention of employees and supervisors on these hazards, and provide guidelines for avoiding injury. Safety rules will neither eliminate the need for continuous safety training nor reduce the importance of the supervisor's role in accident prevention. The following safety rules shall apply to all employees of the LCTCS:

1. No Smoking allowed on campus.
2. Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, potential hazards, and property damage to a supervisor, regardless of the severity.
10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.

11. Follow recommended work procedures outlined for the job, including safe work methods.
12. 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.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the immediate supervisor.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape or tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know all rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to rules and procedures specific to Campus operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
23. Electrical cords present hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp plug, not cord.
24. Check all electrical cords to ensure that the wires are not frayed and that plugs are secure.
25. A good worker is a safe worker: Be sure you know the safe way to perform any job given to you. If there is any doubt, ask your supervisor.

LDCC is required to have a documented review of written policies with new employees and conduct documented awareness on the following topics within 90 days of hire unless otherwise noted. Such awareness shall be completed as indicated thereafter, and may count toward the monthly/quarterly safety meeting requirements.

- Drug-Free Workplace (once every 5 years)
- Blood Borne Pathogens –
 - High Risk Employees only (qualified instructor led, annually)
 - Low Risk Employees (once every 5 years)
- Workplace Violence (Once every 3 years)
- ADA Compliance (every 3 years)
- Hazard Communication (within 30 days of hire and annually)
- General Safety Rules (annually)
- Sexual Harassment (once every 1 year, per 2012 Senate concurrent resolution 107)
- Code of Governmental Ethics (once every year 1 year, per 2012 revised statute 42:1170 (3)(a))

All new employees must be made aware of their safety responsibilities upon employment. Any employee changing to another position that requires different or additional safety responsibilities must be retrained in their new capacity within 30 days. During the orientation process, other policies or procedures may be reviewed.

ACCIDENT INVESTIGATIONS

It is certainly our goal that the safety and health program implementation works to eliminate all accidents, including exposure to health hazards. However, if an accident/ incident or failure should occur, the cause must be investigated.

An accident is defined as an unplanned and undesirable event that caused or could have caused personal injury or property damage. All accidents, including those occurring to non-employees, should be investigated by the supervisor responsible for the area in which the accident occurred. "Near misses" are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage. Failure of machines, equipment, and materials should also be investigated, as these often cause injury to employees and students.

Accident and failure investigations are undertaken to determine the causes of problems. There is always a cause for any accident or failure that occurs, and the cause should be determined so that corrective action can be taken to prevent or minimize recurrences.

Students and Visitors

Liability claims against a student or non-employee will generally be sustained in court only if it can be shown that an injury occurred because of any one of the following:

1. Exceeded his/her authority
2. Used poor judgment
3. Was negligent
4. Failed to take responsible precautions

The objective of any accident investigation is to determine the cause. With this in mind, a plan for conducting the investigation is needed. This plan should include a way to eliminate causes of accidents, assignment of responsibility and follow up to insure the taking of corrective action.

The following steps are to be used in the investigation:

1. Go to the immediate area of the accident promptly.
2. Follow recommended emergency first aid procedures, as outlined. Once the safety of the student/ non-employee has been assured, a report of the accident will be made.
3. Contact a Campus Safety Coordinator immediately and then your supervisor.
4. Remind the students/ non-employee that the purpose of the investigation is to determine cause.
5. Talk with the injured person(s) and/or witnesses to get the facts. Ask the student/ non-employee for his or her version. Have witness follow up with written statements of what they saw and heard (Facts only, not opinion or speculation).
5. Listen for clues in the conversation that might reveal accident causes.
6. Encourage the discussion of ideas for corrective action.
7. Study the possible causes.
8. Write a complete report, using the accident/ incident form DA3000. The first employee to reach the accident scene is responsible for initiating the report. Completed report must be returned to Campus Safety officer within 24 hours of the accident.
9. Follow up to make sure all of the causes are corrected.

Remember that no accident investigation is complete until corrective action has been implemented. Use caution in filling out the form. Avoid making statements, no matter how well intended that indicate corrective action was taken as a result of the investigation. This shows that a corrective solution was available.

Employees

When an employee is injured, a supervisor must complete the Incident/Accident Investigation form DA2000 (line 1 through 15). The supervisor should follow these steps in investigating the accident:

1. Go to the immediate area of the accident promptly.
2. Follow recommended emergency first aid procedures, as outlined. Once the safety of the employee has been assured, a report of the accident must be made.
3. Contact a Campus Safety Coordinator immediately and then your supervisor.
4. Ask the person or persons involved to describe what happened, if possible. Do not fix blame or find fault; just get the facts.
5. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
6. Determine if there were any witnesses to the accident and get their signed and dated, written accounts of the incident.
7. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
8. The first employee to reach the accident scene is responsible for initiating the report. A completed report (DA2000) must be returned to Campus Safety officer within 24 hours of the accident. (line 16 through 23 and Root Cause Analysis must be filled out).

Accident / Incident Investigation Form Instructions

Accidents / Incidents do not just happen; they are caused. The Office of Risk Management Incident/Accident Investigation Form DA2000 and DA3000 are tools to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the forms are to be completed. Notations such as N/A should be used if a question does not apply to the accident. Don't leave blank lines. At no time should a copy of completed DA 3000 form be given to the injured party.

DRIVER SAFETY PROGRAM

Due to the high cost of insurance purchased from private companies, the State of Louisiana through the Office of Risk Management devised a self-insurance program for its motor vehicles in 1980. Driver safety is designed to reduce the number and severity of accidents and thereby minimize the financial impact on state government.

The employees will be responsible for the safe operation of State vehicles and the reporting of unsafe conditions or accidents involving state vehicles to their supervisor. LDCC's vehicles have public license plates to indicate that they are owned by State of Louisiana. Employees must have a valid driver's license for the class of vehicle they are operating and maintain minimum liability coverage as required by Louisiana law. **Employees must report the revocation of their driver's license, dropping of liability insurance coverage and must notify their supervisor of any driving convictions as soon as possible.**

At each LDCC campus, there is a campus designee responsible for implementing a Safe Driving Program. He/she ensures Driving History Form and Motor Vehicle Record are completed (see PROCEDURES FOR ENROLLING DRIVERS). The authorization process shall include a review of the employee's Motor Vehicle Record by the transportation coordinator or LDCC fleet manager. The transportation coordinator or LDCC fleet manager should determine when driving responsibility must be taken away from an employee because of reckless operation of a vehicle or traffic convictions. They are also responsible for monitoring the Driver Safety Program.

High-risk drivers should not be authorized to drive state vehicles or personal vehicles on state business from the date of discovery for a minimum of twelve (12) months. High-risk drivers are those individuals having:

- a. three (3) or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous twelve month period or;
- b. single (1) conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

All employees who drive state vehicles and/or claim mileage reimbursement on their personal vehicle on state business must complete an Office of Risk Management (ORM) on-line Defensive Driving course within three (3) months of entering the program and must attend a refresher course at least once every three (3) years unless their class of license requires other additional training or testing. Employees will receive a Certificate of Completion for successfully completing the defensive driver training online course and need to forward that certificate to their transportation coordinator or LDCC fleet manager. Drivers who have convictions on their motor vehicle -records should be required to retake the defensive driving course within ninety (90) days notification of conviction.

Any accident in a state vehicle or in personal vehicle while on state business should be reported to the employee's immediate supervisor and the transportation coordinator or LDCC fleet manager by the employee on the day of the incident. If the driver is not able to complete the Accident Report Form (DA 2041), then the employee's immediate supervisor will complete the report to the best of their ability for the employee. Note whether the vehicle is state-owned, rented or personal on the report. The DA 2041 shall be completed within 48 hours after any vehicle accident while on state business and forwarded to FARA/TPA. The supervisor should

attach the police report if it is available, but don't delay submission of the DA 2041 while waiting for the police report.

Any state employee involved in an accident shall report it to the Louisiana State Police (or the local law enforcement agency if State Police unavailable) for the traffic collision investigation. The transportation coordinator or LDCC fleet manager reviews all involved reports to ensure that all state policies and procedures are being followed as outlined in this policy and/or the Office of Risk Management's Driver Safety Program. If the accident involves a worker's compensation claim, it must be reported to the Third-Party Administrator (DA 2000 form is no longer required for automobile accidents).

The supervisor of the authorized driver involved in an accident shall review the accident report within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report. The supervisor (or safety coordinator, if appropriate) may investigate and consider what corrective action(s) may be necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc.

The operator of a State vehicle will be personally responsible for any fines, tow away charges, or other costs associated with his/her failure to observe all Federal and State motor vehicle laws or municipal ordinances.

PROCEDURES FOR ENROLLING DRIVERS

Employee

1. Fill out the Authorization and Driving History Form (Form No. DA2054) and submit to transportation coordinator or LDCC fleet manager. The information on this form is used to obtain the Operator Driver Record (ODR) from the Department of Public Safety. Employees with an Out-of-State driver's license are responsible for obtaining their own Motor Vehicle record (must be an official copy).
2. Complete an ORM recognized defensive driving course within 90 days of entering the program and a refresher course once every three years unless the class of license requires more frequent training.
3. Employees who drive their personal vehicle on state business shall be required to sign the DA2054 form attesting that they currently carry at least the state's required minimum vehicle insurance.
4. ***Employees shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than their next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle.***

Note: Employees shall not use a Wireless Telecommunications Device while driving a State owned, leased or private vehicle while on state business. This includes writing, sending, or reading a text based communication and engaging in a call.

Exceptions:

1. Report a traffic crash, a medical emergency or serious road hazard.
2. Report a situation in which the person believes his personal safety is in jeopardy.

3. Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
4. Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.

Campus transportation coordinator or LDCC fleet manager

1. Review the Official Driving Record that is requested and issued by the applicable State Office of Motor Vehicles to ensure the employee does not meet the high risk driver definition as well as checking for suspended or expired license, flags, etc.
2. Verify the employee has passed the approved defensive driving course within ninety (90) days of entering the program.
3. If the employee meets all of the above requirements, that employee may be authorized to drive on state business. The authorization form (DA2054) shall be signed and attached to the Official Driving Record and the employee’s name should be added to the Authorized Driver List.
4. All Authorization/History and Operator Driver Records will be maintained by the campus designee.
5. Campus designee will conduct an annual review of all drivers to determine whether they should continue to operate state-owned vehicles and to verify that each driver has a valid and properly classed driver’s license.

Note: See Office of Risk Management Driver Safety Program for more detailed information.
<http://doa.louisiana.gov/orm/pdf/DriverSafety2012.pdf>

Fleet Management:

Each agency that provides for the use of state vehicles by employees to conduct official business is expected to adhere to the requirements of the State’s Fleet Management Program (Title 4, Part V, subchapter F; Title 34, Part XI of the Louisiana Administrative Code).

GLOSSARY

- A. **Authorization and Driving History Form** (DA 2054): Record that is maintained by the Agency on each employee who drives on state business. The form shows:
 1. The employee’s current personal information (Name, license number)
 2. Employment information (supervisor)
 3. When an employee was authorized to drive
 4. The date of his/her last Defensive Driving class
 5. Certification by the employee that he/she maintains liability insurance as required by state law
 6. The signature of the Agency Head or designee authorizing the employee to drive
- B. **Designee:** Individual(s) specially designated by the Department/Agency Head to act on their behalf.
- C. **Guilty Plea:** The admission of guilt from the defendant to each charge of the commission of a violation.

- D. **High-Risk Driver**: Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within the previous twelve (12) month period.
- E. **Hit and Run**: The intentional failure of the driver of a vehicle involved in or causing any accident to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.
- F. **Moving Violation**: A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right hand lane.
- G. **Negligent Injury**: The inflicting of any injury upon the person of a human being when caused proximately or caused directly by an offender engaged in the operation of, or in the actual physical control of any motor vehicle, watercraft, or other means of conveyance whenever any of the following exist:
- a. The operator is under the influence of alcoholic beverages.
 - b. The operator's blood alcohol concentration is 0.08 percent or more.
 - c. The operator is under the influence of controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40.964.
 - d. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.
 - e. The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription and the influence is caused by the operator knowingly consuming quantities of the drug(s) that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.
- H. **Nolo Contendere**: "No Contest" – has the same effect as a guilty plea as far as sentence, but may not be considered as an admission of guilt for any other purposes.
- I. **Reckless Operation**: The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.
- J. **State Business**: Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the state in the course and scope of their duties.
- K. **State Vehicle**: Any licensed vehicle owned, leased and/or rented by the State of Louisiana.
- L. **Unauthorized ("NOT authorized") Driver**: A driver shall be considered "NOT" authorized if any of the following occur:
1. Meets the high-risk driver definition.
 2. Does not complete/pass the ORM-recognized driver course within the allowed time period.
 3. She/he does not hold a valid driver's license.
 4. The ODR isn't cleared of all flags.
 5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.
 6. Student not employed by the State of Louisiana.

- M. **Vehicular Accident**: Any collision in which the vehicle comes in contact with another vehicle, person, object, or animal – which results in death, personal injury, or property damage (regardless of: who was injured, what was damaged or to what extent, where it occurred or who was responsible).
- N. **Wireless Telecommunications Device**: Any type of instrument, device, or machine that is capable of transmitting or receiving telephonic, electronic, radio, text, or data communications, including but not limited to a cellular telephone, a text-messaging device, a personal digital assistant, a computer, or any other similar wireless device that is designed to engage in a call or communicate text or data.

FORKLIFT PROGRAM

Procedure

No individual, employee or visitor, shall operate, move, or mount any of LDCC's forklifts without a certificate of training issued by an instructor qualified in lift truck training unless they are participating in an authorized training course. Otherwise, no student is ever allowed to mount or operate any of the college's lift trucks.

Training

Forklift certification training will be provided for specified employees that the college deems necessary as part of their duties and responsibilities. LDCC periodically trains students as forklift operators as part of the Industrial Maintenance program.

LDCC will provide effective, OSHA-compliant training.

Maintenance

Forklift will be certified by a certified mechanic on an annual basis. Manufacturer's recommendations will be followed. Before a vehicle is operated, an inspection must be made according to OSHA standards. If anything is found, unit will be taken out of service until authorized personnel can make the repairs.

AMERICANS WITH DISABILITIES ACT

What is a “reasonable accommodation?”

"A reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities." (USDOJ)

How to Request Access

Faculty and Staff

Employees with disabilities needing assistance should contact his/her supervisor to request accommodation. If the supervisor is unable to provide accommodation, the request should be forwarded to the Office of Human Resources. The Office of Human Resources, working with other appropriate administrative units, will determine whether or not accommodation can be made and, if necessary, assist departments in securing resources.

Students

The Director of Student Counseling and Disability Services has the responsibility for providing services to students with disabilities. This office administers the procedures by which students disclose a disability and request access.

The process to determine at which point reasonable accommodation causes an undue burden is:

1. Reasonable accommodations because of a disability of an employee or student will be evaluated on a case-by-case basis.
2. Every effort will be made to accommodate the individual.
3. Any accommodations requiring additional funds beyond those available in the operating budget and/or any remodeling which would require contracting for the service could fall under the category of “undue burden”.
4. Should a disabled individual not be hired because the agency was unable to provide reasonable accommodations because of undue hardship, documentation of what accommodations were required and the evidence of why this would have caused undue hardship will be attached to the applicant’s job application and kept on file. The job applicant will be made aware of the college’s inability to make these accommodations through certified mail. A copy of this correspondence will be attached to the job application.
5. Any student requiring accommodations, which would cause “undue hardship”, will be notified of reasons and evidence by certified mail with a copy of the correspondence kept on file in the administrative office.

ADA Grievance Procedure

The LCTCS has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans Disability Act. Please refer to the Personnel Manual, APhR.2.3.4, for LDCC’s ADA policy.

Complaints shall be addressed to Office of Human Resources, designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally and contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. The complaint must be filed within five (5) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow filing a complaint. The investigation shall be conducted by the ADA Compliance Officer and a committee to consist of the following:
 - Two employees
 - Two students with disabilities
 - One student without disability.
4. This informal, but thorough investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. Findings and recommendations pertaining to the investigation will be forwarded to the Chancellor of LDCC within two (2) working days of completion of the investigation.
6. A written determination, as to the validity of the complaint, and a description of the resolution, if any, shall be issued by the Chancellor of LDCC and a certified copy forwarded to the complainant within ten (10) working days of the receipt of the findings from the investigating committee.
7. The ADA Compliance Officer shall maintain the files and records of LDCC relating to the complaints filed in the Office of Human Resources.

VIOLENCE IN THE WORKPLACE

According to the National Institute for Occupational Safety and Health, approximately two million workers are physically assaulted each year in the workplace. Homicide is the second leading cause of worker death, claiming the lives of 1,071 workers in 1994, accounting for 16 percent of the 6,588 fatal workplace injuries. Unreported are the millions of incidents of workplace violence including harassment, intimidation, and threatening behavior.

Recognizing the increasing incident of violence in the workplace, the Governor of the State of Louisiana issued Executive Order No. MJF 97-15, committing the Governor and the State of Louisiana to achieving a violence-free workplace for state employees.

LDCC fully supports this effort and is committed to a violence-free workplace including a policy of zero tolerance to threats as well as to actual violence.

Purposes

The purposes of this policy are to:

- Prohibit acts and threats of violence by and against state employees at the work site or while conducting state business;
- Direct implementation of effective security measures and administrative work practices to minimize exposure to conditions that could result in harm to state workers;
- Require ongoing analysis of the workforce and each work site for hazard prevention and control; and
- Provide for education and training to increase security, safety, and health awareness of state employees.

Definitions

1. Assault - is any willful attempt to inflict injury upon the person of another when coupled with an apparent ability to do so, any intentional display of force would give the victim reason to fear or expect immediate bodily harm.
2. Credible Threat - is a statement of action which has the apparent capability of inflicting harm and is directed in a manner that causes a person to know they are the target of the threat, and that places them in reasonable fear for their safety or the safety of their immediate family.
3. Violence - is any unjust or unwarranted exertion of force or power. It is not limited to fatalities or injuries. It can refer to any intentional actions or words meant to embarrass, ridicule, degrade or provoke another that result in physical or emotional injury to that person. Violence is any verbal, physical, or psychological threat or assault on an individual that has the intention, or results, in physical and/or psychological damage.
4. Workplace - is any location the employee is at because the requirements of completing job assignments.
5. Workplace Violence - is violence that takes place in the workplace.
6. Zero Tolerance - is refusing to accept, excuse or justify workplace violence.

Obligations

LDCC complies with federal and state statutes, rules, regulations and or guidelines by:

1. Using reasonable care in hiring, training, supervising and retaining employees;
2. Ensuring independent contractors are competent, properly selected, and engage only in the activities for which employed;

3. Intervening in situations of harassment of employees by supervision and in the case of coworkers where the employer is aware of the harassment;
4. Ensuring employees are fit for duty, not intoxicated or otherwise a risk to others;
5. Using reasonable security precautions and other measures to minimize risk of foreseeable criminal intrusion based upon prior experience, location in a dangerous area or employee category victimization base rates;
6. Maintaining an adequate level of security in the face of financial pressure;
7. Establishing a written policy dealing with violence in the workplace, as well as training of employees regarding those policies;
8. Providing training regarding the recognition of violent behavior, the warning signs of potentially violent behavior, and the precautions which may enhance the personal safety of the employee at work;
9. Warning an employee, spouse, or third party of a threat made by another to do bodily harm to that person;
10. Supporting the application of sanctions and/or prosecution of offenders;
11. Accommodating employees post-incident for court appearances, medical appointments, counseling, etc.; and
12. Cooperating with law enforcement agencies.

Policies

At LDCC, employees are required to report all threats or incidents of violent behavior, which they observe or are informed about to the Office of Human Resources or the Chancellor. The following are examples of behavior considered inappropriate which shall be reported to Human Resources or Chancellor.

- Unwelcome name-calling, obscene language, and other abusive behavior;
- Intimidation through direct or veiled verbal threats;
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object;
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
- Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking; and
- Any verbal, physical, or psychological threat or assault on an individual that has the intention or results in physical and/or psychological damage.

An employee has an absolute right to perform his/her assigned duties in an atmosphere completely free of threats or assaults. There shall be zero tolerance for any behavior described in Section above.

Management Commitment and Employee Involvement

Management commitment and employee involvement are complementary and essential elements to an effective violence prevention program. To ensure an effective program, management and employees must work together.

At LDCC, management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:

1. Organizational concern for employee’s emotional and physical safety and health;
2. Commitment to the safety and security of all persons at the workplace;
3. Assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their obligations;
4. Allocation of authority and resources to all responsible parties;

5. Accountability for involved supervisors and employees;
6. Comprehensive medical and psychological counseling and debriefing for employees experiencing or witnessing assaults and other violent incidents; and
7. Support and implementation of appropriate recommendations from violence prevention committees.

Employee involvement and feedback enable workers to develop and express their own commitment to safety and security and provide useful information to design, implement, and evaluate the program. At LDCC, employee involvement includes:

1. Understanding and complying with the workplace violence prevention program and other safety and security measures;
2. Participation in employee complaint or suggestion procedures covering safety and security concerns;
3. Prompt and accurate reporting of violent incidents;
4. Participation on the safety and security committee that reviews violent incidents and security problems, makes security inspections; and
5. Participation in continuing education covering techniques to recognize escalating agitation, assaulting behavior or criminal intent.

Workplace Analysis

Workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for workplace violence. This entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop.

A “Crisis Management Team,” “Patient Assault Team,” similar task force, or coordinator may assess the vulnerability to workplace violence and determine the appropriate preventive actions to be taken. Implementing the workplace violence prevention program then may be assigned to this group. The team should include representatives from senior management, operations, employee assistance, security, occupational safety and health, legal, and human resources staff.

The team or coordinator can review injury and illness records and workers compensation claims to identify patterns of assaults that could be prevented by workplace adaptation, procedural changes, or employee training. As the team or coordinator identifies appropriate controls, these should be instituted.

The recommended program for workplace analysis includes, but is not limited to, analyzing and tracking records, monitoring trends and analyzing incidents, screening surveys, and analyzing workplace security.

Office 345-9105.

Workplace Analysis Program

Records Analysis and Tracking:

This activity includes reviewing medical (as permitted), safety, workers’ compensation, and insurance records to pinpoint instances of workplace violence. Scan unit logs and employee and police reports of incidents or near-incidents of assaulting behavior to identify and analyze trends in assaults relative to particular departments, units, job titles, unit activities, workstations, and/or time of day. Tabulate these data to target the frequency and severity of incidents to establish a baseline for measuring improvement.

Monitoring Trends and Analyzing Incidents:

Contacting similar local businesses, trade associations, and community and civic groups is one way to learn about their experiences with workplace violence and to help identify trends. Use several years of data, if possible, to trace trends of injuries and incidents of actual or potential workplace violence.

Screening Surveys

One important screening tool is to give employees a questionnaire or survey to get their ideas on the potential for violent incidents and to identify or confirm the need for improved security measures. Detailed baseline screening surveys can help pinpoint tasks that put employees at risk. Periodic surveys—conducted at least annually or whenever operations change or incidents of workplace violence occur—help identify new or previously unnoticed risk factors and deficiencies or failures in work practices, procedures, or controls. Also, the surveys help assess the effects of changes in the workplace processes. The periodic review process should also include feedback and follow up.

Workplace Security Analysis:

The team or coordinator should periodically inspect the workplace and evaluate employee tasks to identify hazards, conditions, operations, and situations that could lead to violence.

To find areas requiring further evaluation, the team or coordinator should do the following:

- Analyze incidents, including the characteristics of assailants and victims, an account of what happened before and during the incidents, and the relevant details of the situation and its outcome. When possible, obtain police reports and recommendations.
- Identify jobs or locations with the greatest risk of violence as well as processes and procedures that put employees at risk of assault, including how often and when.
- Note high-risk factors such as types of clients or patients (e.g., psychiatric conditions or patients disoriented by drugs, alcohol, or stress); physical risk factors of the building; isolated locations/job activities; lighting problems; lack of phones and other communication devices, areas of easy, unsecured access; and areas with previous security problems.
- Evaluate the effectiveness of existing security measures, including engineering control measures. Determine if risk factors have been reduced or eliminated, and take appropriate action.

Independent reviewers, such as safety and health professionals, law enforcement or security specialists, insurance safety auditors, and other qualified persons may offer advice to strengthen programs. These experts also can provide fresh perspectives to improve a violence prevention program.

At LDCC, the responsibility for conducting and maintaining workplace analyses is assigned to the Safety Committee. The initial workplace analysis for LDCC shall be performed by the Safety Committee 30 days from the publication of this policy.

Hazard Prevention and Control

After the completed workplace analysis is reviewed and approved, workplace adaptations, engineering controls, administrative controls, and work practice controls shall be implemented by LDCC, to prevent or control any discovered hazards. If workplace violence does occur, the post-incident response and evaluation section of this policy shall be implemented.

At LDCC, the responsibility for hazard prevention and controls is assigned to the Safety Committee.

Engineering Controls and Workplace Adaptation

Engineering controls remove the hazard from the workplace or create a barrier between the worker and the hazard. There are several measures that can effectively prevent or control workplace hazards, such as those actions presented in the following paragraphs. The selection of any measure, of course, should be based upon the hazards identified in the workplace security analysis of each facility.

1. Assesses any plans for new construction or physical changes to the facility or workplace to eliminate or reduce security hazards.
2. Install and regularly maintain alarm systems and other security devices, panic buttons, hand-held alarms or noise devices, cellular phones, and private channel radios where risk is apparent or may be anticipated, and arrange for reliable response systems when an alarm is triggered.
3. Provide metal detectors—installed or hand-held, where appropriate—to identify guns, knives, or other weapons, according to the recommendations of security consultants.
4. Use a closed-circuit video recording for high-risk areas on a 24-hour basis. Public safety is a greater concern than privacy in these situations.
5. Place curved mirrors at hallway intersections or concealed areas.
6. Lock all unused doors to limit access in accordance with fire codes.
7. Install bright, effective lighting indoors and outdoors.
8. Replace burned-out lights, broken windows, and locks.
9. Keep automobiles, if used in the field, well maintained. Always lock automobiles.

Administrative and Work Practice Controls

Administrative and work practice controls affect the way jobs or tasks are performed. The following examples illustrate how changes in work practices and administrative procedures can help prevent violent incidents.

1. State clearly to students, visitors, and employees that violence is not permitted or tolerated.
2. Establish liaisons with local police and state prosecutors. Report all incidents of violence. Provide with physical layouts of facilities to expedite investigations.
3. Require employees to report all assaults or threats to a supervisor or manager (e.g., can be confidential interview). Keep logbooks and reports of such incidents to help in determining any necessary actions to prevent further occurrences.
4. Advise and assist employees, if needed, of company procedures for requesting police assistance or filing charges when assaulted.
5. Provide management support during emergencies. Respond promptly to all complaints.
6. Set up a trained response team to respond to emergencies.
7. Use properly trained security officers, when necessary, to deal with aggressive behavior. Follow written security procedures.
8. Ensure adequate and properly trained staff for restraining patients or clients.
9. Provide sensitive and timely information to persons waiting in line or in waiting rooms. Adopt measures to decrease waiting time.

Recognizing Inappropriate Behavior

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked, it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and disciplined in accordance with your company policy:

- Unwelcome name-calling, obscene language, or other abusive behavior

- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of size or type of object thrown or whether a person is the target of a thrown object
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.

Physically intimidating others includes such acts as obscene gestures, “getting in your face,” and fist shaking.

Appendix B, “Workplace Violence Checklist,” may be used to help in identifying present or potential workplace violence.

Personal Conduct to Minimize Violence

Following these suggestions in your daily interactions with people will help de-escalate potentially violent situations. If at any time a person’s behavior starts to escalate beyond your comfort zone, disengage.

Do

- Project calmness: move and speak slowly, quietly, and confidently.
- Be an empathetic listener: encourage the person to talk, and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person’s feelings. Indicate that you can see he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics that will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like “You’re probably right” or “It was my fault.” If the criticism seems unwarranted, ask clarifying questions.
- Ask for his recommendations. Repeat back to him what you feel he is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit.

Do Not

- Use styles of communication, which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules, or giving the run-around.
- Reject all of a client’s demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact.
- Make sudden movements, which can be seen as threatening. Notice the tone, volume, and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.

- Invade the individual's personal space. Make sure there is a space of 3' to 6' between you and the person.

Post Incident Response and Evaluation

Comprehensive treatment for victimized employees and employees who may be traumatized by witnessing a workplace violence incident shall be provided. Injured employees shall receive prompt medical treatment and psychological evaluation whenever an assault takes place regardless of severity. At LDCC, this assistance is provided through the employees' immediate supervisor.

An employee who has been or who perceives to have been threatened or assaulted by another should immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the Office of Human Resources who will notify the Safety and Health Coordinator.

Written statements shall be obtained from all involved or witnessing the incident. A statement form that may be used is found at Appendix A, "Violence Incident Statement". The form is designed to answer the WHO, WHAT, WHEN, WHY, and HOW of the incident while the event is still fresh. Concurrent with obtaining the written statement, or as soon as possible thereafter, the Office of Human Resources shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the basis on which to determine the facts of the event. A copy of the incident report must be given to the chair of the Safety Committee. Decisions on which to determine initial action should be made based on:

1. The situation appears not to be dangerous:
 - a. Separate employees involved and isolate unit.
 - b. Separate witnesses until interviewed and statements are taken.
 - c. Document all actions and statements.
2. Situation appears to be dangerous:
 - a. Contact Campus Police, the on-site police officer, or local police at 911.
 - b. Order all those presenting the danger to leave the facility immediately.
 - c. Do not attempt to physically remove an individual.
 - d. Document all actions and statements.

Post-incident response and evaluation are essential to an effective violence prevention program. All workplace violence programs should provide comprehensive treatment for victimized employees and employees who may be traumatized by witnessing violence in the workplace. Injured staff should receive prompt treatment and psychological evaluation whenever an assault takes place, regardless of severity. Transportation of the injured to medical care should be provided if care is not available on-site.

Victims of workplace violence suffer a variety of consequences in addition to their actual physical injuries. These include short and long-term psychological trauma, fear of returning to work, changes in relationships with co-workers and family, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers. Consequently, a strong follow up program for these employees will not only help them deal with these problems but also help prepare them to confront or prevent future incidents of violence.

There are several types of assistance that can be incorporated into the post-incident response. For example, trauma-crises counseling, critical incident stress debriefing, or employee assistance programs may be provided to assist victims. Certified employee assistance professionals, psychologists, psychiatrists, clinical nurse specialists, or social workers could provide this counseling, or the employer can refer victims to an outside specialist. In addition, an employee counseling service, peer counseling, or support groups may be established.

In any case, counselors must be well trained and have a good understanding of the issues and consequences of assaults and other aggressive, violent behavior. Appropriately and promptly rendered post-incident debriefings and counseling reduce acute psychological trauma and general stress levels among victims and witnesses. In addition, such counseling educates staff about workplace violence and positively influences workplace and organizational cultural norms to reduce trauma associated with future incidents.

Records

Records associated with violence in the workplace shall be kept by the Office of Human Resources & Safety Committee to help determine the severity of the problem, evaluate methods of hazard control, and identify training needs. The following records are important and shall be maintained as part of the violence prevention program:

- Reports of work injury;
- Report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
- Police reports of incidents occurring in the workplace;
- Minutes of safety meetings, records of hazards analysis, and corrective actions recommended;
- Violence in the workplace training, including subject, attendees, and qualifications of trainers; and
- Other appropriate reports.

Evaluation

An annual evaluation of safety and security measures affecting the violence prevention program shall be conducted. At LDCC, this evaluation shall be the responsibility of the Safety Committee. The evaluation program consists of:

1. Establishing a uniform violence reporting system and regular review of submitted reports;
2. Reviewing reports and minutes from staff meetings on safety and security issues;
3. Analyzing trends and rates in illness/injury or fatalities caused by violence relative to initial or “baseline” rates;
4. Measuring improvement based on lowering the frequency and severity of workplace violence;
5. Keeping up-to-date records of administrative and work practice changes to prevent workplace violence to evaluate their effectiveness;
6. Surveying employees before and after making job or workplace changes or installing security measures or new systems to determine their effectiveness;
7. Keeping abreast of new strategies available to deal with violence in the workplace as these develop;
8. Surveying employees who experienced hostile situations about any post-traumatic treatment received within a week of the initial treatment; and
9. Requesting periodic outside review of the workplace for recommendations on improving employee safety.

Communication

At LDCC, we recognize that to maintain a safe, healthy and secure workplace, we must have open-ended communication among employees, including all levels of supervision, concerning workplace safety, health and security issues. Open-ended communication consists of:

1. Orientation of new employees on workplace security policies, procedures and work practices;
2. Periodic review of this policy with all employees;
3. Presentation of training programs designed to address specific aspects of workplace violence prevention unique to our establishment

4. Discussions of violence in the workplace during scheduled safety meetings;
5. Posted or distributed violence in the workplace information;
6. Notifying supervisor about violence in the workplace hazards or threats of violence;
7. Procedures to protect employees who report threats from retaliation by the person making the threat or by a supervisor.

Training and Education

At LDCC:

- All employees, including all levels of supervision, shall have training and instruction on general and job-specific workplace safety and security practices associated with violence in the workplace;
- Training and instruction shall be provided within six months of when this policy is first established and annually thereafter;
- Training shall be provided to all new employees within three months of employment; and
- Additional training and instruction will be provided to all personnel whenever LDCC is made aware of new or previously unrecognized hazards.

General violence in the workplace training and instruction includes, but is not limited to:

1. Explanation of the violence in the workplace policy as established by LDCC.
2. Measures for reporting any violent acts or threats of violence.
3. Recognition of hazards including associated risk factors.
4. Measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervisors.
5. Ways to defuse hostile or threatening situations.
6. Measures to summon others for assistance.
7. Routes of employee escape.
8. Notification of law enforcement authorities when a criminal act may have occurred.
9. Emergency medical care provided in the event of any violent act upon any employee.
10. Post-event trauma counseling for those employees desiring such assistance.

FIRE PREVENTION AND CONTROL

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention and control principles include the following:

1. Prevent a fire from starting by using fire-proof construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.
2. Do not overload electrical circuits or use frayed or defective electrical cords.
3. Do not allow any electrical repairs to be made by the students unless it is part of their training curriculum.
4. Do not use fuels for anything except to run an engine unless part of specified training.
5. Do not prime an engine with fuel unless part of specified program.
6. Use and store gasoline only in a safety can.
7. Provide instruction in the prevention of fires in the classroom and labs.
8. Mark all exits clearly and ensure that they remain clear.
9. Provide periodic instruction in the location and proper use of fire extinguishers and other fire-fighting equipment.
10. Provide periodic instruction and practice in proper procedure for evacuating the classroom in case of fire.
11. Develop an evacuation chart. Require all students to locate fire exits in all areas of the school in which they will be working.
12. Require all students to be able to explain how and where to locate fire extinguishers in the college and choose the correct type of fire extinguisher for the type of fire.
13. Properly mount and mark all fire extinguishers:
 - a. Mount 3 1/2 to 5 feet from top of extinguishes to floor.
 - b. Placed near normal exit from room.
14. Have all extinguishers inspected regularly and records kept of inspection. Regular check should include inspection of hoses, nozzles, seals, gauge pressure, corrosion and dents.
15. Have all extinguishers tested annually and hydrostatically tested every five years.
16. Promptly extinguish the fire before it grows out of control. Most fires start small and can initially be extinguished by a hand-held fire extinguisher.
17. Limit the spread of fire. Provide suitable fire barriers and keep the amount of combustibles stored to minimum.

FIRE PROTECTION PLAN

Individuals have certain responsibilities toward fire protection. Loss of employees' lives, students' lives, and property, as well as permanent injuries, may be averted through the understanding of fire protection. Therefore, the primary purpose of this fire protection plan is to provide rules, regulations, and procedures to be used in case of a fire, so that all personnel will be fully aware of their responsibilities.

Classes of Fires

The National Fire Protection Association has adopted four general classes of fires, based on the types of extinguishing media necessary to combat each.

Class A Fires. Those which occur in ordinary material, such as wood, paper excelsior, rags, and rubbish. The quenching and cooling effects of water or of solutions containing large percentages of water are of first importance in extinguishing these fires. Special dry chemical agents (multi-purpose dry chemical) provide a rapid knockdown of the flames and the formation of a coating which tends to retard further combustion.

Class B Fires. Those which occur in the vapor-air mixture over the surface of flammable liquids such as gasoline, oil, greases, paints, and thinners. The limiting of air (oxygen), or the combustion-inhibiting effect, is of primary importance in fires of this class. Solid streams of water are likely to spread the fire. Under certain circumstances water fog nozzles prove effective. Generally, regular dry chemical, multi-purpose dry chemical, or carbon dioxide foam are used, depending on the circumstances of the fire.

Class C Fires. Those fires which occur in or near electrical equipment where non-conducting extinguishing agents must be used. Dry chemical, carbon dioxide, or compressed gas extinguishing agents are suitable. Foam or a stream of water are good conductors and can expose the operator to a severe shock hazard and, therefore, should not be used. Water from a very fine spray can sometimes be used on fires and electrical equipment, as in transformers. A spray is not as good an electrical conductor as a stream of water is; therefore, it is safer to use in such cases. In such an event, only an extinguisher designated for Class C fires should be used.

Class D Fires. Fires which occur in combustible metals such as magnesium, titanium, zirconium, lithium, and sodium. Specialized techniques, extinguishing agents, and extinguishing equipment have been developed to control and extinguish fires of this type. Normal extinguishing agents generally should not be used on metal fires, as there is a danger in most classes of increasing the intensity of the fire because of chemical reactions between extinguishing agents and the burning metal.

Fire Drill Regulations

Fire drills will be conducted annually as a safety measure in carrying on activities in the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

Instructions

○ Before the Drill

- LDCC Police chief will be responsible for arranging annual fire drills for each campus/site.
- Campus Safety coordinator or responsible person conducting the drill should notify the dept. heads, deans, directors, etc. in advance of the drill. This is to avoid confusion and also so important meetings, classroom activities, tests, experiments, etc. can be scheduled appropriately. Campus Safety should also be notified prior to the drill. These notifications need to be made at least one day prior to the drill.
- Make sure that you know how to turn the fire alarm on and off. Most pull stations have a screw or key that fits into the top section of the station. This allows you to open the pull station. Once the pull station is open the alarm can be operated manually. If you are unsure of how to operate the system contact the Director of Facilities or the Security Coordinator.
- Utilize floor monitors, faculty and staff for the drills so that all are aware of their responsibilities in an actual fire drill. You can also add someone to assist with monitoring and timing the evacuation of the building. Make sure they record time and approximate number of people evacuated.

○ During the Drill

- Carefully monitor the evacuation of your building along with your floor monitors. Use the fire drill / building evacuation report to see what areas should be checked during and after the drill.
- Be sure that no one enters the building during the drill.
- Make sure that everyone in the building did evacuate the building.
- Make sure that everyone is present and accounted.

○ After the Drill

- Make sure that no one reenters the building until the alarm is turned off and you have deemed the building safe to reenter.
- Complete the fire drill/building evacuation report. This form should be maintained by the Safety Coordinator and available for the Office of Risk Management Representative upon request.
- Meet with building personnel to discuss results and ways to improve the evacuation procedures for your building. This is what the fire drill is for. Carefully and critically identify weaknesses and problems and develop better evacuation procedures.
- Train building occupants on the new procedures developed from the drill.

Any class having impaired students (mobility, visual, etc.) enrolled should have the instructors and available student assist the student in exiting the building and see to the safety of the disabled student.

Responsibilities and Duties

Faculty.

1. Held responsible for the evacuation of students.
2. Call fire department in the event of a fire.
3. Report all fires to college administration.
4. Inform students about fire regulations.
5. Faculty are responsible for the evacuation of any handicap person(s) under their supervision.
6. Carry a class record and check students' presence at the evacuation assembly point. Make students aware of class assembly point. Also stress necessity of reporting to assembly point. If professor is out of room, an assigned student will carry out roll.
7. Will report immediately, the name of any student who cannot be located, to the administration.
8. Will act as guards at doors to prevent unauthorized persons from re-entering the building.

Administrators.

1. Evacuate building.
2. Send follow-up fire report to the administration.

Safety Coordinator/Officer

1. Will check building during fire drills to make sure building is evacuated.
2. Will evaluate fire drills and keep drill reports as per ORM requirements
3. Will verify fire extinguishers have been checked monthly and re-serviced once a year.

Procedures to be Used in Case of a Fire

1. Call fire department.
2. Evacuate building immediately.
3. Block all entrances to building.
4. If an attempt is made to put out the fire, always use two people with fire extinguishers.
5. If fire alarm proves to be a false alarm, call the fire department back and allow the department to cancel trucks, which have been dispatched.

Fire Extinguishers

Fire extinguishers are located in several areas throughout the LDCC campuses. The regular inspection and testing of fire extinguishers should be conducted to ascertain whether they are in proper working condition and fully charged. The area around the extinguishers should be marked and kept clear to facilitate ease of location and accessibility. Students should be instructed in the location and use of fire extinguishers and other fire-fighting equipment.

Each fire extinguisher bears a letter (usually having a metallic or green background) which indicates what class fire the extinguisher will successfully extinguish. Water-type extinguishers, which are effective for Class A fires, can be of several kinds: stored pressure, cartridge operated, water pump tank, and soda acid.

Foam extinguishers are successful for Class A and B fires, while carbon dioxide and sodium, and potassium bicarbonate dry chemical extinguishers are effective for only Class B and C fires. Multipurpose ABC dry chemical extinguishers, either in stored pressure or cartridge-operated types, work for A, B, or C fires. Class D fires should only be fought with special extinguishing agents approved by recognized testing laboratories.

If clothing should catch on fire, avoid panic. The flames should be smothered by wrapping the victim in a blanket or coat, or by rolling on the floor or ground.

The Operation, Use, and Location of Fire Extinguishers

To operate fire extinguishers you must:

1. Hold the extinguishers firmly in an upright position.
2. Pull ring pull pin located at the top side of discharge lever. **SUGGESTION:** Each student should read fire regulation plan and sign statement.
3. Squeeze lever and aim discharge just under the flames using a side-to-side motion, sweeping the entire width of the fire.
- 4.

The multipurpose ABC fire extinguisher is used throughout the college to combat class A, B, C fires. These extinguishers are located in easy-to-reach, clean, dry locations in the building.

HAZARD COMMUNICATION AND HAZARDOUS MATERIALS

Introduction

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

Louisiana Delta Community College's Hazard Communication Programs are overseen by the individual Campus Safety Officers.

The Campus Safety Officers or designee(s) shall:

1. Determine when and what kind of employee exposure monitoring is required.
2. Write and maintain the Hazard Communication Program and ensure that all parts of the program are properly implemented.
3. Develop and maintain a Hazard Communication training program.
4. Monitor procurement, use, and disposal of hazardous chemicals.
5. Help develop Standard Operating Procedures for their hazardous operations.
6. Perform random safety reviews.
7. Review the Hazard Communication Program and Training programs at least yearly, and make necessary changes.

Department Heads, or their designee(s), who have employees or students who work in areas where hazardous chemicals are stored, handled or used shall:

1. Create and maintain an inventory of all hazardous chemicals.
2. Ensure that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
3. Maintain 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.
4. Inform 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 safety data sheets.
5. Provide 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.
6. Determine the required personal protective equipment (PPE) for the procedures and materials in use in their area.
7. Ensure that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.

8. Develop safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
9. Inform employees about proper performance of non-routine tasks.

Employees and Students shall:

- 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.

Hazardous Chemicals Inventory

Each Department Head or Program Supervisor is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) or shop (Welding, Automotive, Laboratory, 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
- Chemical abstract number (CAS).

The inventory must be in a suitable format (on a log sheet or in electronic form) and kept in a readily accessible location in the work area. The inventory must list all of the hazardous chemicals found in the work area, lab or shop for which the supervisor is responsible and shall include, but not be limited to:

1. Laboratory chemicals, janitorial supplies and cleaning products
2. Materials found in the maintenance department (such as lubricating oils, solvents, etc.)
3. Materials found in facilities laboratories and shops (such as compressed gasses, fuels and flammable liquids, solvents, lubricating oils, etc.)

Each Department Head or Program Supervisor shall ensure that all hazardous chemicals are properly labeled. Labels shall list:

1. At least the chemical identity
2. Appropriate hazard warnings
3. 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. Products that are synthesized by the agency and distributed to outside parties shall be labeled 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 this label.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled. Storage tanks or drums may be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the Department Head or Program Supervisor ordering and using these bulk chemicals to ensure adequate labeling.

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.

Handle, Storage and Disposal of Hazardous Materials and Wastes

Hazardous materials are to be handled as specified on the label of the products and/or its Safety Data Sheet. All hazardous materials should be stored in appropriate containers as specified by OSHA and the manufacturers' guidelines and should be kept in closed containers when not in use. Safety Data Sheets must be kept in close proximity of the hazardous material. Supplies of flammable and combustible liquids must be stored in approved, fire-resistant safety containers equipped with self-closing lids.

Empty containers of waste, commercial products or chemicals can be disposed of in the dumpsters if no free-standing liquid remains in the containers and all disposal requirements noted on the label are complied with. Pesticide containers must be triple rinsed and perforated on both ends prior to disposal. Dispose of other hazard materials in accordance with manufacturer's recommendations.

Safety Data Sheets

1 Safety Data Sheets (SDSs) are provided by the chemical manufacturers to provide complete information concerning the safe storage, use and disposal of their products. At a minimum each Safety Data Sheet must provide:

1. Common name and chemical name of the material
2. Name, address and phone number of the manufacturer
3. Emergency phone number for immediate hazard information
4. Date the Safety Data Sheet was last updated
5. Listing of hazardous ingredients
6. Chemical hazards of the material
7. Information for identification of chemical and physical properties

Information Chemical Users Must Know

Fire and/or Explosion Potential

1. Material Flash Point, auto-ignition temperature and upper/lower flammability limits.
2. Proper fire extinguishing agents to be used.
3. Firefighting techniques.
4. Any unusual fire or explosive hazards.

Chemical Reaction Potential

1. Stability of chemical.

2. Conditions and other materials which can cause reaction with the chemical.
3. Dangerous substances that can be produced when the chemical reacts.

Control Measures

1. Engineering controls required for safe product use.
2. Personal protective equipment required for use of product.
3. Safe storage requirements and guidelines.
4. Safe handling procedures.

Health Hazards

1. Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV).
2. Acute or chronic symptoms of exposure.
3. Main routes of entry into the body.
4. Medical conditions that can be made worse by exposure.
5. Cancer causing properties if any.
6. Emergency and First Aid treatments.

Spill & Leak Procedures

1. Clean up techniques.
2. Personal Protective Equipment to be used during cleanup.
3. Disposal of waste & cleanup material.

Employee Use of SDS (formerly MSDS)

For the SDS system to be effective, employees must do the following:

1. Know the location of the SDS binder in their department.
2. Understand the major warnings for each chemical.
3. Check the SDS when more information is needed or questions come up.
4. Be able to quickly locate emergency information for the chemicals they use in the SDS.
5. Follow the safety practices outlined in the SDS.

Sources for Safety Data Sheets (SDS)

The manufacturer or vendor should provide a hard copy SDS for every item purchased from them. If not, you should be able to access their SDSs on their website. Should you be missing an SDS, you can access, download and print SDSs and other chemical hazard information from any number of Internet sources.

Good Sources of Non-SDS Information

SDSs are an important source of health and safety information, but they **should not be the only tool used to evaluate chemical hazards**. Gather chemical hazard information from a variety of sources. Information about chemical based products and generic chemicals can also be found on a plethora of Internet websites.

Sixteen (16) Sections of an SDS:

Section 1, Identification of Substance includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazards Identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition & Ingredient Information includes information on chemical ingredients; trade secret claims.

Section 4, First-Aid Measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-Fighting Measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental Release lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling & Storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure Controls & PPE lists OSHA's Permissible Exposure Limits (PEL's); Threshold Limit Values (TLV's); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical & Chemical Properties lists the chemical's characteristics.

Section 10, Stability & Reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological Information includes routes exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological Information (non-mandatory) provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

Section 13, Disposal Considerations (non-mandatory) provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.

Section 14, Transportation Information (non-mandatory) provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail or sea.

Section 15, Regulatory Information (non-mandatory) identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

Section 16, Other Information includes the date of preparation or last revision.

Label Element:

The Health Communication Standard now requires the following elements on the labels of hazardous chemicals:

- Name, Address and Telephone of the chemical manufacturer, importer or other responsible party.
- Product Identifier is how the hazardous chemical is identified.
- Signal Words are used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard of the label.
- Hazard Statements describe the nature of hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- Precautionary Statements describe recommended measures that should be taken to minimize or prevent to the hazardous chemical or improper storage or handling.
- Pictograms are graphic symbols used to communicate specific information about the hazards of the chemical.

Employee Training

Documented training for hazard communication is required:

1. Within 30 days of employment,
2. When working in a new area,
3. Whenever a new material or procedure is introduced into the work place, or
4. Whenever the Department Head, Department Safety Officer, or Supervisor feels that refresher training is in order,
5. At least annually.

In addition, all employees are required to be retrained on the new label elements and safety data sheet formats now required of all hazardous materials manufacturers.

This training shall include:

1. Location and availability of the written Hazard Communication Plan
2. Physical and health hazards of chemicals in the work area and their locations
3. Methods and observation techniques used to detect the presence or release of a hazardous chemical
4. How to lessen or prevent exposure to these hazardous chemicals through the usage of controls, work practices and personal protective equipment (PPE)
5. How to use safety data sheets (SDS) information
6. How to read and understand labels
7. The contingency plans for applicable medical and accident response
8. The proper use of any PPE required
9. The location of SDS file and hazardous materials inventory

All training shall be documented by recording the training session subject(s), date, and attendees. The Department Head or Program Supervisor shall maintain these records.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of Louisiana Delta Community College from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements including, hearing, respiratory, eye and face, head, foot and leg, hand and arm, and body (torso) protection.

Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE Disciplinary Policy

Responsibilities

The Office of Facilities and assigned campus safety coordinators are responsible for the development, implementation, and administration of PPE policies. This involves

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident
 - a supervisor or employee requests it
 - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.

6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

The Campus Safety Officers or their designees have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

9. Providing appropriate PPE and making it available to employees.
10. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
11. Ensuring that PPE training forms are signed and given to the Director of Facilities or Campus Directors.
12. Ensuring that employees properly use and maintain their PPE, and follow the PPE policies and rules.
13. Notifying the Office of Facilities and assigned campus safety coordinators when new hazards are introduced or when processes are added or changed.
14. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves

15. Properly wearing PPE as required.
16. Attending required training sessions.
17. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
18. Following PPE policies and rules.
19. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be warned verbally for a first offense. Second and subsequent violations will be documented and appropriate disciplinary actions will be taken.

Procedures

A. Hazard Assessment for PPE

Each campus safety coordinator will conduct a walk-through assessment of each work area to identify sources of work hazards. Each assessment will be documented, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The Safety Officer will keep the forms in the safety binder.

The Director of Facilities or Safety Officer will conduct, review, and update the hazard assessment for PPE whenever

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it

Any new PPE requirements that are developed will be added into LDCC's written loss prevention program.

Selection of PPE

Once the hazards of a workplace have been identified, the Director of Facilities or Safety Officer will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering or work practice controls.

If such methods are not adequate or feasible, then the Director of Facilities or Safety Officer will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hearing Protection ANSI 53.19
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)
- Respiratory Protection (There are no ANSI standards for respirator or mask, however, selection must be based on tasks to be performed.)
- Body (Torso) Protection (There are ANSI standards for body protection but selection must be based on tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the college at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

B. Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn

- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE in accordance with manufacturers' recommendation
- The locations of and or the procedures to acquire the correct PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, where it is located or who they need to ask to be issued new PPE. If they cannot demonstrate this ability they will be retrained.

Training of each employee will be documented using a training sign in sheet and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

Retraining

The need for retraining will be indicated when

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

C. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. All breathing and hearing protection other than ear muffs are disposable but can be reused at the discretion of the employee. Any eye protection that is damaged or scratched should be replaced immediately, notify a supervisor of the situation. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition, they have the final word on any call that has to do with safety.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

***NOTE:** Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

(P.P.E.) Disciplinary Policy

Louisiana Delta Community College believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our college believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all college, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all PPE Violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. The first violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third violation will result in time off or possible termination, depending on the seriousness of the violation.

LOCKOUT TAGOUT PROGRAM (LO/TO)

Purpose:

The purpose of this procedure is to protect employees from the serious injuries that could result from the unexpected release of hazardous energy while servicing or maintaining if performed on machinery or equipment.

Applicability:

Applies to all employees

Definitions:

Types of Hazardous Energy

- Electrical
- Gas and Liquids
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Radiation
- Stored Energy
- Gravity
- Chemical

Types of Employees:

Authorized Employee- A knowledgeable trained individual to whom the authority and responsibility for performing lockout and tag out procedures has been given

Affected Employee-An employee who operates or uses a machine or equipment on which service or maintenance is performed under lockout/tag out, or who works in an area in which such servicing or maintenance takes place

Other Employee- An employee whose job is, or may be in an area where lockout and tag out procedures may be used.

Types of Devices:

Energy Isolating Device- A mechanical device that physically prevents the transmission or release of energy. Examples: electrical circuit breakers disconnect switches. Line valves or blocks [Note: controls such as push buttons and selector switches are not energy isolating devices].

Lockout Device- A device that utilizes a positive means such as a lock, either key or combination type to hold an energy isolating device in the safe position and prevent the energization of a machine or equipment.

Tag out Device- A prominent warning device, such as a tag and a means of attachment which can be securely fastened to an energy isolating device, consistent with an established procedure. This Tag indicates that the energy isolating device and the equipment being controlled must not be operated until the tag out device is removed.

Types of Work Operation:

Normal production operations-The use of a machine or equipment to perform its intended job function.

Service and/or maintenance- Work place activities such as constructing, installing, setting up, adjusting, inspection, modifying, cleaning, maintaining, and/or servicing machines or equipment

Requirements of Locks and Tags:

Lockout and tag out devices must meet the following requirements:

1. **Durability-**Lockout and tag out devices must withstand the environment to which they are exposed for the maximum duration of the expected exposure. Tag out devices must be constructed and printed so that they do not deteriorate or become illegible, especially when used in corrosive (acid and alkali chemicals) or wet environment.
2. **Standardized-**Both lockout and tag out devices must be standardized according to color, shape or size. Tag out devices must also be standardized according to print and format.
3. **Substantial-**Lockout and tag out devices must be substantial enough to minimize early or accidental removal. Locks must be substantial to prevent removal except by excessive force of special tools such as bolt cutters or other metal cutting tools.
4. **Identifiable-**Locks and tags must clearly identify the “authorized” employee who applies them. Tags must also warn against hazardous conditions such as: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, and DO NOT OPERATE.
5. **Keys-** Each lock will have only one key

SEQUENCE OF LOCKOUT:

The following sequence of Lockout must always be used when working on equipment where Hazardous Energy is present.

1. **Notify-** The “authorized” employee will notify all “affected” employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Five an estimated time of service, downtime, if applicable.
2. **Identify-** The “authorized” employee will identify the type of energy that the machine or equipment utilizes, analyze the hazards of all energy sources, and understand the methods to control the energy, as well as apply the tags and locks.
3. **Shut Down-** If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. **Isolate-** After the machine or equipment is turned off; isolate the machine or equipment from its energy source(s) Lock and tag out the energy isolating device(s) with assigned individual lock(s) and tag(s).
5. **Dissipate-** Stored or residual energy such as in capacitors, springs, rotating flywheels, hydraulic systems, and air gas, steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking, vesting, etc.
6. **Check/Verify-** the “authorized” employee will ensure that the equipment is completely disconnected from all energy sources by operating the push button or other normal operating controls or by otherwise testing to make certain the machine or equipment will not operate.

7. **Neutralize-** Return operating control(s) to neutral or “OFF” position after verifying the isolation of the equipment.
8. **State of Zero-** Inspect to assure that all sources of potential hazardous energy has been reduced to a zero energy state. When working on electrical circuits, the circuit is to be tested for residual energy by using a voltage meter. The machine is now locked and tagged out, and service or repairs can safely begin.

RESTORING EQUIPMENT TO SERVICE

The following sequence of Lockout must always be used when working on equipment where Hazardous Energy is present.

1. **Visually inspect** the work area to ensure that all employees have been safely positioned or removed from the area.
2. **Verify** that the controls are in neutral
3. **Remove** each lock and/or tag (Must be done by the person who originally applied it)
4. **Reenergize** the machine or equipment [NOTE: removal of some forms of blocking may require re-energization of the machine before safe removal. Follow the specific Machine/Equipment procedures.]

Lock and/or tag removal:

1. Each lock and/or tag device must be removed by the “authorized” person who originally applied it.
2. Removal of a safety lockout or tag out device by any other person other than the “authorized” employee who applied it, may only be done under the direction of the supervisor, under the following procedure.
 - a. A thorough inspection of the equipment is to be made by the supervisor responsible for the area
 - b. The supervisor must personally confirm that the “authorized” employee who applied the lockout device is NOT in the area.
3. The supervisor shall remove the lock providing he/she has determined starting up the equipment will not endanger all other personnel.
4. Each time it is necessary to remove/cut a safety lock, a written report must be prepared by the person “authorized” to remove the lock and a copy to be sent to the safety coordinator.
5. The supervisor shall make a reasonable effort to contact the employee who originally applied the lock to inform him/her that the device has been removed. This contact is necessary so that the employee would be informed that this has occurred prior to resuming work at this facility. When this procedure has occurred, documentation should be done and include the supervisor who carried it out: signature and date.

PROCEDURES INVOLVING MORE THAN ONE PERSON

Group Lockout or Tag out: When servicing and/or maintenance will be performed by a crew, team, department or other group, they will utilize the same level of protection equivalent to that provided by the implementation of a personal lockout device. Group lockout or tag out devices shall be used in accordance with the procedures of section 8 of this policy. An authorized associate will be designated to take primary responsibility for a set number of associates working under the protection of a group lockout/tag out device. The following are the specific requirements that must be followed if a group lockout or tag out is to be performed and the designated associate’s responsibilities are:

- To document on the Group Lockout/Tag out form the name of each individual who will be involved in the group lockout/tag out before the work is performed
- To assure that all the steps of the appropriate written lockout/tag out are followed
- To assure that all members of the work crew affix their personal locks.
- To inform the work crew when it is safe to work on the equipment
- To inform the work crew when the lockout/tag out is being removed

If more than one crew is involved, a designated associate will be assigned overall job-associated lockout or tag out control responsibility to coordinate affected work forces to ensure continuity of protection.

TRAINING:

Each “authorized” employee must receive training in the recognition of applicable hazardous energy source(s), the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each “Affected” employee must be instructed in the purpose, and use of the energy control procedure.

All “other employees” whose work operations are, or may be in an area where energy control procedures may be utilized, must be instructed about the procedures and about the importance of not restarting or reenergizing machines or equipment that are locked and/or tagged out

“Authorized” and “affected” employees must be retrained whenever there is a change in their job assignments that could affect their lockout and tag out responsibilities, a change in the machines that present a hazard, or when there is a change in energy control procedures. Training dates and content should be documented and signed off by the safety coordinator.

Periodic inspections of the energy control procedure must be conducted at least annually to ensure that the procedure is being followed. The program should address who performs the inspection (it must be someone other than those actually using the lockout/tag out in progress). A certified review of the inspection including date, equipment, employees and the inspector should be documented.

Additional re-training must be conducted whenever a periodic inspection / audit reveal that there are deviations from or inadequacies in the employee’s knowledge or use of energy control procedures. Dates and content should be documented and signed off by the safety coordinator.

PROGRAM REVIEW:

“Authorized” employees performance is randomly audited at work sites by the Field Technical Supervisor. Specific Machine/Equipment procedures are reviewed annually and updated as requires. Procedure effectiveness is evaluated at least annually by the safety coordinator and updated as needed.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PROGRAM

Purpose:

The purpose of this program is to eliminate or minimize employee and student exposure to blood and other potentially infectious materials. This exposure control program can reduce or eliminate exposure through the use of protective equipment; training and proper clean up procedures.

Responsibility:

The Safety Officer/Coordinator will oversee the program by performing the following:

1. Audit the program annually
2. Investigate and document all exposure incidents.
3. Request the purchase of first aid kits, supplies, PPE supplies and maintain stock.
4. Ensure that training for all employees is provided at the time of employment and once every five years thereafter. All high risk employees will be trained annually.

All Staff and Faculty have the responsibility of reporting incidents that occur to the Safety Officer/Coordinator or person in charge if the Safety Officer/Coordinator is not available.

Employee Exposure Determination:

OSHA requires employers to examine employee exposure to blood or other potentially infectious material (OPIM). The exposure determination is made without considering the use of personal protective equipment (PPE).

Several positions at LDCC may potentially expose employees to bloodborne pathogens. These positions are classified as having high risk for potential bloodborne pathogen exposure. The following areas at LDCC have been determined to be at a high risk for exposure to bloodborne pathogens: Health Services Faculty, Maintenance Staff and Police Officers. This plan will be reviewed annually and updated accordingly as we continue to grow, expand and add new positions and academic programs.

Methods of Compliance:

1. Universal Precautions

Universal precautions are methods of preventing disease by preventing transfer of blood or other potentially infectious materials. Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

2. Engineering and Work Practice Controls

Engineering and Work Practice Controls will be used to eliminate or minimize bloodborne pathogen exposure to employees. Additionally, personal protective equipment will be used to further minimize exposure. The following engineering and work practice controls will be utilized.

- a. Hand Washing Facilities

- 1) These facilities must be located so that they are available to employees who are exposed to bloodborne pathogens or other potentially infectious materials.
- 2) All employees are required to wash their hands with soap and water as soon as feasible after any exposure or after PPE (i.e. gloves) are removed when working with bloodborne pathogens or other potentially infectious material.
- 3) Any other body part that is contaminated should be washed with soap and water immediately or as soon as feasible.

b. Sharps, Contaminated Needles, & Glassware

- 1) Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. An exception to this rule is allowed if the procedure used requires that the contaminated needle be recapped or removed and no alternative is feasible, and the action is required by the medical procedure. Under these circumstances only, the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.
- 2) Disposal of Sharps, Contaminated Needles, & Glassware
 - a) Disposal of contaminated sharps shall be in appropriate containers that meet the following requirements: puncture resistant, closable, leak proof on sides and bottom, appropriately labeled, color coded (red), and are designed to keep employees from reaching into them.
 - b) During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g. exam rooms, laboratories, training rooms, etc.)
 - c) Employees are to use unwinders to separate needles from syringes and vacutainers and are to be trained regarding proper removal of needles.
 - d) The containers shall be maintained upright throughout use, replaced routinely and not be allowed to overfill. They should be checked every time there is a scheduled pickup of biohazardous waste and changed when they are nearly full.

c. Personal Protective Equipment (PPE)

- 1) Gloves – gloves shall be worn any time when there is a possibility that employees could have hand contact with blood or other potentially infectious materials. Gloves shall also be worn when dealing with non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces. Additionally gloves will be worn whenever handling potentially infectious biomedical waste. Gloves used for this purpose should be disposable gloves designed to provide protection against bloodborne pathogens. These gloves are typically made of latex. The disposable gloves should be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Hypoallergenic gloves or other types of alternatives should be made available to all employees who are allergic to latex gloves.

- 2) Masks and Eye Protection – masks and eye protection will be worn during any situation when splashes, sprays, splatters, or droplets of blood or other potentially infectious material may be generated and contamination to the eyes, nose, or mouth is possible. Masks should be approved for protection against bloodborne pathogens. Eye protection should be goggles that are leak proof or other eye protection approved for protection against bloodborne pathogens.
- 3) Protective Clothing - Protective clothing is required if the possibility of splashes, sprays, splatters, etc. of blood or other potentially infectious material is expected. Full length lab coats or disposable gowns with long sleeves which are approved for protection against bloodborne pathogens should be worn in these cases.
- 4) Other Personal Protective Equipment - in several cases further personal protective equipment may be necessary. Some examples of additional PPE include: head covers, smocks, foot coverings, aprons, etc. The need for additional personal protective equipment will be determined by the department heads of the affected departments.

These personal protective equipment items are contained in labeled “Bodily Fluid Clean-Up Kit” bags stored beside the First Aid Kits that are easily accessible to all employees.

d. Housekeeping

- 1) Waste – all regulated medical waste is to be placed in appropriate containers, which are closable, constructed to contain all contents and prevent leakage, appropriately labeled and color coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
- 2) Work Surfaces – work surfaces are to be decontaminated with an approved disinfectant for bloodborne pathogens or with a 10% bleach solution. The decontamination of work surfaces should occur at the beginning and end of each work shift, immediately upon contamination of the area, and also after completion of each procedure.
- 3) Reusable Receptacles – reusable receptacles such as garbage cans, pails, etc. will be decontaminated weekly in areas where contamination with bloodborne pathogens is possible. Hands will not be used to compact trash; this should be done using a mechanical device.
- 4) Broken Glassware – broken glassware that is possibly contaminated by bloodborne pathogens must not be directly picked up with the hands. Tools used in the cleanup of broken glass are to be decontaminated and broken glass disposed of in an appropriate sharps container. Do not use vacuum cleaners for the cleanup of contaminated glass.
- 5) Laundry – laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. This laundry will be placed in appropriately marked, color coded, red bags at the location where it was used. Contaminated laundry can be washed separately or discarded.

f. Prohibited Activities

- 1) Eating and Drinking – food and drinks are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops where blood or other potentially infectious materials are present. No eating or drinking is allowed in these areas.
- 2) Applying Cosmetics – application of cosmetics will not be allowed in areas where blood or other potentially infectious materials are present.

3) Applying or Removing Contact Lenses – this activity is also prohibited in areas where blood or other potentially infectious materials are present.

h. General Procedures - All procedures involving blood or other potentially infectious material will be performed in such a manner to minimize splashing, spraying, splattering, and generation of droplets of these substances.

3. Hepatitis B Vaccine

LDCC will make available the Hepatitis B vaccine to all employees that will be determined to be at risk of exposure. The vaccination is available at no cost to affected employees identified in the exposure determination section of this policy. Upon being employed in one of the identified positions, the vaccine will be offered within 10 days of initial assignment. Prior to administering the vaccine, affected employees will be provided training on Hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

Vaccination is encouraged for these positions, unless:

- a. Documentation is given showing that the employee has already received the vaccine series.
- b. Antibody testing reveals that the employee is immune.
- c. Medical evaluation shows that the vaccine is contraindicated.

Although the vaccine is encouraged, employees have the right to decline the vaccination series. If an employee chooses to decline vaccination, the employee must sign a declination form. (See appendix C for a copy of the form). The declination form will be kept in the employee's medical file in the Office of the Safety and Health Coordinator. Employees who decline the vaccine may request and obtain the vaccination at a later date at no cost.

If in the future the U.S. Public Health Service recommends a routine booster dose of the Hepatitis B vaccine, it will be provided free of charge to affected employees.

4. Information and Training

All employees must receive training on the Bloodborne Pathogens Exposure Control Program. This training will be provided at the time of employment and then every 5 years for most employees; high risk employees will be trained annually. The training will be at no cost to the employee and the employee will attend during working hours.

This training will cover but is not limited to the following topics:

- A copy and explanation of the College's Bloodborne Pathogens Exposure Control Program.
- A discussion of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens
- The recognition of tasks that may involve exposure. An explanation of the use and limitations of methods to reduce exposure; for example engineering controls, work practices, and personal protective equipment.
- Information on the types, selection, use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- Information on the Hepatitis B vaccination, including efficacy, safety, and method of administration, benefits, and that there will be no charge for the vaccine.

- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up.
- Information on the evaluation and follow up required after an employee exposure incident.

5. Recordkeeping

a. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, “Access to Employee Exposure and Medical Records.” The Office of Human Resources is responsible for the maintenance of the required medical records. These confidential records will be kept on file during the duration of employment plus 30 years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. These medical records include:

- Name and Social Security Number of the employee
- Employee Hepatitis B vaccination status including dates of vaccination, records relating the employee’s ability to receive the vaccine, or the signed declination form if applicable.
- A copy of all the results of examinations, medical testing, and follow up procedures.

b. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least five years in the Office of the Safety and Health Coordinator. The training records include: dates, content of training, names and job titles of those conducting the training, and the names, signatures, and job titles of all persons attending the training.

Handling Blood and/or Body Fluid Contamination

Programs in this College have potential for blood and/or body fluid contamination by students, faculty or staff during the performance of job duties. All employees upon employment shall receive the correct protocol that should be utilized in cleaning up blood and/or body fluid contaminated areas. Employees that are not in high risk areas will review Blood Borne Pathogens every five years, and high risk employees will review this program annually.

The employees should use this Spill Procedure:

1. Wear latex gloves in order to handle any blood and/or body spillage, wound, etc.
2. Use a bleach and water mixture on inanimate objects—NOT ON THE SKIN!! This bleach mixture should be made one part bleach to nine parts water. Spray this mixture on the inanimate object, let sit for 2-3 minutes and wipe clean and dry. Mixture should be made at the time of need or should not be more than 24 hours old.
3. Using latex gloves to handle a student, faculty, or staff person’s bodily fluids would will decrease your exposure to the contaminated wound.
4. GOOD HAND WASHING is extremely important once the spill has been cleaned and all materials properly disposed (not in regular trash).

Remember, in dealing with blood or body fluid, all spills are considered to be contaminated; therefore, protect yourself and others properly.

Post Exposure Evaluation and Follow-Up:

In the event of an exposure incident, the following protocol shall be used:

- a. Clean the area exposed thoroughly (clean wound, flush eyes, flush mucous membranes, etc.).
- b. Contact the Safety and Health Coordinator and report the incident. The employee may choose their own Health Care Provider and should make arrangements to see their Health Care Provider preferably within 12 hours.
- c. Be sure to document the routes of exposure and how the exposure occurred.
- d. Identify and document the source individual, if known, unless it can be established that identification is not feasible or is prohibited by state or local laws.
- e. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. Document that the source individual's test results were conveyed to the employee's health care provider.
- f. If the source individual is already known to be HIV, HCV, and / or HBV positive, then no further testing is required.
- g. Ensure that the exposed employee is provided with the source individual's test results and with information about applicable regulations and laws concerning the disclosure of the identity and infectious status of the source individual.
- h. After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident, and test blood for HBV and HIV serological status.
- i. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as possible.

Administration of Post – Exposure Evaluation and Follow-up

The healthcare professional evaluating an employee after an exposure incident will be provided the following information:

- a. A copy of OSHA's bloodborne pathogens standard and copy of agency policy.
- b. A description of the employee's job duties relevant to the exposure incident.
- c. Route(s) of exposure.
- d. Circumstances of the exposure incident.
- e. If possible, a result from the source individual's blood test.
- f. Relevant employee medical records, including vaccination status.

The healthcare professional will provide the College a written opinion within 15 days, preferably sooner, of the initial evaluation. A copy of this report will be given to the affected employee. The healthcare professional's written opinion for post-exposure follow up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation.
- 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.

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

Procedures for Investigating an Exposure Incident

The Safety and Health Coordinator will review the circumstances of all exposure incidents to determine:

- a. Engineering Controls in use at the time of the incident.
- b. Work practices followed.
- c. A description of any device(s) being used.
- d. Protective equipment or clothing that was used at the time of the incident.
- e. Location of the incident.
- f. Procedure(s) being performed when the incident occurred.
- g. Employee's training (have they attended, when they attended, etc.)

The investigation will seek to determine if the incident was preventable and what measures can be taken to prevent recurrence of similar incidents. The Safety and Health Coordinator will make recommendations for any changes to policies, procedures, etc. that may reduce the risk of similar incidents. Based on these recommendations this exposure control plan may be amended in the future to promote a safer working environment.

FIRST AID PROGRAM

First Aid is defined by the American National Red Cross as “immediate and temporary care given a victim of an accident or sudden illness until the services of a physician can be obtained.” First Aid 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 REQUIREMENTS

Employee Injury

In the event that employee is injured on the premises, adhere to the following procedures:

1. The Campus/Site Director and/or Safety Coordinator must be notified immediately.
2. If first aid treatment is required, it is administered by qualified personnel.
3. If further treatment is necessary, the injurer’s emergency contact will be notified to transport the person to her/her family physician or the nearest medical facility. If the emergency contact cannot be reached, **911** will be dialed to obtain emergency medical care to transport the injured person.
4. In the event of serious injury or life-threatening situation requiring immediate 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 college.
5. Accident report (ORM for DA2000) must be completed. A copy must be turned into Human Resources Office and the Safety Coordinator. All accident must be completed by a third party – Supervisor, Safety Coordinator, Campus/Site Director, 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.
7. The employee will provide the College with the treating physician’s diagnosis of the injury and the length of time he/she is expected to be unable to work.

Student/Visitor/Non-Employee Injury

1. The Campus/Site Director and/or Safety Coordinator must be notified immediately. If first aid treatment is required, it is administered by qualified personnel.
2. If further treatment is necessary, the injurer’s emergency contact will be notified to transport the person to her/her family physician or the nearest medical facility. If the emergency contact cannot be reached, **911** will be dialed to obtain emergency medical care to transport the injured person.
3. In the event of serious injury or life-threatening situation requiring immediate 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 college.

4. Accident report (ORM form DA3000) must be completed. A copy must be turned into the Safety Coordinator. All accident must be completed by a third party – Safety Coordinator, Campus/Site Director, Department Head, etc.

FIRST AID TRAINING

LDCC campuses depend on public institutions for emergency and medical services. Therefore, specific CPR and First Aid Training are NOT required. However, if specific circumstances which do require employees to be trained arise, training will be provided at no cost to the employee. Several of the Health Care Faculty have advanced medical training and can assist in extreme emergency situations.

FIRST AID KIT AND INVENTORY

A first aid kit with proper supplies will be maintained by designated supervisors or employees in each departmental, program building area. The kits contain supplies to treat minor cuts, abrasions and other minor injuries. A monthly/quarterly check is done on each kit to check inventory and the date is recorded on the inspection checklist or index card located in each kit. Requests for additional or replacement supplies shall be made to the Campus Safety Officers or designees.

*Medicines such as aspirins, creams, ointments, and other common over-the-counter pills will not be kept to avoid misuse, or medical reactions.

The following are **suggested first aid supplies**, but are not limited to:

Band-Aids	Gauze pads
Alcohol Wipes	Elastic bandages
Adhesive tape	Adhesive bandages
Gloves (keep away from heat)	

**APPENDIX B
WORKPLACE VIOLENCE CHECKLIST**

This checklist identifies present or potential workplace violence problems:
TRUE notations indicate a potential risk for serious security hazards:

- | | | | |
|----------------------------|----------------------------|-----------------------------|---|
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | This industry frequently confronts violent behavior and assaults of staff. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Violence occurs regularly where this facility is located. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Violence has occurred on the premises or in conducting business. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Customers, clients, or coworker’s assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Employees are NOT required to report incidents or threats of violence, regardless of injury or severity, to employer. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Employees have NOT been trained by the employer to recognize and handle threatening, aggressive, or violent behavior. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Violence is accepted as “part of the job” by some managers, supervisors, and/or employees. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Access and freedom of movement within the workplace are NOT restricted to those persons who have a legitimate reason for being there. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | The workplace security system is inadequate—i.e., door malfunction, windows are not secure, and there are no physical barriers or containment systems. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Employees or staff members have been assaulted, threatened, or verbally abused by clients or patients. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Medical and counseling services have NOT been offered to employees who have been assaulted. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm system are NOT being used for prompt security assistance. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | There is no regular training provided on correct response to alarm sounding. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Alarm systems are NOT tested on a monthly basis to assure correct function. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Security guards are NOT employed at the workplace. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Closed circuit cameras and mirrors are NOT used to monitor dangerous areas. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Metal detectors are NOT available or NOT used in the facility. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Employees have NOT been trained to recognize and control hostile and escalating aggressive behaviors, and to manage assaultive behavior. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Cellular phones or other communication devices are NOT made available to field staff to enable them to request aid. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Vehicles are NOT maintained on a regular basis to ensure reliability and safety. |
| <input type="checkbox"/> T | <input type="checkbox"/> F | <input type="checkbox"/> NA | Employees work where assistance is NOT quickly available. |

Date

Name

APPENDIX C

Louisiana Delta Community College

**Bloodborne Pathogens
Hepatitis B Vaccination – Declination Statement**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____	_____
Employee Name (Print)	LDCC Representative Name (Print)
_____	_____
Employee Signature	LDCC Representative Signature
_____	_____
Job Title	Job Title
_____	_____
Date	Date