NORTHWEST

LOUISIANA TECHNICAL COMMUNITY COLLEGE

GENERAL SAFETY PLAN

Main Campus:	**Minden Campus, Minden, LA**
Campuses:	**Mansfield Campus, Mansfield, LA** **Shreveport Campus, Shreveport, LA**

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Management Safety Statement

A major goal of public agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, 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.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each administrator and instructor will be held accountable for safety in areas under their supervision. Each is responsible for ensuring that all safety rules, policies, and procedures are followed.

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 efforts of all employees to minimize and eliminate all potential hazards.

The attached manual contains information, instructions, and plans designed to assist Northwest Louisiana Technical Community College in complying with the State of Louisiana Loss Prevention Program. Please give your full support to Northwest Louisiana Technical Community College safety plan.



Dr. Jayda Spillers Chancellor

Assignment Of Safety Responsibility

The ultimate responsibility for preventing accidents and controlling hazards rests with management. Safety should be managed like any other administrative function.

Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The key to effective safety performance is management procedures that are delineated to various positions within the organization that require accountability.

Executive and Operating Management

1. The Chancellor and Campus Directors are responsible for maintaining a safe work environment for all employees, students and visitors by:

    - Holding the Director of Facilities and each Campus Facility Coordinator accountable as an aspect of job performance for the establishment and maintenance of an effective Safety Plan
    - Ensuring compliance with the policy and procedures of the Safety Plan
    - Communicating and demonstrating support for the Safety Plan
    - Authorizing necessary expenditures for the implementation of the Safety Plan when possible
    - Ensuring all employees, current and new, are aware of this plan and its contents as well as any forthcoming revisions and that they follow all safety rules, and plan.

2. The Director of Facilities for Northwest Louisiana Technical Community College (Northwest LTCC) and Campus Facility Coordinator has responsibility for the overall safety on the campuses.

    Other responsibilities such as:

    - Represent and serve Northwest LTCC by attending training, conferences, and workshops with the Office of Risk Management
    - Remain current on policies and procedures related to safety and loss prevention
    - Coordinate safety training, inspections, audits, and developing/revising safety plans along with Campus Safety Coordinators to ensure compliance with the Office of Risk Management
    - Follow proper procedures in reviewing and assisting with the investigation of all incidents/accidents and losses
    - Apprises the Northwest LTCC Chancellor of all safety issues and necessary updates to safety guidelines

2. The Northwest LTCC Chancellor and/or Director of Facilities approves safety policies as deemed necessary for the College and/or as formulated by the Campus Directors, Campus Facility Coordinators and/or Safety Committees.

4. The Northwest LTCC Chancellor, Campus Directors, Assistant Directors, and Facilities Coordinators participate in the Safety Plan as recommended by the Safety Coordinators or committees (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates Safety Plan, reviews safety audits).

Campus Safety Coordinators

Campus Safety Coordinators are designated for each campus. The Campus Safety Coordinators are responsible for supervising and coordinating the safety operations as designated by the Campus Director. He/she maintains open communication with the Chief Facilities Officer, Campus Directors, employees and safety committee members. The Campus Safety Coordinator's duties shall include but are not limited to:

1. Coordinate the safety operations as designated by the Director at each facility or campus.
2. Keep and analyze accident records as required for COE accreditation and the Office of Risk Management
3. Conduct educational activities, safety meetings and drills.
4. Conduct activities to stimulate and maintain interest in safety among employees.
5. Serve on the safety committee.
6. Supervise incident/accident or loss investigations.
7. Supervise the planning and completion of a regular program of safety inspections.
8. Supervise evaluation for compliance with applicable safety laws and codes.
9. Issue regular reports showing safety performance and accident trends.
10. Review plans annually with administrators, safety committees and employees for the purpose of updating plans and procedures as needed.

Employees

Employees must work safely and efficiently as they perform their campus duties. The employees' responsibilities are as follows:

1. Work according to accepted safe practices.
2. Report unsafe conditions and practices.
3. Report to the Campus Safety Coordinator and/or Campus Director any incident, accident, injury, or loss/damage to state property/equipment.
4. Observe safety rules and regulations.
5. Make safety suggestions.
6. Serve on safety committees.
7. Assist in incident/accident or loss investigations
8. Ask for assistance or further explanation if a task is unclear or seems unsafe.
9. Utilize the Northwest LTCC Safety Manual for reference and the Louisiana Community and Technical College Safety Policies.

Safety Committees
Safety Committees may be established on each campus and are made up of the Campus Safety Coordinator, and other key staff and/or faculty members as determined by the Campus Director. The Safety Committee is responsible for reviewing all safety plans and assuring that these documents are up to date. Safety Committee members may also assist with safety meetings conducted for staff and faculty.

College Safety Committee
(Campus Safety Coordinators)

Director of Facilities	Michael "Pat" Allen
Assistant Director of Facilities	Carl Hagans
Mansfield Campus	Melanie Geoghagan
Minden Campus	Melissa Gilcrease
Shreveport Campus	Robert Brents

Safety Plan
There is no compromise for safety. A Safety Plan is designed to create safety attitudes and a safe environment. Safety attitudes and safe environment protect people from minor and disabling injuries. Fatal injuries also can result from bad safety practices. We cannot overemphasize the importance of a good Safety Plan for Northwest LTCC. The college administration, faculty and staff are concerned about the safety of students and any other persons that are on the premises of these campuses. Each instructor will instill in every student a sense of responsibility for their own safety and the safety of others. Safety is one of our major concerns along with teaching students to respect equipment paid for by taxpayers' dollars. Safe equipment is well-maintained equipment. Northwest LTCC will follow all safety rules that cover the class or lab each student attends. Faculty will give all students enrolled in their program a copy of the plan's Safety Rules.

The first study assignment in each lab is on safety orientation. Instructors list safety precautions in each study assignment, and these will be reviewed prior to performing a job in the lab. Students view safety videos that are beneficial for each lab class.
Regular safety meetings are held in the departments to review safety procedures with students.

Safety Plan Objectives
The Safety Plan will provide students and employees with the skills needed to recognize common work-related safety and health hazards. The objectives are:

- To empower students and employees to recognize and solve safety and health problems.
- To provide guidelines for communications on safety and health issues and subjects.
- To provide opportunities to inspect instructional labs, investigate accidents, and evaluate occupational safety and health practices.

- To help students and employees recognize how to prevent on and off-the-job safety and health hazards.

First-Aid

The American National Red Cross defines First Aid as "the immediate and temporary care given to a victim of an accident or sudden illness, until they can obtain the services of a physician." They require First Aid 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 the person.

First-aid may be administered only by someone who has completed a certified first-aid or emergency response course or someone who has advanced medical training.

Refresher training is required according to certification requirements. A person(s) qualified to administer first-aid should be available for all classes.

To facilitate summoning of emergency medical assistance a list of names and their locations shall be posted and accessible in all work areas. This should include the names, phone numbers, and location of First Aid/CPR Responders within the building or in close proximity.

Hospital Emergency Service, Local Fire and Police/Security Services, and the location of First Aid and Blood-borne Pathogen Kits and supplies should be posted. Kits shall be conspicuously displayed and accessible.

Administration at each campus site will maintain a file of trained first-aid attendants. This file contains training records and the date of necessary recertification. First-aid administered will be documented on the Incident/Accident Report Form.

First-Aid Kit and Inventory

A first-aid supply kit is available in each training area. Eye wash stations are available in departments that present possible hazardous eye situations.

Contents of First-Aid kits should be checked and updated twice a year. A suggested schedule would be the beginning of fall and spring semesters. Up-to-date products should be used at all times. According to Office of Risk Management guidelines, the following is a suggested list of contents:

- Ace bandage
- Tape
- Roller gauze
- Cold pack
- Either 2 x 2's gauze pads (6) or 2 x 3" gauze pads (2) or 4 x 4's gauze pads (2) and/or cotton balls
- Band-Aids
- Protective gloves
- First Aid Kit contents and reorder form

- CPR Mask
- Blood Borne Pathogen Clean-up Kit (Bio clean-up kit)

Employee Guidelines for a Workplace Accident

1. The use of topical ointments/cleaners such as alcohol, methylate, first-aid/burn cream, etc., may be used if date is current.
2. Storage and distribution of aspirin and other over-the counter medicine is not permitted. The rule applies to both employees and students.
3. Calmly and coherently report all injuries and near miss accidents immediately to the Administration Office.
4. Use quick reference for emergency phone numbers and contacts posted in each classroom and laboratory.
5. Do not treat an injury yourself, unless you are trained in first aid. Get advice and treatment from a trained first-aid attendant.
6. Unless a victim is exposed to further danger at the accident site, do not move them until the full extent of the injury is known, first-aid has been given, and emergency transport assistance has arrived.
7. Do not attempt to perform regular job functions if abilities have been impaired by an injury.
8. In case of serious injury, 911 Emergency Service is available in the areas served by all Northwest LTCC campuses.
9. In case of student injuries, the students' parents or a qualified ambulance/emergency medical service should provide transportation. It is strongly recommended that state vehicles not be used to transport the injured to a medical facility.
10. Any illness or sickness that impairs an individual's ability to perform should be treated the same as an accident.

Procedure For Incident/Accident Investigation

An accident investigation is to obtain all of the facts, available information and evidence that contributed to the event and to prevent recurrence.

An accident is defined as "a series of unplanned events that caused or could have caused personal injury or property damage." The instructor responsible for the area in which the accident occurred should investigate all accidents, including those occurring to non-employees. "Near misses" are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage. The Campus

Safety Coordinators should follow-up with an investigation and report results to the Campus Director who then reports it to the Chief Facilities Officer.

When an employee is involved in an incident/accident, the employee must assist the employer in completing the State Employee Incident/Accident Investigation Form.

Form DA 2000 is available from the Office of Risk Management. Should an injury be incurred, whether or not medical attention is sought at the time, the completed form is sent to the Chief of Human Resources Officer who in turn completes the Employer Report of Injury/Illness (LDOL-WC-1007) and reports to the Office of Worker's Compensation. Work injuries are summarized on the Monthly Summary of Work Injuries (Form MIR-1-00) by the Chief Human Resources Officer with copies going to the Campus Director, Campus Safety Coordinator, and Chief Facilities Officer.

In order to acquire necessary medical aid for injured persons, the Campus Director should follow the following steps in investigating the accident:

1. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
2. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.
4. Take whatever steps are necessary to temporarily prevent recurrences until the condition can be assessed by completing the "Root Cause" which will determine what steps if any are necessary to prevent future incidents.
5. Complete the investigation portion of the Incident/Accident Report.
6. Copies of all Incident/Accident Reports for the fiscal year will be submitted to the Facility Coordinator by the end of June.

When a student is involved in an accident/incident the form DA3000 is filled out and kept in the safety officer's office.

Instructions for Completing Incident/Accident Report
Accidents do not just happen; they are caused. The Incident/Accident Report is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the form are to be completed.

The form is available from the Chief Human Resources Officer and the Office of Risk Management as well as the College website: www.NLTCC.edu.

Once an accident occurs, the investigator must take immediate action to prevent a similar event. The investigator completes the Root Cause Analysis Portion of the Incident/ Accident Report.

1. Note any unsafe acts or conditions and contributory factors associated with the incident/accident.
2. Draw a conclusion as to why the act was committed and why the condition exists.
3. Explain immediate action taken to prevent a recurrence of the accident.
4. Suggest what long-range action is necessary to prevent the accident.

5. Indicate what additional assistance is needed to prevent the recurrence of the incident/accident.
6. To prevent similar incidents/accidents, share the analysis and the actions that should have been done with others at the facility.

Write your name and title on the bottom of the form.

The instructor in the area where the incident/accident occurred retains the original form. Copies should be sent to the Campus Director and the Campus Safety Coordinator. If it is an employee incident involving physical injury, the form should be sent to the Chief Human Resources Officer at Northwest LTC, 9500 Industrial Drive, Minden, LA 71055.

Procedures For Inspection

Inspection Procedures include both scheduled and unscheduled inspections. They are to serve the following basic functions:

- To maintain a safe work environment, while controlling unsafe actions of people
- To maintain operational efficiency
- To comply with state and federal health and safety laws
- To reduce or eliminate hazards and potential accidents
- To evaluate potentially high-accident activities or areas
- To follow up and investigate an event that involves serious injury to a person
- To investigate a complaint of an unsafe or unhealthy situation that exists at the work site

1. The Facilities Coordinator/Maintenance Supervisor is responsible for inspecting the facilities daily to ensure safety and operational efficiency.
2. The Campus Director or their designee divides the grounds and facilities into specific housekeeping units. Housekeeping responsibility for each unit is assigned to specific custodial/maintenance workers.
3. The Campus Director or their designee meets with custodial/maintenance workers to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling the potential safety and fire hazards.
4. The Campus Director or their designee is responsible for conducting regularly scheduled inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

    Some examples of hazardous conditions are as follows:
    - Slip or trip hazards such as cords or torn or broken floor covers
    - Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
    - Holes or protrusions such as eroded, broken or sunken walking surfaces
    - Temporary accumulation of flammable or combustible materials
    - Storage and use of chemical products and other hazardous materials

5. Safety/Housekeeping Inspections are conducted quarterly by departmental, employees, and administrative personnel. These checklists are implemented in accordance with our Safety Plan requirements and serve as a basis for making adjustments to the safety and general operations and maintenance programs. The checklists are collected each quarter by the Campus Safety Coordinators who submit copies to the Campus Director and/or Campus Facilities Coordinator. These reports are maintained by the Campus Safety Coordinator according to ORM audit and COE requirements.
6. The campus maintenance department is responsible for conducting a quarterly building inspection according to specified preventive maintenance schedules.
7. An annual self-audit is conducted in the fall of each year. This self-audit is completed and submitted by the Campus Safety Coordinator as required by the Office of Risk Management and covers maintenance and safety compliance.
8. Intermittent inspections are required at irregular intervals as the need arises. They may be unannounced and concentrate on any specific area of the workplace.
9. Special inspections are sometimes required due to the installation of new equipment, the introduction of a new operation or process, remodeling or repair, or to investigate and analyze an accident, injury, fire or other hazard. The Director of Facilities Officer and/or Campus Safety Coordinator may conduct other special inspections as needed.
10. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log.
11. The first-line instructor or Campus Safety Coordinator is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If an instructor cannot correct the hazard, they should report it to the next level of management using the Maintenance Service Work Order procedure. Hazard Control Logs should be reviewed daily.
12. If a hazard still exists for more than 30 days, the Campus Safety Coordinator must send copies of the Hazard Control Log to the Department and Agency Heads and to the Loss Prevention Unit of the Office of Risk Management.
13. The Hazard Control Log is retained in the originating work area for at least one year or until all hazards have been corrected.
14. Routine inspections are conducted by the Louisiana State Fire Marshal and all findings are reported to the college's Director and Campus Safety Coordinator who will address any negative report by the Fire Marshal immediately.

Job Safety Analysis

Job Safety Analysis is a procedure used to review work methods and uncover hazards that may result in incidents/accidents. The hazards might have been overlooked in the design of the building, workstation, equipment, tools, or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work

procedure or personnel. Job safety analysis is one of the first steps in hazard prevention, incident/accident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have resulted in a trend, death, or a change in job procedures or equipment. There are three objectives in job safety analysis:

1. To systematically evaluate jobs and work methods to eliminate hazards and potential hazards.
2. To develop a tool to assist in the teaching of safe work procedures, and
3. To provide a framework for incident/accident analysis.

When to Perform a Job Safety Analysis

A job safety analysis should be performed initially and on all jobs that have resulted in a trend, death, or a change in a job procedure or equipment that is hazardous.

Job Safety Analysis Procedure

Step 1: Select the Job

The following factors should be considered when selecting jobs to be analyzed and in establishing the order of analysis. They are listed in order of importance.

1. Production of Injuries: Jobs that have produced medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents: Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis should be made on every new job created that has the potential for serious injury or death. Analysis should not be delayed until an accident or near miss occurs.
5. Death: Any accident that caused the death of an employee must have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis

The instructor or the Campus Safety Coordinator responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The employees who regularly perform the task should be involved in the job safety analysis. As a rule, the job safety analysis should contain less than 12 steps.

Job safety analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.

3. Observing the performance of the job and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Step 3: Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain themselves by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, hazardous liquids, vapor, mist, fumes, dust, shock or electrocution, heat or radiation)?

Step 4: Identify Solutions

1. The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:
2. Find a new way to do the job. Consider work saving tools and equipment. Select the safest method.
3. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (tools, materials, equipment, layout, and location) to eliminate or control the hazard.
4. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
5. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. Eliminate the condition or practice that result in excessive repairs or service. At least attempt to minimize the effect of the condition.

Use of the Job Safety Analysis

- The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.
- New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis.
- Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis

will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

- The job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.
- Employees shall be refreshed on JSA's annually as part of the campus safety training.

Record Keeping

Job safety analysis forms should be maintained in a notebook or file in the department creating the documents and should be readily accessible to employees.

Safety Meetings

Safety meetings are to educate, inform, motivate and examine work practices for potentially unsafe acts that could produce bodily injury and to provide a method to prevent recurrences. Safety meetings for all employees are held on a quarterly basis. The Campus Safety Coordinator conducts the meetings. The Campus Safety Coordinator or Safety Committee selects the appropriate topic and means of presentation. Attendance and meeting minutes are documented and maintained by the Campus Safety Coordinator.

Student safety meetings are held in each instructional department quarterly or as needed. The instructor conducts these meetings. Attendance is documented using the Safety Meeting Report form (SM-1-00). Originals are kept in the department and copies are submitted to the designated personnel on each campus for record keeping.

Prepare for the Meeting

1. Conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. (Refer to Division of Administration and the suggested meeting topics in the "Safety Training" section of this manual for ideas.) A safety meeting can help identify and eliminate hazards before accidents occur.

Conduct the Meeting

1. Meetings are to be conducted by the Campus Safety Coordinator and assisted, as required, by the supervisor or an outside source.
2. Discuss only one topic per meeting.
3. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
4. Reach an agreement with employees on how to eliminate or control the situation.
5. Attendance is mandatory for all employees. Sign-in sheets and minutes of meeting must be completed.
6. Repeated absences at safety meetings should be reflected in the employees' performance evaluation and/or disciplinary action.

Keep a Record of the Meeting
Originals are kept in each department and copies of the Safety Meeting Report form (SM-1-00) placed in a designated area specific to each campus. Records are retained for ORM audit and COE accreditation purposes.

Employee Safety Training
Safety training establishes a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. The objectives are:

1. Teach employees hazard recognition and methods of corrective actions.
2. Involve employees in accident prevention.
3. Motivate employees to accept safety responsibilities.
4. Provide employees with information on accident causes, occupational health hazards and accident prevention methods.

Steps in Conducting Employee Safety Training
The Campus Safety Coordinator on each Northwest LTCC Campus will select appropriate training topics and schedule training by priority. Also refer to Division of Administration and AAA Foundation as well as other appropriate sites for additional presentations. The following are training topics recommended as essential to each agency or facility:

1. Emergency First-Aid Procedures
    a. Recognizing first-aid emergencies
    b. Gaining control
    c. Emergency care
2. Personal Protective Equipment
    a. What and when to use
    b. Storage area
    c. How to check, inspect, and maintain
3. Material Handling
    a. High risk jobs
    b. Proper lifting
    c. Proper carrying
4. Slips, Trips, and Falls Recognizing
    a. potential problems
    b. Minimizing exposure
5. Good Housekeeping Practices
    a. Tools and equipment
    b. Vehicles
    c. Yard
6. Safe Vehicle Operation
    a. Pre-operation inspection
    b. Control of common hazards
    c. Rules of the road

Other Suggested Safety Topics for Supervisors

Safety and the Instructor: relationship between safety and productivity

Accident Problems: elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs

Human Relations: employee motivation, basic needs of workers, instructors as a leader, alcohol and drug problems

Maintaining Interest in Safety: committee function, employee relations, and instructors' role in off-the-job safety

Instruction for Safety: job instruction training, procedure for conducting job safety analysis

Guarding Machines and Mechanisms: principles of guarding, benefits of good guarding, types of guards, standards and codes

Hand Portable Power Tools: selection and storage – safe use of hand tools and power tools

Fire Protection: recognizing fire hazards, understanding fire chemistry, setting up fire brigades, instructor's role in fire safety

Safety As It Relates To Supervisors

The immediate job of preventing accidents and controlling work hazards falls upon the Campus Director because safety and production are part of the same supervisory function. Objectives of safety training for instructors include the following:

1. To involve instructors in the agency's accident prevention program.
2. To establish the instructor as the key safety person in each unit.
3. To help instructors understand their safety responsibilities.
4. To provide instructors with information on cases of accidents, occupational health hazards and methods of prevention
5. To help instructors gain skill in accident prevention activities
6. The Campus Director supervises and appraises accident investigations.
7. The Campus Director has to plan and direct a regular program of safety inspections.
8. The Campus Director checks for compliance with applicable safety laws and codes.

Safety As It Relates To Maintenance Department

1. Maintenance personnel work with the safety committee, Safety Coordinator, and employees to ensure safe working conditions.
2. The Campus Director executes work orders promptly.
3. Maintenance personnel cooperate in devising safety equipment, guards, and appliances.

Safety As It Relates to Campus Director, Chief Facilities Officer, Campus Safety Coordinator, and Instructors

1. Inspect work area for compliance with safe work practices and safety rules.
2. Train employees to work safely.
3. Correct unsafe conditions and unsafe acts.
4. Obtain first-aid for injured promptly.
5. Report and investigates accidents and work with the Safety Coordinator to determine the cause and correct the problem.

6. Serve on the safety committee.
7. Hold departmental safety meeting.
8. Discuss safety with individual employees.

Employees Will

1. Work in accordance with accepted safety practices.
2. Report unsafe conditions and practices.
3. Observe safety rules and regulations.
4. Make safety suggestions.
5. Serve on safety committees.
6. Ask for assistance or further explanation when needed.

Recordkeeping

Record keeping is the foundation of a scientific approach to Occupational Safety. The required records, as referenced in this manual, will be used to analyze and measure the success of the Safety Plan. The following safety records will be kept by Northwest LTCC campuses for a length of time as required for COE accreditation. Copies of each record are to be forwarded to the Campus Safety Coordinator on each campus in a timely manner for necessary action and audit review.

1. **Quarterly Safety/Housekeeping Inspection: (R7S-1-00)**
    1. Completed quarterly by Maintenance and the Campus Safety Coordinator. Work/Service Order Requests are submitted for any conditions needing correction.
2. **Incident/Accident Report: (DA 3000 - Visitor)**
    1. Completed for each incident/accident involving a student, visitor or client on the campus. The instructor or person completing the form retains the original. Copies are sent immediately to the Campus Safety Coordinator and Human Resources.
3. **State Employee Incident/Accident Investigation Form: (DA 2000 - Employee)**
    1. Completed for each incident/accident involving an employee. The reports are filed by employee in area where incident occurred. Should an employee incur an injury, whether requiring medical treatment at the time or not, the report must be sent to the Chief Human Resources Officer.
4. **Employer's Report of Occupational Injury, Illness, or Disease (LDOL-WC-1007)**
    1. Once the Chief Human Resource Officer receives a State Employee Incident/Accident Investigation Form (DA 2000) indicating an injury was involved, whether medical assistance was sought or not, a "Report of Injury" will be made to the Office of Risk Management. The Chief Human Resource Officer must be notified if employee, at any time, misses work as a result of the incident/accident. Employee must furnish written authorization from a treating physician to return to work following such an injury.

5. **Monthly Employee Injury Report: (MIR-1-00)**
    1. The Chief of Human Resource Officer completes this form monthly based on reported incidents/accidents and sends a copy to the Chief Facilities Officer who in turn provides a copy to the relevant Campus Safety Coordinator.
6. **Hazard Control Log (HC-1-90)**
    1. Hazardous Material Logs are maintained in each program area where hazards are located.
7. **Maintenance/Service Work Order (R7M-1-00)**
    1. Form is completed for any work/service requested/done on campus equipment or structure. Request forms are submitted to the Chief Facilities Officer or Maintenance personnel. Completed forms are maintained by CFO or maintenance.
8. **Job Safety Analysis: (JSA-1-00)**
    1. JSA's are attached to equipment as required and additional forms are completed by instructors in each work unit or by the agency Campus Safety Coordinator, as necessary. Job safety analysis should be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms are kept in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.
9. **Safety Meeting Report: (SM-1-00)**

    Completed quarterly following safety meeting and maintained in the Safety Coordinator's office (or other designated location) for length of time as required for COE accreditation.
10. **Equipment Manuals/Records/Modifications**

    Maintain and file all equipment manuals that contain pertinent safety precautions and make available to employees.
11. **Safety Data Sheet: (SDS)**

    Safety Data Sheets are maintained in an online database program, SDSonline.com. The Campus Safety Coordinators will be responsible for maintaining and updating their campus information on a regular basis. Occupational Safety and Health Administration (OSHA) requires that SDS's "shall be maintained and kept in a readily accessible area". SDS's for the hazardous substances with which you work should be available and accessible to you. Information on all SDS's received with shipments or received separately should be entered into SDSonline.com and a copy may also be placed in a binder or file as necessary. SDS's should be kept and maintained because they provide necessary, helpful, and useful information on the properties of the chemical or chemical product. Persons should familiarize themselves with those properties, such as flammability, corrosiveness, and toxicity, as well as storage and handling information, before working with the chemical. Also, it is vital to personal safety that the instructor is able to refer to that SDS immediately in the event of an emergency such as a spill, fire, or physical contact with the chemical.

Safety Rules

Safety rules provide a safe workplace for employees. These rules tend to eliminate circumstances that could result in personal injury or property damage. They have no other purpose except to explain how to perform your job in ways that prevent you from being injured or from becoming ill while doing your work.

A copy of the safety rules is provided to employees at the time of employment and reinforced at quarterly safety meetings.

Safety rules fall into two categories:

1. General rules that apply to everyone at all times.
2. Specific rules that apply to particular jobs or tasks.

The following safety rules should be followed at all times. Disciplinary action may be considered for those employees who do not comply with the safety rules.

1. All facilities of Northwest LTCC are tobacco free facilities.
2. Horseplay and fighting will not be tolerated in the workplace.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace.
4. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
5. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
6. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
7. Operate equipment only if you are trained and authorized.
8. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
9. Immediately report any recognized potentially unsafe conditions or act to your supervisor.
10. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
11. Immediately report accidents, near misses, and property damage to an instructor regardless of the severity.
12. Follow recommended work procedures outline for the job including safe work methods described in the job safety analysis.
13. Maintain an orderly environment and work procedure. All tools and equipment are to be stored in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, fire, or unusual odors immediately to administration.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the instructor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.

17. If your work creates a potential slip or trip hazard, use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
21. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
22. Adhere to departmental rules and procedures specific to departmental operations.
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Blood Borne Pathogens

If there is a spill of blood or other bodily fluids, the following procedures are to be followed:

1. Notify the Campus Safety Coordinator.
2. The Campus Safety Coordinator will call 911 if necessary.
3. Use personal protective equipment that applies in the situation.
4. Provide first aid supplies for minor injuries. When providing first aid, rubber gloves must be worn at all times to protect against contact with blood or other bodily fluids.
5. In case of major injury, attempt to stop life-threatening blood flow.
6. As the local campus does not fall under the OSHA Blood borne Pathogen Standard, cleanup of all wastes will depend on severity. If emergency personnel are present, they are responsible for disposing of contaminated wastes. Otherwise, small clean-ups may be disposed of in the regular campus waste receptacles. Red bio-hazard bags should not be used for this disposal.
7. Assure that an incident/accident report is completed and submitted to Human Resources, retained in area of incident if applicable, and by the Campus Safety Coordinator.

Blood Borne Pathogen Kits are available.

Training for all employees is conducted in faculty and staff meetings.

Evaluation and Revision

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits, incident/accident reports, safety drill reports, and the Safety Inspection forms completed by each department. The first annual evaluation and/or revisions for Northwest LTCC took place in December 2019. The Campus Safety Coordinators are responsible for coordinating the annual reviews of the plan and the attachments.

Revised plans are to be distributed to all faculty and staff in a timely manner. Human Resources should also receive copies of any revisions to include in a revised Personnel Manual. Portions of the plan that are included in the Campus Catalog/Handbook are also to be monitored on an annual basis to assure that students are getting updated information.

Procedures And Policies

Blood Borne Pathogen Exposure Control Plan

Purpose:

The purpose of this exposure control plan is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to Northwest LTCC personnel and other emergency personnel. This plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation.

Definition of Blood Borne Pathogens

Blood Borne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans.

Exposure Determination

Northwest LTCC does not operate laboratories nor have any research facilities where blood borne pathogens may pose a problem. The only contact with blood borne pathogens that may be encountered by employees would be administering First Aid treatment of another employee or a student.

ORM requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Northwest LTCC campuses, the following job classifications fall into this category:

Job Classification

- Allied Health Faculty/High Risk – Yearly Training
- Maintenance Personnel/High Risk – Yearly Training
- Campus Faculty/Five Year Training
- Staff and/or Administrators/Five Year Training

Implementation Schedule and Methodology

Universal precautions will be observed at each campus within Northwest LTCC in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

1. Compliance Methods:
    a. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at each campus. When occupational exposure remains

after the institution of these controls, personal protective equipment shall also be utilized (sharp containers).

i. Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during collection, handling, processing, or storage.

ii. Hand washing facilities are provided for all employees.

- Hand washing facilities are made available to the employees who incur exposure to blood or other potentially infectious materials. ORM requires that these facilities be readily accessible after incurring exposure. In the event hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.

2. Needles:
   a. Employees, with the exception of the Health Occupation Faculty, do not come in contact with needles in their day-to-day job responsibilities and duties. However, there may be remote possibility where an employee may encounter needles during the performance of their job. If this occurs, the employee is to immediately notify the Campus Director for instructions on the proper handling and disposal of needles. Health Occupations faculty are trained and made aware of procedures for handling and disposal of all sharps in the course of job performance.

3. Contamination:
   a. If contamination occurs, the Campus Director is responsible for ensuring that any item that has become contaminated with blood or other potentially infectious materials shall be examined prior to use and shall be decontaminated if necessary.

4. Personal Protective Equipment:
   a. PPE Provision:
      i. The Campus Director is responsible for ensuring that the appropriate PPE is available to every employee if the employee has occupational exposure to blood borne pathogens.
   b. PPE Accessibility:
      i. Each instructor shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Protective gloves or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.
   c. PPE Cleaning, Laundering and Disposal:

i. All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees.
ii. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.
iii. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

d. Gloves:
i. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes and when handling or touching contaminated items or surfaces. Disposable gloves used at Northwest LTCC campuses are not to be washed or decontaminated for re-use and are to 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. Utility gloves may be decontaminated for re-use provide that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

e. Eye and Face Protection:
i. Masks in combination with eye protection devices (such as goggles or glasses with solid side shields, or chin length face shields) are required to be worn whenever splashes, spray splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

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

a. Washable Surfaces – tables, desks, etc.
i. Use household bleach solution of 1
ii. part bleach to 9 parts water, mixed fresh. Other disinfectants that are approved by EPA include Actril Cold Sterilant, Barquat 42Z-10, CCX-151, 0-125, D125 AG-10, Public Places, and Stat-5 Antimicrobial Spray.
iii. Rinse with water if so directed.
iv. Allow to air dry.
v. When bleach solution is used, handle carefully.
- Gloves should be worn, since the solution is irritating to skin.
- Avoid applying on metal, since it will corrode most metals.

b. Floors
    i. One of the most readily available and effective disinfectants is the bleach solution detailed above.
    ii. Use the two-bucket system: one bucket to wash the soiled surface and one bucket to rinse as follows:
        - In bucket #1, dip, wring, mop up vomit, blood.
        - Dip, wring, and mop once more. Wring out mop in bucket #1.
        - Put mop into bucket #2 (rinse bucket) that has clean disinfectant (bleach solution).
        - Mop or rinse area.
        - Return mop to bucket #1 to wring out. This keeps the rinse bucket clean.
    iii. After all spills are cleaned up; proceed to the next step below.
        - Soak mop in the disinfectant after use.
        - Disposable cleaning equipment should be placed in aplastic bag as appropriate. Water should be disposed of in a toilet.
        - Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.
        - Dispose of disinfectant solution down a drainpipe.
        - Remove gloves, if worn, and discard in appropriate receptacle.
        - Wash hands as described in Section III Hand Washing.

c. Non-Washable Surfaces (Rugs, Upholstery)
    i. Apply sanitary absorbing agent, let dry, vacuum.
    ii. If necessary, use broom and dustpan to remove solid materials.
    iii. Apply rug or upholstery shampoo as directed. Re- vacuum according to directions on shampoo.
    iv. If a sanitizing carpet cleaner only available by water extraction method is used, follow the directions on the label.
    v. Clean dustpan and broom, if used. Rinse in disinfectant solution.
    vi. Air dry.

6. Contaminated Waste Disposal:
Northwest LTCC employees will not normally encounter regulated waste in the performance of their job duties.

However, should an employee encounter any contaminated waste, they should not handle the waste and the employee is to immediately notify their supervisor for instructions on the proper handling and disposal of waste.
Should any of the waste be contaminated sharps, they shall be discarded immediately in containers that are closable, puncture resistant, leak proof on all sides. These containers will be properly identified with a biohazard sign and/or color-coded red. Soiled feminine hygiene/sanitary napkins, soiled facial tissues, etc., are not considered a biohazard or medical waste.

7. Laundry Procedures:
   Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled, and/or color-coded red bag) bags at the location where it was used. Please note: If a facility utilizes Universal Precautions in the handling of all soiled laundry (i.e. all laundry is assumed to be contaminated) no labeling or color-coding is necessary if all employees recognize the hazards associated with the handling of this material.

8. Hepatitis B Vaccine, Post-Exposure Evaluation and Follow-Up:
   a. Hepatitis B Vaccination:
      Presently, Northwest LTCC campuses are not offering Hepatitis B vaccine and vaccination series to its employees. However, should a blood borne pathogen exposure incident occur, the affected employee with exposure will be immediately provide with the Hepatitis B vaccine and vaccination series.
   b. Post Exposure Evaluation and Follow-up:
      All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to appropriate person on individual campus who is responsible for investigating exposure incidents. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:
      - Documentation of the route of exposure, and the circumstances under which the exposure incident occurred
      - Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law
      - The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Campus shall establish that legally required consent cannot be obtained
      - When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented
      - Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual
      - Collection and testing of blood for HBV and HIV serological status will comply with the following:
        - The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained
        - If the employee does not consent to the HBV and HIV testing, a blood sample may be collected and preserved for 90 days. If within 90 days of the exposure incident the employee elects to have the

baseline sample tested, it should be completed as soon as feasible. All employees who incur

- an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the ORM standard. All post exposure follow-up will be performed by a selected physician or local clinic.

c. Information provided to the Healthcare Professional:
The exposed employee shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination, if applicable, is provided with the following:
- A written description of the exposed employee's duties as they relate to the exposure incident
- Written documentation of the route of exposure and circumstances under which exposure occurred
- Results of the source individuals blood testing, if available
- All medical records relevant to the appropriate treatment of the employee including vaccination status.

d. Healthcare Professional's Written Opinion:
The Campus Director shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.
The 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 that require further evaluation or treatment

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

9. Information and Training:
The Campus Safety Field Representative shall ensure that training is provided at the time of initial assignment to each employee, and that a refresher course will be provided every five years. Employees that are considered to be high risk for blood borne exposure will be trained annually. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:
- A copy of the standard and an explanation of its contents
- An explanation of the modes of transmission of blood borne pathogens
- An explanation of Northwest LTC Blood Borne Pathogen Exposure Control Plan and a method for obtaining a copy
- The recognition of tasks that may involve exposure

- An explanation of the use and limitations of methods to reduce exposure for example: work practices and personal protective equipment
- Information of the types, use, location, removal, handling decontamination, and disposal of personal protective equipment (PPE)
- An explanation of the basis of selection of PPE
- Information on the Hepatitis B vaccination
- 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
- An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.
Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

10. Recordkeeping:
    a. Medical Records:
    The Chief Human Resources Officer for Northwest LTCC is responsible for maintaining medical records as indicated below. These medical files as related to Family Medical Leave Act and Workers Comp. are kept in a separate file from the employee file. Medical records shall be kept confidential and must be maintained for an indefinite period.
    The records shall include the following:
        - The name and social security number of the employee
        - A copy of the employee's HBV vaccination status, including the dates of vaccination
        - A copy of all results of examinations, medical testing, and follow-up procedures
        - A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.
    b. Training Records:
    The Campus Safety Field Representative is responsible for maintaining the following training records. These records will be kept in a designated place on each campus.
    Training records shall be maintained for seven years (or as required by COE) from the date of training. The following information shall be documented:
        - The dates of the training sessions
        - An outline describing the material presented
        - The names and qualifications of persons conducting the training;

- The names of all persons attending the training sessions.

c. Availability:
   i. All employee records shall be made available to the employee.
   ii. All employee records shall be made available to the College Loss Prevention Officer upon request.

11. Evaluation and Review:
    The College Loss Prevention Coordinator and Campus Safety Field Representatives are responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

12. Dates
    All provisions required by this standard were implemented by: July 1, 2008.

13. Outside Contractors:
    At this time the Northwest LTCC Blood Borne Pathogen Plan does not address information obtained from and provided to outside contractors.

Hazard Communication Program

In order to comply with the Office of Risk Management, the following written Hazard Communication Program (HCP) is to be implemented for personnel of Northwest LTCC. A copy of the program will be kept on file by the Campus Safety Coordinator at a location to be determined on each campus. The program is to be used by all personnel. The Campus Safety Coordinators will be responsible for ensuring the program is current and enforced on respective campuses.

Accessibility to this program will be made available to employees upon initial assignment, on Northwest LTCC website (www.NLTCC.edu) and copies will be supplied to employee(s) upon request. The Campus Safety Coordinator shall be responsible for the program's availability.

This program will be updated when new chemicals or hazards are introduced into the work environment and reviewed annually.

The faculty on each campus will check all chemical purchase requests (PR) to be sure a statement requesting a Safety Data Sheet (SDS) appears on the purchase request before being submitted for purchase.

Container Labeling

The Campus Director's designee will be responsible for all containers of hazardous chemicals entering the workplace and will ensure that all chemical containers are properly labeled with the following:

- Chemical name
- Hazard warnings

- Name and address of the manufacturer, importer, or responsible party

No container shall be used until it has been checked by the respective instructor. If the chemical is to be transferred into an in-house container, that instructor will ensure that the new container is properly labeled. A proper label is a copy of the manufacturer's original label, or an in-house label containing the chemical identity and appropriate hazard warnings. For help with labeling, please contact Campus Safety Coordinator. The Campus Safety Coordinator will review the labeling system annually and update it as required.

Safety Data Sheets (SDS's)

SDS's are maintained in an online data base program, SDSonline.com. The Campus Safety Coordinators will be responsible for maintaining and updating their campus information on a regular basis. Copies of all SDS's will be kept in an accessible location by each instructor. A master binder may also be maintained on each campus and reviewed annually for accuracy and completeness. New chemicals shall not be used until an SDS has been obtained.

The SDS system shall include:

- Current master inventory list of all SDS's indexed by numerical number to the SDS referenced on the inventory list
- The identity used on the SDS shall be the same as that used on the container label
- The chemical and common name of all ingredients determined to present a hazard shall appear on all SDS's

The SDS's shall list:

- The physical and chemical characteristics of the chemical including vapor pressure, flash point, etc.
- The fire, explosion, and reactivity hazard(s) of the chemical mixture including boiling point, flash point and auto-ignition temperature
- Health hazards of the chemical mixture including signs and symptoms of exposure and medical conditions recognized as aggravated by exposure with primary route(s) of entry
- Permissible exposure limits (PELs) or other exposure limits used or recommended by the manufacturer, importer or employer
- Whether the chemical is listed as a carcinogen or a suspect carcinogen by the National Toxicology Program (NTP), International Agency for Research on Cancer (IARC), or OSHA
- Control measures including fire, engineering controls, and personal protective equipment
- General precautions for safe handling and use including protective measures during repair and maintenance procedures for clean-up of spills and leaks
- Emergency and first aid procedures
- Date prepared or updated
- The name, address, and telephone numbers of the responsible party to call in an emergency

Employee Training And Information

Employees will be provided with information and training at the time of their initial assignment and whenever a new hazard is introduced into their work area. The direct supervisor will be responsible for planning the training. A variety of methods may be used; i.e. handouts, videos, speakers. The minimum requirement for orientation and training for a new employee are as follows:

- An overview of the requirements contained in the Hazardous Materials Program
- Chemicals present in the workplace operations
- Location and availability of the written HCP
- Physical and health effects of the hazardous chemicals listed on the inventory list of this program
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- Steps taken by Northwest LTCC to lessen or prevent exposure to the chemicals on the inventory list
- Emergency procedures to follow if exposed to any chemicals
- Location of the SDS file and location of hazardous inventory list
- Proper labeling requirements for containers
- Explanation on how to read and interpret each SDS

Prior to a new chemical being introduced into any area of the workplace, each affected employee will be given the necessary information and training as outlined above.

After attending a training session, each employee is required to sign an acknowledgement form stating that the training session was attended, the written HCP was made available for review, and the employee understands the hazard communication program.

Inventory List Of Hazardous Chemicals

A complete list of the hazardous chemicals used on each campus will be maintained by the Campus Safety Coordinator. Each chemical on the list should have an SDS in the SDS file.

Non-Routine Tasks

Before any non-routine task is performed, employees shall be advised and/or they must contact the Campus Director for special precautions to follow, and the Director shall inform any other personnel who may be exposed.

In the event such a task is required, the employee performing the task or direct supervisor will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:

- Specific chemical name(s) and hazard(s)
- Personal protective equipment required and safety measures to be taken

- Measures that have been taken to lessen the hazards including ventilation, respirators presence of other employees, and emergency procedures

Other Personnel Exposure (Contractors)
It will be the responsibility of the employee responsible for contracting outside contractors to provide other personnel or outside contractors with the following information:

- Hazardous chemicals to which they may be exposed to while in the workplace
- Measures to lessen the potential exposure
- Location of SDS's and labeling requirements for all hazardous chemicals
- Procedures to follow if they are exposed

Above referenced employee will also be responsible for contacting each contractor prior to the work starting to gather and disseminate any information concerning chemical hazards the contractor may be bringing into the workplace.

Violence Free Campus
Northwest LTCC will not tolerate threats or acts of violence, including but not limited to acts of domestic violence, dating violence, sexual assault, stalking, and harassment on any campuses. There will be also be no harassment and/or violence based upon the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, pregnancy, childbirth and related medical conditions and sickle cell trait. Such harassment is unacceptable behavior and will not be tolerated at Northwest LTCC.

Tobacco Free Campus
Northwest LTCC is a smoke-free policy throughout its facilities and grounds in accordance with Act 211 of the 2013 Legislative Session. "Smoking" means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including, cigarettes,

Anti-Bullying Policy
Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northwest Louisiana Technical Community College defines "bullying" as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to

- Campus Directors;
- Student Services personnel;
- Campus safety representative; or

- Faculty/Staff.

Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution's current policies which govern faculty, staff, and students.

Anti-Hazing Policy

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northwest Louisiana Technical College (NLTCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NLTCC for all students who participate in the institutions' activities and organizations.

A. Definitions

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

(i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

(ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

(i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

Organization is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.

Appropriate authority includes:

(i) Any state or local law enforcement agency.
(ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
(iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

B. **Consent Statement:** A student's request to join or become a member of an organization is not consent to any form of hazing. Further, a student's acceptance to an invite or open enrollment to join is not consent to undergo hazing nor a defense for those accused of Hazing pursuant to this Policy.

C. **Prohibition Statement:** No organization or individual shall employ a program of student initiation/pledge education or social event which includes hazing. NLTCC operates with a zero tolerance and all alleged cases will be investigated

D. **Duty to Report:** It is the duty of all current or potential student organization members and any faculty or staff member to report any violation of this policy to the Chief Student Affairs Officer or designee. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the College. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the College.

E. **College Response to Allegations of Hazing:** Any allegations of hazing reported to the college will be investigated. If the investigation yields evidence of hazing, the college will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. Enforcement of Laws, BOR Policy and Northwest Louisiana Technical College Policy.

F. **Expectations for Violations:** In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of employees. Students will not be permitted to return for at least one semester. In addition, there will be a suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the college's codified student and/or employee judicial process, and may be subject to criminal penalties as outlined in Act 635.

   If any person serving as a representative or officer of an organization, including any representative, Chancellor, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

G. **Publication and Dissemination:** College policies on hazing shall be published on college and student organization websites and included in the Student Handbook and Student Code of Conduct. (Student Handbook: www.NLTCC.edu)

H. **Education, Awareness, and Prevention:** NLTCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:
   1. Awareness training during student orientation sessions.

2. Awareness seminar with student organization advisors and student organization members.
3. Policy distribution to all students through email.
4. Policy posting on the College website at www.NLTCC.edu

I. **Duty to Seek Assistance** In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Failure to seek assistance in violation of R.S. 14:502 may include criminal penalties.

J. **Recommended Best Practices**

(i) Prevention and Education Program

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
3. Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.
4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws

(ii) **Effective Intervention** In collaboration with any relevant organizations/offices, NLTCC will provide education and training aimed at preparing faculty and staff club advisors, students and community members on hazing issues and statistics.