



Environmental Health and Safety Manual

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The content of this manual is not all-inclusive and should not be construed as containing all necessary compliance, safety or warning information. The guidelines and summaries are intended to be an introduction to safety awareness and to how certain college policies and procedures apply to employees. When the college develops or modifies new policies, procedures and programs, it will notify members of the college community as soon as possible. Differences that result from such changes will take precedence over the contents of this manual.

ENVIRONMENTAL HEALTH AND SAFETY

The responsibility for the Environmental Health and Safety Program is assigned to the Vice President for Business Services; however, the success of this program requires the full cooperation of faculty, staff, and students. In adhering to applicable rules, standards, codes, and regulations, insuring safe practices is the immediate responsibility of the several Deans, their respective faculties, the Directors and their staff personnel. This responsibility will include general education in safe practices and specialized training in safe use of equipment and facilities in a particular department. The Director of Facilities Maintenance is designated as the college's Safety Officer.

PROCEDURE FOR REVIEW

This Safety Manual will be reviewed by the Safety and Security Committee annually. This review is to determine the continued appropriateness of the content of this manual.

GRAYSON COLLEGE HEALTH AND SAFETY

Grayson College is committed to a safe and healthy workplace. This safety manual provides a quick reference to important safety information and answers general questions you may have about health and safety at Grayson College. You can get additional safety information from your supervisor, the Human Resources Department and the Facilities Maintenance Department.



Your Safety Rights

As an employee, you have rights that protect you from health and safety hazards on the job. You have the right to participate in workplace health and safety programs and to know about potential hazards. You also have the right to refuse work that you believe is dangerous, and to stop working in certain circumstances.

Your Health and Safety Rights

- **The right to know.** You have the right to know the hazards in your job. Your supervisor must make sure you know how to work safely.
- **The right to participate.** You have the right to play an active role in keeping your workplace healthy and safe. This includes training and participation on safety committees/programs.
- **The right to refuse unsafe work.** If you believe your job is likely to endanger you, you have an obligation to report the unsafe situation to management. If the situation is not corrected, you have the right to refuse to perform the work without reprisal.

EMERGENCY NUMBERS

Fire/Police/Ambulance.....9-1-1

Grayson College Campus Police

Emergency/Cell Phone.....**903-814-3343**

Routine.....**903-463-8777**

Community Resource Numbers

Airport (North Texas Regional – Perrin Field) Fire Department **903-786-9841**

American Red Cross.....**903-465-1330**

Child or Elder Abuse Hotline.....**800-252-5400**

Denison:

Denison Fire/EMS.....**903-464-4427**

Denison Police..... **903-465-2422**

Department of Homeland Security.....**202-282-8000**

Environmental Protection Agency.....**800-887-6063**

Grayson County:

Grayson County Animal Control.....**903-465-2878**

Grayson County Counseling Service.....**903-892-2874**

Grayson County Crisis.....**903-892-4600**

Grayson County Emergency Mgmt.....**903-813-4217**

Grayson County Health Dept (Denison).....**903-465-2878**

Grayson County Health Dept (Sherman).....**903-893-0131**

Grayson County Shelter.....**903-465-6041**

National Domestic Violence Hotline.....**800-799-SAFE**

National Suicide Hotline.....**800-SUICIDE**

National Weather Service.....**817-429-2631**

Poison Control Center.....**800-764-7661**

Texoma Medical Center.....**903-416-4000**

Texoma Council of Governments.....**903-893-2161**

Texoma Council on Alcohol & Drug Abuse.....**903-892-9911**

United Way of Grayson County.....**903-893-1920**

Van Alstyne:

Van Alstyne Fire/EMS.....**903-482-6666**

Van Alstyne Police.....**903-482-5251**

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Personal Responsibilities for Safety

INTRODUCTION

Your primary responsibility as an employee is to perform your duties in a safe manner in order to prevent injury to yourself or to your co-workers. Before undertaking special operations, you should review the appropriate section of this manual in detail.

Employees are expected to ensure students comply with all related policies and procedures.

POLICY

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program (CG Local).

GENERAL EMPLOYEE RESPONSIBILITY

1. Place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. All employees are required, as a condition of their employment, to adhere to all safety rules and regulations, which are established for the protection of themselves, their fellow employees and the public.
2. Use the safety equipment, which has been provided in the performance of daily work assignments.
3. Wear the prescribed personal protective equipment as required.
4. Do not operate equipment for which training or orientation has not been received.
5. Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
6. Report defective equipment immediately to a supervisor.
7. Report dangerous or unsafe conditions that exist in the work place. This would include defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signs.
8. Report all injuries and accidents as soon as possible to a supervisor or the HR Department, regardless of severity. Motor vehicle accidents are to be reported to the campus police department.
9. Take care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

SUPERVISOR RESPONSIBILITY

Supervisors will assume the responsibility of thoroughly instructing their personnel in the safety practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. The primary duties of supervisors in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations and make employees aware that violations of safety rules will not be tolerated.
2. Make sure all injuries and accidents are reported immediately and all accidents are reported even if injury is not apparent. Motor vehicle accidents are to be reported to the campus police department.
3. Provide each employee with complete safety instructions regarding their duties prior to the employees actually starting to work.
4. Conduct regular safety checks, including a careful examination of all new and relocated equipment before it is placed in operation.
5. Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
6. Continuously be alert for unsafe practices and conditions and promptly undertake any necessary corrective actions.
7. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all operations.
8. Provide safety equipment and protective devices for each job based on identified hazards and knowledge of applicable standards or on recommendation from the Public Safety Department and/or the Facilities Maintenance Department.
9. Give full support to all safety procedures, activities and programs.

General Safety Procedures

GENERAL PROCEDURES

1. Adequate rest, exercise and proper diet will enhance your health and level of awareness which is helpful in avoiding accidental injury.
2. Be alert to hazardous conditions. Whenever possible, correct or eliminate the hazardous condition yourself.
3. The unauthorized introduction, possession or use of intoxicating beverages, illegal drugs, drug-related paraphernalia, narcotics, firearms, explosives, weapons or other hazardous substances is strictly prohibited on Grayson College property, in state vehicles or state equipment (DH Local). A concealed handgun license holder must comply with all applicable laws and rules. You must inform your supervisor if you are on prescribed medication that could affect your ability to perform your work. Any medical information that may be useful during a medical emergency should also be reported to your supervisor.
4. When working alone, notify another person of your work location, and always try to anticipate any hazards that you might encounter. You should not attempt to do a job alone when safe working practices and common sense tell you assistance is needed. Use the "Buddy System" whenever possible.
5. Never attempt to lift or move a heavy object that is beyond your capability to do so in a safe manner.
6. Use the prescribed protective equipment for the work you are doing.
7. Never defeat the function of a safety device. Report all safety device malfunctions to your supervisor as soon as possible and flag the device immediately to warn other personnel of the hazard. Safety devices should be periodically tested for proper operation.
8. Be careful, when moving about the work area, to avoid slipping, tripping or falling. Be especially careful when conditions create or aggravate hazardous situations.
9. Never engage in scuffling, practical joking, or horseplay on the job.

GENERAL EMPLOYEE TRAINING

The Safety and Security Committee is responsible for establishing, implementing, and maintaining a system for communicating with employees about health and safety matters. Information must be presented in a manner readily understood by the affected employees. Attention must be given to levels of literacy and language barriers. Verbal communications should be supplemented with written materials or postings.

Whenever appropriate, statutes and policies affecting employees and students shall be available in the workplace. Employees and students who may come in contact with hazardous substances or practices in the workplace shall be provided information concerning the particular hazards which may be posed, and the methods by which they may deal with such hazards in a safe and healthful manner.

GENERAL INSPECTIONS

General inspections will be conducted on all Grayson College property through the Facilities Maintenance Department when necessary.

Specific departmental inspections will be conducted by the discretion of the Facilities Maintenance Department when necessary.

RECORDKEEPING

The Human Resources Office will control and maintain all employee accident and injury records.

REPORTING

Grayson College, in its effort to reduce workplace hazards, shall track data regarding work related illness and injuries. Such data, when properly reported, is used for:

- Documenting the incident causing the injury or illness.
- Triggering investigation of the incident.
- Analyzing trends for targeting corrective action.
- Planning for corrective action.

Department Heads shall inform their employees of the availability of support for work related injuries and illnesses, as well as the proper way to report such occurrences.

Supervisors must ensure that all employees promptly report injuries or illnesses that may be related to their work. Employees must inform their supervisors of any work-related accidents, injuries or illnesses as soon as possible and no later than the end of the shift.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the supervisor in charge of the job to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Human Resources Office.

DISCIPLINE POLICY

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment (DH Local).

SLIPS, TRIPS AND FALLS

Slips, trips and falls are a major contributor to injuries and lost time accidents. Be careful and observe the following rules:

1. The following situations should be avoided to help prevent slipping:
 - wet floors/decks
 - oily floors/decks
 - highly waxed and polished floors

- throw-rugs at the foot or top of a stairway
2. Remove any spilled liquid from the floor immediately.
 3. Keep items such as paper clips, thumbtacks and rubber bands off the floor.
 4. Good traction helps prevent slipping. The soles of some shoes may increase the chance of slipping; therefore, wear shoes that provide good traction.
 5. In addition to tools used in day-to-day operations, many items can cause tripping. Be alert for tripping hazards such as garden hoses, shovels, rakes, concrete bumpers in parking lots, broken sidewalks, shallow holes in streets and crosswalks, extension cords, loose shoelaces, pants that are too long, etc. Take action to eliminate tripping hazards where possible.
 6. Never run unless the situation is life threatening.
 7. Every opening in a deck, floor, ground or pit, which a person could accidentally step into, should be well marked. The openings should be constantly attended, protected by barricades or standard railings, or roped off before any grating or boards are removed, or before any holes are opened.
 8. Take special precaution when working in a location without handrails.
 9. Employees must wear safety belts when working six feet or more above ground, unless other adequate protection against falling is provided.
 10. Safety climbs that are installed on ladders attached to vessels or other equipment must be used. Safety climbs have safety belt attachments that allow personnel to climb without detaching their safety belts after each step.
 11. When carrying tools or material, always keep one hand free to use the handrails as you go up and down stairways.
 12. All steps, walkways and stairs must be kept free of obstructions and slippery materials such as oil and grease.
 13. When walkways and stairs are provided, they must be used. Do not take shortcuts.
 14. Tools, equipment and material must not be left on walkways.
 15. The use of colors to mark elevation changes (curbs, stairways, etc.) is mandatory.
 16. Secure hoses and electrical cords to the floor or ground whenever they are laid across walkways.
 17. During winter, be careful of icy walkways. Keep hands free and out of the pockets while traversing them

GOOD HOUSEKEEPING

Good housekeeping promotes a safe operation. This will result in fewer accidents and will reduce fire hazards. Chemical spills will be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the work place is part of the job of all employees. Hazard chemical spills will be cleaned up appropriately.

Pallets are to be stacked in a flat and safe manner.

FOR ADDITIONAL INFORMATION

For any additional information, pertaining to any of the sections included in this manual, contact the Vice President for Business Services at 903-463-8620.

Back Care

INTRODUCTION

Back pain and injuries related to lifting and material handling are some of the most frequent types of injuries, both on and off the job. While some factors that contribute to the potential for injury cannot be controlled, others can be reduced or minimized.

1. Even with mechanical lifting aids, we encounter certain things that have to be lifted manually. In order to avoid back strains, you must lift properly.
2. Incorrect lifting causes many lifting injuries.
3. If you use the body correctly, your lifting job will be easier and safer.
4. Solid footing is essential whenever you attempt to lift an object of any substantial weight.

WORKPLACE LAYOUT

Several factors should be considered in workstation design.

1. The height of the work to be performed should allow workers to sit or stand erect, rather than leaning forward.
2. Leaning forward for long periods may cause fatigue, increasing the likelihood of pain or injury.
3. Long-term standing places excessive stress on the back and legs. Where long-term standing is necessary, a footrest or rail, resilient floor mats, height-adjustable chairs or stools, and opportunities for workers to change positions should be provided.
4. Where workers are seated for long periods, chairs used should be fully adjustable, support the lower back, and be equipped with arm rests. When seated, knees should be supported slightly higher than hips for good circulation. A foot rest may be used for added height.
5. The height of materials to be lifted should be carefully considered. Lifting that occurs below knee level or above shoulder height is more strenuous than lifting between these limits. Adjusting the height of a shelf or pallet may be necessary to achieve better lifting conditions.

MECHANICAL AIDS

Mechanical aids should be installed and used where necessary. Pneumatic lifts, conveyors, and automatic material handling equipment are examples of mechanical aids that can be used to reduce the amount of lifting workers may be expected to do.

BACK BELTS

The goal of back belts is to impose a fixed posture on the wearer, making it difficult or impossible to bend or twist when lifting. Back belts are not needed if workers understand and use back care methods, proper lifting techniques, and stay physically fit.

Equipment and Operations

GENERAL

1. Do not walk, stand or work under suspended loads. A load must be cribbed, blocked or otherwise secured, as soon as it has been raised.
2. When unusual strains are placed on equipment or materials, retreat to a safe location and keep other personnel from entering the hazardous area.
3. All vertical equipment should be securely anchored, guyed or otherwise supported while it is being erected or dismantled. This should be done before anyone is allowed to climb on the equipment.
4. Eyebolts or handles should be installed near the center of gravity on all heavy machine guards.

WELDING

1. No unauthorized person will be allowed to use welding equipment.
2. Welders are responsible for the maintenance of their equipment and for the protection of any passerby. Electrical welders shall provide a protective screen around the arc where practicable and should not permit anyone to look at the arc without proper protection. In shops where electrical arc welding is used, signs shall be displayed warning of the danger of the operation to unprotected eyes.
3. Employees shall use great caution when working near an electric welding arc. Exposure to it can severely burn the eyes.
4. Plastic-case lighters shall not be carried around welding operations or flames.
5. The fumes generated by welding are hazardous if inhaled. Adequate ventilation should be available to ensure that the fumes are kept out of the employees' breathing zone while welding. If indoors, a local exhaust system shall be installed over the work place if necessary.
6. Arc-welding units shall be located in gas-free areas.
7. All steel drums, barrels, or other closed vessels that have contained volatile liquids or gasses shall be thoroughly steamed, filled with water, or made safe by other approved methods before a cutting or welding torch is applied.
8. Before welding is performed on a Freon system, the system shall be properly purged to prevent any oil vapors from causing an explosion, and to prevent Freon vapors from creating poison gas when heater flame is applied.
9. Pieces of hot metal shall not be left where workers might get burned by handling or stepping on them.
10. Power to an electric arc welding machine should be turned off when not in use.
11. Only enough cable to do the job should be used. The remainder should be kept rolled on racks.
12. Welders should select their goggles carefully. A proper fit can prevent flying sparks from entering the eyes.

13. When changing welding electrodes, use care to avoid making contact with the other side of the circuit. A ground should be connected directly to the piece being welded.
14. Welders should dispose of used welding rod stubs. If left on the ground they can puncture shoes and cause injury.

ELECTRICAL

1. Unauthorized persons shall not attempt to make repairs to electrical equipment.
2. All unsafe appliances, lines and electrical apparatus should be reported immediately to an electrician and supervisor.
3. Special precautions should be taken for working with high voltage. Insulated tools and rubber protective devices should be periodically inspected and cleaned, when their condition is in doubt, these articles should be high-potential tested.
4. Touch all electrical equipment enclosures, switches, etc., with the back of your hand. Never use the inside of your hand. Electrical shock makes muscles contract, and it could cause your hand to grasp the equipment.
5. Avoid stepping on or handling live wiring, lighting units, or trouble lights found laying on the floor or ground. Eliminate such hazards by opening the circuit and restoring the items to their proper places.
6. Where applicable, lock-out procedures shall be used when equipment being worked on has controls located away from the equipment.
7. Workers repairing an overhead line shall have the line grounded with an approved grounding set in case the line should be energized accidentally.

HOISTING EQUIPMENT

1. Never ride on a load being hoisted.
2. All operators of lifting equipment must know the load capacities of the equipment and must not exceed those capacities.
3. Lifting equipment of any kind must receive an appropriate inspection periodically by qualified personnel. Lifting equipment must not be used if it is not working properly.
4. All hooks on hoisting equipment should be visually inspected for cracks before the equipment is used.
5. The maximum load specification for the hoist must be noted on the hoist.
6. Never overload the hoist by trying to lift objects heavier than it is designed for or by extending the original length of the mast.
7. Use appropriate outriggers to stabilize lifting equipment, and make sure they are on firm ground or on timber footing.
8. Inspect the hoist and its cable on a regular basis.
9. Always hold tension on the cable when reeling it in or out.
10. Leather palm gloves should be used when handling the cable.

PAINT EQUIPMENT

1. Areas where personnel may be exposed to harmful vapors, gases or fumes should be well ventilated to prevent personnel injury, explosion and combustion. Since many of these products are flammable, fire prevention rules must also be observed.
2. Respiratory protective equipment, safety goggles, and protective clothing should be worn during paint spraying operation.
3. Paints and solvents should be stored in an orderly fashion, in accordance with all safety storage practices and good housekeeping procedures.
4. “No Smoking” signs should be posted within the painting area.
5. Each painter should be familiar with the requirements for fire prevention and the need for adequate ventilation.
6. An adequate number of fire extinguishers must be located in the painting area.

MACHINES

Any machine part, function, or process that might cause injury must be safeguarded. When the operation of a machine or accidental contact with it could injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

1. Before you start the machine:
 - 1) Study the machine. Know which parts move, which are stationary, and which are sharp.
 - 2) Double check that your work piece is securely held.
 - 3) Remove chuck keys and wrenches.
2. Don't leave machines running unattended.
3. Clean up machines after you use them. A dirty machine is unsafe and uncomfortable to work on. Do not use compressed air to blow machines clean. This endangers people's eyes and can force dirt into machine bearings.
4. Machinery will be shut off and locked out when being repaired or adjusted.
5. Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

POWER GROUNDS KEEPING EQUIPMENT

Personal protective equipment shall be worn when provided for a specific work assignment or as directed by the supervisor.

Employees should report to their supervisor any equipment or safeguard that is found defective.

Emergency Awareness

INTRODUCTION

This manual is intended to provide guidance to all employees on safety issues. The guidance is therefore of a general nature.

Each department is encouraged to develop safety measures that are specific to its work and environment. This is particularly important for the following departments:

1. Police
2. Health Sciences
3. Maintenance & Janitorial
4. Cosmetology
5. Science Labs
6. Distillery

The Safety and Security Committee is responsible for developing emergency procedures and for providing employees with the information and training necessary to respond appropriately to hazards. All employees should periodically review the emergency plan and each campus should conduct emergency drills. For more information, refer to the Grayson College Campus Emergency Action Plan.

Threats to the college community can take many forms:

1. Public Welfare Threats (crimes such as rape, murder, bomb threats, etc.)
2. Community Health Threats (food poisoning, bio-terrorism, etc.)
3. Campus Infrastructure Threats (power plant failure, computer failure, etc.)
4. Natural or Public Disaster Threats (tornadoes, floods, gas leaks, fires, etc.)
5. Death or Serious Injury (to student, faculty, or staff member)

The following pages address safety issues on a college-wide basis.

FIRST AID

1. The primary objective in first aid is to sustain life by utilizing basic life support techniques to:
 - a. Maintain an airway
 - b. Maintain breathing
 - c. Maintain circulation
 - d. Control bleeding
 - e. Treat for shock
 - f. Get medical care for the victim
2. The first aid provider must avoid panic, offer reassurance, inspire confidence, and do no more than necessary until medical help arrives.
3. If there is no clinic or hospital in the near proximity of the work site to treat employees, one or more employees must be adequately trained to render first aid.
4. The Safety and Security Committee will periodically offer first aid training and provide equipment and supplies such as stop the bleed kits and automatic defibrillators.

BLOOD-BORNE PATHOGENS

Blood means human blood, human blood components, and products made from human blood. Other potentially infectious materials (OPIM) refers to any unfixed tissue or organ from a human (living or dead), and human immunodeficiency virus (HIV).

REPORTING

Employees are responsible for reporting any exposure incident immediately. If the exposure occurs within the college setting, the exposure should be reported to the appropriate instructor, lab personnel or designated Infection Control Officer.

EXPOSURE PREVENTION

Universal precautions shall be used at Grayson College to prevent contacts with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source.

1. Hand washing facilities shall be made available and readily accessible to all employees/students who may incur exposure to blood or other potentially infectious materials.
2. All lab processes and procedures shall be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.
3. Any specimen of blood or other potentially infectious material shall be placed in a container that will prevent leakage during the collection, handling, processing, storage, and transport of the specimen.

4. Any equipment that has become contaminated with blood or other potentially infectious materials shall be tagged and labeled as such, and shall be decontaminated by the respective lab personnel and /or faculty.
5. In an outside clinical site faculty / students shall follow Universal Precautions and follow all blood borne/infection control regulations of the clinical facility.
6. Personal protective equipment (PPE) shall be provided for faculty / students in college lab settings where it is anticipated that there could be exposure to blood or other potentially infectious materials.
7. Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

RESPONSIBILITY

The Grayson College designated Infection Control Officer(s) shall manage the blood-borne Pathogen Exposure Control Plan (BbPECP) for Grayson College and the Health Science division, and shall maintain all records pertaining to the plan.

Grayson College will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Department of Public Safety is responsible for operating and maintaining all AEDs owned by Grayson College to meet regulatory compliance and the standards of the manufacturer.

The Department of Public Safety must:

- 1) Ensure that inspections and maintenance are conducted in a timely manner and in accordance with written user and service manuals provided by the manufacturer.
- 2) Purchase and replace batteries, pads and other supplies as needed.
- 3) Provide or arrange for training and refresher training in AED use for staff when necessary.
- 4) Notify Human Resources within 24 hours of an incident or before the end of the business day.

FIRE

Three things must be present at the same time to produce fire:

1. Enough OXYGEN to sustain combustion
2. Enough HEAT to reach ignition temperature
3. Some FUEL or combustible material

Together, they produce the CHEMICAL REACTION that is fire. Take away any of these things and the fire will be extinguished.

All employees should know the location of the nearest fire extinguisher. A Grayson College employee should attempt to control small fires, ONLY if the employee is trained and familiar with the types of fires and extinguishers, and there is no immediate danger to them or others. Do not attempt to fight any fire larger than a small trash can. NEVER use water on electrical or grease fires.

General Shop Safety

SAFETY GLASSES

EVERYONE MUST WEAR SAFETY GLASSES IN THE SHOP.

Even when you're not working on a machine, you must wear safety glasses. A chip from a machine someone else is working on could fly into your eye.

SAFE CONDUCT IN A SHOP

1. Be aware of what's going on around you.
2. Concentrate on what you're doing.
3. Don't hurry. If you catch yourself rushing, slow down.
4. Don't rush speeds and feeds or else you'll end up damaging your part, the tools, and maybe the machine itself.
5. Listen to the machine. If something doesn't sound right, turn the machine off.
6. Don't let someone else talk you into doing something dangerous.
7. Don't attempt to measure a part that's moving.

MACHINES

Any machine part, function, or process that might cause injury must be safeguarded. When the operation of a machine or accidental contact with it could injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

1. Before you start the machine:
 - a) Study the machine. Know which parts move, which are stationary, and which are sharp.
 - b) Double check that your work piece is securely held.
 - c) Remove chuck keys and wrenches.
2. Don't leave machines running unattended.
3. Clean up machines after you use them. A dirty machine is unsafe and uncomfortable to work on. Do not use compressed air to blow machines clean. This endangers people's eyes and can force dirt into machine bearings.
4. Machinery will be shut off and locked out when being repaired or adjusted.
5. Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

FORKLIFTS

The operator must be fully qualified and become thoroughly familiar with the forklift before using it.

1. Forklifts should be visually inspected daily for conditions adversely affecting the safety of the vehicle. If the forklift is used around the clock, it should be inspected after each shift.
2. Each forklift should carry a name plate showing its weight and rated capacity.
3. Each forklift should have a horn or other warning device loud enough to be heard above other local noise. This horn should be sounded when leaving or entering a building and equipped with a back-up warning signal.

Hazard Communication

INTRODUCTION

Almost every workplace contains some substances, which could pose potential health problems to employees if exposed to them in concentrations or in a manner not prescribed. Grayson College recognizes that its employees have the right and need to know the properties and potential safety and health problems of substances to which they may be exposed. A hazardous substance is defined as any substance that is a physical hazard or a health hazard, i.e. compressed gases, explosives, flammables, oxidizers, carcinogens, toxins, irritants, or corrosives. Hazardous substances generally have a Safety Data Sheet (SDS) provided by the manufacturer. Employees shall be provided with the appropriate personal protective equipment.

POLICY

An employer, including a college district, shall post and maintain adequate notice, at locations where notices are normally posted, informing employees of their rights under this chapter. If the Texas Department of State Health Services (DSHS) does not prepare the notice under Health and Safety Code 502.008, the employer shall prepare the notice promulgated by DSHS in the workplace. *Health and Safety Code 502.017 (a)* (DI LEGAL)

EDUCATION AND TRAINING

Grayson College shall provide an education and training program for employees who use or handle hazardous chemicals. "Employee" means a person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not employees for purposes of these requirements.

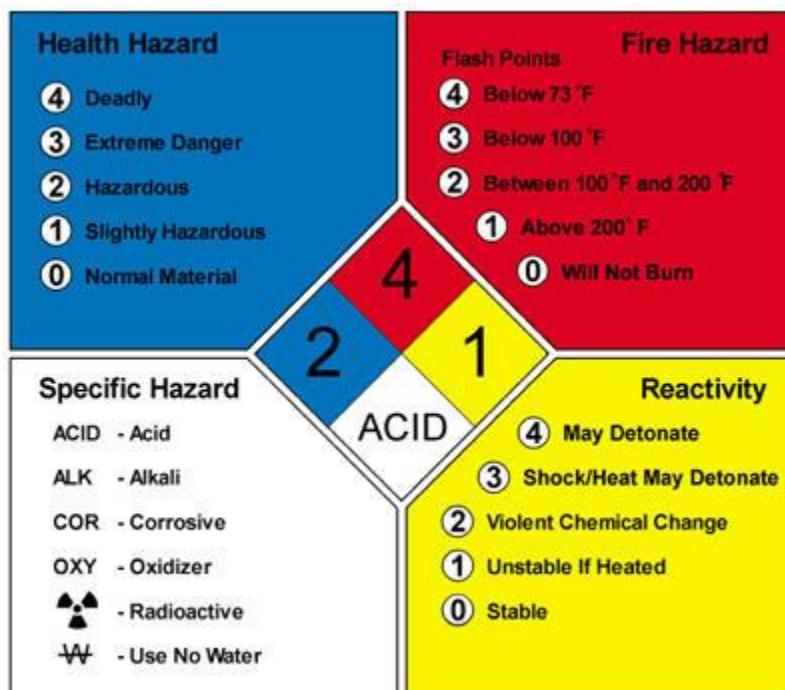
WORKPLACE CHEMICAL LIST

For the purpose of worker right-to-know, Grayson College shall compile and maintain a workplace chemical list. The workplace chemical list may be prepared for the workplace as a whole or for each work area or temporary workplace and must be readily available to employees and their representatives. All employees shall be made aware of the workplace chemical list before working with or in a work area containing hazardous chemicals. The Director of Facilities, as Safety Officer, and the Maintenance Custodian Supervisor, as head of the Environmental Compliance effort, share responsibility for this list.

LABELING

A label on an existing container of a hazardous chemical may not be removed or defaced unless it is illegible or inaccurate. Primary containers must be relabeled with at least the identity appearing on the safety data sheets (SDS), the pertinent physical and health hazards, including the organs that would be affected, and the manufacturer's name and address.

An employee may not be required to work with a hazardous chemical from an unlabeled container except for a portable container intended for the immediate use of the employee who performs the transfer.



SAFETY DATA SHEETS (SDS)

An employer shall maintain a legible copy of a current manufacturer's SDS for each hazardous chemical purchased. If the employer does not have a current SDS for a hazardous chemical when the chemical is received at the workplace, the employer shall request an SDS in writing from the manufacturer or distributor in a timely manner or shall otherwise obtain a current SDS. The Executive Assistant of the Vice President for Business Services will maintain the SDS for Grayson College.

Hazardous Waste

CHEMICAL/HAZARDOUS WASTE

The Facilities Maintenance Department coordinates the disposal of all chemical waste generated at Grayson College. The following information applies to all chemical substances generated during laboratory activities, as well as all other Grayson College business operations, that are classified as hazardous based on the information below.

NO DRAIN DISPOSAL

Any chemical or material that matches any of the characteristics described in *Classification and Identification of Hazardous Waste*, or is a possible carcinogen, mutagen, or reproductive toxin, or may otherwise be harmful to the human health or the environment, regardless of quantity, must never be drain disposed. If you are unsure, call the Facilities Maintenance Department for assistance.

CLASSIFICATION AND IDENTIFICATION OF HAZARDOUS WASTE

Hazardous Waste is any unwanted material with properties that make it potentially harmful to human health or the environment. The definition of waste materials includes spent reaction products and materials that have no reasonably foreseen intended use. A Hazardous Waste may be any material that is specifically listed in the federal or state regulations or exhibits at least one of four characteristics—ignitability, corrosivity, reactivity, or toxicity.

LISTED HAZARDOUS WASTE

Listed Hazardous Wastes are specifically defined in federal and state regulation. They include chemicals from specific processes such as cleaning solvents or degreasers (i.e., acetone, ethyl acetate, methylene chloride, xylene), toxic chemicals (i.e. heavy metals), and acutely toxic chemicals, (i.e., cyanides, osmium tetroxide, epinephrine).

CHARACTERISTIC HAZARDOUS WASTE

In the EPA scheme of classification, there are four types of Characteristic Hazardous Waste.

1. Ignitable Waste: chemicals likely to cause a fire or exhibit the characteristic of a strong oxidizing agent, such as solvents.
2. Corrosive Waste: chemicals with a high or low pH and which can also severely damage skin or corrode metal.
3. Reactive Wastes: chemicals that react with air and/or water to produce toxic gases or are explosive.
4. Toxic Waste: heavy metals, and certain solvents.

HAZARDOUS WASTE COLLECTION

Hazardous Waste must be collected in sealable, labeled containers that are compatible with the waste being collected. Waste containers must bear a Hazardous Waste Label that is completed in its entirety. The Hazardous Waste Label must contain complete information about container contents at all times; for example, no abbreviations or formulas are permitted. The Hazardous Waste collection containers must be periodically checked for leaks and may not be moved from one laboratory room to another lab unless appropriately authorized. Hazardous waste must be stored at the “point of generation” near to where the waste is generated (i.e. hazardous waste may not be stored in hallway closets) until removed to the central storage area by the building maintenance personnel.

HAZARDOUS WASTE REMOVAL

Only Grayson College personnel or Grayson College approved vendors may remove hazardous waste from laboratories. Hazardous Waste pickup requests should be submitted to the Facilities Maintenance Department. The Maintenance Custodian Supervisor, as head of the Environmental Compliance effort, is responsible for the proper documentation of the college's waste streams and for the proper removal of hazardous waste for college property.

General Lab Safety

INTRODUCTION

A laboratory is a facility for practice, observation, or testing. Grayson College labs could consist of computers, various types of machinery, hazardous chemicals, etc.

All laboratories must use personal protective equipment when necessary to minimize the potential for exposure to hazardous conditions.

All employees must report all chemical spills, injuries, illnesses, possible over-exposures, other incidents, and unsafe conditions to their supervisor and to the appropriate department director.

Grayson College must inform employees, when necessary, on the following:

1. Signs and symptoms associated with exposure to hazards in the laboratory
2. The location and availability of reference materials on the hazards, safe handling, storage and disposal of hazardous chemicals in the laboratory, including, but not limited to, SDSs.

DEPARTMENTS

1. Ensure compliance with all requirements within their departments
2. Provide direction on the departmental approach to developing and implementing laboratory requirements when necessary
3. Have specific departmental procedures and equipment when necessary

EMERGENCY EYEWASH AND SAFETY SHOWERS

In most cases, the initial first aid treatment for a chemical splash is to rinse the affected area with water for at least 15 minutes prior to seeking any other medical treatment. It is often critical that the eyes be flushed during the first few seconds following a chemical splash if injury is to be minimized.

Emergency eyewash stations and safety showers have been provided in the areas where corrosive materials are used. Those whose work involves the use of corrosive materials should be made aware of the location of these units and instructed to use them if needed.

MAINTENANCE AND TESTING

Eyewash units and safety showers must be available for immediate emergency use. For this reason, they must be flushed and tested monthly. All necessary repairs must be carried out promptly. The Facilities Maintenance Department is responsible for the following:

1. Install emergency eyewash stations and safety showers as needed
2. Ensure units are tested and maintained
3. Provide workers with training when necessary
4. Ensuring a clear path to the stations is maintained

FIRE BLANKETS

Fire blankets are used on "Class A, B & D" and are provided in various labs. It works by smothering the fire and may also be used to contain fire-extinguishing media. Cabinets should be kept free of clutter and a clear path to it.

Motor Vehicle Transportation

The following information supplements the material included in the Grayson College Fleet Safety Manual.

MODES OF TRANSPORTION

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

OFFICIAL USE ONLY

Vehicles owned by Grayson College shall be used exclusively for the educational and business purposes of the college. Personal use of Grayson College vehicles shall be prohibited.

DRIVER REQUIREMENTS

In order to be authorized to drive a vehicle owned or leased by Grayson College, a driver must:

1. Be employed by Grayson College or serve as an adult volunteer in an inter-collegiate sports program.
2. Pass a drug and alcohol screening.
3. Have an acceptable driving record. The driving record of each driver shall be checked prior to that person being added to the list of approved drivers and then shall be rechecked annually.
4. Hold a current valid driver's license appropriate for the vehicle driven.

SAFETY STANDARDS

Grayson College recommends that each driver be at least 21 years of age. Each driver must:

1. Obey all traffic and safety laws. The driver shall be personally responsible for any fines or penalties that arise from violating traffic or safety laws while driving a Grayson College-owned vehicle.
2. Ensure that the number of passengers does not exceed the designated capacity of the vehicle.
3. Ensure that a safety belt secures each passenger if one is provided.
4. Operate the Grayson College-owned vehicle in safely manner at all times.

DRIVER FATIGUE

A driver shall not drive for more than four consecutive hours without taking a 15-minute break or relief from driving. (CJ LOCAL)

ACCIDENT REPORTS

A police officer with jurisdiction in the area should investigate any accident, regardless of the extent of damage, involving a college vehicle. The Vice President for Business Services is also to be informed of any accident and a report of motor vehicle accident is to be completed.

Office Safety

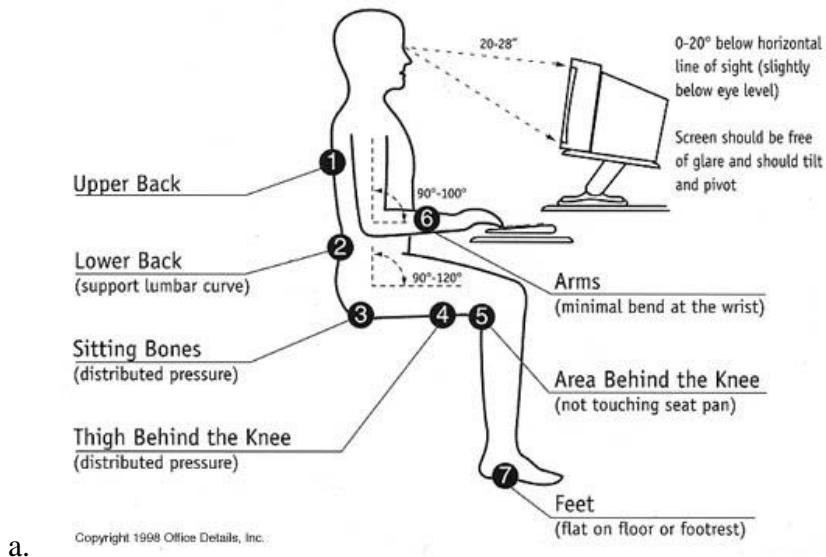
INTRODUCTION

Individuals who use computers for extended periods may experience eye fatigue and pain or discomfort in the hands, wrists, arms, shoulders, neck or back. This is usually caused by poor work habits, poor workstation design or improper use of workstation components. In most cases, corrective measures are relatively simple and inexpensive.

ERGONOMIC GUIDELINES

The following guidelines are intended to help supervisors understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models, and sizes of furniture and accessories may be needed. Since wide varieties of products are available to suit individual and departmental needs, no specific product recommendations are made here. The best results are usually achieved when the individual is involved in the selection process.

1. The work surface should be of sufficient area to accommodate the computer and all associated materials. There should be adequate space beneath this surface for the operator's legs and feet.



2. A well-designed chair will favorably affect posture, circulation, the amount of effort required to maintain good posture, and the amount of strain on the back. An adjustable seat back is best for support in the lumbar region. The user should be able to adjust seat height and seat pan angle from a seated position. Armrests are not recommended for computer use.

3. Additional accessories can improve operator comfort. Document holders can minimize eye, neck and shoulder strain by positioning the document close to the monitor. A footrest should be used where the feet cannot be placed firmly on the floor. Task lamps will illuminate source documents when room lighting is reduced.
4. Glare should be eliminated through methods that include reduction of room lighting; shielding windows with shades, curtains or blinds; positioning the terminal at a right angle to windows; and tilting the monitor to avoid reflection from overhead lighting. Glare screens are not normally necessary.

ELECTRICAL EQUIPMENT

1. Arrange to have worn electrical cords replaced promptly by qualified personnel. Never attempt electrical repairs unless you are qualified to do the work.
2. Keep walking areas clear of telephone and electrical repairs.
3. Electrical outlets must not be overloaded. Bear this in mind when using portable electric heaters.
4. Dry your hands thoroughly before plugging, unplugging or operating electrical equipment.
5. Turn off the power overnight for copiers, coffee machines, desk lamps and other electrical devices as required to meet building safety requirements. Always turn off and unplug portable electric heaters when leaving the office.
6. Keep coffee and other beverages away from electrical equipment such as copy machines.
7. Paper shredders should be operated with extreme caution. Keep ties, dangling jewelry and loose clothing from machines by standing to the side of the machine. Always stand in a position that is accessible to the "off" switch. Always turn off after each use and do not force paper. Do not attempt to fix the shredder unless the power is turned off.
8. Unplug electric staplers and pencil sharpeners before opening them for cleaning or repair.
9. Replace burned-out light bulbs or fluorescent bulbs promptly.

FLAMMABLE AND HAZARDOUS MATERIALS

1. Keep all flammable materials away from possible ignition sources and in approved containers, with the contents labeled for identification. Containers must not be left uncapped.
2. Do not use aerosol sprays, cleaners, or insect repellents near ignition sources.
3. Keep portable electric heaters away from furniture and other flammable materials. Never block forced-air heater outlets.
4. Do not allow paper or other flammable material to accumulate behind copy machines.
5. Do not use solvents to clean a copy machine, printer or tape drive until it has cooled.
6. Spilled liquid should be identified and removed immediately.

Personal Protective Equipment (PPE)

INTRODUCTION

The objective of Personal Protective Equipment (PPE) is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

RESPONSIBILITIES

Supervisors:

Supervisors have the primary responsibility for implementation of PPE in their work area. This involves:

1. Providing appropriate PPE and making it available to employees
2. Ensuring employees are trained on the proper use, care, and cleaning of PPE when necessary
3. Supervising staff to ensure that PPE elements are followed and that employees properly use and care for PPE
4. Seeking assistance to evaluate hazards
5. Notifying staff when new hazards are introduced or when processes are added or changed
6. Ensuring defective or damaged equipment is immediately replaced

Employees:

The PPE user is responsible for following the requirements:

1. Wearing PPE as required
2. Attending required training sessions when necessary
3. Caring for, cleaning, and maintaining PPE as required
4. Informing the supervisor of the need to repair or replace PPE

PROTECTIVE DEVICES

Ears:

1. Appropriate hearing protection is provided by Grayson College and must be worn by all personnel in areas where signs are posted warning of excessive noise levels. Hearing protection should also be worn in areas that are not posted that are suspected of temporary excessive noise.

Eyes:

1. All employees must wear approved safety glasses at all times while in any location where the potential for eye injury exists, except when special purpose eye protection is needed.

2. Contact lenses do not provide eye protection but increase the need for eye protection and, consequently, are discouraged. Complete-coverage eye protection must be worn when dust hazards exist and when using any type of pneumatic tool.
3. Individuals must wear splash-proof goggles when they are handling hazardous chemical liquids, powders or vapors. They must also wear the goggles when they are in the immediate vicinity of these chemicals.
4. A person near other persons who are doing work that required the use of safety goggles must wear such goggles.
5. Welding must not be directly watched without proper eye protection.
6. Cover glasses must be used with all welding goggles, helmets and shields.

Feet:

1. Good, strong, substantial shoes or boots are recommended for use in any location where the potential for foot injury exists. Sturdy, steel-toed safety shoes are recommended. Neoprene or non-slip soles that are oil resistant are also recommended.

Hands:

1. Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Wear gloves whenever possible.
2. Appropriate gloves must be worn when acids, caustics or hazardous chemicals are handled.
3. Appropriate safety gloves, electricians gloves (hot gloves), or gauntlet gloves are necessary in certain situations that involve electrical work.
4. Insulated or heat-resistant gloves must be worn when regular work gloves cannot adequately protect against burns.

Respiratory:

1. Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gasses, smokes, sprays and vapors.
2. Respirators must be regularly cleaned, disinfected, and properly stored after each use.
3. Before donning a respirator with a full face piece, a person must remove any head covering, spectacles, or foreign items in the mouth.
4. Employees who wear prescription glasses and are assigned to areas where respirators may be required should be outfitted with a means of attaching the prescription lenses to the facemask of the respirator.

FALL PROTECTION

1. A harness must be worn at all times while a person is working six feet or more above the ground, with the exception of some masonry scaffolding and ladders.
2. The harness should fit snugly and comfortably. The wearer should allow no more slack in the line than is necessary.

3. All harnesses should be regularly inspected for excessive wear or damage that could cause them to fail. Harnesses worn or damaged to the extent that they could fail should be destroyed and discarded.
4. Harnesses must not be thrown into a toolbox or otherwise subjected to treatment that could damage them or weaken them. The employee before each use should also inspect them.

CLOTHING

1. Clothing suited to the work, the weather, and the environment in which the employee works must be worn.
2. The wearing of jewelry such as a ring, watchband or neck chain on the job where materials are being handled is discouraged because it can cause or contribute to accidents and injury.
3. A person working around machinery must not wear neckties or neck chains, gauntlet gloves or gloves that fasten around the wrist, or baggy, loose or ragged clothing. Never tie or otherwise attach a rag or handkerchief to your person in such a manner that it cannot be removed with one quick, easy pull.
4. If clothing becomes saturated with oil gasoline or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee must avoid all sources of fire, including cigarettes, pipes or cigars, before changing clothes and washing the affected skin with soap and water.

CLEANING AND MAINTENANCE

1. 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. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection.
2. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Physical Plant

INTRODUCTION

The Physical Plant plays a vital role in the operation of Grayson College through the Facilities Maintenance Department. Its primary goal is to maintain the College's facilities and grounds to readily support the academic mission of the College.

HOUSEKEEPING

1. Good housekeeping will prevent accidents caused by tripping, stumbling, slipping, or bumping into tools, material or other objects.
2. Maintain orderly work sites at all times. Remove unused or unnecessary materials.
3. Hand tools shall be kept clean and stored in proper place when not in use.
4. Equipment shall be kept clean, free of excess grease and uncluttered to prevent restriction of operation.
5. Oily rags, solvent waste and flammable liquids shall be kept in fire-resistant covered containers until disposed of.

VEHICLES

1. All motor vehicles shall be operated at speeds to permit safe emergency stopping.
2. Employees will always be seated when riding authorized vehicles. Seat belts are to be used wherever provided.
3. A riding vehicle shall not carry a passenger other than the operator.
4. The source of power to an attachment of a riding vehicle shall be disengaged when the attachment is not in use or is being transported
5. All riding type mowers shall be shut off before operators dismount from machine.
6. For additional information, refer to the *Motor Vehicle Transportation* section.

FIRE PROTECTION

1. Employees will maintain free and unobstructed access to fire equipment, fire doors and exits in the area in which they work.

CHEMICALS

1. Employees will never mix cleaning compounds or other chemical products unless authorized by their supervisor.
2. Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and will comply with safety instruction on the containers.
3. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.
4. Labels on incoming containers of hazardous substances shall not be removed or defaced. Labels on containers shall be applied to each container when provided by the manufacturer or distributor.

MATERIAL HANDLING

1. All materials shall be stored neatly, orderly and securely so that they do not topple or create tripping or fire hazards.
2. Material is to be stored on shelves whenever possible.
3. Barricades or proper signage shall be used to ensure safety for others when hazardous conditions are created by the work performed.

MACHINES AND EQUIPMENT

1. Employees will not use equipment for any purpose other than for which it is intended.
2. Employees will not tamper with or render inoperative safety guards and switches on machinery. Machine guards will be kept in place during machine operation.
3. Employees will not operate or attempt to repair equipment unless it is part of the employee's assigned duties and the employee has been properly trained.
4. Employees will not walk, stand or work under any raised or hoisted equipment or load which is not secured by an adequate safety restraint.
5. All electric power tool cords and extension cords should have rubber insulation. Damaged cords are not to be used.
6. Machinery will be shut off and locked out when being repaired or adjusted.
7. Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.
8. For additional information, refer to the *Equipment and Operations* or the *General Shop Safety* sections.

HEARING CONSERVATION

1. Employee and/or area monitoring shall be performed when exposure is suspected of being at or above the action level of an 8-hour time-weighted average (TWA) of 85 decibels (dB).
2. Factors that suggest that noise exposures in the workplace may be at or above 85 dB include employee complaints about the loudness of noise, indications that employees are losing their hearing or noisy conditions, which make normal conversation difficult.
3. Hearing protection devices shall be made available to all employees exposed to an 8-hour TWA of 85 dB or greater at no cost to the employees. Hearing protection devices shall be replaced as necessary.
4. Hearing protection devices shall be worn by employees required to wear personal protective equipment and by any employee who is exposed to an 8-hour TWA of 85 dB or greater.

Small Tools and Equipment

GENERAL

1. Tools should be kept in an orderly fashion on the tool bench or in the tool chest so that they may easily be found when needed. All tools should be cleaned after use.
2. All tools and equipment should be inspected regularly. Defective and unsafe tools or equipment must be reported promptly to the supervisor, and repaired or replaced at once.
3. Hand or power tools should be used only in the manner for which they are designed. Never remove safety guards from power tools. Never subject a hand or power tool to strain obviously beyond its capacity.
4. Tools must not be left lying on moving machinery.
5. Tools or loose material not bolted, tied or secured in an approved manner must be removed from elevations.
6. When operating driving tools, use a tool holder for the chisel, bar or other tool being struck.
7. When several people are using hammers, shovels, picks, axes, machetes, brush hooks, or similar equipment, they should maintain a safe distance from each other.
8. Faces of sledges, hammers and mauls should be slightly tempered. Heads of cutters, and other anvil tools, should not be tempered.
9. Cutting tools are safer and more efficient when kept sharp. Avoid using dull cutting tools.
10. Nails or sharp edges around the top of kegs, barrels, boxes, cans and other containers should be eliminated immediately.
11. Boards should not be thrown or left around with nail points protruding. The nails should be removed or bent down.

LADDERS

Portable, straight, or extension ladders shall be used only for their designed purpose. Before using, they should be inspected carefully for any visual defects.

All straight or extension ladders shall be equipped with approved safety feet. Where safety feet do not overcome the hazard of slipping, the ladder should be secured by other adequate means.

Ladders shall be inspected periodically and removed from service if found defective and shall be destroyed if proper repairs cannot be made.

When ladders are used near a door or aisle through which there is traffic, warning signs shall be set up or other appropriate precautions taken to prevent potential accidents.

Ladders, improperly used, are responsible for many accidents. When working with ladders, the following shall be observed:

1. A ladder should be placed so that the horizontal distance of the base to the vertical plane of the support is approximately 1/4 the ladder length between supports.
(Example: A 12 foot ladder is placed so the bottom is three (3) feet away from the object against which the top is leaning.)

2. If a straight ladder is to be used on a slippery surface or when there is any probability of the ladder tipping or slipping, the ladder shall be held in place by a person at the foot of the ladder and/or by adequately securing the top of the ladder in place.
3. When going up or down a ladder, employees shall face the ladder and have free use of both hands for climbing.
4. Bulky or heavy materials, that would interfere with the use of the hands or that overburden the ladder, shall be raised and lowered by block and tackle or ropes.
5. Employees shall not slide down ladders.
6. Broken or weak ladders, or ladders with missing rungs, shall not be used.
7. Two (2) ladders shall not be spliced together; only approved extension ladders shall be used when greater length is required.
8. Ladders used near live electric circuits shall not be made of metal nor have metal rung braces, trusses, or struts due to the danger of short circuits or accidental contacts with live parts of the circuit.
9. Step ladders shall be fully opened before being used.
10. Wooden ladders shall never be painted. Paint hides the grain of the wood and any defects.
11. Ladders shall not be used in horizontal position.
12. Employees must not work or stand on either of the top two (2) rungs or steps of any ladder. They shall avoid overreaching in any direction.
13. Except for safety platform ladders, employees shall not work from the top steps of a step ladder.
14. Ladders shall not be left in an upright position against any supporting object when not intended for immediate use. A ladder should be stored in such a manner to provide ease of access and inspection. If stored in a horizontal position, the ladder should be supported at a sufficient number of points to avoid sagging.

PORTRABLE WORK PLATFORMS

Portable work platforms shall be well constructed and maintained in a safe condition. Adequate guardrails shall be provided and used. Platforms with castors or wheels shall be equipped with safe locking devices. No one shall be allowed to ride on a work platform between work locations. Tools or equipment shall not be left on ladders or ladder platforms.

BARRICADES

Barricades shall be used to ensure the safety of others when hazardous conditions are created by the work performed, such as material dropping, flying or spraying, and uneven or slippery footing.

POWER TOOLS

1. Before making any repairs to or servicing any type of power tool, the power source must be disconnected. If a gasoline engine drives the tool, the ignition wire should be disconnected from the spark plug or other precautions must be taken to prevent the accidental firing of the engine.

2. Electric power tools must not be used on tanks, lines, vessels, etc., until they are gas free.
3. The frames of portable electric tools and equipment, except U. L. approved double-insulated tools, shall be grounded either through a third wire in the cable containing the circuit conductors or through a separate wire grounded at the source of the current. Outlets supplying power to portable electric tools, which are either outside or in wet locations, should have approved ground fault circuit protection.
4. Hand held electric power saws and chain saws shall be equipped with a switch that must be manually held in the closed position. Hand held drills, sanders, saber, scroll and jig saws may have a lock-on control provided that turn-off can be accomplished by a single motion of the same finger that turned it on.
5. Electric powered tools and equipment showing worn deteriorated or inadequate insulation, etc., shall be removed from service until properly repaired.
6. Where there is a danger of explosion or fire, air-operated power tools are preferred.
7. Persons using air-operated tools must make certain that the air supply pressure cannot exceed the working pressure of the tool.

HAND TOOLS

Experience shows that many accidents are caused by the employees' improper use of tools and by the use of defective tools and equipment. Employees shall use only tools and equipment that are in good condition.

Tools shall be used only for the purpose for which they were designed. It shall be the responsibility of each employee to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

A supervisor shall prohibit the use of any tool, device or equipment that, in his/her judgment is unsafe.

Some of the common defects in tools and equipment that shall be eliminated to prevent accidents are the following:

1. Handles, which are cracked, split, broken or loose, in hammers, shovels, sledges, axes, etc.
2. Mushroom heads on chisels, impact drill, etc.
3. Wrenches that fit poorly, open-end wrenches, and adjustable wrenches with spread jaws, or pipe wrenches that do not hold.
4. Ladders having broken or loose rungs or cracked side pieces.
5. Ladders with no rubber shoes.
6. Rubber protective devices having cracked, cut, or otherwise defective, rubber.

Sharp-edged tools shall be protected or stored in such a manner as to prevent injury to employees at all times when not in use. When using hand tools, an employee shall place himself/herself in such a position that injury will be avoided if the tool slips. A machinist's (ball peen) hammer shall not be used to drive nails; a carpenter's (claw) hammer will be used. Pipe wrench jaws must be clean before being used. Shims must never be used to make a wrench fit.

Thermal Stress

INTRODUCTION

Thermal stress covers both heat and cold stress. All employees are responsible for recognizing the signs and symptoms of both heat and cold stress, and ensuring prompt medical attention is provided for affected persons.

HEAT EXHAUSTION

1. The symptoms of heat exhaustion include the following:
 - a. Pale, cold, clammy skin.
 - b. Rapid, weak pulse.
 - c. Weakness, headache or nausea.
 - d. Cramps in abdomen or limbs.
 - e. Excessive perspiration.

2. Heat exhaustion should be treated as follows:
 - 1) Move the victim to a cool place in the shade.
 - 2) Have the victim lie down so the head is lower than the rest of the body.
 - 3) Give the victim water to drink.
 - 4) Get medical help.

HEAT STROKE

Heat stroke is life threatening, and immediate measures must be taken to cool down the victim and get medical care.

1. The symptoms of heat stroke include the following:
 - a) Flushed, dry hot skin.
 - b) Rapid, strong pulse.
 - c) Temperature is well above normal, and skin feels hot to the touch.
 - d) Headache, dizziness, nausea.
 - e) Often the victim is unconscious.

2. Heat stroke should be treated as follows:
 - 1) Move the victim to a cool place.
 - 2) Treat for shock.
 - 3) Cover the entire body with cold water, using either a sponge or a hose. Cover the victim with ice, if it is available. Obtain medical help immediately.

FROSTBITE

1. The symptoms of frostbite include the following:
 - a) The affected area is white to grayish-yellow in appearance.
 - b) The victim initially feels pain that quickly subsides.
 - c) Victim feels cold and numb and may not have feeling in frostbitten areas.

2. Frost bite should be treated as follows:
 - 1) Cover the frostbitten area with a warm hand or woolen material. Do not rub the area.
 - 2) Have the victim hold the affected hand in the armpit if fingers or hands are frostbitten.
 - 3) If possible, move the victim inside and place the frostbitten area in lukewarm water.
 - 4) If lukewarm water is not available, gently wrap the frostbitten area in blankets.
 - 5) Let circulation reestablish itself naturally. When the frostbitten area has warmed up, encourage the victim to exercise it gently.
 - 6) Give the victim a warm, non-alcoholic beverage.
 - 7) Never rub the injured area with snow or ice. This causes further damage to the tissue and increases the risk of gangrene.
 - 8) Never use hot water, hot-water bottles, heat lamps, or campfires to thaw frostbite.

HYPOTHERMIA

Hypothermia is a reduction in body temperature caused by the insufficient generation of heat. Hypothermia may occur at temperatures both above and below freezing, and it is especially common in wet environments. Wind combined with cold weather makes the body temperature drop faster than calm, cold weather does. If hypothermia is not recognized and treated quickly, it may result in death.

1. The symptoms of hypothermia include the following:
 - a) The signs observed by others are poor coordination, slowness, stumbling, thickness of speech, amnesia, irrationality, poor judgment, hallucinations, bluish or puffy skin, dilated pupils, decreased heart and respiratory rates, weak or irregular pulse, and stupor.
 - b) The symptoms noticed by the victim include intense shivering, muscle tenseness, fatigue, numbness or coldness, poor coordination, stumbling, poor articulation, disorientation, a decrease in shivering followed by muscles going rigid, bluish or puffy skin, and slow, irregular or weak pulse.
2. Hypothermia should be treated as follows:
 - 1) Reduce heat loss by sheltering the victim from wind and weather.
 - 2) Isolate the victim from the ground. Replace wet clothing with windproof, waterproof clothing, and have the victim increase exercise level if possible.
 - 3) Administer heat by giving the victim hot drinks. Do not give the victim alcoholic beverages.
 - 4) Make the victim huddle with others for body heat. Obtain medical help immediately.

Weapons

GENERAL RULE

A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, location-restricted knife, or prohibited weapon. A location-restricted knife is defined as a knife with a blade over five and one-half inches. Please refer to Policy CHF (Legal) for a list of prohibited weapons and for more detailed rules.

PERMITTED EXCEPTIONS TO THE GENERAL RULE

The following are approved exceptions to the general rule that prohibits guns on the property of Grayson College:

- Licensed peace officers may carry authorized weapons on the premises of Grayson College.
- Instructors and students of the Police Academy may carry guns in instances where that is necessary for the academy's course of instruction.
- Other exceptions are found in Policy CHF (Legal).
- Grayson College may not prohibit or restrict the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle. Please refer to Policy CHF (Legal).
- An individual holding a valid Texas License to Carry (LTC) is allowed to carry their concealed handgun on the premises of Grayson College to include classrooms, library, facilities and offices. In accordance with state law, the LTC holder must ensure that their handgun is concealed. The Open Carry provisions of state law do not apply on the premises of an institution of higher education.

SPECIFIC PROVISIONS FOR CAMPUS CARRY (concealed carry of handguns on campus)

This section contains highlights of Grayson College's policy on the carrying of concealed handguns on its premises. A more detailed discussion of this subject may be found on President's Page on the college's website.

As noted above, an individual holding a valid Texas License to Carry (LTC) is allowed to carry their concealed handgun on the premises of Grayson College to include classrooms, library, facilities and offices. Each license holder is responsible for maintaining control and ensuring the safekeeping of his/her concealed handgun, as well as being aware of all Grayson College regulations on the subject.

Certain areas have been identified and designated as Prohibited Zones, areas where the legal carrying of a concealed handgun is prohibited. They are:

- Where a high school, collegiate, intramural, or professional sporting event or interscholastic event is taking place,
- Where a properly posted open meeting is taking place,
- Where any UIL sanctioned competition is being held,
- Where any formal disciplinary hearing is being held,

- Where any other official governmental meeting or judicial proceeding is being conducted,
- At any event on campus where alcohol is being served subject to the Texas Alcoholic Beverage Commission rules and regulations,
- In the non-public, secure portion of the Grayson College Police Department,
- In any area that the college president has designed as a temporary exclusion zone for a specific event.

OTHER PROVISIONS

Firearms that are owned by the college police department or the police academy must at all times be under the personal control of an authorized individual or securely locked in a substantial safe or cabinet.

Personal firearms and ammunition may be stored in a locked, privately owned or leased motor vehicle. They may not be stored in any college owned vehicle, office, building or facility, unless approved in writing by the Campus Police Chief.

Any firearm that is to be unloaded on the property of Grayson College must be unloaded at the ballistic clearing station that is located in the police department, at the ballistic clearing station that is located in the police academy, or pointed down range at the firing range.

The police academy is responsible for the maintenance and safe operation of the college's firing range that is located on the West Extension.

Faculty and staff may not store handguns overnight on College property. Unless an employee is required to carry a handgun as part of the employee's specific job duties, any possession or use of a handgun by the employee is not considered to be within the scope of employment with the College. As such, any employee who chooses to use a handgun is acting in the employee's individual capacity and not as an agent of the College.

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

1 HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

2 WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

3 EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

4 MATERIAL SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

5 LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.

6 EMPLOYEE RIGHTS

Employees have rights to:

- X access copies of MSDSs
- X information on their chemical exposures
- X receive training on chemical hazards
- X receive appropriate protective equipment
- X file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act.

A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone number provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT



Further information may be obtained from:

Texas Department of State Health Services

Enforcement Unit
1100 West 49th Street
Austin, Texas 78756
Division for Regulatory Services

(512) 834-6665
Fax: (512) 834-6606

Texas Department of
State Health Services
Approved 5/05

AVISO AL EMPLEADO

La Ley de Comunicación sobre Peligros de Texas, codificada como el capítulo 502 del Código de Salud y Seguridad de Texas, exige que los empleadores públicos le provean a los empleados información específica sobre los peligros de los químicos a los que los empleados podrían estar expuestos en el centro de trabajo. Según exige la ley, su empleador debe proveerle cierta información y capacitación. A continuación presentamos un breve resumen de la ley.

1 QUÍMICOS PELIGROSOS

Los químicos peligrosos son cualquier producto o material que represente algún peligro físico o de salud al ser usado, a menos que este quede exento bajo la ley. Como ejemplos de químicos peligrosos más comúnmente usados están los combustibles, los productos de limpieza, los solventes, muchos tipos de aceite, los gases comprimidos, muchos tipos de pintura, los pesticidas, los herbicidas, los refrigerantes, los químicos de laboratorio, el cemento, las varillas de soldadura, etc.

2 LISTA DE QUÍMICOS EN EL CENTRO DE TRABAJO

Los empleadores deben desarrollar una lista de los químicos peligrosos usados o almacenados en el centro de trabajo que sobrepasen los 55 galones o las 500 libras. El empleador debe renovar la lista de ser necesario, y al menos anualmente, y debe ponerla a fácil disposición de los empleados y de sus representantes al esta ser solicitada.

3 PROGRAMA DE INSTRUCCIÓN DEL EMPLEADO

Los empleadores deben proveerle capacitación a los empleados recién asignados antes de que los empleados trabajen en un área de trabajo que contenga químicos peligrosos. Los empleados contemplados en la ley deben recibir capacitación del empleador sobre los peligros de los químicos y sobre las medidas que ellos mismos pueden tomar para protegerse de dichos peligros. La capacitación debe repetirse de ser necesario, y al menos cuando se introduzcan nuevos peligros en el centro de trabajo o se reciba nueva información sobre los químicos que ya están presentes.

4 HOJAS DE DATOS DE SEGURIDAD

El empleador debe informar de la exposición a los empleados que pudieran estar expuestos a químicos peligrosos y ellos deben tener acceso fácil a las hojas de datos de seguridad (SDS) o las hojas de datos de seguridad del material (MSDS) más recientes si es que todavía no hay una SDS disponible, las cuales detallen los peligros físicos y de salud y cualquier otra información pertinente sobre dichos químicos.

5 ETIQUETAS

No se requerirá que los empleados trabajen con químicos peligrosos provenientes de contenedores que no están etiquetados con excepción de los contenedores portátiles de uso inmediato, el contenido de los cuales el usuario conoce.

6 DERECHOS DEL EMPLEADO

Los empleados tienen derecho a: acceder a copias de las SDS (o una MSDS si

- es que todavía no hay una SDS disponible)
- la información sobre sus exposiciones químicas recibir capacitación sobre los peligros químicos
- recibir el equipo protector apropiado
- presentar quejas, asistir a los inspectores y testificar en contra de su empleador

No se despedirá a los empleados ni se les discriminará de ninguna manera por ellos ejercer cualquiera de los derechos que esta ley estipula. Las renuncias de derechos del empleado no tienen ninguna validez; el que el empleador solicite ese tipo de renuncia infringe esta ley. Los empleados pueden presentar sus quejas ante el Departamento Estatal de Servicios de Salud de Texas llamando al teléfono sin costo provisto abajo.

7 PENALES QUE VAN DESDE LOS \$50 HASTA LOS \$100,000 DÓLARES POR CADA INFRACCIÓN DE ESTA LEY

Puede obtener mayor información en:
dentro de Texas)

Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality
TXHazComHelp@dshs.texas.gov
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347 Worker Right-To-Know Program
Publication # E23-14173 Revised 03/2014

(800) 452-2791 (llamada gratuita

(512) 834-6787
Fax: (512) 834-6726
Assurance Unit

