

**Tennessee College of Applied Technology  
Whiteville/Brownsville**

**Emergency Plan**

## **INTRODUCTION**

It is imperative that Tennessee College of Applied Technology Whiteville/Brownsville's students and employees be protected in case of an emergency. The mission of this emergency plan is to provide at a glance, in index card format, a course of action to be taken. The use of this plan is for emergencies only (circumstances that affect both the safety of persons and the preservation of property). Common sense should dictate the reaction of staff to emergency situations. However, situations cannot always be neatly defined into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the areas of greatest concern.

Emergency procedures are designed to provide guidance to those having responsibility for dissemination of emergency procedures to their staffs. In addition, they must set up a clearly defined chain of command so that the safety procedures are carried out in case of their absence from the building.

## **CHAIN OF COMMAND**

1. If an emergency arises, notify the administrator – Carolyn Beverly – Director. In her absence – JacQuene Rainey – Student Services Coordinator or Mike McCord – Safety Chairperson
2. If an emergency is a serious medical problem or fire, notify the administrator or the Administrative Office to activate 911 procedures as appropriate.
3. For facility problems contact the Director – Carolyn Beverly.
4. If an emergency is of a severe or critical nature, notify the administrator or Administrative Office.

## **UTILITY EMERGENCY**

### **Electrical Power Outage**

1. Notify the director at Whiteville.
2. Notify Bolivar Electric Company at 731-658-5257 for the Whiteville campus and the Brownsville Utility department at 731-772-8845.

### **Water Problems**

Notify the director.

### **Information To Be Given When Calling Or Reporting An Emergency to 911:**

1. Give your location
2. The telephone number from which you are calling
3. Your name
4. Exactly what happened (be as accurate and brief as possible)
5. The number of persons who may be injured
6. The condition of the injured
7. What type of first aid is being administered
8. Stay calm and do not hang up

### **PUBLIC RELATIONS IN AN EMERGENCY**

#### **General**

If media personnel arrive in the area as a result of an emergency at the College of Applied Technology, all staff and instructors will refer them to the director for information. Staff and instructors are **not** to give interviews or to make comments.

#### **Building—No Admittance**

Main campus: Media personnel should be directed/escorted to the front (south side) of the campus in the parking lot adjacent to the nursing class.

At the Brownsville Extension campus – Media personnel should be directed/escorted to the front (East) parking lot.

#### **Building—Useable**

Main campus: Media personnel should be directed to the Conference Room. DO NOT allow them to roam about freely.

Extension campus: Media personnel should be directed to the Computer classroom. DO NOT allow them to roam about freely.

**MEDIA RELEASE #1**

**Time: As Soon As Possible**

An emergency \_\_\_\_\_ (type i.e., fire, accident, etc.) has occurred at this facility at approximately \_\_\_\_\_ (time). Our Emergency Response Plan has been activated, and personnel are working to control the situation.

A further update will be available in approximately 45 minutes to 1 hour.

**MEDIA RELEASE #2**

**Time: 45 Minutes to 1 Hour**

The emergency \_\_\_\_\_ (type) has \_\_\_\_\_ (contained/is still ongoing), and all injured personnel (are being/have been) evacuated to \_\_\_\_\_ (hospital, etc.) by emergency transportation. Our emergency response teams are continuing to assess the \_\_\_\_\_ (situation/damage).

A further update will be available in approximately one hour.

## EMERGENCY EVACUATION PLAN

### I. Purpose

This plan provides instructions to be used during emergency evacuations. It is designed to ensure the protection and safety of students, employees, and visitors.

### II. Scope

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

- A. Fire
- B. Hazardous Chemical Emergencies
- C. Police Emergencies
- D. Natural Disasters
- E. Other threats to the safety of life and property

### III. Responsibilities During An Emergency

Administrative and Maintenance Personnel.

After an alarm, the TCAT Administration and the maintenance person will work with the emergency officials upon their arrival to apprise them of the location of the hazard.

Instructional Staff

- A. The instructional staff will have **absolute authority** over all students assigned to their program. There will be **no** exceptions.
- B. Designated assistants should be assigned to each physically handicapped student in all programs
- C. Upon hearing an alarm signal, the instructional staff will oversee the orderly evacuation of all areas. Everyone should leave the building in an orderly manner by the designated routes found on the evacuation chart. Instructors will then make a check of their program area(s) to be certain that they are empty. All doors will be closed as instructors leave. When all are safely away from the building, instructors must check roll and inform the administrator via cell phone if any people are not accounted for. Instructors should report any injuries that were sustained during the evacuation.



## **Alarm and Code Warnings for TCAT Whiteville/Brownsville (all Campuses):**

### **Summary of CODE Warnings:**

**CODE BLACK:** Tornado Warning in the immediate area.

**CODE BLUE:** Health emergency requiring immediate first aid response.

**CODE ORANGE:** Chemical spill, gas leak or other threat of explosion.

**CODE RED:** Fire.

**CODE WHITE:** Police emergency – violence or potential violence on campus.

### **CODE BLACK**

(Tornado Warning in immediate area)

#### **Procedure:**

1. All personnel and students proceed immediately to the designated assembly areas. Instructors complete a head-count to ensure all students are accounted for.
2. Campus administrator completes a head-count of all staff and faculty.
3. Campus administrator monitors the weather radio for updates.
4. Everyone stays in the designated area until the “All Clear” order is given by Administration.

### **CODE BLUE**

(Health Emergency requiring immediate first-aid)

#### **Procedure:**

1. Practical Nursing Instructor (if present) and Administration respond to area designated in the CODE BLUE page. They assess the situation and decide whether or not to call 911.
2. PN Instructor and/or Administration administer first-aid until condition is remedied or emergency personnel arrive on the scene.
3. If the injured person is a student and requires emergency personnel to treat them, the student’s emergency contact will be called. (Information is located in the student’s record folder).
4. If the injured person is an employee, the Human Resource Office at the main campus will be notified.
5. Instructor or Administrator completes an “Accident Report”.

## **CODE ORANGE**

(Chemical Spills, Gas leak or other threat of explosion)

### **Procedure:**

1. All students, staff and faculty proceed immediately to the back field on the north side by tower.
2. Administration notifies the fire and police departments.
3. Faculty does a head-count to ensure all students have evacuated the building.
4. Administration does a head-count to ensure all staff and faculty have evacuated the building.
5. No one re-enters the building unless the local authorities have given the “All-Clear” to administration.

## **CODE RED**

(Fire)

### **Procedure:**

1. All students, staff and faculty proceed immediately to the designated fire evacuation areas (east and west parking lots).
2. Administration calls 911, investigates the source of the alarm and, if able, attempts to extinguish the fire with an extinguisher.
3. Administration meets responding authorities and directs them to the source of the fire alarm.
4. No one re-enters the building unless given the “All-Clear” from administration, after conferring with responding authorities.

## **CODE WHITE**

(Violence on campus, police emergency, gunman spotted, etc...)

### **Procedure:**

1. Administration contacts local police department and then responds to the area to assess the situation.
2. All instructors and students are to remain in their training areas. Instructors lock all entrances into their training areas. DO NOT allow students to leave the training area. DO NOT admit anyone into training area unless cleared by administration or local authorities.
3. Maintain “lock-down” status until given the “All-Clear” signal from administration or the local authorities.

**Procedure:**

The ranking administrator at the site will issue all CODE warnings over the intercom-paging system. (Sample CODE Broadcast: ATTENTION STAFF AND FACULTY, WE HAVE A CODE "BLACK". PLEASE FOLLOW THE APPROPRIATE PROCEDURE.)

Once a CODE warning is broadcast, all faculty and staff will follow the procedures outlined on the Safety CODE sheet. The sheets are located in the reception area and each instructor's office.

At the earliest possible safe moment, the Extension campus coordinator will notify the Whiteville campus of the situation.

***Important: All staff and faculty need to follow the procedures. All instructors must stay with their class. Do not go and investigate on your own. You may hinder the situation more than you help.***

**FIRE PROTECTION**

A fire protection program must have the understanding and cooperation of every employee and student to be effective. Although the overall program is under the supervision of the administrative staff, each employee and student will have direct interest in and responsibility for the fire protection program.

Instructors, because of their knowledge of their craft and shop areas, assume responsibility for most fire protection measures necessary in their departments. Instructors should be able to recognize the need for specific fire protection equipment and should take the necessary steps, in cooperation with the administrator, to see that such equipment is provided. Furthermore, the instructors should become thoroughly familiar with the use of fire equipment assigned to their area while providing adequate instruction for the use and operation of fire prevention equipment to students.

Everything necessary to start a fire is present in our training facility: fuel, such as gasoline; hydrogen generated during battery charging; packing and cleaning materials; paints and solvents; plastics, trash, and many other items; oxygen from the air, heat, produced in the form of flames or sparks; and electrical equipment.

Basically, fires produced by these elements can be prevented by maintaining a clean and orderly building. Scheduled maintenance checks of electrical machinery and ventilation systems and periodic facility inspections will provide additional safeguards to the fire prevention effort.

Prevention is the best policy in regard to fire protection; however, in the event of a fire, the primary concern becomes safe evacuation of people from the scene of the fire. Because of this concern, all students and employees will be informed of the appropriate evacuation routes to be used in case of an emergency. Furthermore, fire drills will be conducted at trimester intervals to facilitate the orderly evacuation of personnel from the building.

In the case of fire or other emergency requiring evacuation of the facility, the following procedures will be followed:

1. The fire alarm system will be activated immediately to initiate evacuation of the student body and employees.
2. In the case of a fire that staff/faculty cannot extinguish, the fire department will be contacted. Because of the location of many shops, the intercom, phone or other means may be used to alert the Administrative Office of the emergency. The Administrative Office will then place calls to the fire department.
3. Instructors must account for all students enrolled in their classes to verify complete evacuation.
4. Instructors and employees will assess the emergency and determine whether to evacuate or control the fire emergency with equipment provided.
5. Remember!! Each situation is different, so discretion is left to instructors and other employees whether to evacuate or try to contain the fire. Never place yourself in a situation that may endanger your life or the lives of others. Safety of all personnel and students will take priority in any situation.
6. Following an evacuation or drill, personnel and students will not enter the building until verbal permission is granted by authorized personnel.

### **Fire Extinguishers**

All fire extinguishers will be inspected monthly by the TCAT Safety Committee and annually by an authorized contractor to ensure they:

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

## **Classification**

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

## **Training**

1. Floor plans for evacuation of the building will also be posted in prominent places, with all students and campus personnel informed of fire extinguisher and fire alarm activator locations.
2. Instructors assume the responsibility for training students in the proper use of firefighting equipment and evacuation procedures.

### **EVACUATION PROCEDURES**

1. An evacuation may be necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.
2. Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
3. Instructors are designated to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
4. Remain calm. Your presence of mind is the key factor to a successful evacuation.
5. If time permits, disengage electrical equipment which you are currently using.

6. Leave all belongings in the classroom. There is no time to decide what to take with you.
7. If a closed door is extremely hot, do not open it. Seek another exit.
8. Immediately exit the classroom and building according to the posted route. (See the evacuation chart in your classroom.)
9. If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
10. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
11. During this time, remain quiet and calm. DO NOT SMOKE in case there is a gas leak.
12. Do not reenter the building until authorized by an official of the College of Applied Technology.

### **FIRST AID**

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

In an emergency, an instructor not only has the legal right to administer first aid but also would in all probability be considered negligent in duty if he or she did not attempt to act for the benefit of the student. However, instructors should not attempt treatment beyond first aid under any circumstances.

If a student is injured in the shop or classroom, the instructor will immediately initiate necessary first aid.

### **First Aid Supplies**

A first aid kit with proper supplies will be maintained by each shop instructor. A regular inventory will be maintained and restocking kept up-to-date for disposable items.

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

## **Primary Considerations**

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

1. Attempt to ascertain how seriously the student is injured. Trained campus personnel will provide assistance in injury care determination.
2. If medical assistance is needed, aid will be sent for immediately. Due to the location of the shops, the intercom, telephone, or other means may be used to alert the Administrative Office of the emergency. The Administrative Office will then place calls for assistance to the local ambulance/emergency medical services.
3. Apply only that first aid which is essential and nothing further.
4. If a student is seriously injured, request that the Administrative Office notify parents/guardians.
5. Report all injuries, both major and minor, to the Administrative Office. Use the Accident/Incident Report to report all injuries and accidents. (See item 2 under secondary considerations)

## **Secondary Considerations**

After the immediate needs of the injured student are cared for, the instructor has additional responsibilities which stem directly from the accident. These responsibilities are contained in area designated as secondary considerations. Recommended steps and procedures would include the following:

1. Stabilize and reassure the other members of the class.
2. Complete an accident report.
3. Analyze the accident in view of known facts.
4. Ascertain cause of the accident.
5. Outline steps to eliminate the possibility of a similar accident occurring.
6. Review safety practices and procedures.
7. Check progress of the injured student.

## **SAFETY PROCEDURES**

1. Instructors will demonstrate safe operating procedures before allowing any student to operate any machinery or equipment. During this demonstration, the instructor will signify any important procedure that must be utilized to operate the equipment safely.
2. Students may work in a shop or a classroom only when an instructor is present.
3. All procedures performed in shops or classrooms must be consistent with the requirements of the approved safety plan.

## **ACCIDENT REPORTING AND EMERGENCY FIRST AID PROCEDURES**

All accidents must be reported to the injured student's instructor. First aid supplies are available in the shop areas as well as in the Administrative Office. No medication will be dispensed. All minor accidents are to be handled by the instructor. After first aid has been administered by the instructor, an accident report should be completed and filed.

An accident or a sickness of a more serious nature (an accident that requires treatment by a qualified medical person or a sickness that requires that the student have bed rest) is reported to the Administrative Office immediately by the instructor in charge.

1. The instructor is notified of the injury.
2. If first aid treatment is required, it is administered by qualified personnel (if available).
3. If further treatment is necessary, the injured student's parents/family will be contacted to transport the person to his or her family physician or the nearest medical facility. If the parents/family cannot be contacted, the Sheriff's Office, fire department, or ambulance service will be contacted to transport the injured person. College of Applied Technology personnel will be allowed to transport the injured student only after all other transportation sources have been exhausted.
4. In the event of serious injury or life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured student the nearest medical facility, and every effort will be made to contact the parents/family members. The injured student will be accompanied by a representative of the College of Applied Technology.
5. After treatment has been given, an accident report is filed specifying the nature and the extent of the injury. One copy is given to the Administrative Office and a copy should be retained by the instructor. An investigation will be initiated by Administration to determine the specific circumstances in which the accident occurred.

## **STAFF INJURIES**

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

1. The administrator must be notified immediately.
2. An accident report must be filed following the same procedures as described in No. 5 above.
3. If medical treatment is required, the Human Resources office must be notified required by the Office of Worker's Compensation Administration.

## **RECORD KEEPING AND DOCUMENTATION**

The Tennessee College of Applied Technology will maintain a complete set of records, including accident investigation reports, minutes of any safety meetings and training records, test results, and parental permission forms.

One of the primary reasons for keeping health and safety records is to focus attention on problem areas by conducting an injury analysis. The evaluation of accidents that have occurred requires that the instructor look for causes and make plans to correct any problems which may be present. Good record keeping in this area also provides a basis for evaluating the safety program in use and initiating needed changes in procedures or facilities.

Safety records may also help to protect the instructor and the College of Applied Technology in the event of lawsuits. Although parental permission forms, safety tests, and training records do not provide a complete defense against such actions, they do tend to show the instructor was acting in "good faith" and may be construed as a defense in some courts.

## **COLLEGE OF APPLIED TECHNOLOGY RECORDS**

1. Accident reports for both students and employees should be submitted to the appropriate agency and retained for a minimum of one year. Additional copies will be filed in the Administrative Office.
2. Safety meetings and training records must be kept for one year.
3. Safety committee's records should be retained for at least one year.
4. Records of every formal inspection conducted at the College of Applied Technology should be filed. These must be kept in the files of the instructor for one year.

5. Information detailing the program in use at the College of Applied Technology should be on file in the Administrative Office.
6. Accident investigation reports must be kept a minimum of one year. This may be extended in cases of severe injury or legal involvement.

## **DOCUMENTS**

### **A. Accident/Incident Report**

The **Accident/Incident Report** will be maintained by the Administrative Office and in the files of the instructor. Accidents and incidents can be reported on this form. A more descriptive narrative may be attached if necessary.

### **B. Acknowledgment of Safety Instructions**

This form will be maintained in the files of the shop instructor. Students will acknowledge receipt of safety instructions by their signature before they are allowed to enter the shop.

### **C. Safety Meetings**

The **Safety Meeting** form will be signed by all in attendance and will also be used to list the topics discussed at the safety meeting. Completed copies of the form will be maintained by the instructor and a copy will be submitted to the safety officer.

### **D. Field Trips**

This form must be completed and turned in to the administrator for approval at least a week in advance of the planned field trip. This form will be signed prior to participation in any College-sponsored field trip. Any student under the age of 18 must have this form signed by a parent or guardian. Copies of this form will be maintained by both the instructor and the Administrative Office.

## **SAFETY RULES**

Safety rules are the means by which instructors and campus administrators identify the discretionary line between acceptable and unacceptable performance. Rules alone cannot be expected to influence attitudes among employees and students. However, well prepared, illustrated rules can assist in making individuals aware of what is expected of them. It is important to remember that rules establish the minimum and maximum guidelines for behavior. The student must develop a thorough understanding of their purpose and be made to see how they, as individuals, can benefit by observing them.

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

Because of our concern for the well-being of all individuals and the importance of rules to an overall safety program, any continuous or flagrant violation of these rules by students or employees may result in termination from the College of Applied Technology.

## **CARE AND MAINTENANCE OF PHYSICAL FACILITIES**

Instructors and students have an obligation to implement proper housekeeping techniques. Shop materials and supplies should be stored in proper locations. Waste materials, tools, scrap, and grease on floors or workbenches and around machines should be removed regularly. Instructors and students should maintain daily cleaning and maintenance schedules with Friday afternoon devoted to extensive cleaning and maintenance of the physical plant.

Campus custodial worker will be on duty at all times when the building is open for use during normal daytime operating hours. During evening classes, instructors will assume the duties of the custodial employees. While custodial workers usually do not supervise the activities of students and instructors, they will have definite authority to check any actions or activities which may decrease building safety.

### **Housekeeping**

Adequate housekeeping practices are important factors in overall safety and fire protection.

1. The removal of rubbish and dirt eliminates many hazards.
2. Most fires start small. Removal of rubbish may aid in preventing the start of a fire or in retarding its spread.
3. Keep floors free of oil, grease, or any other liquid. Clean up spilled liquids immediately; they are slipping hazards.
4. Aisles should be clear at all times to prevent tripping or other accidents.
5. Store materials in such a way that they cannot become hazardous.
6. Put tools away when not in use.
7. Place all scrap in scrap boxes.

8. Cleaning activities may bring into focus potential safety and fire hazards, thus encouraging elimination of the hazards.
9. Daily and periodic cleaning activities eliminate many existing and potential safety and fire hazards, thus encouraging elimination of the hazards.
  - a. Waste paper should not be permitted to accumulate. Waste baskets should be emptied daily.
  - b. Dry grass, weeds, or rubbish near the building should be removed. Poorly maintained storage sheds and grounds endanger the employee, students, and buildings.

## **PROGRAM MACHINERY AND EQUIPMENT GUARDING**

Trainees cannot always be relied upon to act safely to avoid accidents around machinery in motion. From time to time, they will react differently to the same environment because of physical, mental, or emotional changes, sometimes reacting safely, sometimes, not. It follows that even the well-coordinated and highly-trained person may at times perform unsafe acts which could lead to injury and death. Proper guarding will allow the trainee to work safely and at the same time perform the assigned tasks.

Workplace Assessment sheets will be completed on all program areas upon the placement of new equipment and/or on a yearly basis. Also, monthly preventative maintenance will be performed in all shop and office areas.

### **Guards and Safety Barriers Can Protect Against or Prevent Injuries From These Sources**

1. Direct contact with exposed moving parts of a machine.
2. Work in process that may result in metal chips that fly from tools or abrasive wheels.
3. Machine failure which usually results from a lack of preventive maintenance, overloading, or abuse.
4. Electrical failure which may cause malfunctioning of the machine or cause electrical shock, or burns.
5. Operator error or human failure caused by lack of knowledge or skill, distraction, fatigue, or misunderstanding.

Positive prevention of injury-producing accidents on machinery can be assured through the installation of safeguards or through revision or design. Injury-producing accidents are inevitable where equipment with dangerous moving parts is operated without guards or with ineffective guards.

## **SAFEGUARDING EQUIPMENT**

The shop instructors are obligated to exercise due care with respect to the trainees under their control in the use of whatever equipment is used in their program areas. It is the duty of the instructor to provide a safe environment for their trainees, even to the extent of guarding against unsafe conditions due to the building itself. Careful scrutiny of the tools and equipment used by the trainees should be a regular habit of the instructor. A safe building, safe equipment, proper guards on machines, and adequate housekeeping practices are all factors which make for a safe, productive working environment.

No equipment of any type is to be received and placed in use unless the equipment has been thoroughly inspected and necessary guards installed or physical changes made to the equipment. The department receiving the equipment will be responsible for complying with this requirement.

Similarly, guards will be placed on all equipment now in use where there is knowledge through experience or by inspection that certain precautions are needed. Such action is to be initiated and immediately followed up until all such changes have been completed. Again, each department utilizing the equipment will be responsible for complying with this request.

In no event is any piece of equipment to be placed in use because of “urgency of the need for it” when it is known that certain alterations or additional physical guards should be provided in order to insure that students or employees will not be injured while operating the equipment.

## **INSTRUCTIONAL EQUIPMENT MAINTENANCE PROGRAM**

Each instructor is responsible for the safe operation of each piece of equipment in his or her program. Being an experienced worker in the field, each instructor should know each piece of equipment needed in the program and the safety for the equipment.

## **AIDS-HIV PROCEDURES FOR COLLEGE OF APPLIED TECHNOLOGY PERSONNEL**

These procedures are to be followed by all College of Applied Technology personnel upon learning of an AIDS or HIV condition at the campus. CONFIDENTIALITY is of great importance.

Upon learning of an individual enrolled in our College of Applied Technology with an AIDS or HIV condition; any campus personnel is to report immediately the circumstances to the Administration.

The Administrator will report the circumstances to the Vice Chancellor, The Vice Chancellor, after consultation with appropriate authorities, will advise the Administrator as to what steps are to be taken.

When a determination is made as to those parties to be informed, the Director will then inform those concerned. No one else than those mentioned above are to be told of the situation.

## **PROCEDURES FOR HANDLING BODY FLUIDS**

To ensure consistency and safety in dealing with body fluids, the following procedures are recommended to be used when a teacher or staff member may have to come in contact with body fluids of another staff member, visitor, or student. These procedures apply to bleeding, vomiting, drooling, etc.

Rubber surgical gloves and a mask for administering CPR are to be worn if a staff member comes in contact with any body fluid emission from anyone. These gloves and masks are available in the Administrative Office, as well as in each department's first aid kit. Each instructor should keep a pair of these gloves in his or her classroom desk.

After using these, the gloves, mask, and any waste are to be placed in a plastic trash bag. The bag is to be tied and disposed of by the maintenance staff. Mops and buckets are to be washed thoroughly with hot water and disinfectants before they are to be used again for other cleaning purposes.

## **CONDUCTING ON-SITE INSPECTIONS**

Inspections will be conducted to uncover physical hazards and assure compliance with federal, state, and local codes while examining unsafe practices among employees and students. Besides detecting safety and health problems, these inspections will measure the instructor or departmental progress in safety, thus providing constant monitoring of safety program efficiency.

The Director and instructors will perform periodic inspections of the school plant.

### **Instructor**

The instructor is directly responsible for environmental conditions affecting student safety and will be held responsible for locating and reducing hazards. Inspections performed by the safety officer will be used to audit an instructor's effectiveness in regard to the safety program.

All instructors will conduct daily or weekly informal inspections. During these informal inspections, notes should be taken on all unsafe conditions activities in order to ensure immediate corrective action. The instructor will note the date of the inspection, the problem identified, and the corrective action taken. If corrective action cannot be taken immediately, equipment or machinery will be tagged, disconnected from power source, and locked out.

Inspections will be performed upon all new equipment, material, and processes. Before equipment is placed into operation, it must be checked for hazards, its operation studied, additional safeguards installed, and safety instructions developed.

## **Students**

Students will be required to conduct operating inspections on all machinery and equipment before beginning any assigned project. If machinery and equipment are found to be faulty or unsafe, the student will immediately inform the instructor or safety coordinator of the unsafe condition. Students assigned to tool room duty will assume responsibility for inspection of all hand tools and equipment checked out. Safety committees, consisting of at least four capable students, will be developed for each program to monitor the daily activities of their peers in regard to safety.

## **Maintenance and Custodial**

Maintenance and custodial personnel will conduct safety inspections as part of their day-to-day maintenance duties.

## **Corrective Action**

After an inspection has been conducted and an unsafe condition identified, a written report will be forwarded to the safety officer. An estimate of the cost and the severity of the unsafe condition will be determined and priorities accordingly.

## **Preventive Maintenance**

Instructors, maintenance, and custodial personnel are responsible for the development and implementation of routine preventive maintenance procedures for each piece of equipment of machinery listed in their inventories. Routine preventive maintenance is necessary for effective training programs and for the prevention of injuries and costly breakdowns of equipment and machinery. Furthermore, routine maintenance may identify unsafe conditions overlooked during other inspection processes. Failure to maintain equipment or anticipate, report, or correct equipment defects could promote hazardous conditions, exposing students and school personnel to possible injuries.

## ACCIDENT INVESTIGATION

A valuable element of any safety program is the accident investigation and reporting system. An effective accident investigation and reporting system can help reduce the number and severity of accidents by uncovering the causes of the accident and by initiating corrective actions to prevent recurrence of accidents of a similar nature. Accidents cannot be effectively averted unless it is learned how and why they happened. Additional benefits are as follows:

1. Document facts relating to the accident event for legal and statistical purposes.
2. Identify safety program weaknesses and failures that allowed the accident to occur.
3. Involve employees and students in accident prevention.
4. Promote positive safety attitudes.
5. Objective evaluation of the safety training procedures.

Because of these benefits and the importance of accident investigation to an overall safety program, all accidents, including injuries requiring first-aid, or those causing only property damage, will be investigated.

The accident investigation process applies to both students and employee injuries. Subsequent to the occurrence of an accident, the following guidelines will be followed.

1. The accident is immediately reported to the instructor, administration, and safety officer.
2. Recommended emergency first-aid procedures, as posted, will be followed. Once the safety of the student or employee has been assured, an investigation of the accident will be initiated.
3. If a student is involved in an accident, the instructor, administration and safety officer assume responsibility for the investigation. If an employee is involved, administration and the safety officer initiates the investigation. Students may become involved in the investigation of near-miss accidents involving property damage without injuries.
4. The accident scene will be thoroughly reviewed for the purpose of gathering pertinent information.
5. The cause of the accident will be determined and recommendations submitted.

6. Student population and employees will be informed of recommendations at the earliest possible moment. A reasonable time limit will be set for implementation of recommendations.
7. Appropriate accident investigation reports will be completed. One copy will be retained in the administrative office.

In case of an injury requiring medical attention other than immediate first-aid, the instructor, administration, and safety officer will compile a narrative that will be used to supplement the accident investigation form. The narrative report will address the following elements of accident investigation:

1. Source of the accident
2. Type of accident
3. An unsafe condition or unsafe act
4. The body part and kind of injury
5. Corrective measures taken

In the event of serious injuries to employees or students involving lost time or potential litigation, the Office of Risk Management and the Tennessee Board of Regents' Office of the General Counsel will be contacted immediately by administrative personnel.

The Tennessee College of Applied Technology is **NOT** responsible for injury to students and, therefore, may not be held responsible for medical charges or fees. It is, therefore, suggested that all students obtain personal hospitalization insurance before entering.

### **SAFETY MEETINGS**

Safety meetings will be held to facilitate communication of safety problems and to provide general information as well as to stimulate interest and motivation in the safety program of the Tennessee College of Applied Technology.

Persons responsible for safety meetings should evaluate the meetings critically to determine whether or not the meetings are accomplishing the purpose for which they were conducted. When meetings are held continuously, there is a danger that they will become dull and ineffective. Exhibiting the appropriate effort and attitude in regard to the goals of this College of Applied Technology's safety program can prevent this situation.

It is highly recommended that student led safety meetings, within training programs, be encouraged if not mandated. This will not only give rise to a greater awareness of the safety

issues at hand but will also heighten each student's interest in the safety meeting thus counteracting the possible downside to frequent safety discussions.

## **SAFETY TRAINING**

Many accidents and injuries result from oversight or failure to abide by written policies and procedures described in the safety program. Often these unsafe practices can be attributed to inadequate orientation and training. Consequently, students are unaware of the policies regarding safety and the procedures developed to protect them from hazards. Because of this fact, safety orientation and follow-up training will receive priority in any training situation.

Instructors are of key importance in the implementation of their safety program. Without their cooperation and responsible attitudes, safety training will not work. In striving for excellence in safety training, instructors must accomplish the following safety training objectives:

1. Help students understand that the safe way to do something is the effective way.
2. Help students become familiar with unsafe acts and unsafe conditions that may lead to accidents.
3. Help students learn safe practices for use in all their day-to-day training activities.
4. Encourage students to become a "team member" in the total campus safety program.

With these objectives in mind, safety training will be a cumulative effort beginning with initial enrollment and continuing throughout the student's preparation for employment.

### **Registration**

The Student Services Office (SSO) will orient each student in regard to the general safety policies and procedures adopted by the Tennessee College of Applied Technology.

After the initial orientation with the SSO, the students will report to their instructors for a further study of the safety requirements of the school and the requirements of their specific instructional area. This study will encompass appropriate portions of the school's safety plan, specified readings, audiovisuals, and oral or written evaluative tests.

Safety tests will be administered to all students and kept on file throughout the duration of their training. All students will be required to attain a score of passing according to the national standards of the program area or the program standards as written by the program instructor on all safety tests. Tests are repeated until an acceptable score is attained.

Each student will be required to read a safety rules describing specific safety rules and recommendations unique to their training program. Students with reading comprehension problems will be assisted by the instructor. Students will be urged to refer to this manual during training to further reinforce their safety awareness. Students will verify understanding of the safety rules by signing the appropriate acknowledgment forms. All forms will be filed for future reference.

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

### **Shop Instructors**

Instructors will demonstrate correct operating procedure before allowing any student to operate any machinery or equipment. During this demonstration, the instructor will emphasize any important procedure that must be utilized in order to operate the equipment safely.

Following the instructor's demonstration, the student will demonstrate his/her competency on the same equipment. The student orally describing proper operating and safety procedures will accomplish this.

Both the instructor and the student must sign the proper acknowledgment forms confirming the student's understanding of the equipment. The shop instructor will keep this form on the file for future reference.

Shop instructors will further evaluate a student through observation. The instructor will immediately correct any unsafe practice exhibited by the student and the student will be made aware of the violation. Continued or flagrant violations of safety will be documented by the instructor and may result in disciplinary action or possible termination of the student from the program.

### **Providing Safety Instructions To Students**

During actual instruction periods, the following should be included in safety training:

1. Provide instruction regarding proper procedure in case of an accident.
2. Give periodic shop demonstrations on the proper use and care of personal protective devices.
3. Provide for safety instruction in the course of study.
4. Provide instruction in the maintenance of shop tools, machines, and other equipment.

5. Provide instruction in the safe methods of lifting and/or moving heavy equipment of other loads.
6. Provide a bulletin board of safety bulletins, safety posters, and safety rules and regulations.
7. Give periodic “shoptalks” to emphasize the importance of each student's need to acquire the proper attitude toward accident preventions.
8. Conduct field trips to industrial plants or construction jobs to study safety practices.
9. Provide for visiting speakers from business and industry to speak on occupational safety and health practices.
10. Prepare for the shop a written safety education program similar to the course of study.
11. Require each student to sign acknowledgment forms dealing with shop safety rules and regulations to indicate that he or she has read and understood the information. The forms should be kept on file until the student completes the course of instruction.
12. Incorporate single concept films and other audiovisual aids into the instructional procedures to emphasize safety, especially safe machine operation.

### **Faculty and Staff Safety Meetings**

These meetings will present pertinent safety topics. Time limits for the meetings will be left to the discretion of the presenter. All faculty and staff members attending safety meetings will sign the meeting form.

# **Tennessee College of Applied Technology**

## **HAZARDOUS MATERIALS AND HAZARDOUS WASTES**

- 1.0 INTRODUCTION
- 2.0 TRAINING
- 3.0 PROCUREMENT
- 4.0 HAZARDOUS MATERIALS AND WASTE MANAGEMENT
  - 4.1 MATERIALS SAFETY DATA SHEETS
  - 4.2 STORAGE OF HAZARDOUS MATERIALS
    - 4.2.1 CONTAINER IDENTIFICATION
    - 4.2.2 INCOMPATIBLE MATERIALS
    - 4.2.3 FLAMMABLE LIQUID STORAGE CABINETS
    - 4.2.4 CORROSIVE CABINETS
    - 4.2.5 CLOSED CONTAINERS
    - 4.2.6 FUNNELS
  - 4.4 USED OIL
  - 4.5 OIL FILTERS
  - 4.6 FUELS AND ABSORBENT WITH FUELS
  - 4.7 SOLVENTS AND ABSORBENT WITH SOLVENTS
  - 4.8 ANTIFREEZE AND ABSORBENT WITH ANTIFREEZE
  - 4.9 PAINTS AND THINNERS AND ABSORBENTS WITH PAINTS AND THINNERS
  - 4.10 CLEANUP MATERIALS FROM SPILLS
  - 4.11 BATTERIES
    - 4.11.1 ALKALINE
    - 4.11.2 LEAD ACID BATTERIES
    - 4.11.3 NICKEL-CADMIUM, MERCURY, SILVER, LITHIUM BATTERIES
  - 4.12 PRESSURIZED CYLINDERS
  - 4.13 SPILL CLEANUP AND RESPONSE
    - 4.13.1 CLEANUP
    - 4.13.2 RESPONSE
- 5.0 POLLUTION PREVENTION AND WASTE MINIMIZATION
  - 5.1 SPILL PREVENTION
  - 5.2 WASTE MINIMIZATION
  - 5.3 PRODUCT SUBSTITUTION
  - 5.4 PRODUCT STREAMLINING
  - 5.5 PURCHASING CONTROL
  - 5.6 MATERIALS MANAGEMENT
  - 5.7 MATERIAL SEPARATION
  - 5.8 MATERIAL ROTATION
  - 5.9 PROPER STORAGE
  - 5.10 HOUSEKEEPING PRACTICES
  - 5.11 PREVENTIVE MAINTENANCE
  - 5.12 WORK PLANNING

## **1.0 Introduction**

All hazardous materials handled, used, stored, and transported will be managed to comply with safety, pollution prevention, waste minimization, waste management regulations, and College of Applied Technology policy. A hazardous material is any material which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial threat to human health or the environment when released or spilled. Typical hazardous materials used by the College of Applied Technology include, but are not limited to: fuels, oils, paints, solvents, batteries, compressed gases, and wastes of these materials.

## **2.0 Training**

All employees and students who manage, use, store and/or dispose of hazardous materials or wastes will be trained on the following topics: hazard communication, acquisition, use, handling, transporting of hazardous materials, waste management, pollution prevention, waste minimization, spill response and cleanup, emergency response, and field awareness.

## **3.0 Procurement**

A Safety Data Sheet (SDS) will be obtained with all purchases of hazardous materials. The SDS will be conveniently available to all users of that product. All employees will know where the SDSs are located for all materials they use and will be familiar with the information found in the SDSs.

## **4.0 Hazardous Materials And Waste Management**

### **4.1 Safety Data Sheets**

Employees and students will use the SDS as a guide to the safe use, handling, and storage of hazardous materials. Appropriate personal protection, such as goggles, gloves, outwear, and respirators will be worn by employees and students when using or handling hazardous materials.

### **4.2 Storage of Hazardous Materials**

All hazardous materials will be stored and secured in designated areas that are marked as such and are well known to facility personnel. Materials in operating areas will be kept to a minimum.

#### **4.2.1 Container Identification**

All containers of hazardous materials will be labeled with the contents of that container. Labels will be of a material compatible with the contents and be readable throughout the life of the contents. Containers used for transferring smaller quantities of a product will be marked with the contents of the container. Only the contents of the container shall be evident on the container. All other labels or markings will be eliminated. Containers without labels may be used for small quantities of hazardous materials that are in direct control of the user. Hazardous materials will **never** be stored or left unattended in containers without appropriate labels

#### **4.2.2 Incompatible Materials**

Incompatible materials such as flammables and corrosives and flammables and oxidizers will not be stored together.

#### **4.2.3 Flammable Liquid Storage Cabinets**

Flammable and combustible materials stored indoors must be stored in storage cabinets specifically designed for such materials. Flammable storage cabinets will be approved by the Director. Cabinets will be properly grounded and vented. These volumes will not be exceeded. No combustible materials, such as cardboard and rags, will be stored in the cabinets.

#### **4.2.4 Corrosive Cabinets**

Corrosive materials are liquids or solids such as acids and bases that damage human skin on contact. Cabinets specifically designed for the storage of corrosive materials are recommended for large quantities of highly corrosive materials.

#### **4.2.5 Closed Containers**

Hazardous material containers will be kept in serviceable condition and be kept closed when not in immediate use. The contents of a leaking or otherwise unserviceable container will be transferred or be placed within an over pack designed for such use. Over pack containers will have proper markings and labels.

#### **4.2.6 Funnels**

All funnels affixed to drums of hazardous materials will be equipped with some kind of closing device, such as a ball valve, to keep product from spilling and evaporating. If drums are not otherwise secured, funnels will be equipped with a locking device.

#### **4.4 Used Oil**

Used oil will not be handled as a hazardous waste if it has not been contaminated with a hazardous waste. All used oil must be stored within containment structures capable of retaining the entire contents of the largest single container. Individual logs will be kept for each container. Petroleum based and synthetic based oils may be mixed.

#### **4.5 Oil Filters**

Used oil filters must be gravity hot drained or crushed and drained. The oil drained from the filters must be handled as used oil. Filters may be discarded as a non-regulated solid waste as long as there is no free flowing oil on or in the filter.

#### **4.6 Fuels and Absorbent with Fuels**

Fuels will be stored in compatible containers in good condition (no dings or dents on seams, no large dents in sides, or rust that compromises the integrity of the container). All fuels must be stored within containment structures capable of retaining the entire contents of the largest single container, plus sufficient freeboard to allow for precipitation. Fuels containers will have markings and labels consistent with their contents, including warning labels, fuel type, and fuel condition.

Due to hazardous waste characteristics, absorbents with fuels will be handled as a hazardous waste.

#### **4.7 Solvents and Absorbent with Solvents**

Many solvents are flammable and/or toxic. Employees and students will consult the SDS and individual shop Standard Operating Procedures for proper use, storage and handling of solvents. Solvents may be considered hazardous wastes when ready for disposal. Due to hazardous waste characteristics and Resource Conservation and Recovery Act (RCRA) listed chemicals in many solvents, absorbents with solvents will be handled as a hazardous waste.

#### **4.8 Antifreeze and Absorbent with Antifreeze**

Used antifreeze will be accumulated in the automotive department. Due to hazardous waste characteristics, absorbents with antifreeze will be handled as a hazardous waste.

#### **4.9 Paints and Thinners and Absorbents with Paints and Thinners**

Flammable paints and thinners will be stored in flammable liquids storage cabinets. Paint, thinners, and absorbents containing paints and thinners will be stored properly and handled as a hazardous waste.

## **4.10 Cleanup Materials from Spills**

Used pads, brooms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents.

## **4.11 Batteries**

### **4.11.1 Alkaline**

Spent alkaline batteries will be collected and they will be disposed of as hazardous materials/hazardous waste.

### **4.11.2 Lead Acid Batteries**

Lead acid batteries will be handled and stored in a manner that prevents leaks or ruptures. Lead acid batteries that are no longer needed will be disposed of as hazardous materials/hazardous waste.

### **4.11.3 Nickel-Cadmium, Mercury, Silver, Lithium Batteries**

When nickel-cadmium (ni-cad), mercury, silver, lithium, or other batteries not listed above are no longer needed, will be disposed of as hazardous materials/hazardous waste.

## **4.12 Pressurized Cylinders**

All pressurized gas cylinders will be secured when stored or in use to prevent them from being knocked or pulled over. Pressurized gas cylinders will be labeled with appropriate DOT labels. Entrances to rooms or buildings containing pressurized gas cylinders will also be labeled with the appropriate DOT labels.

Flammable gas cylinder storage shall be in a separate room or compartment which has no open flame for heating and is well-ventilated. Outside storage will be used when practical. During welding operations, oxygen and acetylene cylinders will be located far enough away from the operator's position to prevent undue danger from radiation, sparks, slag, or misdirection of the torch flame. Cylinder valves must be closed when the apparatus is not actually in use by the welder, and the regulator and hose drained. Both gauges will read zero.

## **4.13 Spill Cleanup and Response**

### **4.13.1 Cleanup**

Any employee or student who causes or learns of a release of a hazardous substance associated with their work will make reasonable efforts to promptly contain and clean up the hazardous substance. Employees will follow spill cleanup procedures as directed by their shop SOPs and as provided on the MSDS of the spilled product. Spill kits, containing appropriate cleanup materials and protective gear, will be kept in all areas where hazardous materials are used or stored. Used pads, booms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents and the Safety Coordinator will be notified for disposal instructions. Employees and students will **not** attempt to cleanup spills of unknown materials or materials that present a safety hazard.

### **4.13.2 Response**

If a spill is of an unknown material, presents a safety hazard, or is beyond the capability of the employee to clean up or contain, immediately report the spill to the post fire department at **911** and the Safety Coordinator.

## **5.0 Pollution Prevention And Waste Minimization**

### **5.1 Spill Prevention**

Inventories of hazardous materials will be kept to a minimum. Hazardous materials in work areas will be kept to a minimum. Quantities of hazardous materials removed from storage will be limited to the amount required for the job at hand.

The potential for the release of hazardous materials or wastes in the work areas will be minimized by proper storage and handling practices.

### **5.2 Waste Minimization**

It is the responsibility of every College of Applied Technology employee and student to minimize wastes through the following techniques:

### **5.3 Product Substitution**

Substitute less toxic products when feasible.

#### **5.4 Product Streamlining**

Reduce to a minimum the number of different products used.

#### **5.5 Purchasing Control**

Purchase only the amounts absolutely needed.

#### **5.6 Materials Management**

Improve material receiving, storage, and handling practices

#### **5.7 Material Separation**

Separate incompatible products and hazardous from non-hazardous materials to reduce damage and loss.

#### **5.8 Material Rotation**

Rotate perishable material from back to front of storage when new material is received.

#### **5.9 Proper Storage**

Store at proper environmental conditions.

#### **5.10 Housekeeping Practices**

Improve housekeeping and provide an organized and neat work environment.

#### **5.11 Preventive Maintenance**

Maintain a strong preventive maintenance program

#### **5.12 Work Planning**

Plan and sequence work to reduce leftover products and materials.

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Approved by: Carolyn Beverly - Director

Date: \_\_\_\_\_



# **Tennessee College of Applied Technology Whiteville/Brownsville**

## **BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030, the following exposure plan has been developed:

### **A. Definition of Blood borne Pathogens**

Blood Borne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. The pathogens include, but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

### **B. Purpose**

The purpose of this exposure plan is to:

1. Eliminate or minimize employee and student occupational exposure to blood or certain other body fluids
2. Comply with the OSHA Blood borne Pathogens Standard, 29 CFR 1910.1030

### **C. General Statement**

Tennessee College of Applied Technology 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 staff members would be during First Aid treatment of another staff member or a student.

### **D. Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood other potentially infectious body fluids/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 this facility, the following job classifications fall into this category:

All Instructors  
Maintenance Personnel  
Front Office Staff  
Administration

## **PROCEDURES FOR HANDLING BODY FLUIDS**

To ensure consistency and safety when dealing with body fluids, the following procedures are recommended to be used when an instructor or staff member may have to come into contact with the body fluids of another staff member, student, or visitor. These procedures apply to bleeding, vomiting, drooling, etc.

Rubber gloves and a mask are to be worn if a staff member comes into contact with any body fluid emission from anyone. Latex gloves and masks are available in the individual departments.

### **Steps for Handling Body Fluids Emissions**

1. Use precaution anytime there is even the slightest emission of body fluids. This can be a very small cut emitting blood, vomiting, drooling, mucus, urine or any other body fluid.
2. Determine the seriousness of the problem.
3. If blood or any other fluid is present:
  - A. Put on latex gloves, checking carefully that they are not torn or ripped.
  - B. If the problem is not extensive, always wear a mask when assisting the individual. (even if it is only applying a band aid) If the problem is severe and excessive body fluid is present, wear gloves and a full-face shield.
  - C. Administer aid as needed.
4. Located in the blood borne pathogens kit is a spray bottle containing bleach.
5. After aid is administered, if there is any body fluid present fill the spray bottle of bleach with water. This will give a mixture of 1 part bleach and 10 parts water. Disinfect and decontaminate area completely.
6. After decontaminating area, remove gloves, mask and any waste and place into a plastic trash bag. The bag is to be tied and disposed of by the maintenance staff. If mops and buckets were used, they are to be washed thoroughly with hot water and bleach before they are used again for other cleaning purposes.

7. Pour the bleach and water mixture down the drain and refill bottle with 1 part of bleach only for reuse.
8. **Wash hands thoroughly** with an antibacterial soap and secure the area.

### **Implementation Schedule and Methodology**

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

### **Compliance Methods**

Universal precautions will be observed at this campus 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.

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

Hand washing facilities shall be made available to employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure.

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Approved By: Carolyn Beverly - Director

Date: \_\_\_\_\_

Revised Fall 2012

## **Property Security**

TCAT keeps a key inventory for all employees of the College of Applied Technology. The purpose of management procedures for keys to College of Applied Technology property is maximum campus security without infringing on daily operations.

Campus security also includes securing exterior doors of all buildings, interior doors for areas containing equipment and supplies, storage rooms, and closets. Campus security further takes into consideration human and property safety.

- ◆ Each instructor is responsible for locking and securing his/her own closets and classroom doors. All classroom exterior doors are locked by the instructor at 8:00 am. All classroom entry doors from the inside are locked by the instructor at the end of each day prior to leaving the campus.
- ◆ The maintenance worker/custodian is responsible for checking all classroom doors to reassure that these doors are locked, locking storage rooms, and locking and securing all exterior doors of all buildings. These procedures are taken after College of Applied Technology closure each day. The Brownsville campus coordinator will assume the responsibility of reassuring that all doors are locked at the closure of each day.
- ◆ If the campus holds any classes or activities other than regular school hours, the Administrator is responsible for locking and securing the building and doors.

## **Property Loss Procedures**

- ◆ Property Loss is investigated to determine the following details about the missing item(s): What, How, and When. When the details have been identified, the corresponding procedure is observed. If the item was lost or stolen, a report is made by the department affected and a follow-up is done by the Administration. A Police report is made and a copy obtained for property records.

## **Property Damage Procedures**

- ◆ Property damage is inspected to determine severity and the effects on the use of the property. An accident report is made employing the appropriate accident and inspection forms and the resulting reports are filed with the Administrator. If the item can be repaired to operational standards, then procedures are taken to bring it into compliance with the standards.