TCAT JACKSON

HEALTH & SAFETY PLAN

CONTENTS

INTRODUCTION

Public agencies aim to provide safe and efficient services to the State of Tennessee residents. Employees must help accomplish this through safe and efficient work practices and awareness of potential emergencies or threatening situations. Employee safety is vital to our success, as is the security of our student body. We accept the moral and legal responsibility for providing safe and healthy work conditions. We aim to implement a comprehensive safety plan that meets all federal, state, and local safety codes and establishes and maintains safe and healthy working and learning conditions in our offices, facilities, and grounds.

Regarding safety, it is the policy of the Tennessee College of Applied Technology Jackson to:
1. Provide efficient occupational training in a safe instructional environment for our students and a safe working environment for our employees.
2. Provide instruction and encourage the development of our student's and staffs safe working practices while emphasizing working the "SAFE WAY."
3. Stimulate student and staff interest in occupational safety and prevention.
4. Promote safety awareness for everyone.

This objective is attainable if all employees and students accept personal responsibility for their safety and well-being. Furthermore, safe working habits are essential for satisfactory job performance. Therefore, each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking practical temporary actions to minimize the risk to themselves and others.

Everyone is responsible for helping us reach our loss prevention goal of preventing personal injury and property loss due to accidents or emergencies. Accordingly, each faculty member and staff member must support this policy fully and enthusiastically discharge responsibility for safety and accident prevention as assigned with diligence and imagination.

The Supervisor is responsible for ensuring that their employees follow all safety rules, policies, and regulations.

We intend to provide reasonable supervision, practical training, and safe equipment operation on the job. The success of our safety and loss prevention program depends on the efforts of all employees to minimize and eliminate all potential hazards.

Instructors have definite legal responsibilities regarding accident prevention. This responsibility has been well-defined in some court cases involving campus-related student injury. Program instructors must fulfill specific well-established requirements of conduct to maintain safe classrooms. Absence from the classroom, no matter how short, is inadvisable.

INTRODUCTION

Protecting students from personal injury is one of the responsibilities that instructors accept when they begin teaching. Another obligation is to prevent or reduce the possibility of legal actions. Protection from injury is classified under the general term of accident prevention. A significant piece of accident prevention is a well-established safety program that includes safety and injury prevention.

At the center of an effective safety program is a clear understanding of the definition of **safety** – freedom from harm. **Occupational safety** refers to preventing harm to employees while working on the job. Therefore, preventing accidents must be the central theme of any safety program.

Campus accidents are the result of unsafe conditions or unsafe acts. A **dangerous act** is an action by an individual that results in an accident. For example, using a grinding wheel without wearing protective eyewear is unsafe. An **unsafe condition** is a physical condition in a teaching environment that results in an accident. For example, a circular table saw that does not have an upper guard creates an unsafe condition. Experience in the industry has shown that there seldom is a single, clear-cut cause of an accident. Both dangerous acts and unsafe conditions are involved in at least four out of five accidents. Following proper work procedures will result in fewer accidents and injuries.

The Instructor ensures that unsafe acts and conditions are not present in the training program. To be successful, the Instructor must provide proper training and supervision, enforce all shop safety rules, and set a good example through their actions. The goal is to educate all students to perform all shop activities safely and efficiently.

Campus Supervisors ensure that employees follow proper work procedures to prevent unsafe acts and conditions in the workplace. The goal is to provide a safe working environment for all employees.

Those of us in the Tennessee College of Applied Technology system must offer our students a safe place to learn the occupational skills needed and prepare them to work safely in their chosen field upon graduation.

JacQuene Rainey, Ed. D.
President TCAT Jackson

EMERGENCY CONTACT NUMBERS

In an emergency on the main campus, immediately contact the President or designee and the Facilities Coordinator. For branch and extension campuses, contact the Campus Administrator or designee.

Campus Personnel Emergency Contact Numbers

Dr. JacQuene Rainey	President (TCAT Jackson)	731.217.4491
John Hodgson	Vice President for Workforce Development	731.431.1128
Karen Larsen	Vice President for Instruction & Institutional Effectiveness	731.617.0693
Britney Ward	Vice President for Student Services	731.695.3866
Meredith Cooper	Director of Practical Nursing & Allied Health Programs	731.803.1530
Dr. Patrick Davis, Sr.	Vice President of the Stanton Extension Campus	731.499.4318
James Farmer	Brownsville Campus Coordinator	731.780.1033
Emma McCready	Lexington Campus Coordinator	731.316.9914
Erica Pepper	Whiteville Campus Coordinator	731.609.5321
David Dean	Facilities Coordinator	731.695.0821
Will Mullins	Campus Police	731.868.2612 731.426.3733

EMERGENCY TELEPHONE NUMBER LIST

IN CASE OF EMERGENCY, DIAL 911

CITY OF JACKSON	
Jackson Police Department/Central Dispatch	731.425.8430 | 731.425.8431 | 731.425.8432
Jackson Fire Department	731.425.8341
Jackson Street Department	731.425.8541 | 731.425.CITY (After Hours)
Jackson Energy Authority	731.422.7500
Jackson Transit Authority	731.423.0200

COUNTY OF MADISON	
Airport Authority	731.423.0995
Madison County Sheriff's Office	731.423.6000
Madison County Emergency Management Agency	731.427.1271
Madison County Fire Department	731.424.5577

STATE OF TENNESSEE	
Tennessee Highway Patrol	731.421.5035
Tennessee Bureau of Investigation	731.423.5790 | 731.984.6600
Tennessee Emergency Management Agency	1.800.262.3400
Poison Control	1.800.222.1222
Pathways	731.541.8200
Quinco Mental Health Crisis Center	1.800.467.2515

AREA HOSPITALS	
Jackson-Madison County General Hospital	731.541.5000
North Hospital	731.661.2000
Bolivar General Hospital	731.658.3100
Henderson County Hospital	731.968.3646
Camden General Hospital	731.593.6300

EMERGENCY TELEPHONE NUMBER LIST

CITY OF LEXINGTON	
Lexington Police Department	731.968.6666
Lexington Fire Department	731.968.8219
COUNTY OF HENDERSON	
Henderson County Sheriff	731.968.7777
Henderson County Emergency Dispatch	731.968.2407
Henderson County Fire Department	731.968.4153
COUNTY OF HARDEMAN	
Hardeman County Rescue Squad	731.658.7778
Hardeman County Sheriff's Department	731.658.3971
COUNTY OF WHITEVILLE	
Whiteville Fire Department	731.642.3112
Whiteville Police Department	731.254.9450
COUNTY OF HAYWOOD	
Haywood County Sheriff's Department	731.772.2412
CITY OF BROWNSVILLE	
Brownsville City Fire Department	731.772.1396
Brownsville Emergency Management	731.772.1227
Brownsville Police Department	731.772.1266
COUNTY OF GIBSON	
Gibson County Sheriff's Department	731.855.1121
Gibson County Fire Department	731.723.9228
CITY OF HUMBOLDT	
Humboldt Police Department	731.784.1322
Humboldt Fire Department	731.784.2654

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 a direct interest in and responsibility for the fire protection program.

Because of their knowledge of shop areas, instructors assume responsibility for most fire protection measures necessary in their departments. Therefore, instructors should recognize the need for specific fire protection equipment and take the steps required to see that such equipment is provided in cooperation with the administration. Furthermore, Instructors should become thoroughly familiar with the use of fire protection 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; heat, produced in the form of flames or sparks; and electrical equipment.

Maintaining a clean and orderly building prevents fires produced by these elements. In addition, 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 for fire protection; however, the primary concern becomes the safe evacuation of people from the fire scene in the event of a fire. Therefore, all students and employees know the appropriate evacuation routes in a fire emergency. Furthermore, fire drills are conducted at trimester intervals to facilitate the orderly evacuation of personnel from the building.

Personnel and students may re-enter the facility after an evacuation once authorized personnel grants them verbal permission.

The TCAT Jackson Policies and Procedures Manual 1.02 Building Evacuation Procedure outlines how to evacuate the facility during an emergency fire event.

Fire Extinguishers

An authorized contractor will inspect all fire extinguishers annually to ensure they are in their designated locations, have not been tampered with or activated, and do not have corrosion or other impairments.

FIRE PROTECTION

Fire Classification

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

Training

Floor plans for the evacuation of the building are posted in prominent places, with all students and campus personnel informed of fire extinguisher and fire alarm activator locations.
Instructors are responsible for training students in properly using firefighting equipment and evacuation procedure.

In the Event of a Fire

If there is an active uncontrolled fire, immediately activate the nearest fire alarm to pull to alert others.

1. If the fire alarm sounds, instructors will take their class roster and direct students to exit the classroom through the nearest doors, not blocked by fire, and proceed to pre-determined evacuation meeting points (illustrated on the fire escape plan, near exits).
2. Instructors will take roll once their class is safe at their evacuation meeting point. (If a student is not accounted for, a member of the Crisis Response Team should be notified immediately) NO ONE SHOULD RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCE!
3. All additional school staff should evacuate the building and proceed to their assigned meeting point. (Crisis Response Team will begin room-clearing procedures, ensuring everyone is out before they themselves evacuate)
4. A designee will be at each meeting point and will confirm and report all instructors, students and staff are accounted for to the **Campus Administrator, Campus Police, or designee**.
5. **The coordinator of Facilities and maintenance or designee should gather the building plans, MSDS notebook**, and reports and proceed to the command post location.
6. Students and instructors may re-enter the building as soon as authorized by the **Campus Administrator, Campus Police, or designee** and only when it is safe.

If any student is missing, notify Campus Administrator, Campus Police, or designee, and a search/rescue team will be formed to locate the missing student.

FIRST AID

The American Red Cross defines first aid as the "immediate and temporary care given to 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 injured person's care and the prevention of additional injury to that person.

The Instructor has the legal right to administer first aid and would likely be considered negligent in duty if not attempted. However, the Instructor should not try treatment beyond first aid under any circumstances.

First Aid Supplies

Each program instructor and department on each campus location maintains a first aid kit with proper supplies. In addition, a regular inventory will be maintained, and disposable items will be restocked as necessary.

Primary Considerations

Primary considerations relate directly to the care and welfare of the injured person. The seriousness of the injury determines the degree of care that is necessary. Perform these basic steps for an injured person:

- Attempt to ascertain how seriously the person is injured. Trained campus personnel will assist in injury care determination.
- Apply only that first aid essential to preserve life.
- The campus administrator will send for aid immediately.
- The campus administrator will notify the listed emergency contact if a student or staff member is seriously injured.
- Report all injuries to the President's Office. Use the or Student Accident Report for all injuries and accidents, regardless of severity.

Secondary Considerations

After meeting the immediate needs of the injured person, there are additional responsibilities for the Instructor or Supervisor. Either the Instructor or Staff Supervisor must:

- Stabilize and reassure the other members of the class or department.
- Complete an accident report.
- Analyze the accident given known facts.
- Ascertain the cause of the accident.
- Outline steps to eliminate the possibility of the accident re-occurring.
- Review safety practices and procedures.
- Check the progress of the injured person.

FIRST AID

Procedures for performing first aid:

- Ensure the area is safe before approaching an injured party.
- Wear proper personal protective equipment(PPE) to protect yourself from blood born pathogens(BBP) or other potentially dangerous substances.
- Do not attempt to move the injured party, unless deemed necessary for further safety of injured party and/or caregiver.
- Contact Campus Administrator or designee and Campus Police.
- Contact 9-1-1 if emergency services are required for further treatment.

Instructors will demonstrate safe operating procedures before allowing any student to operate machinery or equipment. During this demonstration, the Instructor will signify any vital procedure used to operate the equipment safely.

Students may work in a shop or a classroom only when an instructor is present.

All procedures performed in shops or classrooms must be consistent with the requirements of the approved safety plan and accepted industry standards for program.

ACCIDENT REPORTING AND EMERGENCY FIRST AID PROCEDURES

Student Injury

Students must report accidents immediately to the **Instructor**.

First aid supplies are available in the classroom or shop area. Medication is not dispensed.

The **Instructor** handles all minor accidents. Qualified personnel administers first aid.

The Instructor immediately reports an accident or illness that is more serious to the campus administrator.

If transport to a medical facility for treatment is necessary, the campus administrator oversees it.

The **Instructor** completes and files the Student Accident Report with the **President's Office** within 24 hours of the accident.

Staff Injury

Please see 1.09 Workers Compensation Procedure in the Policies and Procedures Manual for complete instructions and information regarding workplace injury policy and process.

Staff members must report accidents immediately to their Supervisor.

First aid supplies are available in all departments. Medication is not dispensed.

Qualified personnel administers first aid.

If the injury requires medical care beyond standard First Aid, the employee should contact the **Human Resource Officer** and the **State Administrator** (Call Center **1-866-245-8588**). You will need to give your location code/budget code: **332.98**. The **State Administrator** will assist you in finding an approved healthcare facility in your area, or you may call **Prime Health Services (1-866-348-3887)**. In addition, you must have a **CASE#** from the **State Administrator** to take when you seek treatment.

If the injury does not require immediate medical treatment, the **State Administrator** will make an appointment with the provider for you.

If transport to a medical facility for immediate treatment is necessary, the **Campus Administrator** oversees it.

The **Supervisor** completes and files the Employee Accident Report with the President's Office within 24 hours of the accident.

RECORDKEEPING AND DOCUMENTATION

TCAT Jackson will maintain a complete set of records, including accident investigation reports, minutes of any safety meetings, training records, test results, emergency contact information, and parental permission forms.

Injury analysis is the primary reason for keeping health and safety records. Accident evaluation commands the Instructor to look for causes and make plans to correct any problems that may be present. In addition, good recordkeeping provides a basis for evaluating the safety program in use and initiating needed procedure changes.

Safety records may help to protect the College. Although parental permission forms, safety tests, and training records do not provide a complete defense against such actions, they tend to show that the College acted in "good faith."

College Records

Student and employee accident reports will be submitted to the appropriate agency and retained for at least one year. Additional copies are filed in the **President's Office**.

Safety meetings and safety training records must be kept for **one year**.

Safety committee records must be retained for at least **one year**.

Records of every formal inspection conducted at the College must be filed. The Instructor maintains these files for one year.

The **President's Office** maintains files about the safety program at the College.

Accident investigation reports must be kept at a minimum of one year. However, this may be extended in severe injury or legal involvement cases.

Documents

The **President's Office** maintains the accident report. While the accident is reported in this form, a more descriptive narrative can be attached.

The **Instructor** maintains the Record of Safety Instructions. Students acknowledge receipt of safety instructions by signature before they are allowed to enter shop areas.

SAFETY RULES

Safety rules are how instructors and campus administrators identify the discretionary line between acceptable and unacceptable performance. Rules alone 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 regulations establish the minimum and maximum guidelines for behavior. The student must develop a thorough understanding of their purpose and be enlightened as to how they, as individuals, can benefit from observing them.

Safety rules are a necessary part of an overall safety program. In the campus shops, the responsibility of enforcement rests squarely on the shoulders of the instructors. They are required to present proof of enforcement. **Instructors** set the example by following safety rules themselves. An instructor's adherence to safety rules is a model of appropriate behavior that students will replicate; disregard for those rules demonstrates the inappropriate behaviors that students will repeat.

Because the well-being of all individuals on TCAT Jackson's campuses is essential, continuous or flagrant violation of safety rules by a student may result in dismissal from the training program—staff, termination from employment.

CARE AND MAINTENANCE OF PHYSICAL FACILITIES

Instructors and students must implement proper housekeeping techniques. Cleaning activities may reveal potential safety and fire hazards. Store shop materials and supplies in appropriate locations. Remove waste materials, tools, scrap, and grease regularly on floors, workbenches, and around machines. Instructors and students should maintain daily cleaning and maintenance schedules, with Friday afternoons devoted to extensive cleaning and maintenance of the physical plant.

Main campus custodial workers will always be on duty when the building is open during regular daytime operating hours. During evening classes, instructors will assume the role of custodian. While main campus custodial staff does not supervise students or staff, they can check any actions or activities that decrease building safety.

Housekeeping

Good housekeeping practices are essential factors in overall safety and fire protection.

The removal of rubbish and dirt eliminates many hazards. Empty wastebaskets daily.

Most fires start small. Removal of rubbish may aid in fire prevention or spread.

Keep floors free of oil, grease, or any other liquid. Clean up spilled liquids immediately; they are slipping hazards.

Aisles should be clear at all times to prevent tripping or other accidents.

Store materials in such a way that they cannot become hazardous.

Put tools away that are not in use.

Place all scrap in scrap boxes.

Remove dry grass, weeds, or rubbish near the building.

Maintain storage sheds, buildings, and grounds.

PROGRAM MACHINERY AND EQUIPMENT GUARDING

Students 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, not constantly reacting safely. As a result, even a well-coordinated and highly-trained person may perform unsafe acts that could lead to injury and death. Proper guarding will allow the student to work safely and, at the same time, achieve the assigned tasks.

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 a process that may result in metal chips that fly from tools or abrasive wheels.
3. Machine failure usually results from a lack of preventive maintenance, overloading, or abuse.
4. Electrical failure may cause malfunctioning of the machine or cause electrical shock or burns.
5. A lack of knowledge, skill, distraction, fatigue, or misunderstanding causes operator error or human failure.

Implementing safeguards through revision or design can ensure the positive prevention of injury-producing accidents on machinery. However, injury-producing accidents are inevitable where equipment with dangerous moving parts is operated without or with ineffective guards.

Safeguarding Equipment

The shop instructors must exercise due care for the trainees under their control in whatever equipment is used in their program areas. The Instructor must provide a safe environment for their trainees, even to guard against unsafe conditions due to the building itself. 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 good housekeeping practices all make for a safe, productive working environment.

No equipment of any type will 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 Instructors receiving the equipment will be responsible for complying with this requirement.

Similarly, guards must be on all equipment now in use where there is knowledge through experience or inspection that certain precautions are needed. Such action is to be initiated and immediately followed 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" when it is known that specific alterations or additional physical guards should be provided to ensure that students or employees will not be injured while operating the equipment.

Instructional Equipment Maintenance Program

Each Instructor is responsible for safely operating equipment in their program. Having expertise in the field, each Instructor should know each piece of equipment necessary for the program and the safety of the equipment.

Examine and test each new piece of equipment before it is used.

CONDUCTING ON-SITE INSPECTIONS

The **Facilities Coordinator** and **Faculty** will periodically inspect shops and lab areas 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 program's safety, providing constant monitoring of safety program efficiency.

Instructor

The Instructor is directly responsible for environmental conditions affecting student safety and locating and reducing hazards. In addition, the **Vice-President of Instruction & Institutional Effectiveness** will inspect an instructor's effectiveness in the safety program.

Instructors will conduct daily or weekly informal inspections. During these informal inspections, the **Instructor** will note all unsafe conditions and activities to ensure immediate corrective action. The **Instructor** will note the date of the inspection, the problem, and the corrective action taken. The **Instructor** will tag, disconnect from the power source, and lockout equipment or machinery if corrective action is not immediate.

The **Instructor** will inspect all new equipment, material, and processes. The **Instructor** must check equipment for hazards, its operation studied, additional safeguards installed, and safety instructions developed before being placed into operation.

Students

Before beginning any assigned project, students must conduct operating inspections on all machinery and equipment. If machinery and equipment are faulty or unsafe, the student will immediately inform the instructor or safety coordinator of the hazardous condition. **Students** assigned to tool room duty will assume responsibility for inspecting all hand tools and equipment checked out.

Maintenance and Custodial

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

Corrective Action

If the inspection identifies an unsafe condition, the Instructor will submit a written report to the **Vice-President of Instruction & Institutional Effectiveness**. An estimate of the cost and the severity of the hazardous condition will be determined and prioritized accordingly.

Preventive Maintenance

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

ACCIDENT INVESTIGATION

The accident investigation and reporting system are valuable elements of the safety program. An effective accident investigation and reporting system can help reduce the number and severity of accidents by uncovering the causes of the accident and initiating corrective actions to prevent the recurrence of accidents of a similar nature.

Additional benefits are as follows:

1. Documents facts relating to the accident event for legal and statistical purposes.
2. Identifies safety program weaknesses and failures that allowed the accident to occur.
3. Involves employees and students in accident prevention.
4. Promotes positive safety attitudes.
5. Supports objective evaluation of the safety training procedures.

Because of the benefits and the importance of accident investigations to an overall safety program, the Instructor, in coordination with the **Vice-President of Instruction & Institutional Effectiveness**, will investigate all accidents, including those with injuries that require first aid or those causing only property damage.

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

1. Report the accident immediately to the **Instructor and Vice-President of Instruction & Institutional Effectiveness**.
2. Follow recommended emergency first-aid procedures.
3. Confirm that the student or employee is safe.
4. **The Instructor** and **Vice-President of Instruction & Institutional Effectiveness** will initiate an investigation of the accident.
    a. If a student is involved in an accident, the **Instructor** and **Vice-President of Instruction & Institutional Effectiveness** assume responsibility for the investigation.
    b. If an employee is involved, the **Vice-President of Instruction & Institutional Effectiveness** initiates the investigation. In addition, students may become involved in investigating near-miss accidents involving property damage without injuries.
5. Review the accident scene thoroughly to gather pertinent information.
6. Determine the cause of the accident and submit recommendations.
7. Inform students and employees of recommendations as soon as possible. Set a reasonable time limit for implementing recommendations.
8. Complete the appropriate accident investigation reports, a copy retained in the **President's Office**.

If an injury requires medical attention other than immediate first aid, the Instructor and Vice-President of Instruction & Institutional Effectiveness will compile a narrative to supplement the accident investigation form. The report will address the following elements of the 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

ACCIDENT INVESTIGATION

In severe injuries to employees or students involving lost time or potential litigation, the **President** will immediately notify the Tennessee Board of Regents' General Counsel.

The Tennessee College of Applied Technology Jackson is NOT responsible for student injury and, therefore, cannot be held accountable for medical charges or fees. Therefore, all students are encouraged to obtain personal hospitalization insurance before enrolling.

SAFETY MEETINGS

The **President** will discuss campus safety during Leadership Team meetings to facilitate communication of safety problems, provide general information, and stimulate interest and motivation in the Safety Program.

Persons responsible for safety meetings should evaluate meetings critically to determine whether they accomplish their purpose. Whenever meetings are continuous, there is the danger that they will become dull and ineffective. Exhibiting the appropriate effort and attitude toward the goals of this College's safety program can prevent this apathy.

It is highly recommended that a student-led safety meeting within training programs be encouraged, if not mandated. This will give rise to a greater awareness of the safety issues at hand and 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 are a priority.

Instructors are critical to the implementation of a safety program. Without cooperation and responsible attitudes, safety training will not work. Therefore, 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 effective.
2. Help students learn about unsafe acts and conditions that may lead to accidents.
3. Help students learn safe practices for use in their day-to-day training activities.
4. Encourage students to become leaders 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.

Students

The Student Services Office (SSO) will orient each student with general safety policies and procedures adopted by TCAT Jackson.

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

All students must complete safety tests, and results must be kept on file throughout their training. All students will be required to pass all safety tests. Students will repeat safety training tests until they pass.

Each student must read safety rules describing specific safety rules and recommendations unique to their training program. Instructors will assist students with reading comprehension problems. Instructors will encourage students to refer to this manual during training to reinforce their safety awareness. Students will verify their understanding of the safety rules by signing the appropriate acknowledgment forms. All forms are filed for future reference.

After proficiency in safety regulations, students can progress through their training outline according to prescribed procedures. In pursuing their employment objectives, students will receive additional safety operating rules and recommendations for each specific type of equipment relevant to their training. Instructors will use other written tests to evaluate proficiency in using the machinery.

Will they be allowed to participate in learning if they do not pass? This might need to be stated. Continuous failure of safety testing may unnecessarily expose the student, cohort & campus to harm.

Instructors

Instructors will demonstrate the correct machinery or equipment operating procedure before allowing any student to operate it. During this demonstration, the Instructor will emphasize any necessary procedure in equipment operation safety.

The student will demonstrate competency on the same equipment following the Instructor's demonstration. In addition, the student will orally describe proper operating and safety procedures.

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. The **Instructor** will document any continued flagrant violations of safety. Such behavior will 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 the proper procedure in case of an accident.
2. Give periodic shop demonstrations on the proper use and care of personal protective devices.
3. Provide safety instruction in the course of study.
4. Provide instruction in maintaining shop tools, machines, and other equipment.
5. Provide instruction in safely lifting and moving heavy equipment or other loads.
6. Provide a bulletin board of safety bulletins, safety posters, and safety rules and regulations.
7. Give periodic "shop talks" to emphasize the importance of each student's need for a proper attitude toward accident prevention.
8. Conduct field trips to industrial plants or construction jobs to study safety practices.
9. Provide visiting speakers from businesses and industry to speak on occupational safety and health practices.
10. Prepare a written safety education program for the shop similar to the course of study.
11. Require each student to sign acknowledgment forms for shop safety rules and regulations to indicate that they have read and understood the information. The forms will remain in the student's files until they complete 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

Institutional meetings will be held at least annually and present general safety topics.

Campus-specific safety meetings will be held semi-annually by Campus Coordinators. Safety topics that are pertinent and appropriate for distinct campuses will be discussed.

All faculty and staff members attend safety meetings.

HAZARDOUS MATERIALS AND HAZARDOUS WASTES

1.0 Introduction

All hazardous material handled, used, stored, and transported will be managed to comply with safety, pollution prevention, waste minimization, waste management regulations, and college policy. A hazardous material is any material that, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may substantially threaten human health or the environment when released or spilled. Typical hazardous material used by the College includes but is 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 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 minimizations, 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 SDS is located for all materials they use and will be familiar with the information found in the SDS.

4.0 Hazardous Materials and Waste Management

Waste oils and other hazardous materials that need disposal will be handled via a contract with approved companies. Receipts documenting the pick-up of the materials will be kept in the program instructor's office for review if needed.

4.1 Safety Data Sheet

Employees and students will use the SDS to guide the safe use, handling, and storage of hazardous materials. Employees and students will wear appropriate personal protection when using or handling hazardous materials, such as goggles, gloves, outerwear, and respirators.

4.2 Storage of Hazardous Materials

All hazardous materials will be stored and secured in designated areas marked as such and are well known to facility personnel. Materials in operational 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. All other labels or markings will

be eliminated. Containers without labels may be used for small quantities of hazardous materials and indirect control of the user. Hazardous materials will never be stored or unattained in containers without appropriate labels.

4.2.2 Incompatible Materials

Incompatible materials such as flammable and corrosives and flammable oxidizers[KT1] [KT2] will not be stored together.

4.2.3 Flammable Liquid Storage Cabinets

Flammable and combustible materials stored indoors must be kept in storage cabinets specifically designed for such materials. The President will approve flammable storage cabinets. 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 cabinets.

4.2.4 Corrosive Cabinets

Corrosive materials are liquids or solids such as acids and bases that damage human skin on contact. Cabinets that store corrosive materials are recommended for large quantities of highly corrosive materials[KT3] .

4**.2.5 Closed Containers**

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

4.2.6 Funnels

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

4.4 Used Oil

Used oil will not be handled as hazardous waste if not contaminated with 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.

4.6 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 non-regulated solid waste if no free-flowing oil is 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 or rust that compromises the container's integrity). 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 hazardous waste.

4.7 Solvents and Absorbent with Solvents

Many solvents are flammable and toxic. Employees and students will consult the SDS, and individual shop Standard Operating Procedures for proper solvents use, storage, and handling. 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 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 hazardous waste.

4.9 Paints and Thinners and Absorbent 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 hazardous waste.

4.10 Cleanup Materials from Spills

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

4.11 Batteries

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

4.11.2 Lead Acid Batteries
Lead-acid batteries will be handled and stored to prevent rupture. Lead-acid batteries 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, they will be disposed of as hazardous materials/hazardous waste.

4.12 Pressurized Cylinders

All pressurized gas cylinders will be secured when stored or not used 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 marked with the proper DOT labels.

Flammable gas cylinder storage shall be in a separate room or compartment with no open flame for heating and 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 unnecessary danger from the torch flame's radiation, sparks, slag, or misdirection. Cylinder valves must be closed when the welder's apparatus is unused, and the regulator and hose are 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 and 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 clean up spills of unknown materials or materials that present a safety hazard.

4.13.2 Response

If a spill 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 Campus Coordinator, who will then determine if the "Code Red" procedure is to be activated.

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.

Proper storage and handling practices will minimize the potential for releasing hazardous materials or wastes in the work area.

5.2 Waste Minimization

It is the responsibility of every college employee and student to minimize waste 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 needed.

5.6 Materials Management

Improve material receiving, storage, and handling practices.

5.7 Materials Separation

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

5.8 Material Rotation

Rotate perishable material from the back to the 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 Preventative Maintenance

Maintain a robust preventative maintenance program.

5.12 Work Planning

Plan and sequence work to reduce leftover products and materials.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

Following the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030, the following exposure plan has been developed:

A. Definition of Bloodborne Pathogens

Bloodborne pathogens are pathogenic microorganisms in human blood and can cause human disease. The pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency (HIV).

B. Purpose

The purpose of this exposure plan is to:
1.Eliminate or minimize employee and student occupational exposure to blood or other body fluids.
2.Comply with the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030

C. General Statement

TCAT Jackson operates laboratories for the Patient Care Technology/Medical Assisting program, where students and instructors incur occupational exposure to blood and other potentially infectious body fluids/materials. Instructors maintain and train students to comply with OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030.

D. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood and other potentially infectious body fluids/materials. The exposure determination is made without regard to using personal protective equipment (i.e., employees are considered exposed even if they wear personal protective equipment.) This exposure determination must 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:

Administration
Faculty
Front Office Staff
Maintenance Personnel

PROCEDURES FOR HANDLING BODILY FLUIDS

To ensure consistency and safety when dealing with bodily fluids, staff must follow proper procedures when exposed to the body fluids of another staff member, student, or visitor. These procedures apply to bleeding, vomiting, drooling, etc.

Staff must wear rubber gloves and a mask if exposed to a body fluid emission from anyone. Latex gloves and masks are available in the individual departments. Latex-free gloves are available.

Steps for Handling Body Fluids Emissions

1. Use precaution anytime there is even the slightest emission of body fluids. This can be a small cut emitting blood, vomiting, drooling, mucus, urine, or other body fluid.
2. Determine the seriousness of the problem.
3. If blood or any 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 only applies a Band-Aid).
    c. Wear gloves and a full-face shield if the problem is severe and excessive body fluid is present.
    d. Administer aid as needed.
4. There is a spray bottle containing bleach located in the bloodborne pathogens kit.
5. After administering aid, fill the bleach spray bottle with water if any body fluid is present. This will give a mixture of 1 part bleach and 10 parts water. Disinfect and decontaminate the area thoroughly.
6. After decontaminating the area, remove gloves, masks, and waste and place them in a plastic trash bag. Tie the bag, and maintenance will dispose of it. Next, wash mops and buckets thoroughly with hot water and bleach before using them again for other cleaning purposes.
7. Pour the bleach and water mixture down the drain and refill the bottle with 1 part bleach for future use.
8. Wash hands thoroughly with antibiotic 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 on campus 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 individual.

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

Handwashing facilities shall be made available to employees who are exposed to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after exposure.

PROPERTY SECURITY

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

Campus security also includes securing exterior doors of all buildings, interiors 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 their closets and classroom doors. In addition, instructors shall lock classroom doors before leaving campus.
- After the College closes each day, the maintenance worker/custodian is responsible for checking all classroom doors to ensure these doors are locked, locking storage rooms, and locking and securing exterior doors of all buildings.
- The President or Designee locks the doors if the campus holds classes or activities outside regular school hours.

Property Loss Procedures

The **Coordinator of Facilities & Maintenance** investigates property loss to determine the following details about the missing item(s): what, how, and when. If the item is lost or stolen, the **Coordinator of Facilities & Maintenance** creates a report in collaboration with the department affected. The **President** will follow up if necessary. If the property is stolen, authorities are contacted, and a copy of the subsequent police report is filed in property records.

Property Damage Procedures

The **Coordinator of Facilities & Maintenance** inspects property damage to determine its severity and its effects on property use. Then, the **Coordinator of Facilities & Maintenance** creates an accident report, employing the appropriate accident and inspection forms, and submits the resulting reports to the **President's Office**. If the item is repairable to operational standards, procedures are taken to repair it.

CAMPUS POLICE

TCAT Jackson employees a full time, commissioned, law enforcement officer for campus security and safety. He/she will review and update, as needed, the Crisis Response Manual and any portion of the safety and security plans for the campus. The **Campus Police Officer** will also conduct yearly training with faculty and staff on safety and security measures within the campus and will meet periodically with the Crisis Team for any updates on incidents that have occurred or safety and security concerns.

Any violations of law or safety on campus will be reported to the **Campus Police Officer**. Any emergency incidents should be brought to the **Campus Police Officer's** attention, as soon as practicable.

The **Campus Police Officer** will enforce laws on TCAT-Jackson properties and the immediate surrounding area. The officer will also address any matters concerning the laws and policies of the State of Tennessee, Tennessee Board of Regents, TCAT-Jackson, or any faculty, staff, or students of these entities.

EMPLOYEE ACCIDENT REPORT

Reset Form

ACCIDENT REPORT
STATE OF TENNESSEE
DIVISION OF CLAIMS ADMINISTRATION
9TH FLOOR ANDREW JACKSON BUILDING
NASHVILLE, TN 37243
(615) 741-2734

State Agency _____
Budget Code # _____
Location # _____

This form must be used exclusively by all state employees in presenting claims for workers' compensation. All questions must be answered.

TO BE COMPLETED BY EMPLOYEE: Social Security # _____

1. Employee's name _____ (First) _____ (M.I.) _____ (Last)
2. Birthdate _____ (Mo. Day Year) Sex _____ Job Title _____
3. Home Address _____ City _____
   State _____ Zip _____ Home Phone (___) _____
4. Supervisor _____ State Agency _____
5. Office Address _____ City _____
   State _____ Zip _____ Work Phone (___) _____
6. Date Employed by State _____
7. Exact location of project where injury occurred _____
   _____ County _____
8. Do duties of employee require being at this location? _____
9. Did employee leave work on day of injury? _____ If not, when did incapacity begin? _____
10. Date of Accident _____

DESCRIPTION OF THE INJURY:

1. State name of machine, tool, or other appliance with which injury occurred _____
2. Describe the injury in detail and state how it occurred _____
3. What part of person was injured? _____
4. Probable length of disability _____
5. Did employee lose time from work? _____ How much time? _____
6. Physician's name _____ Address _____
   City _____ State _____ Zip _____ Phone # (___) _____
7. Date of first visit _____
8. Who authorized visit to physician? _____
9. Was employee hospitalized? _____ Where? _____

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EMPLOYEE ACCIDENT REPORT

TO BE COMPLETED BY SUPERVISOR:

1. What position did employee hold when injured? _____

2. Was injury caused by (a) employee's willful misconduct? _____
   (b) intentional self-inflicted injury? _____
   (c) intoxication? _____
   (d) failure or refusal to use safety appliance furnished him? _____
   (e) failure to perform a duty required by law? _____

3. When was first notice of injury given to employer? Date _____ Time _____
   To Whom? _____ Position _____

4. Monthly salary on date of injury $_____

5. If disabled, will employee be on leave without pay during disability? _____

6. Relate any knowledge you may have of injury or what the employee reported to you

We, the undersigned, certify that all statements contained herein and on any attachments hereto are true and that the injuries reported were actually incurred. We also acknowledge that it is a misdemeanor to file a false claim with the Division of Claims Administration.

_____ _____
Claimant Date

_____ _____
Supervisor Date

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STUDENT ACCIDENT REPORT

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
JACKSON

Student Accident Report
To be filled out immediately after any accident that occurs on campus. Once completed, submit to the President's Office
Who was injured?
What was the nature and extent of injury? (Describe fully; use back of form if needed.)
Who gave medical treatment?
What day and time did the accident occur? DATE TIME AM PM
Who saw the accident or was near the injured when the accident occurred?
What was the cause of the accident?
What was the injured student's statement about the accident?
What was the mental and physical condition of the injured student prior to the accident?
What can be done to prevent recurrence of this or similar accidents?
Additional comments:

Report made by

Print Name

Signature

Title

Received by

Date

Time