



**HEALTH &  
SAFETY  
PLAN**

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## INTRODUCTION

A goal of public agencies and units is to provide safe and efficient services to residents of the State of Tennessee. Each employee must help to accomplish this purpose through safe and efficient work practices and by being aware of any potential emergency or threatening situations. Employee safety is vital to our success as is the safety of our student body. We accept the moral and legal responsibility for providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, as well as establishing and maintaining 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 safe and efficient occupational training in a safe instructional environment for our students and a safe working environment for our employees.
2. Provide instruction in and encourage the development of safe working practices by our students and staff, while emphasizing working the "SAFE WAY."
3. Stimulate student and staff interest in occupational safety and prevention.
4. Promote safety awareness for everyone.

If all employees and students accept personal responsibility for their safety and well-being, this objective is attainable. A safe working habit is an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to himself/herself and others.

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

Each **supervisor** is accountable for the actions of employees. The supervisor is responsible for ensuring that both the supervisor and employees follow all safety rules, policies, and regulations.

We intend to provide good supervision, effective 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 certain well-established requirements of conduct to maintain safe classrooms. Absence from the classroom, no matter how short, is inadvisable.

The protection of 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. The protection from injury is classified under the general term of accident prevention. A major 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. The term **occupational safety** refers to the prevention of harm to employees while working on the job. The prevention of accidents must be the central theme of any safety program.

Campus accidents are the result of unsafe conditions or unsafe acts. An **unsafe act** is an action by an individual that results in an accident. For example, using a grinding wheel without wearing protective eyewear is an unsafe act. An **unsafe condition** is a physical condition in the work of a teaching environment that results in an accident. 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 unsafe acts and unsafe conditions are involved in at least four out of five accidents. Following proper work procedures at all times will result in fewer accidents and/or injuries.

The instructor is responsible for ensuring that unsafe acts and unsafe 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 by their actions. The goal is to educate all students to perform all shop activities safely and efficiently.

Campus supervisors are responsible for ensuring that all employees follow proper work procedures so that unsafe acts and unsafe conditions are not present 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 have an obligation not only to offer our students a safe place in which to learn the occupational skills needed but also to prepare them to work safely in their chosen field upon graduation.

Jeff Sisk

President

## EMERGENCY CONTACT NUMBERS

### Campus Personnel Emergency Contact Numbers

Jeff Sisk	President	731.225.9565 📞
John Hodgson	Vice-President of Workforce Development	731.431.1128 📞
	Whiteville Campus Administrator	
David Dean	Coordinator of Physical Facilities	731.695.0821 📞
	Vice-President of Student Services	
James Farmer	Brownsville Campus Administrator	731.780.1033 📞
Meredith Cooper	Director of Practical Nursing & Allied Health Programs	731.868.2612 🏠 731.803.1530 📞

### Other Emergency Contact Numbers

Madison County Sherriff's Office	731.423.6000
City of Jackson Police Department	731.425.8400
Jackson-Madison County General Hospital	731.541.5000
North Hospital of Jackson	731.661.2000
Madison County Fire Department	731.424.5577
Madison County Emergency Management Agency	731.427.1271
Tennessee Highway Patrol	731.423.6630

Tennessee Bureau of Investigation	731.984.6600
Tennessee Emergency Management Agency	615.741.0001
Quinco Mental Health Crisis Center	731.664.2083

## **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.

Instructors, because of their knowledge of shop areas, assume responsibility for most fire protection measures necessary in their departments. Instructors should recognize the need for specific fire protection equipment and take the necessary steps, in cooperation with the administration, to see that such equipment is provided. 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. 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, in the event of a fire, the primary concern becomes the safe evacuation of people from the scene of the fire. All students and employees are informed of the appropriate evacuation routes to be used in case of a fire emergency. Furthermore, fire drills are conducted at semester intervals to facilitate the orderly evacuation of personnel from the building.

Personnel and students may re-enter the facility after an evacuation once verbal permission is granted by authorized personnel.

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

### **Fire Extinguishers**

All fire extinguishers will be inspected annually by an authorized contractor to ensure they are in their designated locations, have not been tampered with or activated, and do not have corrosion or other impairments.

## **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 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 a non-conductive extinguishing agent is of first importance. The material that is burning is, however, **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 assume the responsibility for training students in the proper use of firefighting equipment and evacuation procedure.



## **FIRST AID**

First aid is defined by the American Red Cross as 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 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 it is not attempted. However, the Instructor should not attempt treatment *beyond* first aid under any circumstances. Staff and faculty injuries necessitating first aid are treated by other available staff or faculty.

### **First Aid Supplies**

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

Medicines and cleaners, such as alcohol, methylate, first aid cream, etc. are not kept to avoid misuse, expiration, or allergic reactions. This rule is also applied to the distribution of common over-the-counter medications.

### **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.

If a student or staff member is seriously injured, the campus administrator will notify the listed emergency contact.

Report all injuries to the President’s Office. Use the Employee Accident Report or the 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.

## **SAFETY PROCEDURES FOR TRAINING PROGRAMS**

**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 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.

## 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** reports an accident or illness that is more serious to the campus administrator immediately.

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 full instruction 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 health care facility in your area or you may call **Prime Health Services (1-866-348-3887)**. You must have a **CASE#** from the **State Administrator** to take with you when you seek treatment.

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

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. Good record-keeping provides a basis for evaluating the safety program in use and initiating needed changes in procedures.

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 do tend to show the College was acting in “good faith.”

### College Records

Student and employee accident reports will be submitted to the appropriate agency and retained for a minimum of 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 a minimum of one year. This may be extended in cases of severe injury or legal involvement.

### 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 Acknowledgment of Safety Instructions. Students acknowledge receipt of safety instructions by signature before they are allowed to enter shop areas.

The **Instructor** maintains the [Safety Meeting Form](#) and submits a copy to the **President’s Office**. All meeting attendees sign the form. The **Instructor** lists all discussion topics on the form.

## 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 rules 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 replicate as well.

Because the well-being of all individuals on TCAT Jackson's campuses is an important, 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 proper locations. Remove waste materials, tools, scrap, and grease on floors or workbenches and around machines regularly. Instructors and students should maintain daily cleaning and maintenance schedules with Friday afternoon devoted to extensive cleaning and maintenance of the physical plant.

Main campus custodial workers 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 role of custodian. While main campus custodial staff does not supervise students or staff, they have the authority to check any actions or activities that decrease building safety.

### Housekeeping

Adequate housekeeping practices are important 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**

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, not always reacting safely. 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.

### **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, 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, 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 for the trainees under their control in the use of whatever equipment is used in their program areas. The instructor must provide a safe environment for their trainees, even to the extent of guarding 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 adequate housekeeping practices are all factors that 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 must be 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” when it is known that certain 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 the safe operation of each piece of equipment in his or her 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 **Vice-President of Workforce Development** and **Faculty** will perform periodic inspections of 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 programs in safety, providing constant monitoring of safety program efficiency.

### **Instructor**

The Instructor is directly responsible for environmental conditions affecting student safety and for locating and reducing hazards. The **Vice-President of Workforce Development** will perform inspections to audit 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 perform inspections on 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**

**Students** will be required to conduct operating inspections on all machinery and equipment before beginning any assigned project. If machinery and equipment are 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. Each training program must develop a safety committee, consisting of at least four capable students, to monitor the daily safety activities of their peers.

### **Maintenance and Custodial**

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

### **Corrective Action**

If inspection results in the identification of an unsafe condition, the Instructor will submit a written report to the **Vice-President of Workforce Development**. An estimate of the cost and the severity of the unsafe condition will be determined and prioritized accordingly.

## **Preventive Maintenance**

Instructors, maintenance, and custodial personnel are responsible for the development and implementation of routine preventative maintenance procedures for each piece of equipment or machinery listed in their inventories. Routine preventive maintenance is necessary for effective training programs and 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 to anticipate, report, or correct equipment defects could promote hazardous conditions, exposing students and school personnel to possible injuries.

## ACCIDENT INVESTIGATION

A valuable element of the 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 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 Workforce Development** 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 students 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 Workforce Development**.
- 2) Follow recommended emergency first-aid procedures.
- 3) Confirm the student or employee is safe.
- 4) **The instructor and Vice-President of Workforce Development** will initiate an investigation of the accident.
  - i) If a student is involved in an accident, the **Instructor and Vice-President of Workforce Development** assume responsibility for the investigation.
  - ii) If an employee is involved, the **Vice-President of Workforce Development** initiates the investigation. Students may become involved in the investigation of 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 at the earliest possible moment. Set a reasonable time limit for recommendation implementation.
- 8) Complete the appropriate accident investigation reports; a copy retained in the **President's Office**.



In case of an injury requiring medical attention other than immediate first aid, the **Instructor** and **Vice-President of Workforce Development** will compile a narrative to supplement the accident investigation form. The narrative 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

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

The Tennessee College of Applied Technology Jackson is NOT responsible for injury to students and, therefore, cannot be held responsible 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. This is to facilitate communication of safety problems and to provide general information as well as to stimulate interest and motivation in the Safety Program.

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

It is highly recommended that the student-led safety meeting, 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 are a priority.

**Instructors** are key to the implementation of a safety program. Without 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 an 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 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.

### Registration

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 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 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 is required to 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 understanding of the safety rules by signing the appropriate acknowledgment forms. All forms are filed for future reference.

After providing 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 safety operating rules and recommendations for each



specific type of equipment relevant to their training. Instructors will use additional written tests to evaluate proficiency in the use of the machinery.

## **Instructors**

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

Following the instructor's demonstration, the student will demonstrate his/her competency on the same equipment. 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 the maintenance of shop tools, machines, and other equipment.
5. Provide instruction in the safe methods of lifting and/or 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 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 a written safety education program for the shop 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 will remain in the student's file until he/she 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. All faculty and staff members attending safety meetings will sign the meeting form.

# 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, 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 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/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 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 needing to be disposed of 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 as a guide to the safe use, handling, and storage of hazardous materials. Appropriate personal protection, such as goggles, gloves, outerwear, 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. 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 flammable and corrosives and flammables 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 president. 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 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 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 some kind of closing device, such as a ball valve, to keep the 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 hazardous waste if it has not been 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 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 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 hazardous waste.

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

Many solvents are flammable and/or toxic. Employees and students will consult the MSDS 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 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 spills of hazardous materials 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 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 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 not 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 SOP's 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 at hand.

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

### **5.2 Waste Minimization**

It is the responsibility of every college 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 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 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 strong 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 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 (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**

The TCAT Jackson does not operate laboratories nor has 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 and 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:

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.

### 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 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).
  - C. If the problem is severe and excessive body fluid is present, wear gloves and a full-face shield.
  - D. Administer aid as needed.
4. There is a spray bottle containing bleach located in the blood-borne pathogens kit.
5. After administering aid, 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 the area completely.
6. After decontaminating the area, remove gloves, masks, and any waste and place them in a plastic trash bag. Tie the bag and maintenance will dispose of it. Wash mops and buckets 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 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 at this 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. At this campus, the following engineering controls will be utilized: sharps containers and thermometer sheaths.

Handwashing 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.

## 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 his/her closets and classroom doors. 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.
- If the campus holds any classes or activities outside regular school hours, the **President** is responsible for locking the doors.

### 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 was 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 the severity and the effects on the use of the property. 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, then procedures are taken to repair it.

# EMPLOYEE ACCIDENT REPORT



**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 \_\_\_\_\_ Sex \_\_\_\_\_ Job Title \_\_\_\_\_  
Mo. Day Year
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? \_\_\_\_\_

# SAFETY MEETING FORM



Safety Meeting Form	
<b>Meeting Details</b>	
Program	_____
Meeting Date	_____
<b>Discussion Topics</b>	
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
<b>Attendees</b>	
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

# STUDENT ACCIDENT REPORT



<b>Student Accident Report</b>			
To be filled out immediately after any accident that occurs on campus. Once completed, submit to the President's Office			
Who was injured?		<input type="text"/>	
What was the nature and extent of injury? (Describe fully; use back of form if needed.)			
Who gave medical treatment?		<input type="text"/>	
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