Blinn College

Emergency Management and Safety

Safety Manual

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Emergency and Safety Overview

Purpose

The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help ensure the safety of all individuals on our locations through means of policies and procedures that encompass both emergency situations and daily activities. Our goal is to provide a multi-hazard approach that encompasses the four phases of emergency management: mitigation, preparedness, response, and recovery.

Scope of Authority

Blinn College Emergency Management and Safety oversee all emergency and safety procedures and will be responsible for making sure all appropriate compliance, emergency, safety and other related issues are met.

Communication

All communications regarding status of Emergency and Safety issues, policies and procedures should be directed to the Emergency Management/Safety Manager or appropriate Vice Chancellor.

Accountability

It will be the responsibility of the Blinn Emergency Management/Safety Manager to ensure appropriate policies and procedures are developed, implemented, reviewed and revised. Additionally, he/she will have the authority to enforce and follow up on any discrepancies. It is expected that all faculty, staff, students and visitors will adhere to all emergency and safety policies and procedures.

Emergency Response

Blinn College has several trained, certified, and licensed faculty and staff in a variety of emergency and health fields. However, during an emergency, scene command and control must be maintained. Therefore, the only groups/individuals that have authority to respond to any emergency scene are: Police, Emergency Management/Safety, and Campus Health Clinic RNs. At their discretion, they may use the skills and expertise of other Blinn personnel, but these individuals will fall under the command and control of the authorized responders.

During an emergency, all personnel other than emergency personnel or those who have been asked to respond or assist, must clear the area.

General Safety

Safety is everyone's responsibility at Blinn College. Therefore, if anyone sees or is involved in an action or work that they feel is unsafe, they have the authority to stop the job. If this occurs, the following takes place:

A. Notification
    1. Maintenance Supervisor and/or
    2. Emergency Management/Safety Manager

B. Review
    1. Concerns
    2. Policy/procedure
    3. Task

C. Evaluation
    1. Discuss situation
    2. Make corrections if required

D. Resume tasks/action

IT IS UNDERSTOOD THAT STOPPAGE OF WORK OR REPORTING OF ITEMS FOR SAFETY CONCERNS IS WITHOUT CONSEQUENCE.

Emergency and Safety Equipment

The safety of all Blinn College students, faculty/staff, and visitors is of utmost importance. Blinn College will help ensure the safety of all individuals on our locations through means of safety and emergency equipment that encompass both emergency situations and daily activities. Our goal is to preserve life, limb and property.

Scope of Authority

It will be the responsibility of the Blinn Emergency Management/Safety Manager to help ensure practices, procedures and policies are developed, implemented, reviewed and revised. Additionally, he/she will have the authority to enforce and follow up on any discrepancies.

Communications

All communications regarding emergency or safety equipment will be directed through the Blinn Emergency Management/Safety Manager.

Accountability

Safety supplies and equipment are available for all college employees. These are generally found in the maintenance areas or from the Emergency Management/Safety Manager. Employees are encouraged to utilize these items as appropriate.

Any person found misusing, deliberately disabling, destroying, altering, or removing any safety or emergency equipment or devices without approval or authority, will be found in violation of Blinn College safety and emergency policies and procedures. Therefore, the college shall retain the right to pursue any appropriate disciplinary actions.

Barricades

Purpose

Barricades are an important element in job safety. Any area where there is a real or potential threat should be marked. The goal is to reduce or prevent injury or illness to those in the area by restricting access to the area. Only authorized personnel are allowed in restricted areas.

Definitions

- Barricade – A device used to restrict or warn about hazards in an area.
- Barricade Tape – Typically yellow or red or striped tape with a warning.
- Fixed Barricade – Typically barrels, cones, etc., used for restricting an area.
- Hard Barricade – A barricade that typically uses barrels with chain or other devices with rails.
- Warning Tags – a tag that is placed at intervals to aid in warning of hazard(s).

Procedure

1. Inspect work site for hazards.
2. Notify staff or faculty in the area of the work to be done and of barricade.
3. Areas that do or may have pedestrian traffic should have a barricade at least 3 feet from the work area when possible.
4. If a job site is outside normal pedestrian traffic areas and will be left unattended, barricades will be put in place.
5. All work that is overhead or performed from a height of more than 4 feet will have a barricade.
6. If barricade tape is used or stanchions with built in tape are used, a do not enter tag should be placed between on the tape in the middle. If the distance between poles is greater than 50 feet, a tag should be placed every 50 feet. All sides of the perimeter should have a tag.
7. Excavations should not use tape. Hard barricades should be used in this environment. Tags should be placed on hard barricades.
8. If unsure about need or placement of barricade(s) contact the maintenance director(s) or Emergency Management/Safety Manager.
9. When work is complete, all barricades are to be removed.

Classroom Medical Responses

Procedure Statement

There are instances where students may come to class ill or become ill while in class. This procedure will not address how to provide definitive treatment but will give guidance in proper response to some of the more common occurrences.

General Illness

Students will generally present with a variety of symptoms. These typically include:

1. Pale or flushed appearance
2. Glazed eyes
3. General appearance of fatigue
4. Complaint of fever, chills or sweats
5. Cough, sneeze or nasal drainage
6. General discomfort and weakness

Often these signs and symptoms are associated with flu or other similar condition.

Procedure

1. Ask the student to leave and go to the Blinn Health Clinic on campus or their primary healthcare provider.
2. Contact housekeeping and have them clean desk and seating area.

Fainting

Fainting can be a sign of many different conditions and should be treated immediately. Some of the more common conditions that may cause fainting are:

1. Low blood sugar
2. Drop in blood pressure
3. Anxiety
4. Dehydration

Procedure

1. Place the student on the floor.
2. Call for help:
    a. 911
    b. Blinn Health Clinic
3. Have other students wait outside classroom to provide privacy for patient. If in hallway, move patient to side and make a clear area for them.
4. Have someone wait at end of hallway for help and direct them to the location of the patient.

Seizure

Seizures can present in two main forms. Grand mal seizures typically present as having shaking or jerking movements and can result in injury. Petit mal seizures generally present as blank stares or loss of awareness. There are many causes of seizures from epilepsy, to diabetic conditions or reaction to medications/drugs, to name a few. Remain calm, most seizures will only last a few minutes.

Procedure

1. Place the student on the floor.
2. Pay attention to the length of the seizure and the time it takes to recover to their usual state of activity.
3. If the patient is having a grand mal seizure, do not try to restrain them.
4. Prevent injury by moving nearby objects out of the way. If you can't move surrounding objects help steer them clear of the objects to prevent additional injuries. Support the person's head to prevent it from hitting the floor; you may place padding under their head.
5. Do not put anything in the mouth.
6. If the person is lying down, turn them on their side once their movements allow, with their mouth pointing to the ground. This prevents saliva from blocking their airway and helps the person breathe more easily.
7. If the patient is having a petit mal seizure, make sure they do not fall or slip causing further injury. If a person is wandering or confused, help steer them clear of dangerous situations, for example away from traffic, stairs, heights, or sharp objects.
8. Call for help in either case:
    a. 911
    b. Blinn Health Clinic
9. Have other students wait outside classroom to provide privacy for patient. If in hallway, move patient to side and make a clear area for them. Waking up to a crowd can be embarrassing and confusing for a person after a seizure.
10. Have someone wait at end of hallway for help and direct them to the location of the patient.

Vomiting

Typically, students will not vomit in the classroom. However, there are some instances in which this may occur. As with the conditions above there are many causes, but the main concern is control and removal of the material.

Procedure

1. If the student hasn't left for restroom and is steady to walk unassisted, immediately have them do so.
2. Clear the immediate area and if necessary, clear the room.
3. Call the Blinn Health Clinic.
4. Call housekeeping to clean area.
5. Maintenance may be called to assist in the coordination of efforts.

6. If vomit is on backpacks or clothing of other students, have them obtain gloves from housekeeping or maintenance for their use in the cleaning of the articles.
7. Depending on the class time and amount of fluid/material, consideration may need to be given to moving, cancelling or rescheduling of class.

The number and types of medical issues are vast. The listed occurrences are examples of common issues. When in doubt contact the Blinn Health Clinic or 911.

Contractor Safety Program

Purpose

The college routinely uses contractors in various disciplines to perform work. Some of the projects are with those contractors that have ongoing work while others may have a one time work project. In either case, Blinn College reserves the right to establish safety guidelines or requirements for all contract personnel which is aimed at the reduction of accidents to individuals and damage to Blinn property.

Scope of Authority

The Executive Director of Facilities, Director(s) of Maintenance, and the Emergency Management/Safety Manager have the authority to oversee this program. They or their designee will ensure the procedure is applicable to all contract personnel.

Procedure

NOTE: All contractors will assume the full responsibility and liability for the safety of their agents, employees, and sub-contractors.

1. All contractors will ensure the work being performed by their company will adhere to all safety policies, procedures and requirements of their company, discipline, and/or applicable state and federal law or standards.
2. All contractors will be responsible for providing proper training to their employees in safety, the use of tools and equipment and job performance.
3. A copy of contractor's safety procedures will be made available to Blinn College upon request.
4. All applicable policies and procedures of the college must be adhered to as well as any special request made by the college. Examples include (but not limited to): Tobacco Use, Alcohol and Drugs, Weapons and Conduct.
5. All work and storage areas are expected to be kept neat. All gases and chemicals will be labeled and stored properly.

6. When working in a building, exits and hallways cannot be blocked. If due to the nature of the work, a blockage will occur, the Emergency Management/Safety Manager, Blinn Police, and Maintenance Supervisor must be notified. Approval to work will be given upon occupant notification and placement of proper barricades and signage.
7. Work Permits must be obtained and prominently displayed at the job site. If the scope of the work is such that it is isolated from the college district by fencing or other means, the work permit is not required.
8. If chemicals are used, a MSDS must be supplied by the contractor to the college upon request.
9. Tools and equipment must be supplied by the contractor. The college will not loan such items.
10. Proper barricading or other warnings will be used at work site.
11. Standard work practices such as (but not limited to), LOTO, Trenching/Excavation and Fire Protection are expected at all work sites.
12. The college reserves the right to require certain practices be performed if the college deems it necessary. Examples may include (but not limited to): covers, exhaust fans, and partitions.
13. The college reserves the right to stop any work that it deems unsafe or has the potential for property damage. Corrections must be made by the contactor before work may resume.
14. Contractors may not fraternize with students.
15. Identification must be displayed by all contract personnel.
16. In the event of a college emergency, it is expected the contractor and all of their employees will come under the direction and control of the college emergency services.

Exit Routes

Purpose

Emergency situations can occur at any time. Some of these situations may call for the evacuation of a building. Therefore, we will strive to provide clear, and safe exit routes from our buildings. This will help insure the safety of students, faculty/staff, and visitors. Additionally it will help reduce the hazards to responding emergency personnel.

Procedure

1. Walk through the area and be observant for the following:
    a. No storage of any kind is allowed in any part of an exit route.
    b. Temporary or portable items such as chairs, tables, and such are not allowed.
    c. Stairways are to be clear of obstructions and clutter.
    d. No hazardous or flammable material is allowed in corridors.
    e. No items within three (3) feet on either side of fire extinguishers, AEDs, and other emergency equipment.
2. Temporary storage during the delivery or removal of items is allowed as long as:
    a. Items are kept to the side of the passage.
    b. Clear space sufficient for the passage of 2 individuals is maintained.
    c. Items are not left unattended for more than 4 hours.
    d. If items require being in a hallway for more than 4 hours, approval and proper tagging must be obtained from the Emergency Management/Safety Manager or designee.
3. NO exit from any building, or facility shall be restricted or locked from the inside. Entrance/exterior exits may be controlled.
4. All Blinn employees should take corrective action if discrepancies are noted:
    a. If possible, correct items yourself or
    b. Notify maintenance or
    c. Notify the Emergency Management/Safety Manager

Fire and Safety Inspections

Purpose

Each year there are thousands of fires and accidents on college campuses. Fire awareness and safety practices are of utmost importance. This guide will give practices to help all of our employees, students & guests to have a safe environment. Additionally, annual inspection will help ensure we are maintaining safe working practices.

Scope of Authority

The Emergency Management/Safety Manager will be responsible for keeping safe practices updated in this procedure. Fire and safety practices will be based on current national and state recommendations.

Inspections

All employees are their best inspector. All should continually be observant for any fire and safety hazard. In addition, a formal inspection by the Emergency Management/Safety Manager will be made of all rooms and areas on our locations. Findings will be given to the appropriate person in charge. All discrepancies will have thirty (30) days to be corrected or to have initiated corrective action. Re-inspection will occur after the thirty day period to evaluate status. Failure to have items corrected or initiated will result in notification of failure to comply with the appropriate Dean or Vice Chancellor.

Inspections will follow (but not limited to) the guidelines listed in procedure.

Procedure

I. Housekeeping
    A. All areas should be kept free of excessive clutter. Large accumulations of paper and other flammable items is prohibited.
    B. Items should be stacked and stored appropriately.
II. Storage
    A. Items should not be stacked higher than:
        1. Recommended by manufacturer or
        2. Where they may easily fall
    B. Items shall be kept a minimum of 24 inches from ceilings in un-sprinkled areas
    C. Items shall be kept at a minimum of 18 inches below the sprinkler head in sprinkled areas
    D. Shelves should be used where appropriate.
    E. No storage will be allowed in the path of exits.
    F. Storage is not allowed in mechanical or electrical rooms.
    G. In storage or general areas where electrical or mechanical equipment is located:
        1. A clear space of thirty six (36) inches must be maintained.

2. A clear path of entrance/exit to the item must be maintained.

H. All storage areas shall be kept clean and free of:
   1. Clutter
   2. Empty boxes or containers

I. Flammable/combustible liquids:
   1. All flammable/combustible items shall be stored in appropriate and labeled containers.
   2. Amounts more than ten (10) gallons must be stored in an approved storage cabinet and the cabinet capacity must not exceed one hundred twenty (120) gallons.
   3. Flammable/combustible items shall not be stored with oxidizers or organic peroxides.
   4. All cabinets and storage areas shall be appropriately conspicuously labeled warning of the flammable/combustible contents.

III. Candles and Incense

A. The burning of candles or incense is prohibited.
B. If the burning of candles or incense is required for certain ceremonial activates, they must receive prior approval from the Emergency Management/Safety Manager.
C. Failure to adhere to this will result in confiscation of the candle/incense.
D. Events that do not adhere to this rule may be shut down or cancelled.

IV. Decorations

A. Decorations are allowed in all areas as long as they do not block exits or any directional signage.
B. Decorations must not block any fire safety device and be kept at least eighteen (18) inches from these devices.
C. No decorations may be hung from or interfere with the operation of sprinklers.
D. All decorations must be identified or labeled as fire retardant by the manufacturer.
E. Holiday Decorations:
   1. Live cut trees are not allowed inside buildings.
   2. Artificial trees shall be identified as fire retardant.
   3. Lighting is not allowed on metal trees.
   4. Lights:
      a. Should not be stapled or tacked
      b. Must be UL approved
      c. Must not be left on:
         (1) Overnight
         (2) In unattended areas
      d. If plugged into an extension cord:
         (1) Must be visible
         (2) Unplugged every night

V. Extension Cords
   A. All extension cords will be UL approved.
   B. Extension cords are for temporary use only and not a substitute for permanent wiring.
   C. Extension cords should not be used for more than eight (8) hours.
   D. Extension cords will not be run:
      1. Above ceiling
      2. Under carpeting
      3. Through doorways
      4. Across walkways or aisles
   E. Extension cords shall be inspected before use and not used if:
      1. Cracked
      2. Frayed
      3. Cut or
      4. Otherwise damaged

VI. Power Strips
   A. All power strips should be equipped with a surge protector.
   B. Power strips may not be plugged into each other.
   C. Power strips will be plugged directly into a wall socket.

VII. Space Heaters
   A. The use of space heaters is discouraged.
   B. If used, the following shall apply:
      1. Must be UL approved
      2. Must have an:
         a. Over temperature shut off
         b. Tip-over automatic shut off
      3. Never be left unattended
      4. Must be turned off and unplugged if unattended
      5. Must have a three (3) foot clear space around the heater
      6. Must be plugged directly into a wall outlet

VII. Appliances
   A. Large appliances shall be plugged directly into a wall socket.
   B. Smaller appliances, such a personal refrigerator or microwave, may be plugged into a power strip with surge protection.
   C. All appliances should be UL or FM listed, labeled and approved.

Hazard Communication Plan

Purpose

There are many and varied situations on our locations where employees may have possible contact with hazardous materials. In accordance with the Texas Hazard Communication Act, Texas Administrative Code, the Texas Health and Safety Code and Occupational Safety and Health Administration, this Hazard Communication Plan will address information pertinent to the workers' right to know involving hazardous substances and employees.

In most instances, Blinn College will not have situations involving Hazardous Substances. However, if at any time a department or division should acquire such a substance, all provisions of this procedure will be followed. Laboratories will follow the appropriate Chemical Hygiene Plan.

Exemptions

Per the OSHA hazard communication standard, the following are exempt from the communication plan:

- Any hazardous waste as defined by the *Solid Waste Disposal Act* when subject to regulations issued under that Act by the Environmental Protection Agency;
- Any hazardous substance as defined by the *Comprehensive Environmental Response, Compensation and Liability Act* when the hazardous substance is the focus of remedial or removal action being conducted under that Act in accordance with Environmental Protection Agency regulations;
- Tobacco or tobacco products;
- Wood or wood products**,** including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);
- Articles, defined as a manufactured item other than a fluid or particle:
    - which is formed to a specific shape or design during manufacture;
    - which has end use function(s) dependent in whole or in part upon its shape or design during end use; and
    - which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical, and does not pose a physical hazard or health risk to employees;
- Food or alcoholic beverages which are sold, used, or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;
- Any drug, as that term is defined in the *Federal Food, Drug, and Cosmetic Act*, when it is in solid, final form for direct administration to the patient (e.g., tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g., first-aid supplies);

- Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;
- Any consumer product or hazardous substance, as those terms are defined in the *Consumer Product Safety Act* and *Federal Hazardous Substances Act*, respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;
- Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;
- Ionizing and nonionizing radiation; and
- Biological hazards.

Labeling

The HazCom standard does not require labeling of the following chemicals:

- Any pesticide as such term is defined in the Federal Insecticide, Fungicide, and Rodenticide, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
- Any chemical substance or mixture as such terms are defined in the Toxic Substances Control Act (15 U.S.C. 2601 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
- Any food, food additive, color additive, drug, cosmetic, or medical or veterinary device or product, including materials intended for use as ingredients in such products (e.g. flavors and fragrances), as such terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.) or the Virus-Serum-Toxin Act of 1913 (21 U.S.C. 151 et seq.), and regulations issued under those Acts, when they are subject to the labeling requirements under those Acts by either the Food and Drug Administration or the Department of Agriculture;
- Any distilled spirits (beverage alcohols), wine, or malt beverage intended for nonindustrial use, as such terms are defined in the Federal Alcohol Administration Act and regulations issued under that Act, when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Bureau of Alcohol, Tobacco, Firearms;
- Any consumer product or hazardous substance as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, when subject to a consumer product safety standard or labeling requirement of those Acts, or regulations issued under those Acts by the Consumer Product Safety Commission; and,
- Agricultural or vegetable seed treated with pesticides and labeled in accordance with the Federal Seed Act (7 U.S.C. 1551 et seq.) and the labeling regulations issued under that Act by the Department of Agriculture.

Procedure

A. Each department or division where hazardous substance will be use must have a training program
    1. Will be given to all:
        a. New
        b. Newly assigned
        c. Student worker
        d. Training records to be maintained for five (5) years
B. Training should include (but not limited to):
    1. Chemicals that are used including:
        a. Effects of chemical
        b. Protective equipment
        c. Usage and safe working practices
        d. First aid and reporting of exposure
        e. Handling and cleanup
    2. Labels and interpretation of labels
    3. MSDS sheets and interpretation of information on sheet
        a. Are readily available on request
    4. Response to emergencies, spills, or exposures
C. Records
    1. Training of employees and dates (including refresher)
    2. List of hazardous substances
        a. Must be maintained for 30years
    3. MSDS
        a. Includes original and revised sheets
D. Labels
    1. Existing labels may not be removed unless:
        a. Defaced
        b. Illegible
        c. Inaccurate
        d. Does not conform to requirements
E. Inventory
    1. Each are containing hazardous materials will maintain a list of these materials
    2. List should include:
        a. Name of substance (as identified on MSDS)
        b. Location
        c. Container type
        d. Hazard
        e. Amount
    3. List will be kept for a minimum of 30 years
F. Signage/Notification
    1. Appropriate signage will be used in areas where substances are stored
    2. Notices will be posted advising workers of Hazardous Communication Rights
    3. Workers will be advised when duties will involves hazardous substances

G. Protective Equipment
    1. Personal Protective equipment is available for all employees when working with hazardous substances
    2. If specific items are not available, work will be delayed until they are acquired
H. Reporting
    1. All incidents involving spills or exposure of hazardous substances will be reported to supervisor immediately
    2. An incident report form will completed and sent to the emergency management and safety office

Definitions

Chemical – Any element chemical compound or mixture of elements or compounds.

Exposure – an employee is subjected to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

Hazardous Material – Any chemical, compound, or mixture which is a physical or health hazard.

Label – Any written, printed, or graphic material displayed on or affixed to a container of hazardous chemicals.

Material Safety Data Sheet ("MSDS") means a document containing chemical hazard and safe handling information that is prepared in accordance with the requirements of the OSHA standard for that document.

Workplace – an establishment, job site or project at one geographical location containing one or more work areas, with or without buildings, that is staffed 20 or more hours a week.

Incident Investigation

Purpose

There are circumstances where Blinn College will need to conduct an investigation into the causes of an incident. Not all incidents will require investigation. Examples of incidents that may require investigation are significant injury, death, destruction of property, etc. The information gathered in the investigation will be used to help identify the root cause of an incident and to implement corrective measures to help keep further incidents from occurring. The goal of the investigations is to help identify and correct problem areas to keep our students, faculty, staff and visitors safe.

Procedure

A. A form will be used for each incident
    1. All applicable areas will be completely filled out
    2. If an area does not apply, mark with NA
    3. The investigation will be considered confidential
        a. Information and contents will only be shared with those who have authority (scope of authority).
        b. Depending on the complexity of the incident, the investigation may be conducted by one trained person.
        c. More complex investigations may require more individuals to assist, but no team shall have more than 5 members.
B. The investigation should be completed within 1 month of the incident
    1. Report of finding(s) will be given to the:
        a. Department or Division Head /Director
        b. On request from those with scope of authority
    2. Report of findings to be kept by the Emergency Management/Safety Manager
C. Incident Information
    1. The following information areas have several selections available - Check all that apply:
        a. Incident type
        b. Nature of event
        c. Medical Actions
D. Summary of Event
    1. A brief general review of the event and summary
    2. Events preceding incident
    3. Actions during incident
E. Actions after Incident
    1. Actions taken immediately
    2. Actions taken short term
    3. Actions to take long term

F. Contributing Factors
   1. Form will allow for up to 3 contributing factors
   2. An incident may have more or less factors
   3. Examples of contributing include:
      a. Where incident occurred
      b. Confined area
      c. Area of high noise
      d. Poor lighting

G. Causes
   1. Form will allow for several causes to be selected and expounded upon (see addendum for list)
      a. This will include:
         i. Immediate causes
         ii. Tools/Equipment (examples include):
            Defective equipment
            Inadequate equipment
         iii. Work Exposure (examples include):
            Noise
            Temperature extremes
         iv. Protective Systems (examples include):
            Inadequate guards
            Defective safety devices
         v. Human Error/Violation (examples include):
            Inattention to surroundings
            Improper decision making
         vi. System Causes
            Training (examples include):
               Inadequate knowledge transfer
               No training provided
            Work Planning (examples include):
               Inadequate planning
               Inadequate audits/inspection
            Procedure/Policy (examples include):
               Lack of procedures
               Inadequate implementation of procedures
            Physical/Mental (examples include):
               Vision deficiency
            Inadequate size or strength

H. Corrective Action
    1. Plans for all corrective actions for each particular contributing factor will include the following time frames:
        a. Immediate
        b. Short term
        c. Long term
    2. Some corrective measures may only have one item. For example, the immediate fix would also be a permanent fix thus eliminating or combining short and long term actions

I. For all Causes
    1. It is possible that certain areas are not applicable and should be noted
    2. It is possible that "other" causes not listed or identified may be present and should be noted

J. Reporting
    1. Reports documenting all findings should be completed within one month of the incident
    2. Reports will be filed with:
        a. Emergency Management/Safety Manager and
        b. Department Supervision of the affected area and/or
        c. Department Supervisor of affected individual

Addendum – Causes

Possible Immediate Causes

1. Tools/Equipment
    a. Defective
    b. Inadequate
    c. Improperly prepared
    d. Inadequate
    e. Improper use
    f. Use of known defective tools/equipment
    g. Servicing of equipment while in operation
    h. Operation at improper speed
2. Work Exposure
    a. Fire/explosion
    b. Noise
    c. Energized systems
    d. Temperature extremes
    e. Hazardous chemicals
    f. Clutter/debris
    g. Storms/weather
    h. Slippery surfaces
    i. Congested area
    j. Inadequate lighting
    k. Inadequate ventilation
    l. Other
3. Protective Systems
    a. Inadequate or defective guards/devices
    b. Inadequate or defective personal protective equipment (PPE)
    c. Inadequate or defective warning systems
    d. Inadequate isolation of equipment or process
    e. Other
4. Human Error
    a. Procedural violation by
        i. Individual
        ii. Group
        iii. Supervisor
    b. Operation of equipment without authority
    c. Improper decision making
    d. Distraction
    e. Horseplay

f. Act of violence
g. Failure to warn
h. Use of drugs/alcohol
i. Other

Possible System Causes

1. Training
    a. Inadequate knowledge transfer
    b. Inadequate training effort/program
    c. No training provided
    d. Misunderstood instructions
    e. Other
2. Work Planning
    a. Inadequate or no planning
    b. Inadequate or no audits or inspections
    c. Inadequate or no preventative maintenance
    d. Poor scheduling of work
    e. Appropriate personnel not used
    f. Inadequate specifications or plans
    g. Other
3. Procedural
    a. Lack of or no procedures
    b. Inadequate or not revised procedures
    c. Failure of implementation
    d. Errors in procedure
    e. Lack of or no enforcement of procedures
    f. Inadequate communication of procedures
    g. Other
4. Physical/Mental
    a. Vision deficiency
    b. Hearing deficiency
    c. Restricted range of motion
    d. Inadequate size or strength
    e. Diminished capacity due to medication
    f. Other

Incident Report

Purpose

To have a method of insight into the causes and corrections of incidents (fire, medical, safety, etc.) that occur at Blinn College. This report acts as a supplement to the Incident Investigation which may be required. The goal of this report is to help ensure all incidents are reported so appropriate action may be taken. Additionally, this report helps generate statistical data that will be used to identify trends or high probability activities.

Procedure

I. A form will be used for each individual or incident **(**https://www.blinn.edu/personnel/Forms/forms.htm**)**
II. If more than one person is injured or ill a separate form for each person will be required
III. If there are no injuries or illness associated with an incident only one form will be required
IV. All applicable areas will be completely filled out
V. If an area does not apply, mark with NA
VI. The form will be considered confidential
VII. Information and contents will only be shared with those who have authority (see communication)
VIII. The report should be made within 48 hours
    A. If circumstances prohibit this time frame such as school closing, holiday, etc. form should be completed on the first scheduled workday back
    B. If circumstances prohibit a timely reporting, an authorized designee should fill out and submit the form
IX. If there are no areas that relate to the incident
    A. Make a notation on the front of the form
    B. Use the back of the form to provide appropriate information
X. Incident Information
    A. The following information areas have several selections available - Check all that apply:
        1. Incident type
        2. What kind of incident
        3. Nature of event
    B. The type of involvement
        1. Body Part (if applicable) which includes:
            a. Area effected
            b. Location (front, back, left, right, etc.)
XI. Medical Actions (If applicable)
XII. After Action Review

A brief review of the event covering four areas. A brief narrative shall be used in each section.

A. What happened
B. What should have happened
C. What immediate actions were taken
D. What immediate corrective actions were taken

XIII. Form Completion

A. All forms must have:
    1. Submitter information
    2. Submitter contact information

Instructional Shop Safety

Purpose

There are many different instructional sessions that take place in several different shops at our locations. These are classes are at our technical training centers as well as on our college district locations. Our goal is to provide a safe learning environment for all students, faculty/staff and visitors in all shop areas.

Responsibilities

It will be the responsibility of each instructor to make sure all safety guidelines are followed. Individual shops may exceed the requirements but may not decrease the guidelines.

Note that IDs, if hanging or on lanyards, may have the potential to present a safety hazard. While working the shops, IDs are not required.

Procedures

I. Machine/tool usage
   A. All machines, tools, or instruments shall be used according to manufacturers' operating guidelines.
   B. Safety devices cannot be disabled and those with inoperable devices should be placed out of service.
   C. Recommended personal protective equipment should be used whenever listed by manufacturer or shop safety requirements.
   D. Any disabled out of service tool, machine, or instrument should be removed from the area or tagged out of service. Where appropriate, LOTO should be applied.
   E. No student should perform any task without the knowledge of the instructor.

II. Personal Protective Equipment (PPE)
   A. When in shop area, approved safety glasses, shield, googles, or other task appropriate protection should be worn applicable to the instructional setting. Examples are:
      1. When operating/using tools or equipment
      2. When observing demonstrations or other students
      3. Anytime there is work activity of any type in the shop
   B. Appropriate gloves shall be worn when applicable. Examples are:
      1. Handling sharp or rough objects
      2. Working with tools, machines or instruments with sharp or cutting surfaces
      3. When recommended by manufacturer
      4. Glove type shall be appropriate for task. Examples are:
         a. Leather or other approved gloves for rough objects
         b. Chemical resistant for liquids, examples are:
            i. Latex/nitrile/vinyl
            ii. Rubber

C. Job appropriate clothing, aprons, or similar items should be worn when applicable.
D. Hearing protection should be worn as suggested by manufacturer of tools or machines or when activity creates loud noises.

III. Jewelry
A. Wearing of jewelry in the shop is discouraged.
B. Wearing of any jewelry that hangs or has items hanging that may get caught in any devices are not allowed.

IV. Compressed Gas Cylinders
A. All cylinders not in use should be capped and chained in a secure area.
B. Stored flammable gas must be at least 20 feet from oxygen cylinders or separated by a five foot high non-flammable wall rated at ½ hour.
C. All cylinders in use should be secured:
1. On a cart
2. To a bench or
3. To a stable object

V. Hazardous Materials and Flammable Liquids
A. All hazardous materials and flammable liquids should be used according to manufacturer's recommendation.
B. Storage of these materials (used or spent) should be according to manufacturer's recommendation.
C. Disposal of these materials should be according to manufacturer's recommendation.
D. When handling these materials, appropriate PPE should be used according to manufacturer's recommendation.
E. Anyone using these materials should be advised of hazards and proper handling of the material.

Jewelry

Purpose

There are many forms of jewelry and these items are worn for a variety of reasons. However, the wearing of jewelry while performing many different tasks can pose significant hazards. This procedure will outline the acceptable wearing of jewelry while performing maintenance duties. It is beyond the scope of this procedure to define each and every work situation where the wearing of jewelry could pose a hazard. Therefore, generic guides will be given that can be applicable to a variety of situations. In most cases, office and classroom personnel are exempt, unless they are performing task where the wearing of jewelry would become a hazard.

Responsibilities

It is the responsibility of each employee to make sure they are applying the guidelines to each task they perform.

Definition

For this procedure, jewelry refers to finger rings, ear rings, bracelets, watches, chains, necklaces or any piercing item to the head and face.

Procedure

A. Rings should be removed anytime tasks require exposure to crushing, pinching, or rotating equipment. Likewise, rings should not be worn when climbing or while working off a ladder or elevated platform. Any time a task may cause a ring to become caught or snagged, the ring should not be worn.
B. When working around electrically energized equipment or parts, any articles of jewelry should not be worn unless they can be rendered non-conductive.
C. All neck wear should be tucked into the shirt or worn in such a fashion that it cannot hang from the neck. This is due to the likelihood that the item may be caught on protruding objects or rotating equipment.
D. Earrings and facial piercings should be small stud or small clip on type. Loops or dangling items should not be worn. Any piercings that may pose the risk of entanglement or catching on objects should be removed.
E. Bracelets and watches should fit securely to the arm. Quick release mechanisms are recommended on these items.

Job Safety Analysis (JSA)

Purpose

Many tasks that are performed have associated hazards. The goal of the Job Safety Analysis (JSA) procedure is to provide a means for employees to assess a task, identify the hazards associated with a task, and provide one or more methods or actions that will help reduce or eliminate the hazard.

Responsibilities

It is the responsibility of each employee or work group to:

1. Perform a JSA on any task or duty they perform that has particular hazards.
2. Keep copies of JSAs in a central location.
3. Ensure a JSA is performed or reviewed on major tasks or projects.
4. Review JSAs on a yearly basis and update on an as needed basis.

Procedure

Note: Not all tasks will need or require a JSA; only those tasks with known or potential hazards. For example, simple dry sweeping of a floor versus wet mopping of a floor.

1. Pick a duty, job, task to perform a JSA.
2. Identify steps in that task performed.
3. Identify hazards associated with steps.
4. Identify methods for reducing, controlling or eliminating hazard.
5. Fill out JSA form.
6. Communicate JSA with others in work group.
7. Place JSA in folder, binder or other appropriate location (may be electronic).
8. Review annually or as needed.

See form and example below.

Blinn College

JOB SAFETY ANALYSIS (JSA)

Date: _____ Task/Job: _____

Step/Task	Hazard	Control

Performed by: _____

Blinn College

JOB SAFETY ANALYSIS (JSA)

SAMPLE
Date: ___03/03/0000_ Task/Job: ___Leaf Blower_____

Step/Task	Hazard	Control
Fueling	1. Muscle Strain - Moving and lifting blower and fuel can 2. Spilling Fuel- spilling fuel on surface and on hands	1. Use proper lifting techniques 2. Use proper fuel can, fill tank over drop cloth or immediately clean spills, do not completely fill fuel can (leave at least ½ inch space) , use nitrile gloves
Starting engine	1. Muscle strain 2. Blowing debris in unacceptable location	1. Keep blower on stable surface, use proper body mechanics while pulling starter rope 2. Make sure blower is pointed away from areas where it is not intended to be used
Blowing debris	1. Objects in eye 2. Contaminating areas 3. Damaging objects or structure	1. Wear eye protection to reduce eye exposure 2. Do not point blower toward areas that are cleaned or cannot have strong airflow 3. Do not blow debris toward buildings, vehicles or other objects that may sustain damage
General Operation	1. Burns – contact with hot engine	1. Handle blower per manufacture instructions. Avoid touching hot engine.

Performed by: ____John Doe, Sam Somebody _____

Laboratory Safety

Blinn College has a variety of laboratories that are used for instruction in several areas such as chemistry, biology, and geology. These labs and associated storage and preparation rooms use and store a variety of equipment and chemicals. It is the goal of the college district to keep all labs a safe environment for our students and instructors.

Scope of Authority

It will be the responsibility of the Dean of Science, Engineering, and Math and the associated department head(s) to help ensure safe laboratory practices and procedures are developed, implemented, reviewed and revised.

Accountability

All those associated with laboratories (faculty and staff) will be accountable for ensuring all appropriate standards and measures are in place. This should include inspections of the labs as well as a review of all lab practices.

Procedure

All laboratory practices should follow established standards as applicable to their courses and level of instruction. These should reference standards from: Laboratory Standards (OSHA), American Society for Testing and Materials (ASTM), American Chemical Society (ACS) or any other appropriate standard. A Chemical Hygiene Plan (CHP) should be developed for the laboratories and each location and lab group should keep and maintain any Material Data Safety Sheets (MSDS) associated with their labs.

Ladders

Purpose

Ladders are useful tools. Yet they pose many hazards that can cause damage to property and harm to the user. This procedure will set guidelines for the proper use of ladders to assist employees in the performance of their duties and prevent injury.

Definitions

- Extension Ladder – a non-self-supporting ladder that is adjustable in length
- Fixed Ladder – a ladder that is attached to a building, structure, or equipment
- Single Ladder – a non-adjustable, non-self-supporting one section ladder.
- Step Ladder – a self-supporting, hinged ladder available in different lengths
- Straight ladder – a non-folding, non-self-supporting ladder

Responsibilities

It is the responsibility of each employee to make sure they are using the right ladder for the job and to follow all procedures for correct ladder usage.

Procedures

1. Inspect all ladders before use. Broken or missing rungs, splits in rails, etc. are not acceptable. Tag out of service and report to supervisor. Use of damaged ladders is prohibited.
2. Non-skid feet should be on all ladders.
3. All ladders will be used on a level base with all footing on level and even surface.
4. Keep area around ladder (top and bottom) clear.
5. Ladders shall not be used as a scaffold or used in a horizontal position.
6. Only one person is allowed on a ladder at the same time.
7. Face the ladder when ascending and descending.
8. When using extension ladders or step ladders where a potential fall of the worker will be 6 feet or more, the ladder must be secured at the top by rope or other suitable material. Another worker steadying the ladder is acceptable practice in place of tie off.
9. Metal ladders will not be used near electrical equipment.
10. Fall protection will not be tied to a ladder.
11. Work may not be more than an arm’s length from a ladder.
12. Work shall not be performed higher than the third rung (from the top) of a ladder. Never use the top 2 steps (includes top platform) of a step ladder for standing or stepping.
13. Extension ladders must be extended at least 3 rungs above a landing when uses for access to that landing. Specifics are: minimum of a 3 foot overlap (up to 36 feet), a 4 foot overlap (36-48 feet), and a 5 foot overlap (48-60 feet).

14. Step ladders may not be used as a straight ladder.
15. Step ladders must be fully opened and locked when in use.
16. Straight ladders should be placed at approximately 75 degree angle or foot of ladder to base of wall is one fourth the working length of the ladder.
17. Manufacturers' guides should always be followed.
18. Use of ladders other than designed purpose and specifications is prohibited.

Lockout/Tagout (LOTO)

Purpose

The lockout/tagout (LOTO) procedure establishes the minimum requirements for the lockout of electrical or mechanical devices whenever maintenance or servicing is done to equipment or machines. The purpose is to help ensure that the machine, equipment or device has stopped, is properly blocked or rendered inoperable and is isolated from all potentially hazardous energy sources and is locked out to help any unexpected startup, energization or operation.

All those involved in maintenance activities will use this procedure when applicable. All employees upon observing machines or equipment that is in LOTO shall not attempt to start, energize or use that machine or equipment.

Application

In general, normal operations are not covered in this procedure. Activities that are routine, repetitive and integral to operation are not covered provided that the work is performed using alternative measures which provide effective protection. LOTO will be used, but not limited to, anytime an employee is required to:

- Remove or bypass a guard or other safety device.
- Place part of body into an area or onto equipment where work is performed.
- Place part of body in or on a danger zone of operation.
- Anywhere valves or other equipment must be closed, blocked or otherwise taken out of service and engagement of equipment could cause unexpected release or stoppage of fluids or processes.
- Exposure to driven equipment is anticipated. Such as: conveyers, exhaust blowers, print shop equipment, similar office or manufacturing equipment.
- Electrical exposure, such as, power lines, machinery and equipment hookups, electrical panel boxes and other similar exposures
- Hazardous Material Exposure, such as repairs on pumps, boilers, vessels or piping containing flammable material, chemicals, steam or other harmful gasses or liquids.

Procedures

Sequence - ON

1. Notify employees that a particular piece of equipment, machinery or other devices will have maintenance or other work performed and will fall under the LOTO procedure.
2. If more than one item will be involved in the work, a list will be prepared identifying all affected items and those that will require LOTO in order to ensure a complete system before the work will begin.
3. If the machine or equipment is operating, shut it down per normal procedures. Do not endanger employees during the process.
4. Deactivate or shut down all related equipment, machines or processes.
5. Deactivate the energy-isolating device(s) so that the item being worked on is isolated from any energy source.
6. Release or restrain any stored energy sources such as springs, coils, air, steam, gas, etc.
7. Never pull an electrical switch under a load or remove a fuse instead of disconnecting.
8. Apply all locks, tags, covers or chains to all items in the LOTO list. If valves are involved, they must be isolated by use of valve covers and/or chains (or similar devices) along with tags. Electrical breakers will require covers, bars and/or locking devices as well as tags if possible. All items will require proper LOTO tags that are properly filled out. If work will continue more than one shift, or if an individual may potentially leave the job site, a craft/discipline lock as well as an individual lock should be applied. If the individual leaves the job site, they must take their lock off but keep the craft/discipline lock in place.
9. If more than one individual, work group or discipline is involved, each group/discipline as well as each individual will apply a lock. When needed, a tag out hasp, lock box or similar device may be used.
10. Verify the items are off or isolated by testing any on/off switches to make sure the item will not operate. Take special care when working with those items that operate intermittently on a normal basis. If these items can be manually started, then a manual start should be attempted to test the isolation.
11. The system/item is now locked/tagged out.

Sequence - OFF

1. After work is completed, check to make sure all items are in place. No tools or other materials should be laying in or on the equipment. Make sure that all guards or other devices are reinstalled.
2. Ensure all personnel are advised the LOTO will be taken off and that no personnel are exposed.

3. Begin unlocking and engaging equipment and devices. If required or otherwise specified, restore in sequence order (for example per operational procedure) from furthest away from LOTO inward etc. This includes removal of blocks or restraining devices, charging of lines (electrical, water, steam, etc.) and restoring any related devices or pieces of equipment to normal operational state.
4. Make sure all locks and tags are accounted.
5. Clear personnel from area.
6. Restart equipment/devices per manufacturer or operational procedures.
7. Notify personnel the LOTO is removed and the area is back to normal operational conditions.

Lock Removal

1. Locks can only be removed by the individual or group/discipline leader.
2. If it is necessary for a lock to be removed and the individual or group leader is not present, the Director of Maintenance (or designee) must be notified.
3. A lock removal form must be used.
4. All processes must be verified per the *Sequence - OFF* or justification must be shown why the lock must be removed.
5. Once the Director of Maintenance has approved the process, the lock(s) may be removed by them or in their presence. This may be performed by a master key or cutter.

General Rules

1. Never attempt to operate item that has been locked or tagged out unless it is part of the maintenance process and all involved individuals are notified.
2. Check all locks when issued to ensure that no two locks can be opened by the same key.
3. Combination locks are prohibited.
4. Locks are not transferable between employees. This includes temporarily loaning of locks.
5. If a key is lost, the lock should be turned in, rekeyed or taken out of service.
6. If a lock is lost, keys to that lock should be destroyed.
7. If an item has multiple energy sources (electrical, hydraulic, pneumatic, etc.) all sources must be part of the LOTO.
8. All employees who may be involved with LOTO will receive training in the process.
9. The LOTO procedure may not be modified in part or whole without review and approval of the Director of Maintenance and the Emergency Management/Safety Manager.

LOTO EQUIPMENT LIST

Date: **Job Description:**

Equipment	Location	Descriptor

LOTO Lock Removal Authorization

Date: _____ **Time: _____(am/pm)**

Equipment: _____

Location: _____

Identifier: _____

Reason for lock removal: _____

_____

Will lock be replaced: ☐ Yes (explain) _____

☐ No (explain) _____

Have all processes been verified before Removal: ☐ Yes ☐ No

Maintenance Director Name _____(print)
(or designee)

_____(sign)

Office Safety

Purpose

Offices are areas where several hazards exist. This is verified by the number of office related injuries and illness that occur each year nationwide. In an effort to help minimize the risks in offices, the following procedure highlights several key safety items to help make this environment a safe place to work. Many of the items outlined here are detailed in other areas of this manual.

Procedure

I. Housekeeping
   A. Keep the office free of clutter that obstructs aisles and door(s)
   B. Keep the amount of wall postings to a minimum to reduce fire hazard, such as:
      1. Posters
      2. Flyers
      3. Decorations
   C. Keep doors and drawers closed when not in use
   D. Keep stacked material to a minimum and:
      1. Use shelving
      2. Use bookcase
   E. Do not use office as a storage area for:
      1. Less frequently used items
      2. Chemicals or other hazardous items
   F. NEVER use a mechanical room as a storage area.

II. Slip/Trip/Fall
   A. Avoid cords or objects in pathways
   B. Always use appropriate ladders or step stools
   C. Clean up any spills immediately
   D. Secure any rugs or mats

III. Falling objects
   A. File cabinets
      1. Never place heavy objects on top of cabinet
      2. Always close one drawer before opening another
      3. Keep bottom drawers full to help promote cabinet stability
   B. Shelves
      1. Make sure shelving is securely attached to wall
      2. Place heaver objects on lower shelves
      3. Never stack item closer than 18 inches from celling
      4. Never climb on selves

IV. Lighting
    A. Always use UL approved lamps
    B. Avoid the use of halogen bulbs because:
        1. They are extremely hot
        2. They are a fire hazard
        3. They are a burn hazard
    C. Ensure all lighting has shades and that deflectors or other factory devices are in place
    D. Generate a work order for all ceiling or installed lighting
V. Injury
    A. Keep all sharp objects in a secure and visible location
    B. Be careful and always follow directions when using box cutters, scissors, letter openers and staple removers
    C. Always use the correct device for the job. For example:
        1. Do not use scissors to open letters
        2. Do not use letter opener to remove staples
    D. Keep paper cutter handles closed when not in use
    E. Never disable any safety guard on any device or office machine
    F. Be watchful for warning signs on equipment that may:
        1. Generate heat
        2. Have pinch points
        3. May have electrically energized areas
    G. Avoid loose or hanging items when working with machines that have moving parts such as shredders
VI. Fire safety
    A. Never use flame candles or burning incense
    B. Never overload an electric circuit
    C. Avoid having flammables too close to or contacting heat generating devices:
        1. Maintain a three (3) foot clearance
    D. Be familiar with fire extinguishers
        1. Know where they are located
        2. Know how to use:
            a. Contact the Emergency Management/Safety office for instruction

Personal Protective Equipment

Purpose

There are many workplace hazards associated with a variety of jobs and tasks. To help protect our employees, Blinn College has established guidelines for the use of personal protective equipment (PPE).

Definitions

Personal protective equipment (PPE) refers to equipment or clothing that is worn or used by an employee to help protect them from health or safety hazards. This includes, but is not limited to:

- Hard Hats
- Safety Glasses
- Hearing Protection
- Gloves
- Harnesses/Fall Protection
- Mask

Responsibilities

PPE is not required for all jobs or tasks. However, an employee may always use PPE if they choose. Certain tasks will require PPE and in other situations, it may be recommended. The Emergency Management/Safety Manager, Director of Facilities and Maintenance (or designee), or job supervisor may always call for the use of PPE.

Procedures

I. The following PPE is recommended for:
   A. Head protection – Is required any time an employee enters a construction area or where overhead work is being performed. Is recommended for any tasks where there is the possibility of striking the head on objects, such as a confined area.
   B. Eye protection – Is recommended in all construction areas or confined areas and is required any time a job or task will have or can produce flying debris. Examples are, but are not limited to:
      1. Grinding
      2. Sawing
      3. Weed eating or lawn mowing.
   C. Hearing protection – Is recommended in any situation where noise is above normal conversation levels and is required anytime tasks require employees to be near loud equipment or use of equipment creates loud noises. Examples are, but are not limited to:
      1. Water chillers
      2. Mowing or edging

3. Chain saws
4. Air compressors

D. Gloves – Are recommended anytime there is activity where there are rough surfaces or pressures or rubbing that may cause irritation or injury. Liquid proof/resistant gloves should be used when there are wet surfaces, chemicals or body fluids. Gloves will be required anytime there is a known or probable threat. Examples are, but not limited to:
    1. Handling sharp objects or edges
    2. Cutting objects with blades, cutters or similar tools
    3. Handling hazardous materials (liquids or solids) – latex, nitrile or similar
E. Harness/Fall Protection – Should be used anytime there is a possibility of a fall from a height. Fall protection must be worn in the following situations (other jobs/tasks may also require this PPE and will be determined by a JSA or the supervisor):
    1. Six (6) or more feet above a walking surface without a guardrail
    2. Working from mobile lifts
    3. Working from scaffolding

    Additionally, it is recommended that a harness be used anytime there is work in confined areas, such as crawl spaces. Other examples of recommended uses of fall/harness protection include, but not limited to:
    1. Working on ladders where three point contact cannot be maintained
    2. Working above dangerous equipment
    3. The supervisor's opinion is the work situation will be safer

    Harness and lanyards should be inspected before each use. If damaged, it must be taken out of service. Likewise, any equipment used in a fall must be immediately removed from service. Harnesses and lanyards should not be exposed to high heat, paints or solvents.

    Personnel who may use a harness will be trained before they are allowed to use the equipment as well as actions to take in case of a fall or emergency.

F. Mask – The use of a mask is for protection from airborne liquids or solids. If required, special fit tested masks will be used. Otherwise, dust, vapor or surgical/medical masks will be available. These are recommended anytime the work environment would make the employee more comfortable or is recommended by the manufacturer of a product or process. Masks will be required in certain situations or at the discretion of the supervisor. Some examples of mask are, but not limited to:
    1. Spraying of paint or other materials or chemicals in an enclosed area.
    2. Working around or with known irritants

3. Working with or in an enclosed area where large amounts of dust or particulates can be generated.

II. Waivers

It is recognized that in some cases, the use of PPE may not fall into normal operational situations. In these cases, a waiver may be granted by the Emergency Management/Safety Manager, the Director of Facilities and Maintenance (or designee). The attached form must be completed before work can begin. Additionally, a work permit must be used and the waiver kept with the permit.

Blinn College

PPE Waiver

Date: _____ Time: _____ Permit # _____

The _____ job

being performed at _____ requiring

the use of ☐ Hard Hat ☐ Safety Glasses ☐ Hearing Protection ☐ Gloves

☐ Mask ☐ Harness/Fall Protection ☐ Other : _____ has been

waived due to the following reason:

_____

_____

_____

_____

_____

_____

Name:_____ Signature: _____

Work Permit

Purpose
To have a method of ensuring and maintaining a safe work environment. The work permit shall be used for all outside contract maintenance and construction work. Additionally, the work permit shall be used by Blinn personnel when their duties fall beyond normal maintenance activities.

The following will always require work permits:

A. Hot Work
B. Confined Space
C. Excavation

The following will always require special work permits:

A. Confined Space
B. Excavation

Definitions
The following are some definitions that shall be used in relation to the work permit:

A. Work Permit:
    1. A form that shall be used for each individual job
    2. Is issued by the Blinn Maintenance Department or the Emergency Management/Safety Manager
    3. Shall be completely filled out and signed
    4. Will be displayed at each job
    5. Is valid only for the prescribed work period

B. Hot Work
    Any work that involves the use of or produces hot flames, open sparks or hot slag. Examples include, but are not limited to: cutting, welding, brazing, grinding and soldering.

C. Confined Space
    Any area that has restricted or limited means of entry and exit and is not intended for continuous occupation
    1. General Confined Space:
        a. Limited or restricted means of entry
        b. Is large enough to enter and perform work
        c. Is not designed for continuous occupancy
    2. Permitted Confined Space (all general space and one or more):
        a. Contains or has potential hazardous atmosphere
        b. Has material that has potential for engulfing the entrant
        c. Has internal configuration that might cause entrapment or asphyxiation by:
            i. Inward converging walls
            ii. Floors that slopes downward and taper to smaller cross section
            iii. Has potential to contain hazardous atmosphere

iv. Contains any other recognized serious health or safety hazard(s)

D. Excavation
   Any cut or trench that is dug and over 5 feet in depth.
   1. Shoring, benching or trench boxes will be required for work greater than 5 feet
   2. All personnel entering the excavation shall wear a harness and a lanyard or attached rope/rescue line
   3. In soil that is unstable and appropriate shoring or benching along with harness and line will be required

E. Trench
   A narrow excavation whose depth is greater than its width and the width does not exceed 15 feet. All rules in excavation shall apply to section trenches.

F. Combustible
   Any material that can sustain burning when ignited and in air.

G. Flammable
   A liquid with a flashpoint below 100 degrees Fahrenheit.

H. Fire Watch/Hole Watch/Manway Watch
   A trained individual who will be stationed at the work area and will monitor the welfare of workers and be watchful for fire or combustion. They will be mandatory for all hot work and excavation work.

Procedure

A. At the beginning of each work period, each contract representative will obtain a work permit for each job area and type of job.
B. Each hot work and excavation will require an individual permit and cannot be combined with other jobs.
C. A permit can be used for all jobs of similar nature, such as all carpentry on one permit, all plumbing on one permit, etc., as each discipline may have different hazards or requirements.
D. Permits, passes, etc., will be issued by the maintenance department.
E. Work may begin before Blinn maintenance personnel arrive if:
   A. Maintenance has given prior approval
   B. The work supervisor/foreman obtains permit by 8AM
   C. Failure will require the job being shut down until permit(s) have been obtained.
F. All permits will be filled in completely
   1. All general and safety sections will be completed.
   2. Electrical and Hot work sections may be crossed out if the job scope does not cover those areas.
   3. Confined space and excavation work will require its own work permit.
G. Permits will be reviewed and signed by authorized personnel and hung on the job site in the general area of the work.

H. Permits are only good for one day and only until 6pm. Work that is required beyond that period will require:
    1. An exception noted on the permit
    2. Signed by authorized Blinn personnel
    3. Require authorized Blinn personnel to be available on location until completion of the task
I. No work may begin until the permit has been obtained and scope of job and pertinent safety issues have been reviewed with workers.
J. All permits must be turned in at completion of work day along with any keys, passes, etc.
    1. New permits will not be issued until previous day's permit has been returned.
    2. Permits may be returned at beginning of next day if job extends beyond normal hours.