

**South Central Louisiana Technical College  
RIVER PARISHES CAMPUS**



**181 Regala Park Road  
Reserve, LA 70084**

**GENERAL SAFETY  
PROGRAM**

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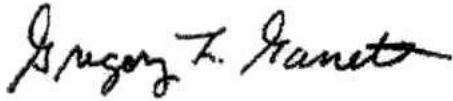
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## Management Policy Statement

### South Central Louisiana Technical College

The measure of effectiveness of a comprehensive safety program relies heavily upon the administrative support directed toward education, implementation, and enforcement. Since the goal of a training oriented educational institute is to prepare individuals to enter the labor market, an essential element of this training must be development of safe working habits. This can only be accomplished by establishing a systematic deliberate approach toward safety facilitated by a written plan that delineates policies and procedures regarding safety.

The welfare of both students and employees is a prime consideration. Emphasis on following approved safety procedures will be followed and “short cut” or time expedient practices that abridge established safety procedures will be avoided. The total working environment will be continuously evaluated in an effort to reduce the possibility of accidents. The director and an appointed safety committee evaluate the safety plan on an annual basis. The administration, staff, instructors, and students of South Central Louisiana Technical College must actively participate in and adhere to safety rules and regulations.



Gregory L. Garrett  
Director, South Central Louisiana Technical College

# Management Policy Statement

## River Parishes Campus

Date: January 1, 2010

To: Terry Carmouche

From: Cindy M. Poskey

SUBJECT: Safety and Health Policy Statement

- I. Policy- It is the policy of the Department/Agency of to provide a safe work environment for its employees in order to protect them from accidents that not only directly impact their quality of life, but also has the added benefit of reducing the department's insurance costs. This dual benefit ensures the safety and health of department employees and the protection of the taxpayer's hard earned dollars by keeping insurance costs down.

Therefore, each employee of this department/agency is instructed to devote daily attention to making his or her activities and/or operations as safe and accident free as possible by complying with this policy and the department's safety/loss prevention program.

- II. Purpose- The purpose of this policy is to authorize the implementation of a safety program for all employees that will:
  - A. Promote a safe, productive work environment for all employees, and prevent injuries that are painful and potentially disabling.
  - B. Since this policy and program have cost savings potential to both this department and the taxpayers of this state, this policy shall be applicable to all employees and all sections/units of this department/agency.
- III. Questions- All questions concerning this policy should be directed to the department's safety coordinator.

Cindy M. Poskey  
Campus Administrator  
SCLTC-River Parishes Campus

## Administrative Responsibility

### Campus Administrator

The Campus Administrator is ultimately responsible for safety in the school. This responsibility is demonstrated by emphasizing that safety and teaching go together, setting a good example for the staff, attending safety meetings, reviewing accident reports, and motivating employees toward safe work practices. The following are also considered the responsibility of the school administrator:

1. Secure support from and maintain liaison with administration above school level.
2. Provide leadership in safety program planning.
3. Secure action on a program of safety education that will involve the entire staff.
4. Secure the cooperation of outside personnel and agencies.
5. Establish in writing and disseminate specific firm safety policies for the organization and insure that they are observed.
6. Direct the participation of all subordinate organization heads and instructors in the safety effort, with specific responsibilities assigned to each. Ensure that each instructor passes on suitable guidance to students enrolled in class.
7. Designate a safety coordinator who reports directly to the administrator in order to ensure that the safety program is carried out properly and effectively.
8. Verify that safety training is conducted on a continuing basis for employees and students, especially new employees or transfers.
9. Verify that every reported hazard and every accident is investigated. The administrator should be notified immediately of any serious injury, fatality, or dangerous condition.
10. Establish a program to monitor and to audit operational activities for their safety aspects. Whenever possible, the administrator should review safety reports made by others. The administrator must insure that all subordinate employees are participating effectively in the safety program.
11. Provide a budget adequate for the achievement of all safety objectives.
12. Insure that all record keeping requirements are being observed faithfully.
13. Maintain an active, effective interest in the safety effort.
14. Act as an advisor in the organization and day-to-day administration of the safety program.
15. Aid the safety coordinator in the inspecting and locating of unsafe conditions and unsafe practices.
16. Verify school compliance with federal, state, and local regulations regarding work safety and health.
17. Verify or aid in all aspects of safety training.
18. Set standards for ordering equipment, supplies, and tools for use in the school.
19. Evaluate plans and specifications for building construction, repairs, and remodeling.
20. Verify that safety training is conducted on a continuing basis for employees and students, especially new employees or transfers.

21. Provide leadership in safety program planning.
22. Insure that corrective action is taken to avoid recurrences or, if possible, to forestall the first one.
23. Provide adequate funds to achieve all safety objectives.
24. Supervise the procurement and distribution of personal protective equipment.
25. Consult with governmental agencies and insurance companies on safety problems.
26. Act as an advisor to others on safety matters.

### **Safety Coordinator Responsibility**

The safety coordinator is responsible for the day-to-day administration of the safety program. The following are also considered the responsibility of the school safety coordinator:

1. Develop and administer the school safety program:
  - a. Designing a complete program.
  - b. Stimulating and coordinating the work of others.
  - c. Taking the lead in setting up safety regulations.
2. Inspect and locate unsafe conditions or unsafe practices.
3. Investigate injuries, particularly the more serious ones.
4. Insure that corrective action is taken to avoid recurrences or, if possible, to forestall the first one.
5. Maintain work-related injury and illness records.
6. Analyze records for clues for prevention of future injuries and illnesses.
7. Prepare reports on the current safety experience of the school, and justify safety measures.
8. Act as an advisor on other safety matters.
9. Publicize safety materials.
10. Verify school compliance with federal, state, and local regulations regarding work safety and health.
11. Act as an aid in all aspects of safety training.

### **Instructor Responsibility**

The instructors and employees are responsible for the day-to-day safety activities, which include the following:

1. Insure that good housekeeping practices are maintained at all times.
2. Insure that vehicles or other pieces of equipment are operated within designated limitations.
3. Inspect new equipment on receipt to insure that all desirable safety features and devices have been provided and installed.
4. Prepare a Job Safety Analysis on any and all equipment that could possibly pose a hazard to any personnel no matter how small or simple it may seem.
5. Identify all operating procedures to students and other personnel.
6. Prepare detailed emergency procedures to be taken when a failure or dangerous condition occurs.



7. Insure that access to equipment components during maintenance, repair, or adjustment does not expose personnel or students to such hazards as electrical charge, moving parts, radiation, extreme heat, chemical burns, cutting edges, or sharp points.
8. Maintain continuing on-the-job supervision of all potentially hazardous activities.
9. Insure that students have had at least the minimum training necessary to be aware of any potential hazards before they are assigned to any hazardous duties.
10. Insure that students are taught the nature of possible hazards, how to avoid exposure, the importance of maintaining good health, and actions necessary if a mishap occurs.
11. Conduct periodic training for all students.
12. Insure that students discontinue any hazardous work if students are found to be unqualified, unsuitable, or incapable.
13. Have each potentially hazardous operation reviewed and analyzed to insure that suitable procedures and safeguards are provided.
14. Report any unsafe condition to the administrative staff or safety coordinator.
15. Insure that students involved in hazardous operations are instructed to report promptly any unusual condition which could place them in further jeopardy, such as an unusual odor or irritating substance, unsafe condition, or malfunction of equipment or safety devices.
16. Require training drills to insure high proficiency of students during emergencies.
17. Encourage students to report safety devices, controls, equipment, or protective clothing, which adversely affect their performance.
18. Require that the buddy system be used for tasks, which involve considerable danger.
19. Keep informed of new and accepted safe practices for accident prevention.
20. Set a proper example for students.
21. Insist on proper clothing for students in shop areas.
22. Administer safety tests.
23. Perform periodic inspections.

## **Student Responsibility**

Students must assume some of the responsibility for their safety and that of others. Student responsibilities are as follows:

1. Work within the bounds of school policies and safety regulations.
2. Develop desirable behavioral patterns and attitudes by accepting directions, advice, and counsel.
3. Accept personal responsibility for assisting in the safety program and in working toward its success.
4. Ask questions concerning proper operation of tools and equipment.
5. Ask permission before operating any tools or equipment.
6. Inspect equipment and/or tools prior to each use.
7. Report any unsafe action or condition to the instructor.
8. Utilize and wear personal protective equipment as required.
9. Students may work in a shop or a classroom only when an instructor is present.

## **Safety Rules**

Individual departmental safety rules are clearly stated in each program area safety manual. Students are required to sign a statement of understanding regarding safety rules. Safety rules are the means by which instructors and school administrators identify the discretionary line between acceptable and unacceptable performance. Rules alone cannot be expected to influence attitudes among employees and students. However, well prepared, illustrated rules can assist in making individuals aware of what is expected of them. It is important to remember that rules establish the minimum and maximum guidelines of acceptable behavior. The student and employee must develop a thorough understanding of their purpose and be made to see how they, as individuals, can benefit by observing them.

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

Because of our concern for the well being of all individuals and the importance of rules to an overall safety program, any continuous or flagrant violation of these rules by students or employees may result in termination from South Central Louisiana Technical College – River Parishes Campus.

The general safety rules at SCLTC-River Parishes Campus are as follows:

1. Smoking is allowed only in designated areas. No smoking in any buildings.
2. Horseplay and fighting will not be tolerated anywhere on campus.
3. Before beginning your schedule, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated on the campus grounds. Inform your supervisor if

you are required to take medication during scheduled hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability is required.

5. Use personal protective equipment (PPE) to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
12. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis (JSA).
13. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, fire, or unusual odors to your supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
21. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
22. Adhere to departmental rules and procedures specific to departmental operations.
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
24. When working on any equipment, use the proper lockout/tagout procedures.
25. All procedures performed in shops or classrooms must be consistent with the requirements of the approved safety plan.

Employees who do not comply with campus safety rules will not be considered desirable for continued employment with the State of Louisiana. Students who do not comply with campus safety rules will not be allowed to remain on the campus grounds.

## **Safety Meetings**

Safety meetings will be held with students and school employees to facilitate communication of safety problems and to provide general information as well as to stimulate interest and motivation in the safety program of SCLTC – River Parishes Campus.

School safety meetings have many uses. Their purpose may be to discuss the school's safety program so that employees and students will better understand what is going on. They may be purely motivational, to create an awareness of hazards and a desire to prevent accidents.

The SCLTC – River Parishes Campus has established a policy requiring all instructors and maintenance personnel to conduct and/or to participate in monthly safety meetings. The following programs will be subject to this policy:

1. Air Conditioning/Refrigeration
2. Health Occupations
3. Industrial Maintenance
4. Industrial Instrumentation
5. Process Technology
6. Welding

Because of their location and limited types of hazardous equipment in the training environment, Office Occupations and Drafting Design and Technology will be required to conduct quarterly safety meetings. Members of the office support staff are also required to participate in quarterly safety meetings.

The instructor assumes responsibility for planning and conducting the safety meeting; however, the instructor may seek assistance in planning, as well as in obtaining materials from the safety coordinator.

Although the safety meeting format is left to the discretion of the instructor, the program should include the following:

1. A summary of school injuries or infractions of safety rules reported since the last meeting.
2. A discussion by the instructor, safety coordinator, or administrators of specific safety practices that require improvement.
3. Lecture, demonstration, or visual-aid presentation on appropriate accident prevention subjects.
4. Presentations by students on specific safety topics.

Safety meetings give the teacher, safety coordinator, or school administrator an opportunity to point out in a forceful manner the dangers of certain unsafe practices. At the conclusion of the meeting, the instructor will be required to prepare a safety meeting report identifying topics discussed, date held, and names of persons in attendance.

Safety meetings for maintenance personnel are to be conducted by the maintenance director on a quarterly basis.

Persons responsible for safety meetings should evaluate them critically to see whether or not they are accomplishing the purpose for which they were conducted. When meetings are held continuously, there is always a danger that they will become dull and ineffective. This situation can be prevented by instructors exhibiting the appropriate effort and attitude in regard to the goals of SCLTC - River Parishes Campus' safety program.

## **Safety Training**

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

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

1. Help students understand that the safe way to do something is the effective way.
2. Help students become familiar with unsafe acts and unsafe conditions that may lead to accidents.
3. Help students learn safe practices for use in all their day-to-day training activities.
4. Encourage students to become a “team member” in the total school 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 Director of Student Affairs will orient each student in regard to the general safety policies and procedures adopted by SCLTC – River Parishes Campus.

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

Safety tests will be administered to all students and kept on file throughout the duration of their training. All students will be required to attain a score of 100% on all safety tests. Tests are repeated until a score of 100% is attained.

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

After 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 safe operating rules and recommendations for each specific type of equipment

relevant to their training. Additional written tests will be utilized to evaluate proficiency in the use of this machinery.

### Lab/Shop Instructors

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

Following the instructor's demonstration, the student will demonstrate their competency on the same equipment. This will be accomplished by the student orally describing proper operating and safety procedures.

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

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

### Safety Meetings

Monthly safety meetings will be held in all lab/shop areas. These meetings will present pertinent safety topics. Time limits of the meetings will be left to the discretion of the instructor. Minutes of the safety meetings will be retained in the files of the instructor with one copy sent to the school's safety coordinator.

### Providing Safety Instruction to Students

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

1. Provide instruction regarding proper procedure in case of an accident.
2. Give periodic lab/shop demonstrations on the proper use and care of personal protective devices.
3. Provide for safety instruction in the course of study.
4. Provide instruction in the maintenance of shop tools, machines, and other equipment.
5. Provide instruction in the safe methods of lifting and/or moving heavy equipment or other loads.
6. Provide a bulletin board for 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 prevention.
8. Conduct field trips to industrial plants or construction jobs to study safety practices.
9. Provide for visiting speakers from business and industry to speak on occupational safety and health practices.
10. Prepare for the shop a written safety education program similar to the course of study.
11. Require each student to sign acknowledgment forms dealing with shop safety rules and regulations to indicate that he or she has read and understood the information. The forms should be kept on file until the student completes the course of instruction.

12. Incorporate single concept films and other audiovisual aids into the instructional procedures to emphasize safety, especially safe machine operation.

## Procedures for Conducting Safety Meetings

### Prepare for Meeting

1. One idea to produce excellent topics for safety meetings is to conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select an activity or topic to be used as a safety meeting topic that can benefit all employees in attendance. Examples of appropriate topics can include: a new job/ procedure/changes in an operation, an unsafe behavior or activity, or an annual review of the agency safety rules. Safety meetings can help identify and eliminate hazards before accidents occur.
3. Safety Meeting Report shall list the topics to be discussed.
4. Identify the methods used to conduct the meeting (e.g., classroom, distribution of reading materials, demonstrations, etc.)

### Conduct the Meeting

1. Meetings may be conducted in a classroom-like setting with lecture, video, and/or demonstrations.
2. Information may be distributed via e-mail, handouts, correspondence and employees shall be required to indicate that they “have received and read” the materials.
3. Record the total number of employees participating vs. the total number of employees and calculate a percentage of employees who participated.

### Document Attendance

Ensure an original signature is obtained from each employee in attendance at each meeting and that the documentation reflects the date on which the information was actually received. For those employees to whom the safety meeting information is provided electronically, maintain a record of receipt by each employee (e.g., e-mail return receipt).

### Keep a Record of the Meeting

1. Copies of safety meeting report forms should be sent to the safety coordinator or agency head. The supervisor should keep originals.
2. Sign in sheets should be maintained for a minimum of three years. Agencies are encouraged to maintain training records as long as possible.

*(See Exhibit A-Sample Safety Meeting Log Sheet)*

## Procedure for Job Safety Analysis

### When to perform a Job Safety Analysis

- Each area supervisor is expected to perform and maintain a job safety analysis on any equipment used in his or her area.
- Each area supervisor is expected to perform a job safety analysis in the event of repeated accidents trend or if an incorrect procedure is being employed.
- Each area supervisor is expected to perform a job safety analysis for each serious accident to determine the cause(s) of the accident.

- Each area supervisor is expected to perform and maintain a job safety analysis whenever receiving any new equipment used in his or her area.

### Step 1: Select the job

In selecting the jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Equipment: Any and all equipment that requires specialized training or poses any threat of injuries.
2. Production of Injuries: Every job that has produced a medical treatment or disabling injury during the past three (3) years should be analyzed.
3. Frequency of Accidents: Jobs that repeatedly produce accidents should have a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
4. New Equipment: Any recently received equipment that requires specialized training or poses any threat of injuries. (Even if it is only to be utilized by the faculty or staff.)

### Step 2: Perform the Analysis

The supervisor responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet. The supervisor should conduct the job safety analysis with the help of employees who regularly perform the task.

The job being analyzed should be broken down into a sequence of steps that describe the process in detail. Avoid two common errors: (1) Making the breakdown too detailed resulting in an unnecessary large number of steps, or (2) making the job breakdown so general that the basic steps are not distinguishable. As a rule, the job safety analysis should contain less than twelve (12) steps. If more steps are needed, the job should be broken into separate tasks.

Job Safety Analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Select an experienced, capable, and cooperative person who is willing to share ideas. He/she should be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job safety analysis before conducting one will help illustrate the terminology and procedure to be followed.

Review of the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also.

The working for each step should begin with an action word such as “remove,” “open,” or “lift.”

### Step 3: Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:



1. Is there danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can an employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain himself or herself by pushing, pulling, lifting, or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapors, mist, fumes, dust, heat, or radiation)?

The Job Safety Analysis Worksheet should be used as a reference when completing the Job Safety Analysis. Refer to the notes taken on the work sheet when determining hazards and recommendations. Using the Job Safety Analysis, document hazards associated with each step. Check with an employee who has performed that job and others experienced in performing the job for additional ideas. A reliable list will be developed through observation and discussion.

### Use of the Job Safety Analysis

The Job Safety Analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and if necessary, provide additional training.

Employees who are asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accident.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the job safety analysis is an accident investigation tool. When accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Training on the job safety analysis is imperative for all safety programs. Therefore, JSA training shall be done annually with all affected employees. The training is to be documented.

*(See Exhibit B-Sample JSA)*

*(See Exhibit C, Sample Procedure for Job Safety Analysis)*

*(See Exhibit D, JSA Form)*

### Procedures for Inspection

The Office of Risk Management identifies two classes of agencies: Class A and Class B. ORM shall notify agencies annually of their classification. Differences in requirements for Class A and Class B agencies are as follows:

**Class A** agencies must conduct and document inspections on a monthly basis.

**Class B** agencies must conduct and document inspections on a quarterly basis.

The operational general safety plan shall include general housekeeping safety rules and a procedure for conducting inspections of the facility to identify and correct hazards. A written report is completed for each inspection and kept for three (3) years. The report shall include identification of unsafe conditions or acts and the recommended corrective action.

Inspections serve two basic functions:

1. To maintain a safe work environment and to control the unsafe actions of people.
2. To maintain operational efficiency.

Regular inspections shall reinforce to employees the importance of safety and management's commitment to safety. The inspections encourage employees to inspect their own work areas and identify unsafe conditions. Preferably, safety inspections should be made regularly, using a site-specific inspection technique such as a checklist, regardless of whether a problem has been reported. Corrections of unsatisfactory conditions shall be made immediately, to meet accepted and approved standards even if no accidents have occurred. A systematic inspection technique such as a site-specific checklist is recommended for analyzing work areas and should include:

- Building Safety
- Electrical Safety
- Emergency Equipment
- Fire Safety
- Office Safety
- Storage Methods

All employees are responsible for immediately reporting any recognized potentially hazardous condition or practice. Employees shall report any unsafe condition to the supervisor/appropriate party via the Hazard Control Log (Form HC-1-90) or other acceptable method. The authorized person(s) shall take immediate temporary control of the area to prevent exposure until corrective action is taken. If a supervisor or the loss prevention representative cannot correct the hazard, they shall immediately report it to the next level of management. Hazard Control Logs (or other similar reporting forms) shall be reviewed on a regular basis, and signed/initialed and dated each time.

If a hazard exists for more than 30 days, the supervisor or appropriate individual(s) shall notify the department and agency heads and the Loss Prevention Unit of the Office of Risk Management.

The report of a hazard shall be retained in the affected work area for at least three (3) years or until all hazards are corrected (whichever is longer). Additionally, if applicable, any deficiency discovered during an inspection conducted by the State Fire Marshal's Office shall be corrected.

## Record Keeping

Good record keeping is essential to occupational safety and loss prevention. Without records, it is impossible to analyze or measure the success of a general safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned program that controls unsafe conditions and/or acts that may contribute to accidents. A second important use of safety records is to compare the safety effort of a facility to others performing similar functions. This comparison enables an agency to evaluate its own safety accomplishments.

Agencies shall keep the following records for at least three (3) years: inspection reports, hazard control logs (or other similar reporting forms), job safety analyses, incident/accident investigations, minutes of safety meetings, and training records (Blood borne Pathogens,

Drug-Free Workplace, and Sexual Harassment training records shall be kept for 5 years). Retention of such records has proven to be beneficial in legal proceedings.

*(See Exhibit E, List of Required Records)*

# Blood Borne Pathogens Exposure Control Plan

*Facility Name:* SCLTC - RPC

*Date of Revision:* January 1, 2010

## Purpose

The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or certain other body fluids

## Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious 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 are in this category:

Air Conditioning/Refrigeration	Drafting & Design Technology
Health Occupations	Industrial Maintenance
Industrial Instrumentation	Office Occupations
Office Personnel	Process Technology
Maintenance Personnel	Welding

## Implementation Schedule and Methodology

OSHA 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 facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any BBP incident, accident or injury is **Highly Confidential**. It is not to be discussed with anyone other than the Campus Administrator and/or Safety Coordinator. Individuals with any known BBP are given the respect of anonymity.

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

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is semiannually by the nursing staff.

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

Each instructor and/or supervisor shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

Each instructor and/or supervisor shall insure that if employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

### Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. OSHA allows an exception to this rule is if the procedure would require that the contaminated needle be recapped or removed if no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.

At this facility recapping or removal is permitted only for **teaching** not to recap and throw away.

### Containers for Reusable Sharps

Contaminated sharps that are reusable are to be placed immediately, or as soon as possible after use into appropriate sharps containers. At this facility, the sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. Reusable sharps containers are located in the nursing area. The Health Occupations Department Head, has the responsibility to remove the sharps. The sharps will be emptied.

### Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, cabinet shelves, or on countertops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious procedures are prohibited.

All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. To accomplish this goal this facility will teach methods, such as covers on centrifuges, usage of dental dams if appropriate, etc.

### Specimens

Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded. (Employers should note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the facility utilized universal precautions in the handling of all specimens and that the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the facility. If the employer chooses to use this exemption, then it should be stated here).

Any specimens, which could puncture a primary container, will be placed within a secondary container that is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

### **Contaminated Equipment**

Each instructor and/or supervisor are responsible for insuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

### **Personal Protective Equipment**

#### ***PPE Provision***

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

#### ***PPE Use***

The Campus Administrator and/or Safety Coordinator shall insure that employees use appropriate PPE unless the employee declines to use PPE under certain circumstances. For example, if in the employee's judgment the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

#### ***PPE Accessibility***

The Campus Administrator and/or Safety Coordinator shall insure that appropriate PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

#### ***PPE Cleaning, Laundering and Disposal***

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

#### ***Gloves***

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

***Eye and Face Protection***

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin-length face shields, are required to be worn whenever splashes, spray platter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

***Additional Protection***

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated (such as autopsies and orthopedic surgery). The following situations require that such protective clothing be utilized:

**Housekeeping**

This facility will be cleaned and decontaminated on a regular basis. Decontamination will be accomplished by utilizing materials such as a quaternary disinfectant or bleach.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surfaces may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a daily basis by the Buildings, Grounds, and Equipment Maintenance Personnel.

Any broken glassware, which may be contaminated, will not be picked up directly with the hands.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

## Regulated Waste Disposal

### *Disposable Sharps*

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on both sides and bottom, and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The second container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner, which would expose employees to the risk of percutaneous injury.

### *Other Regulated Waste*

Other regulated waste shall be placed in containers, which are closeable, constructed to contain all contents and to prevent leakage of fluids during handling, storage, transportation, or shipping.

The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

**NOTE:** Disposal of all regulated waste shall be in accordance with applicable United States, state, and local regulations.

### *Laundry Procedures*

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled or color coded red) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

## Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up

### *General*

Recombiuaz HB, the Hepatitis B vaccine, and other vaccination series will be given to all employees who may have possible occupational exposure. Post-exposure and follow-up evaluation will be done on all employees who have had an exposure incident.

The Campus Administrator shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee
- b. Made available to the employee at a reasonable time and place

- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and
- d. Provided according to the recommendations of the U.S. Public Health Service

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

### ***Hepatitis B Vaccination***

The Health Occupations Department Head is in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within ten (10) working days of initial assignment to all employees who have occupation exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the required waiver indicating their refusal.

If a routine booster dose of Hepatitis vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

### **Post Exposure Evaluation and Follow-Up**

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to administration and/or Safety Coordinator.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. The route of exposure and the circumstances under which exposure occurred shall be documented
- b. Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by state or local law
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Campus Administrator shall establish that legally required consent cannot be obtained. The source individual's blood, if available, shall be tested and the results documented
- d. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV and HIV status need not be repeated
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual



Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having his or her blood collected for testing of the employee's HBV/HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up. All post-exposure follow-ups will be performed by Teche Regional Hospital, Infection Control Chief of Staff.

#### Information Provided to the Health Care Professional

The Health Occupations Department Head shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A written description of the exposed employee's duties as they relate to the exposure incident
- b. Written documentation of the route of exposure and circumstances under which exposure occurred
- c. Results of the source individual's blood testing, if available and
- d. All medical records relevant to the appropriate treatment of the employee including vaccination status

#### Health Care Professional's Written Opinion

The Health Occupations Department Head shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

#### Labels and Signs

Individuals disposing of biohazard contamination shall insure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be submitted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

Blood products that have been released for transfusion or other clinical uses are exempt from these labeling requirements.

### Information and Training

The training schedule shall be contingent upon the level of exposure to BBP.

#### High Risk

**Health Care Facilities/professionals, and other high risk occupations:** Workers with occupational exposure shall receive training when they are hired and at least once per year afterwards. The training must be given during working hours and at no cost to the employee and training records shall be maintained for five years.

#### Low Risk

**General Office/Classroom personnel:** All employees shall participate in a training program within 12 months of employment. If there are no BBP events, the training shall be required every five years thereafter. If an agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

The Health Occupations Department Head shall insure that BBP training is provided at the time of initial assignment to tasks where occupational exposure may occur and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents
- b. A discussion of the epidemiology and symptoms of blood borne diseases
- c. An explanation of the modes of transmission of blood borne pathogens
- d. An explanation of the South Central Louisiana Technical College – River Parishes Campus Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy
- e. The recognition of tasks that may involve exposure
- f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices, and personal protective equipment (PPE)
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's
- h. An explanation of the basis of selection of PPE's
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- l. Information on the evaluation and follow-up required after an employee exposure incident
- m. An explanation of the signs, labels, and color-coding systems

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on blood borne pathogens in the twelve (12) months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## Recordkeeping

### *Medical Records*

The Health Occupations Department Head, and/or office staff is responsible for maintaining medical records as indicated below. These records will be kept in the nursing office at SCLTC – River Parishes Campus.

Medical records shall be maintained in accordance with the following guidelines. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall contain the following:

- a. The name and social security number of the employee
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination
- c. A copy of all results of examinations, medical testing, and follow-up procedures
- d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes exposure and circumstances of exposure

### *Training Records*

The Campus Administrator and/or Safety Coordinator is responsible for maintaining the following training records. These records will be kept at SCLTC – River Parishes Campus

Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

### *Availability*

All employee records shall be made available to the Office of Risk Management.

## Evaluation and Review

Faculty, staff and students are responsible for reviewing this program and its effectiveness annually. The Campus Administrator and/or Safety Coordinator will implement updates as needed.

## Outside Contractors

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

## Drug Free Policy

South Central Louisiana Technical College, River Parishes Campus, reserves the right to require drug screening for pre-employment, re-employment or reinstatement. Employees in safety sensitive and security sensitive positions may be subject to random/unannounced drug testing. SCLTC River Parishes Campus follows the LCTCS Drug Free Workplace Policy located in the appendix of this manual.

## First Aid

First aid is defined by the American National 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 prevention of additional injury to that person.

A list of all certified CPR and first aid employees is conspicuously posted throughout the school.

### First Aid Supplies

A first aid kit with proper supplies will be maintained by each instructor. Each instructor is responsible for maintaining, restocking and keeping up-to-date disposable items.

The first aid kit should contain the following supplies:

Gauze Pads	Eye Pads
Sterile Pads	Elastic Bandages
Bandages	Cotton
Tape	Scissors
Adhesive Bandages	Tweezers

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

### Primary Considerations

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

1. Attempt to ascertain how seriously the student is injured. Trained school personnel will provide assistance in injury care and determination.
2. If medical assistance is needed, aid will be sent for immediately. Due to the location of the shops, the intercom, phone or other means may be used to alert the administrative office of the emergency. The administrative office will then place calls for assistance to the local ambulance/emergency medical services.
3. Apply only that first aid which is essential and nothing further.
4. If a student is seriously injured, request that the administrative office notify parents/guardians.
5. Report all injuries, both major and minor, to the Administrative Office and Safety Coordinator.

## Secondary Consideration

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

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

## Safety Procedures

### Accident Reporting and First Aid Procedures

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

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

### Staff Injuries

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

1. The Campus Administrator and/or Safety Coordinator must be notified immediately.
2. If first aid treatment is required, it is administered by qualified personnel.
3. If further treatment is necessary, the injured person's emergency contact will be notified to transport the person to his or her family physician or the nearest medical facility. If the emergency contact cannot be reached, the Police Department, Fire Department, or Ambulance Service will be contacted to transport the injured person. School personnel will be allowed to transport the injured individual only after all other transportation sources have been exhausted.
4. In the event of serious injury or life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured individual to the nearest medical facility, and every effort will be made to contact the emergency contacts. The injured individual will be accompanied by a representative of the school.
5. Accident report (ORM form DA2000) must be completed. A copy must be turned into the Human Resources Manager and the Safety Coordinator. The instructor is also to retain a copy.

All accident forms must be completed by a third party – Instructor, Safety Coordinator, Campus Administrator or etc.

6. If medical treatment is required, the Employer Report of Occupational Injuries or Diseases must also be completed as required by the Office of Workman’s Compensation Administration.

### Visitor/Client Injury

1. The Campus Administrator and/or Safety Coordinator must be notified immediately. If first aid treatment is required, it is administered by qualified personnel.
2. If further treatment is necessary, the injured person’s emergency contact will be notified to transport the person to his or her family physician or the nearest medical facility. If the emergency contact cannot be reached, the Police Department, Fire Department, or Ambulance Service will be contacted to transport the injured person. School personnel will be allowed to transport the injured individual only after all other transportation sources have been exhausted.
3. In the event of serious injury or life-threatening situation requiring immediate medical attention, an ambulance will be summoned to transport the injured individual to the nearest medical facility, and every effort will be made to contact the emergency contacts. The injured individual will be accompanied by a representative of the school.
4. Accident report (ORM form DA3000) must be completed. A copy must be turned into the Human Resources Manager and the Safety Coordinator. The instructor is also to retain a copy. All accident forms must be completed by a third party – Instructor, Safety Coordinator, Campus Administrator or etc.

### Procedures for Incident/Accident Investigation

Incidents/accidents may occur in spite of an emphasis on safety and regular inspections. When an incident/accident does occur, it shall be thoroughly investigated to determine the cause and any contributing factors to prevent a recurrence.

The appropriate investigation report (DA2000-employees only; DA3000-visitors, clients only) shall include information on the individual injured, a description of the incident/accident (bodily injury vs. property damage), a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence. Agencies shall keep on file all incidents and accident related DA2000 and/or DA3000 forms for review by the ORM Loss Prevention Unit, and report on-line all DA1973/LDOL-OWC-1007 (E1 – First Report of Injury) forms to the appropriate ORM Claims unit within the required reporting time frame established by the respective unit(s).

All information fields (including the root cause analysis section on the DA2000) on the forms shall be completed and reviewed for accuracy. Notations such as N/A (not applicable) are not acceptable.

The supervisor of the work unit involved is primarily responsible for conducting the incident/accident investigation and completing all related forms. Others, such as the loss prevention representative or safety committee, may be involved depending upon the nature and severity of the incident/accident.

In the event of a fatality, or near fatality, the ORM Loss Prevention Unit shall be contacted immediately.

*(See Exhibit F, DA2000 & DA3000 Accident Forms)*

# Emergency Evacuation Plan

## Purpose

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

## Scope

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

1. Fire
2. Bomb threat
3. Civil disorder
4. Natural disasters
5. Other threats to the safety of life and property

## Responsibilities During an Emergency

### Administration and Maintenance Staff

After an alarm signal, the administration and the maintenance staff will work with emergency officials upon their arrival to apprise them of the location of the hazard.

### Instructional Staff

1. The department head and/or instructional staff will have absolute authority over all students assigned to their departments. There will be no exceptions.
2. Designated assistants should be assigned to each physically handicapped student in all departments.
3. Upon hearing an alarm signal, the instructional staff will oversee the orderly evacuation of all areas. Everyone should leave the building in an orderly manner by the designated routes found on the evacuation chart. Instructors will then make a check of their departments to be certain that they are empty. All doors will be closed as instructors leave. When all are safely away from the building, instructors must check roll and then inform the administration if any people are not accounted for. Instructors should report any injuries that were sustained during the evacuation.

## Bomb Threat and Other Subversive Acts

**It is imperative that in the event of a bomb threat that all persons involved avoid using cell phones and alarm systems as they may trigger the bomb.**

### Telephone Threat

In the event of a bomb threat, the person taking the call should do the following:

1. Get an accurate message. Try to write down each word.
2. Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statement(s) of the caller. Again, ask the caller to repeat the message even if you did get the message word for word the first time. Adhere to the following checklist. (All personnel at the switchboard must follow this checklist and be trained.)

In the event of a bomb threat, use this guide to collect all important data. If you have caller ID, write down the number immediately!

# Bomb Threat Call Checklist

## Questions to Ask

Exact Wording of Threat (ask them to repeat the message if necessary)

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

Gender of Caller:	Approximate Age:	Length of Call:
Date:	Time:	Call received at:

## Caller's Voice

- |                                  |                                   |  |   |
|----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Disguised          |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent             |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar           |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          | If voice is familiar who did it sound like? |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat |   |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep breathing  |   |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking Voice  |   |

## Background Sounds

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Street Noises | <input type="checkbox"/> House noises  | <input type="checkbox"/> Office machinery  |
| <input type="checkbox"/> Static        | <input type="checkbox"/> Crockery      | <input type="checkbox"/> Motor         | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Local         | <input type="checkbox"/> Voices        | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> PA system     | <input type="checkbox"/> Music         |  |
| <input type="checkbox"/> Other         |  |  |  |

## Threat Language

- |   |                               |                                     |   |
|---|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Well Spoken<br>(well educated) | <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |
|---|-------------------------------|-------------------------------------|---|

Exact wording of call: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Call reported to: _____	Position: _____
Telephone number: _____	Date: _____
Call received by: _____	Position: _____
Telephone number: _____	Date: _____



### Written Threats

1. Once a bomb threat is recognized, further unnecessary handling of the written threats and the envelope or container it was delivered in shall be avoided.
2. All written threats, including the envelope or container it was delivered in, shall be saved and turned over to the appropriate law-enforcement authorities.

### Notification

1. The employee who received the threat shall immediately notify the Campus Administrator.
2. The Campus Administrator shall notify the following:
  - a. the appropriate law-enforcement authorities;
  - b. the Regional Director;
  - c. the Safety Coordinator,
  - d. all faculty and staff;

### Searches

1. Only appropriate law-enforcement authorities shall conduct searches related to bomb threats. Personnel may aid in the search and provide information as to public access to the building.
2. Personnel shall not handle any boxes, containers, or suspicious articles they may encounter. The appropriate law-enforcement authorities shall be notified of these boxes, containers, and suspicious articles.

### Evacuations

1. The Campus Administrator and/or designee shall make a decision on evacuation as soon as possible. The decision shall be based upon immediate conditions to ensure the students, faculty and staff. Consultation with the Regional Director or law-enforcement may be used to base the decision
2. If the decision is to evacuate, Students shall be informed and established evacuation procedures shall be followed.

### Training

1. The Campus Administrator and/or Safety Coordinator shall ensure that all personnel under his/her supervision receive appropriate training in bomb threat and evacuation procedures as outlined in training procedures.

### **OUTCOME MEASURES/PERFORMANCE INDICATORS**

- *All relevant information regarding the bomb threat is accurately documented by the staff-member who received the threat.*
- *Location personnel do not handle suspicious packages.*
- *The appropriate law-enforcement authorities are contacted immediately after a credible bomb threat.*
- *Location personnel receive initial and ongoing training in bomb threats.*

### Fighting and Riots

In the event of a fight or disturbance, the instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. The Administrative Office will be notified immediately, and the police department will be contacted when necessary.

In case of a group disturbance or indication of a riot, attempts will be made by the instructor or staff member to quiet it if possible. If not, the Administrative Office will be notified immediately, and the police will be contacted.

## Natural Disasters

### Hurricanes

When a Hurricane Watch is issued, the Campus Administrator will call a staff meeting to coordinate plans in the event that a hurricane will come ashore in this vicinity. Planning for a hurricane that is minimal will be different from preparing for a hurricane that is powerful or slow moving. Because each hurricane is unique and presents a different set of problems, those planning for the emergency will draw upon their own pool of experience to make preparations. The Campus Administrator decides school closure.

All faculty and staff are required to participate in preparing the campus for a hurricane and are responsible for their respective areas. Preparations for hurricane evacuation include but are not limited to the following:

1. When possible all equipment and furniture must be elevated off the floor.
2. All electronic equipment should be disconnected from the power source.
3. If possible, protect electronic equipment with plastic covering.
4. Secure any loose objects (both indoors and outdoors).

In the event of a hurricane evacuation, the student body will be notified through local news and media.

### Tornadoes

When a Tornado Warning is issued, all employees and students should move into the main building into the interior hallways. All doors should be closed. Everyone should stay away from outside walls and glassed-in areas. Everyone should remain in interior hallways until the ALL CLEAR is given.

### Severe Weather

Weather so severe as to endanger student safety or school property may cause school closure until conditions improve. The Campus Administrator will decide the need for closure. In the event of severe weather, the student body will be notified through local news and media.

## Other Threats

### Explosions

In the event of an explosion occurring on the premises of Young Memorial, the building(s) will be evacuated immediately.

### Chemical Releases

Young Memorial is considered a small generator of hazardous waste by the Department of Environmental Quality (D.E.Q.) Types of waste at this facility include waste oil, freon, and antifreeze. In the event of a non-containable spill or release, the following actions could be taken:

1. The Campus Administrator is to be notified immediately.
2. The Campus Administrator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent ignition or spreading.
3. The Civil Defense and the Laplace Fire Department will be notified.
4. The Office of Risk Management and D. E. Q. will be notified as required.
5. If evacuation becomes necessary, the campus evacuation chart and procedures are to be followed.

### **First Aid Station**

During an emergency, a first aid station will be made available to administer treatment for minor injuries and sickness. The station will be manned by qualified and trained employees. The first aid station will be set up in an appropriate area.

### **Training and Drills**

All staff will be trained by the Safety Coordinator to develop proficiency in building evacuations and in the use of fire extinguishers. Periodic meetings will be held to inform the staff of the latest developments and policies affecting evacuation activities. There will be at least two or four evacuation drills a year to test the evacuation plan.

Evacuation drills are necessary for the safety of the students and the faculty. When the alarm sounds, everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. This information is posted in each classroom. Special instructions may be announced over the loudspeaker.

1. Emergency evacuation drills are scheduled according to state requirements and are unannounced.
2. Evacuation routes, both primary and secondary, are posted in all classrooms/shop areas. (See evacuation charts in the back of this manual)
3. Students will follow designated exit instructions, will keep in single file, will walk (not run), will refrain from talking, and will proceed to a safe distance away from the building.
4. The teacher will call roll once the group has reached a safe distance from the building. For this reason, students must remain with their class after leaving the building. There will be no smoking at this time.
5. When the all-clear signal is given, all will return to their departments in an orderly fashion.

### **Evacuation**

Notice to evacuate will be given by a continuous bell alarm. The bell indicates that the building should be cleared of all occupants immediately.

## **Fire Protection Program**

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

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

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

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

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

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

### **Fire Extinguishers**

All fire extinguishers will be inspected monthly by the Safety Coordinator and/or designee to ensure that they:

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

### **Classification**

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

## Training

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

## Fire - Safe Housekeeping

1. Combustible materials should be present in work areas only in quantities required for the job and should be removed to a designated, safe storage area at the end of each work day.
2. Quick-burning and flammable materials should be stored only in designated locations. Covered metal receptacles are good for storage of these materials.
3. Passageways, fire exits, and fire extinguishers will be kept clear and unobstructed.

## Evacuation Procedures

1. An evacuation may become necessary in the event of any occurrence, which may threaten the safety of lives. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.
2. Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
3. Instructors are designated to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
4. Remain calm. Your presence of mind is the key factor to a successful evacuation.
5. If time permits, disengage electrical equipment, which you are currently using.
6. Leave all belongings in the classroom. There is no time to decide what to take with you.
7. If a closed door is extremely hot, do not open it. Seek another exit.
8. Immediately exit the classroom and building according to the posted route. (See the evacuation chart in your classroom.)
9. If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
10. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
11. During this time, remain quiet and calm. DO NOT SMOKE in case there is a gas leak.
12. Do not reenter the building until authorized by an official of the school.

## Hazard Communication Plan

Employers shall provide information to employees regarding the hazardous chemicals in the workplace and the hazardous properties of these chemicals. This information must be disseminated through a hazard communication program involving labeling, material safety data sheets, employee training, employee access to written records, and a written hazard communication plan. The hazard communication program applies to any hazardous chemical, which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. Thus, the program does not extend to office personnel, other employees whose job performance does not involve potential exposure to hazardous chemicals, or to laboratory employees. The definition of "hazardous chemical" is extremely broad, and includes any chemical, which is a physical hazard or a health hazard. For determination of physical and health hazards associated with products not synthesized on-site, personnel should rely on the evaluation performed by the chemical manufacturer or importer transmitted via Material Safety Data Sheets (MSDS).

### Responsibilities

SCLTC River Parishes Campus Hazard Communication Program is overseen by the safety coordinator and/or campus administrator.

### Department Heads

Department Heads or their designees (Safety Officers or Supervisors) who have employees who work in areas where hazardous chemicals are stored, handled or used are responsible for:

- Creating and maintaining an inventory of all hazardous chemicals.
- Ensure that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
- Ensure that all hazardous chemicals are properly stored. If a storage cabinet is needed, the Department Head is to submit a purchase requisition for procurement of a suitable storage cabinet.
- Maintaining copies of MSDS for each hazardous chemical in the workplace, and ensure that they are readily accessible to employees when they are in their work areas.
- Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and material safety data sheets.
- Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
- Determine the required personal protective equipment (PPE) for the procedures and materials in use in their area.
- Ensure that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
- Develop safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
- Inform employees about proper performance of non-routine tasks.

Employees are responsible for:

- Planning and conducting each operation according to the Hazard Communication Program.
- Maintaining area in good order.
- Using the required personal protective equipment.
- Reporting any exposures, injuries, or problems to supervisor and the Safety Officer.
- Reviewing MSDS's prior to using a substance for the first time, and reviewing it periodically thereafter.

### Contracting Officials

Contracting officials (Purchasing agents, Facilities Maintenance, and Operations, Architectural Engineering Services, and Department Heads) are responsible for:

- Instructing all outside contractors to contact the US Department of Energy, Office of Environmental Health and Safety for specific information about hazardous chemicals within the agency that may pose a risk to contract employees.
- Contracting Officers will require all contractors to provide the information concerning hazardous chemicals brought into any agency facility to perform contracted work before that work begins.

### Hazardous Chemicals Inventory

Any chemical or hazardous chemical needed for proficiency of a job task can be procured through a purchase requisition. The requisition is filled out by the department head and submitted to the Campus Administrator.

The supervisor, or designee, is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary.

The inventory must identify:

- Each hazardous chemical by the primary name on the label,
- The manufacturer or distributor of the chemical.

The inventory must:

- Be kept in the work area in a suitable format,
- On a log sheet, or in a computer.
- List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
  - Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
  - Materials found in the maintenance departments (such as lubricating oils, solvents, etc.),
  - Specialty chemicals used by animal caretakers, illustrators, and printers.

### Labeling Requirements

The supervisor shall ensure that all hazardous chemicals are properly labeled. Labels shall list:

- At least the chemical identity,
- Appropriate hazard warnings, and

- The name and address of the manufacturer, importer or other responsible party.

Portable containers of working solutions shall be labeled appropriately unless they are intended for immediate (during a day's work-shift) use by the employee who prepared it. In this case, only the identity of the chemical must be supplied on the label. The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

In the event that the department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label.

Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of any hazard characteristic changes.

### **Hazardous Chemical Disposal**

Disposal of hazardous chemicals must be in compliance with local, state and federal laws. The chemical disposal also must be in compliance with MSDS procedures. Some chemicals are safe to dispose when diluted with appropriate solution. If the material cannot be disposed of safely, the individual must contact the Safety Coordinator or Campus Administrator for further guidance in disposal.

### **Personal Protective Equipment (PPE)**

Any PPE required for the usage of a hazardous chemical will be provided to the employee by SCLTC - River Parishes Campus. The employee must request procurement of the PPE via a purchase requisition. The requisition must be turned into either the Safety Coordinator or Campus Administrator.

### **Material Safety Data Sheets (MSDS)**

The supervisor is responsible for acquiring and updating material safety data sheets for all hazardous chemicals located in their work area. The material safety data sheets shall be reviewed by all personnel using the chemical before it is used and kept in the work area so that they are readily accessible.

To obtain specific material safety data sheets, request them from the manufacturer or distributor, or search the Internet for assistance. Departments shall document their efforts to obtain MSDS's from suppliers. Maintain a copy of letters requesting MSDS's in the file until the MSDS's are received. Chemicals purchased locally from retail stores may not come with MSDS's. Under these circumstances, ask the retailer if they have the MSDS or request it from the chemical manufacturer or supplier.

If you have more than one material safety data sheet for a hazardous chemical from the same manufacturer:



1. - Check the date and
2. - Use the most current one
3. - Discard all others.

To obtain further information or assistance in interpreting material safety data sheets, contact the manufacturer or distributor.

A material safety data sheet shall be developed and sent with those products that are synthesized by the agency and distributed to outside parties if they contain hazardous chemicals in concentrations greater than one percent (or 0.1% for carcinogens). It is the responsibility of the laboratory synthesizing the product to develop and distribute the material safety data sheet.

### Employee Training and Information

Employees shall receive further hazard communication training:

- When working in a new area,
- Whenever a new material or procedure is introduced into the work place, or
- Whenever the Department Head, Department Safety Officer, or Supervisor feels that refresher training is in order.

This training shall include:

- Location and availability of the written Hazard Communication Plan.
- Physical and health hazards of chemicals in the work area and their locations.
- Methods and observation techniques used to detect the presence or release of a hazardous chemical.
- How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and personal protective equipment (PPE).
- How to use material safety data sheets information.
- How to read and understand labels.
- Contingency plans for medical and accident response.
- The proper use of any PPE required.
- Location of MSDS file and hazardous chemicals inventory.

All training shall be documented by recording the training session subject(s), date, and attendees. The agency shall maintain the official files. The supervisor shall also maintain a copy of these records.

Information about the agency's Hazard Communication Program shall be disseminated to all new employees. All new employees shall be trained by their supervisor concerning hazardous chemicals in the workplace at the time of initial assignment and whenever a new hazard is introduced into the work area.

## Driver Safety Program

### **Safe Driver Statement**

As a state facility, SCLTC, River Parishes Campus will adhere to all state laws and regulations pertaining to the State Safe Driver Program. We are committed to reducing and or eliminating unnecessary risk to the individuals and the agency.

### **Driver Qualifications**

1. Any driver with three (3) or more vehicles related convictions, guilty pleas, and/or nolo contendere pleas in one (1) year would not be permitted to drive any state vehicle, or their own vehicle on State Business.
2. Any driver with one conviction, guilty plea or nolo contendere for operating a vehicle while intoxicated, hit/run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within a one year period will not be permitted to drive any state vehicle, or their own vehicle on State business.
3. Driver applicant must process an applicable valid operator's permit and is responsible for use and maintenance of permits appropriate to the vehicles to be driven.
4. Driver applicant must complete the Authorization/Driving History Form (DA2054) for the purpose of verifying employee Driving Records from the State Department of Motor Vehicles.
5. The Safety Coordinator will send for Motor Vehicle Records (MVR).
6. When the Department of Motor Vehicles returns the MVR, the Campus Administrator will review the data and advise the employees should there be any disqualification from the State Safe Driver Program.
7. The Safety Coordinator will maintain the MVR and Vehicle Authorization Form, and through the State of Office of Motor Vehicles will obtain annual official Driver Reports to recertify drivers annually and will notify the Campus Administrator of qualified drivers.

### **Authorized Drivers Responsibilities**

1. Operate only vehicles for which they are licensed.
2. Pass the LA Safe Driver Course as specified by the Office of Risk Management.
3. Report revocation of drivers license and must notify their supervisor of any driving citations received.
4. Operate vehicle in accordance with State, Parish, and local laws.
5. Report all traffic violations and accidents while driving on or off State business to his or her immediate supervisor as soon as possible after such incidents, but not to exceed 24 hours. If a third party, other than a state employee, suffers bodily injury, notify the Dean.
6. If involved in an accident while on state business, complete Section 1, Pages 1 and 2 of the Accident Report Form #DA-2041 as quickly and accurately as possible at the scene of the accident, and give the completed form to the Campus Administrator.
7. Use Seatbelts while operating any vehicle on state business, and require that seat belts be used by all passengers in accordance with state law.
8. Operate all vehicles within the restrictions on their operator's license.

9. Cooperate fully with authorities in all post accident investigations and/or any accident related inquiries.

10. Maintain at least the minimum liability coverage as required by Louisiana Law when using a personal vehicle during state-related business.

#### **Administrator Shall**

1. Insure the rules as outlined in this program are rigidly adhered to and violations of intent are addressed quickly, with appropriate action to correct undesirable performance.

2. In case of an accident on state related business, have employee fill out Form #3707.1-0. Review it, make loss prevention recommendations, and sign as Agency Head on page 4, and then return the Accident Report to Safety Coordinator.

3. Review and approve by signature or reject authorization and Driving History Forms submitted and screened by the Safety Coordinator.

#### **Safety Coordinator Shall**

1. Administer the Louisiana Safe Driver Program as outlined herein.

2. Receive and review the completed Accident Report Form with attachments and forward to the Office of Risk Management with five (5) days of receipt from the Campus Administrator.

3. Procure, Review, and Screen all Authorization and Driving History forms submitted annually to The State Motor Vehicle Office.

4. Maintain and provide annual updates of authorized drivers.

5. Investigate all bodily injury vehicular accidents.

6. Assure that the Vehicle Registration and proof of Insurance is in agency-owned vehicle.

## Hazardous Materials General Policy Statement

### *Handling of Chemicals, Solvents, Misc. Substances*

**Note:** The following SCLTC, River Parishes Campus General Policy Statement is intended to guide both students and faculty in the safe handling of substances using Personal Protective Equipment (PPE). While this policy intends to educate all students/faculty of proper procedure(s), each respective curriculum(s) safety manual will take precedence regarding the safe handling of specific substances used in training.

### *Guidelines for Handling, Storage and Disposal*

Students and Faculty are to be aware that practicing safe handling procedures is always important regarding solvents and substances. Even common solvents like degreasers and paint thinners can be hazardous when you breathe their vapors, splash them on your skin, or store them near heat.

### *Safe Handling and Safe Storage*

Follow these simple handling and storage procedures in effort to reduce the possibility of danger from leaks, fires, and explosions.

- Read the Material Safety Data Sheet (MSDS) and container label on all solvents in question.
- Find out flash points (temperature at which they catch fire) and volatility (how quickly they evaporate).
- Use the personal protective equipment recommended on the MSDS.
- Store all solvents in temperature-controlled environments, out of direct sunlight.
- Store flammable solvents, if possible, where special ventilation and electrical systems minimize the possibility of accidental fire or explosion.
- Store flammable solvents in tightly closed safety containers.
- Dispense solvents from safety-approved nozzles and dispensers only.
- Store solvents away from oxidizers (any substance that causes fires easily).
- Check storage containers regularly to make sure the spout, cap, and container are in good working order and don't leak.
- Never smoke around storage or dispensing containers for solvents.
- Don't carry lighters, matches, or sparking devices when handling solvents.
- Know the location of spill control stations and materials, eyewash stations and safety showers (Commercial Diving for example).
- Know whether contaminated clothing, PPE, rags, and materials should be contaminated, cleaned, or disposed of, according to company policy. (Dispose of waste in tightly covered safety containers.)
- Always dispose of flammable solvents into approved containers, never into a sewer, storm drain, or garbage, or onto the ground.

In the event that you at any time feel unsure of a substance, its intended purpose, or related hazards it is your responsibility to contact your supervisor/instructor. The supervisor/instructor will assist in keeping you safe from hazardous overexposure to chemicals like solvents. In the event you are unable to acquire, read or understand a Material Safety Data Sheet (MSDS) please notify your instructor/supervisor. By following the procedures described above, we collectively strive to do all we can to ensure everyone's health and safety.

**EXHIBIT A  
SAFETY MEETING REPORT**

<b>Agency</b> _____	<b>Quarter or Month</b> _____
<b>Section</b> _____	<b>% Participation (total # EE attending/total #EE)</b> _____
<b>Safety Manager/Instructor</b> _____	<b>Date of Meeting</b> _____

Subject of Meeting:  
Materials/Methods Used:

**I have received and read the materials regarding the safety meeting topic above.**

<b>Print Name</b>	<b>Signature/Initials</b>
_____	_____
_____	_____
_____	_____
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**Make copies of this sheet for additional signatures**

**EXHIBIT B**

<b>JOB SAFETY ANALYSIS</b> <div style="border: 1px solid black; padding: 2px; width: fit-content;">EXAMPLE</div>	<b>JOB: Sharpening &amp; Replacing a Rotary Mower Blade</b>		<b>DATE: 1/1/2000</b>
	<b>TITLE OF PERSON WHO DOES JOB: Yard Worker</b>	<b>SUPERVISOR: John Jones</b>	<b>INDIVIDUAL PREPARING JSA: John Jones</b>
<b>DEPARTMENT: Maintenance Group</b>	<b>LOCATION: Outdoor Beautification</b>		
<b>REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Gloves &amp; Safety Glasses</b>			
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED SAFE JOB PROCEDURE</b>	
1. Disconnect spark plug wire. 2. Remove gasoline. 3. Invert mower. 4. Remove dull blade. 5. Check for bent blade. 6. Sharpen & balance dull blade. 7. Reassemble blade to mower. 8. Return mower to cutting position. 9. Reconnect spark plug wire. 10. Add gasoline. 11. Operate mower.	1. Striking against housing Burn hand 2. Spillage – Fire –Inhalation. 3. Caught between (CB) Spilling gasoline Overexertion 4. Knuckles striking against blade. 5. None. 6. Cutting hand; striking against vice. 7. Striking against blade or housing. 8. Overexertion. 9. None. 10. Fire. 11. Normal operating hazards.	1. Do not use excessive force. Allow mower to cool. 2. Ventilation. No smoking, proper container. Flush away with water (if necessary). 3. Tip properly. (Grass catcher chute up). Be sure cap is tight. Lift properly, use leg muscles. 4. Secure block blade – wooden block. Use gloves. Use proper size socket wrench with extender. 5. None. 6. Wear gloves. Avoid contact with sharp blade. 7. Block blade. Wear gloves. Avoid contact with sharp blade. 8. Use leg muscles, not back. 9. None. 10. Ventilate. No smoking. Proper container. 11. Check for excessive vibration or unusual noise.	
<b>EMPLOYEES ASSISTING IN DEVELOPMENT OF JSA</b> <hr/> <hr/> <hr/> <hr/> <hr/>		<b>IS THERE DANGER OF:</b> <b>A. STRIKING AGAINST OR BEING STRUCK BY</b> <b>B. CAUGHT IN, BY, OR BETWEEN</b> <b>C. SLIP, TRIP, OR FALL</b> <b>D. PUSHING, PULLING, LIFTING, OR TWISTING</b> <b>E. TOXIC GAS, VAPOR, FUMES, EXCESSIVE HEAT OR COLD</b>	

**EXHIBIT C****SAMPLE PROCEDURE FOR JOB SAFETY ANALYSIS**

**When to Perform a Job Safety Analysis-** A job safety analysis shall be performed on all jobs that have resulted in an incident/accident trend, death, or a change in a job procedure/equipment.

**Job Safety Analysis Procedures**

**Step 1: Select the Job-** In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Occurrence of Injuries: Jobs that have produced an incident or accident trend, or death, during the past three years shall be analyzed.
2. Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.
5. Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation.

**Step 2: Perform the Analysis-** The supervisor/foreman or the agency loss prevention representative responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor or safety officer shall conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Avoid two common errors:

**EXHIBIT D**

**EXHIBIT D  
JSA WORKSHEET (FORM JSA-1-00)**

<b>STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE</b>	JOB:	DATE:	
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR :	ANALYSIS BY:
DEPARTMENT:	LOCATION:		REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED-SAFE-JOB-PROCEDURES.</b>	

**JSA 1-00 STATE OF LOUISIANA**



**EXHIBIT E****LIST OF REQUIRED RECORDS (Record Keeping)**

The following safety records shall be maintained by each agency for at least three (3) years. Copies of forms describing the specific procedures as noted are included with exhibits or are provided on the ORM website.

**Safety Meeting Report:** Completed monthly or quarterly in each unit following safety meeting occurrences and maintained in the operating area for three (3) years. Copies shall be sent to the department loss prevention coordinator or agency head.

**Training Documentation:** Sign in sheets shall be completed for all training sessions and maintained in the operating area for three (3) years.

**Inspection Checklist:** Inspection forms shall be completed monthly (Class A) or quarterly (Class B) in each work unit following a general safety inspection. The completed form shall be kept in the area it covers for three (3) years and shall be made available to the department loss prevention coordinator or agency head and the Office of Risk Management's Loss Prevention Unit upon request.

**Hazard Control Log (or other similar reporting forms):** Shall be posted in a conspicuous location and made available as needed to identify potential hazards in each work unit. The original form stays in the area it covers or until the hazard has been corrected, and all completed forms will be kept on file until the next Loss Prevention audit. Copies are sent to the agency head or department loss prevention coordinator and the ORM Loss Prevention Unit if not corrected in 30 days. Copies shall be made available to the Office of Risk Management Loss Prevention Unit upon request.

**Incident/Accident Reporting Form:** Complete for each incident/accident that occurs whether or not it requires medical expense or lost time. A copy should be given to the loss prevention coordinator within the agency.

**Job Safety Analysis:** Completed by supervisors in each work unit or the agency loss prevention coordinator Job safety analyses shall be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms shall be maintained by the agency in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

**EXHIBIT F**  
**OFFICE OF RISK MANAGEMENT**  
**UNIT OF RISK ANALYSIS AND LOSS PREVENTION**  
**STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM**  
**Worker’s Compensation Claims—To Be Filled Out By Injured Worker’s Employer**

(PLEASE TYPE OR PRINT)

- 1. AGENCY \_\_\_\_\_
- 2. ACCIDENT DATE \_\_\_\_\_ 3. REPORTING DATE \_\_\_\_\_
- 4. EMPLOYEE NAME (LAST, FIRST) \_\_\_\_\_
- 5. JOB TITLE \_\_\_\_\_
- 6. IMMEDIATE SUPERVISOR \_\_\_\_\_
- 7. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED (*USE ADDITIONAL SHEET IF NECESSARY*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8. PARISH WHERE OCCURRED \_\_\_\_\_ 9. PARISH OF DOMICILE \_\_\_\_\_
- 10. WAS MEDICAL TREATMENT REQUIRED \_\_\_\_\_ Y \_\_\_\_\_ N
- 11. EXACT LOCATION WHERE EVENT OCCURRED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12. NAME (S) OF WITNESSES \_\_\_\_\_
- 13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
- 14. SIGNATURE \_\_\_\_\_ 15. DATE \_\_\_\_\_

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION**  
**WHERE INCIDENT/ACCIDENT OCCURRED**

**MANAGEMENT SECTION**

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT \_\_\_\_\_
17. POSITION/TITLE \_\_\_\_\_
18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
19. WAS EQUIPMENT INVOLVED \_\_\_\_ Y \_\_\_\_ N (if no, skip to question 20)
- A. TYPE OF EQUIPMENT \_\_\_\_\_
- B. IS THERE A JSA FOR EQUIPMENT \_\_\_\_ Y \_\_\_\_ N
- C. DATE LAST JSO PERFORMED \_\_\_\_\_
20. HAVE SIMILAR ACCIDENT/INCIDENTS OCCURRED \_\_\_\_ Y \_\_\_\_ N
21. DID INCIDENT INVOLVE SAME INDIVIDUAL \_\_\_\_ Y \_\_\_\_ N
22. SAME LOCATION \_\_\_\_ Y \_\_\_\_ N
23. WAS THE SCENE VISITED DURING THE INVESTIGATION \_\_\_\_ Y \_\_\_\_ N
- A. DATE & TIME \_\_\_\_\_
- B. ARE PICTURES AVAILABLE \_\_\_\_ Y \_\_\_\_ N
- C. IF NO, REASON FOR NOT VISITING \_\_\_\_\_

**ROOT CAUSE ANALYSIS**

<p><b>UNSAFE ACT (PRIMARY):</b> <input type="checkbox"/> Failure to comply with policies/procedures <input type="checkbox"/> Failure to use appropriate equipment/technique <input type="checkbox"/> Inattentiveness  <input type="checkbox"/> Inadequate/lack of JSA/standards <input type="checkbox"/> Incomplete or no policies/procedures <input type="checkbox"/> Inadequate training on policies/procedures <input type="checkbox"/> Inadequate adherence of policies/procedures                  Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p><b>WHY WAS ACT COMMITTED:</b></p>
<p><b>UNSAFE CONDITION (PRIMARY):</b> <input type="checkbox"/> Inappropriate equip/tool <input type="checkbox"/> Inadequate maintenance <input type="checkbox"/> Inadequate training <input type="checkbox"/> Wet surface  <input type="checkbox"/> Worn/broken/defective building components <input type="checkbox"/> Broken equipment <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Electrical hazard <input type="checkbox"/> Fire Hazard                  Other (specify) _____</p> <p>Detailed explanation of checked box _____</p> <p>_____</p>
<p><b>WHY DID CONDITION EXIST:</b></p>
<p><b>CONTRIBUTORY FACTORS (IF ANY):</b></p>
<p><b>IMMEDIATE ACTION TAKEN TO PREVENT RECURRENCE:</b></p>
<p><b>LONG RANGE ACTION TO BE TAKEN:</b></p>
<p><b>WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENCE:</b></p>

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION  
WHERE INCIDENT/ACCIDENT OCCURRED**

**OFFICE OF RISK MANAGEMENT**  
**UNIT OF RISK ANALYSIS AND LOSS PREVENTION**  
**VISITOR/CLIENT ACCIDENT REPORTING FORM**  
**General Liability Claims – For Agency Use Only**

**KEEP COMPLETED FORMS ON FILE AT THE LOCATION**  
**WHERE INCIDENT/ACCIDENT OCCURRED**

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE \_\_\_\_\_

2. DATE and TIME of ACCIDENT \_\_\_\_\_

3. VISITOR/CLIENT NAME \_\_\_\_\_

4. VISITOR/CLIENT ADDRESS \_\_\_\_\_

5. CLAIMANT’S TELEPHONE # \_\_\_\_\_

6. CLAIMANT DETAIL DESCRIPTION OF HOW ACCIDENT OCCURRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. DID THE EMPLOYEE ASK THE CLAIMANT IF HE/SHE WAS INJURED? \_\_\_Y \_\_\_N

8. DID THE CLAIMANT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? \_\_\_Y \_\_\_N

9. IF THE CLAIMANT EXPRESSED AN INJURY, WHAT PART OF HIS/HER BODY DID THEY STATE WAS INJURED?

PLEASE BE SPECIFIC (I.E. RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN)

\_\_\_\_\_

10. IF THE CLAIMANT EXPRESSED INJURY, WAS MEDICAL CARE OFFERED? \_\_\_Y \_\_\_N

11. DID THE CLAIMANT ACCEPT OR DECLINE MEDICAL CARE? \_\_\_ACCEPT \_\_\_DECLINE

12. WERE THERE WITNESS (ES) \_\_\_Y \_\_\_N

13. WITNESS’S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. WITNESS STATEMENTS ATTACHED \_\_\_Y \_\_\_N