



# **Employee Safety Manual**

**Environmental Health and Safety  
423.354.5224**

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# Employee Safety Manual

## I. Introduction

The Employee Safety Manual is intended for all Northeast State employees, full-time and part-time, regular, and temporary, and all other Northeast State employment categories, i.e., student workers, etc. The Handbook meets the requirements of the Tennessee Board of Regents guidelines and procedures. The college's policies, procedures, manuals, and many other safety resources may be obtained on the college website / EH&S link or by contacting Environmental Health and Safety at (423)354.5224.

### Background

To improve the overall working environment and to provide, insofar as possible, every working person in the nation with safe and healthy working conditions, the Federal Occupational Safety and Health Act of 1970 was enacted. This Act provided an opportunity for the various states to develop their own Occupational Safety and Health Programs. In Tennessee, the Tennessee Occupational Safety and Health Act of 1972, administered by the Tennessee Department of Labor, accomplished this. Northeast State is administered by the Public Sector Programs Department.

### Safety Policy

Northeast State Community College strives to provide a safe and healthful working/learning environment for students, faculty, staff, and visitors. Northeast State strives to play a leadership role in its environmental stewardship, health protection, and safety standards and in its compliance with applicable laws and regulations. The achievement of these goals is an objective for departments at all levels of this institution. Employees and students are expected to be supportive of these goals in their college activities. Safety practices are the responsibility of all Northeast State employees!

### Employee Responsibilities

Your responsibilities as a Northeast State employee include:

- Following all safety rules and procedures pursuant to this program and Tennessee Occupational Health & Safety (TOSHA).
- Reporting safety related issues to your supervisor. Unresolved safety concerns should be addressed in writing to the Assistant Director of Environmental Health and Safety.
- Wearing or using prescribed protective equipment.
- Reporting any job-related injury or illness to your supervisor and Reporting a Workers' Compensation Claim. Please see pages 9 & 10 for specific instructions.
- Refraining from the operation of any equipment without both proper instructions and authorization.
- Becoming familiar with the college's *Emergency Operations Plan*.

### **Supervisor's Responsibilities**

Each supervisor is responsible for providing a working environment free from recognized health and safety hazards. Specific safety responsibilities of supervisors include:

- Informing new employees of their health and safety responsibilities, procedures, rules, and regulations.
- Assure that required equipment and personal protective devices are provided, maintained, and used.
- Taking prompt action when unsafe acts or conditions are reported or noted.
- Providing health and safety training and education on a continuing basis.
- Investigating and reporting all on-the-job accidents promptly and requesting medical treatment if necessary.
- Investigating and reporting all job-related health and safety problems promptly.
- Coordinating and conducting internal inspections to ensure safe and healthy working conditions.
- Requesting the assistance of the next higher level of supervision regarding budget requests for any safety improvements needed; and
- Ensuring their employees are made aware of their rights under Section VI of the Tennessee Occupational Safety and Health Act of 1972.

### **Department Head/Director Responsibilities**

Deans, Directors, and other leaders of academic and administrative units have primary responsibility for:

- The safety of their staff and students;
- Compliance with all applicable laws and regulations;
- Obtaining and providing funds needed for health and safety improvements and for making those improvements; and
- Implementing all safety standards established for their area.

## **Environmental Health and Safety**

Environmental Health and Safety is responsible for development, oversight, and management of programs that protect the environment, provide safe conditions for work and study, and comply with applicable laws and regulations. Environmental Health and Safety provides educational programs, technical assistance, training, and other services to the Northeast State community. The office also functions as a consultant to heads of academic and administrative units, other staff members, and students in all areas of Environmental Health and Safety.

### **College Safety & Hazardous Waste Committee**

The standing college Safety & Hazardous Waste Committee is responsible for:

- Recommending policies and programs to insure a safe environment for students, staff, faculty, and visitors on campus;
- Monitoring the campus to ensure that college safety policies, procedures, and facilities follow applicable federal, state, and local code requirements; and
- Reviewing, evaluating, and recommending for approval all manuals, plans, and policy related to safety issues.

The Safety & Hazardous Waste Committee reports to the President through the Assistant Director of Environmental Health and Safety.

## **II. Safety Practices**

### **Communication of Hazards in the Workplace**

Faculty, staff, and students must be informed of any recognized hazards in their workplace. It is the responsibility of supervisors to provide an adequate safety orientation related to standard operating procedures, hazards, and personal protective equipment. Employees should receive this orientation before working in the area.

New employees should understand all safety information presented at the Employee Orientation. Questions should be directed to the Director of Human Resources (HR). If you have language barriers or medical needs that may result in safety concerns, please explain these to HR. HR will work with your supervision on any needed accommodations. Your supervisor must ensure that all applicable policies affecting your workplace are readily available.

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

Faculty, staff, and students may be required to wear PPE while performing their jobs, i.e., welding, painting, etc., or when they are in certain environments such as chemical laboratories. Your supervisor will tell you the specific PPE you must wear and ensure that you know when it must be worn. The following is a general guide for selecting what may be necessary.

#### **Eye and Face Protection**

Proper eye protection reduces your chances of injury. Most workers who have had eye injuries were not wearing eye protection at the time.

All eye and face protection must comply with the American National Standards Institute (ANSI) guidelines and be marked directly on the piece of equipment. Protective eyewear includes safety glasses, goggles, and face shields.

Operations listed below are a few examples where eye and face protection may be required:

- Handling acids or caustics
- Welding
- Woodworking
- Metalworking
- Chiseling
- Metal casting
- Handling solvents
- High-pressure washing
- Handling human tissue, blood, or other bodily fluids
- Using lasers
- Painting

Chemical hazards – To protect the eyes and face from splashes when handling bodily fluids, using, or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and full-face shields offer the best protection. Safety glasses are the minimum protection recommended in all operations involving hazardous chemicals.

Physical hazards – When using high-pressure cleaning or spray equipment, safety glasses with side shields and full-face shields are the recommended PPE.

Those work activities that produce chips or dust – such as grinding/drilling, power fastening, or power tools – require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full-face shield.

Welding – Welding operations require a full welding hood with the appropriate tinted vision screen. Safety glasses with side shields are also required to be worn under the hood.

When doing acetylene oxygen torch soldering, brazing, or cutting, appropriately tinted safety glasses with side shields or tinted goggles are the appropriate PPE.

### **Safety Data Sheets**

Safety Data Sheets for chemicals in your work area are available online and can be accessed at computer terminals by clicking the MSDS online icon on the computer desktop. Please see your supervisor for any questions or contact Environmental Health and Safety at [bdjohnson@northeastste.edu](mailto:bdjohnson@northeastste.edu) or call extension 5224.

### **Hand/Arm and Body Protection**

Almost 75% of workers who suffered hand injuries were not wearing gloves. Although no glove will offer you total protection from every hazard, wearing the correct glove will help you prevent hand injury. Make sure the glove(s) you use in your work area are designed to protect against the particular hazard(s) that have been identified.

The following are general guidelines for selecting and using gloves:

- Use metal mesh or cut-resistant gloves to prevent cuts from broken glassware, knives, or other sharp objects.

- Use leather gloves for mechanical or where repetitive motions are involved to prevent blisters, calluses, and abrasions. Leather gloves also protect against rough surfaces, sparks, and moderate heat.
- Use cotton or other fabric gloves to protect against dirt and dust, or to better grasp slippery objects.
- Use rubber, neoprene, vinyl, or nitrile gloves to protect against chemicals.
- Workers who are sensitive to natural rubber latex should avoid direct contact with latex gloves and other rubber products.
- Check gloves before wearing them to make sure they are not cracked, torn, or damaged in any way.
- Make sure gloves fit properly. They should cover your hands completely and be comfortable enough for you to perform your job.
- Take care to avoid contamination – don't let your bare skin touch contaminated gloves.
- Dispose of single-use gloves in the proper container.

When using hazardous chemicals, specialized gloves offering protection for specific chemical families, a laboratory coat, and at times a splash apron are the appropriate PPE.

Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials.

### **Head and Foot Protection**

Occasions may develop during the workday or job duty when the use of a hard hat or other head protection and foot protection is necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the ANSI.

### **Hearing Protection**

If your work area or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereos or iPods are not considered approved hearing protection. If you have questions about high noise levels in your work area, you should ask your supervisor or contact the Environmental Health and Safety office for more information.

### **Respiratory Protection**

Some employees may be required to wear respirators for specific job duties. Respirators include dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied air respirators, and other such devices. If you wear one of these respirators, you must have a physical exam and you must be "fit tested" and trained before using it on the job.

## **Training**

In-house training will be required where applicable. The college utilizes online and classroom training that is provided by Environmental Health and Safety. Supervisors of affected employees should exercise a measure of accommodation for those needing training. A checklist to help understand which Northeast State Safety Training program applies may be found on page 11. Additionally, plans and manuals that guide all safety-related training can be found on the college website / EH&S link.

In some cases, supervisors may conduct specialized training sessions (e.g., safety procedures for using powered equipment). Supervisors can contact Environmental Health and Safety at extension 5224 or email at [bdjohnson@northeaststate.edu](mailto:bdjohnson@northeaststate.edu).

for information or assistance in preparing training materials. Specialized training, e.g., forklift, and asbestos awareness is available through the Environmental Health and Safety office.

Training should be provided:

- When an employee is hired when an employee is given a new work assignment for which training has not previously been given; and
- When a new hazard (chemical or physical) is introduced into the workplace.

At a minimum, safety training for employees must include:

- Recognition of safety hazards,
- General and job-specific health and safety practices; and
- State regulations and Northeast State safety policies applicable to the job.

### **General Safety Rules**

- All classrooms, laboratories, offices, shops, storerooms, and passageways will be kept orderly and free from unnecessary debris.
- Floors will be cleaned and waxed in such a manner as to keep slipping hazards to a minimum.
- Flammable liquids will not be used to clean floors, clothing, or equipment.
- Trash containers in offices, laboratories, shops, and other work areas will be emptied each working day, preferably at the end of normal working hours, or thereafter.
- Furnace, mechanical, and air handling rooms will not be used as storage areas.
- Worktables, stools, benches, tools, and equipment will be maintained in good repair.
- Electrical and mechanical equipment will have moving parts adequately guarded. All electrical equipment will be properly grounded.
- Appropriate personal protective equipment and/or clothing will be worn in all areas and/or during operations requiring such use.
- Unauthorized persons will not tamper with electrical fuse boxes, alter existing wiring, or install new electrical wiring.
- Electrical cords will be maintained in good condition.
- Extension cords must be the type that contains a built-in overload circuit breaker. Extension cords must not be extended or used outside the room in which the fixture outlet is located and must not be in such a manner as to create a tripping hazard. Where cords must be placed across paths of travel, cord covers must be used.

### **Safe Handling of Laboratory Glassware**

Supervisors in departments that use glassware must develop procedures to handle all glassware safely and ensure that all employees and/or students are informed of these procedures. Areas that should be addressed include:

- Glassware inspection,
- Compatibility factors,
- Effects of extreme temperatures and pressure,
- Matching glassware to its intended use,
- Use of Personal Protective Equipment,
- Storage and Handling,
- Washing and clean-up,
- Assembling apparatus,



- Safe disposal of broken or disposable glassware.

### **Emergency Operations Plan**

The establishment of a well-thought-out emergency plan is one of the cornerstones of an effective safety program. Northeast State Community College has developed an Emergency Operations Plan (EOP) that is National Incident Management System (NIMS) compliant. The EOP can be found on the college website under the EH&S webpage or the Campus Police webpage. Evaluating potential emergency situations, developing emergency procedures, and conducting practice exercises can help save lives. Detailed instructions regarding emergency procedures may be found in the *Building Coordinator and Assistant Building Coordinator Manual*. Employees are encouraged to review this document and become familiar with its contents. For more information with regards to the *Building Coordinator and Assistant Building Coordinator Manual*, please see your supervisor or contact the Northeast State Police Department.

You should become familiar with the evacuation routes in all buildings and know how to respond to a fire or other emergency.

### **Annual Security Report**

A copy of Northeast State Community College's Annual Security Report is available for review by all students, prospective students, staff, faculty, prospective employees, and the public. The Annual Security Report includes statistics for the three previous years concerning reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by Northeast State Community College, and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can review the Annual Security Report at web site [www.northeaststate.edu/SecurityReport](http://www.northeaststate.edu/SecurityReport) or stop by the Northeast State Community College, in room A102A, for a copy.

Questions concerning the Annual Security Report may be addressed to the Chief of Police by calling (423)323.0255 off-campus (ext. 3355 on campus) or e-mail [admitchem@northeaststate.edu](mailto:admitchem@northeaststate.edu)

### **Fire Alarm**

If you are in any Northeast State building and discover a fire or hear the fire alarm, please take the following actions:

- If the fire alarm has not gone off, pull the nearest pull station, and notify the Northeast State Community College Campus Police Department at (423) 677.7927 or extension 3255.
- Leave the area quickly, closing doors as you go to contain the fire and smoke.
- If you encounter smoke or flames during your escape, use an alternative exit. If you must exit through the smoke, crawl on your hands and knees.
- Leave the building.
- Do not re-enter the building until emergency response officials have declared that it is safe to do so.
- Always be sure that fire alarm pull stations are unobstructed.

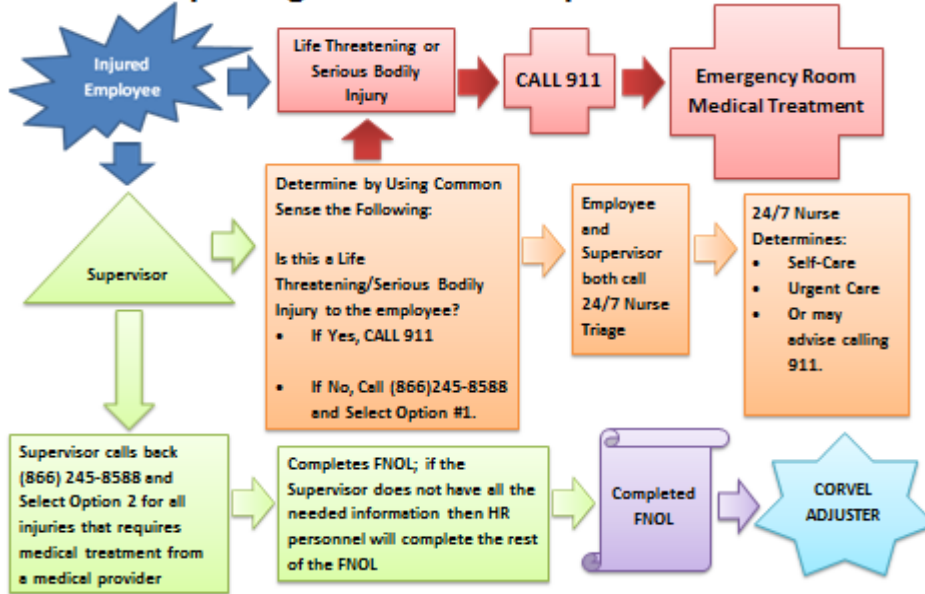
## Using a Portable Fire Extinguisher

- The most common classifications of fires are:
  - **Class A:** Ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.
  - **Class B:** Flammable liquids, combustible liquids, petroleum greases, tars, oils, paints, solvents, lacquers, alcohols, and flammable gases.
  - **Class C:** Involves Electrical Equipment.
- The common type of fire extinguisher to use for these fires is the Class ABC multi-purpose extinguisher.
- Anyone using a portable fire extinguisher must receive annual training.
- Follow the P-A-S-S method when operating a fire extinguisher:
  - P= Pull, A= Aim, S= Squeeze, S= Sweep (pointing at base of the fire)
- Never place a fire extinguisher that is not fully charged (green section on gauge) back on the mounting hook. Tag the fire extinguisher with the column number or location that it came from and give it to your supervisor for replacement.
- Nothing should ever be placed in front of a fire extinguisher! Clear any obstructions!

## Employee Illness/Injury

In the event of illness or injury to an employee, student, or visitor while on Northeast State's property, the Northeast State Community College Police Department should be contacted immediately at (423)677.7927 or extension 3255. Police/Security officers will manage all emergencies regarding illness or injury. Depending upon the nature and seriousness of the illness/injury, the Northeast State Community College may contact an external agency that provides emergency medical care. If the external agency responds to a request from the campus and provides emergency medical care, the individual receiving the care is financially responsible for the cost of the medical service. In the event, that the injury is an employee Police/Security officers will notify HR. Employees and their supervisors are encouraged to contact the CorVel Workplace Injury & First Notice of Loss Call Center at 866-245-8588 to report the injury/illness and to determine an in-network provider for potential Worker's Compensation claims. The following flow chart illustrates the process in the event of a work-related injury or illness requiring medical care.

## Reporting a Workers' Compensation Claim



### Automobile Accidents

All vehicle accidents occurring on campus will be reported to the Northeast State Community College Police Department at (423)677.7927 or extension 3255. Police/Security officers will then take appropriate action that may include notifying the local law enforcement agency, preparing a Tennessee Uniform Traffic Crash Report, and notifying medical personnel for assistance.

### III. Safety Program Checklist

The following checklists have been developed for you and your supervisor to understand the hazards and applicable safety programs associated with your workplace or assigned duties. If you answer "yes" to questions in the first column, then the corresponding Northeast State program and training requirements are most likely applicable. Training may be provided by your supervisor, designated staff, Police and Safety office, or outside vendors. Training must be provided and documented before performing any of the listed activities.

#### Checklist for Work Areas

<b><u>Activity</u></b>	<b><u>Applicable Program</u></b>
Are there hazardous chemicals in your work area?	Hazardous Waste Management Manual Chemical Hygiene Plan
Do you work with hazardous chemicals?	Hazardous Waste Management Manual Chemical Hygiene Plan
Do you provide first aid services, or do you work with human blood, body fluids, or tissues?	Exposure Control Plan
Do you use or service equipment for which an unexpected restarting could cause injury?	Lockout-Tag out Procedures
Do you operate industrial trucks (e.g., forklifts, bucket trucks, etc.)?	A Northeast State Forklift Operator's License required
Does your area have fire extinguishers?	Chemical Hygiene Plan Hazardous Waste Management Manual Building Coordinators and Assistant Building Coordinators Manual
Do you use or work in a laboratory that uses hazardous chemicals?	Hazardous Waste Management Manual Hazardous Chemical Right-To-Know Program
Do you use or work in a laboratory that uses infectious agents, human blood or tissue, bodily fluids, or other biohazards?	Exposure Control Plan
Do you use or service equipment for which an unexpected restarting could cause injury?	Lockout-Tag out Procedures

## **Safety Programs**

The Northeast State Community College has developed several programs to help provide for the overall safety of all Northeast State employees. Many of these programs are mandatory to ensure compliance with state and federal regulations. The following are some of the safety plans / Manuals available:

- *Exposure Control Plan*
- *Emergency Operations Plan*
- *Hazardous Waste Management Plan*
- *Chemical Hygiene Plan*
- *Building Coordinators and Assistant Building Coordinators Manual*
- *Lockout/Tag out Procedures*
- *Hazardous Chemical Right-To-Know Program*
- *Fall Protection Plan*
- *Safe Campus*
- *Clery / Violence Against Women Act (VAWA)*
- *Equity & Compliance (Title IX)*

For copies of these manuals, programs and information on training, please contact Environmental Health and Safety at extension 5224 or email [bdjohnson@northeaststate.edu](mailto:bdjohnson@northeaststate.edu).