



Safety, Health, and Risk Management Manual

2023-2028

Milton Campus

5988 Highway 90
Milton, Florida 32583-1798
(850) 484-4400



Warrington Campus

5555 West Highway 98
Pensacola, Florida 32507-1097
(850) 484-2200

Century Center

440 E. Hecker Road
Century, Florida 32535
(850) 471-4679

Downtown Center

418 W. Garden Street
Pensacola, Florida 32502-4731
(850) 484-1374

Pensacola Campus

1000 College Boulevard
Pensacola, Florida 32504-8998
(850) 484-1000

South Santa Rosa Center

5075 Gulf Breeze Parkway
Gulf Breeze, Florida 32563
(850) 471-4630

Truck Driving Facility

5957 Jeff Ates Road
Milton, FL 32583
(850) 484-1795

Pensacola State College

Dr. C. Edward Meadows
President

Published by the Safety, Health, and Risk Management (SHRM) Council

Diane Bracken, Chair

SHRM Committee Members:

Diane Bracken
Greg Oliver
Anita Kovacs
Michelle Maddrey
Sparkie Harrison
Debbie Gerard
Christopher White
Tammy Henderson
Kathryn Coxwell

Jennifer Hill Faron
Steve Whiting
Sheila Nichols
Juanita Scott
Bil Kovacs
Dusti Sluder
Clark Puckett
Robert Goley
Gail McClure

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Safety, Health, Risk Management Council Contacts

Chair, SHRM Council	850-484-1175
Diane Bracken- Director for Facilities, Planning and Construction	
Bloodborne Pathogens, OSHA and Hazardous Materials Coordinator	850-484-1901
Michelle Maddrey – Hazardous Waste/Life Safety Coordinator	
Campus Representative – Milton	850-484-4463
Jennifer Hill Faron – Campus Dean (Milton Campus)	
Campus Representative – Warrington	850-484-2232
Dusti Sluder – Campus Dean (Warrington Campus)	
Center Representative – Santa Rosa Center	850-471-4647
Debbie Gerard – Center Director	
Center Representative – Century Center	850-471-4679
Sparkie Harrison – Center Director	
Injuries and Accidents	850-484-1766
Tammy Henderson – Director of Human Resources	
Risk Management and Liabilities	850-484-1728
Anita Kovacs – Vice President for Business Affairs	
Director of Public Safety	850-484-2500
Robert Goley– Director of Pensacola State College Police Department/Chief of Police	
Training & Professional Development	850-484-1953
Juanita Scott – Director, Staff Professional Development	
Worker’s Compensation, Loss Time, Medical and Leave Benefits	850-484-1766
Tammy Henderson – Director of Human Resources	
ADA Services	850-484-2088
Kathryn Coxwell – Director of ADA Services	

Safety, Health, Risk Management

Purpose

The purpose of the district Safety, Health, and Risk Management plan is to assist the College in executing appropriate institutional policies, procedures, and practices that promote a healthy, safe, and secure environment for students, employees, and guests of Pensacola State College. The safety plan is designed to ensure compliance with local, state, and federal statutes regulating health, safety, loss prevention, and risk management. An effective safety plan includes the concepts of a healthy and safe environment conducive to the learning needs of students, described in the Accreditation Criteria of the Southern Association of Colleges and Schools Commission on Colleges.

Policy Statement

The concepts of health, safety, and effective risk management are embedded in the policies and practices of Pensacola State College. A comprehensive Safety Plan is designed to support regulatory compliance with local, state, and federal statutes that promote health, safety, loss prevention, and risk management throughout the College district. A healthy, safe, and secure environment to support the learning needs of students is the overarching objective of an effective institutional Safety Plan.

Pensacola State College employees are expected to adhere to institutional policies, procedures, and practices designed to prevent accidents and injuries and minimize occupational exposure to disease and illness. Violations of health and safety policies and procedures will result in corrective actions that assure the health and safety of all individuals.

Authority

The Safety Plan is reviewed annually by the SHRM Council and with modifications approved by the President's Council.

Roles and Responsibilities

Risk Manager

The responsibilities of the Risk Manager include:

- coordination of district legal affairs in property, casualty, and liability claims litigations, grievances, and dispute resolutions
- coordination of the Workers' Compensation Insurance program, including reporting requirements, claims management, and litigations
- coordination of self-insurance and recovery funds through the Florida College System Risk Management Consortium
- coordination of bonding process for the Board of Trustees and district employees
- coordination of athletic insurance coverage
- primary College representative in coordination with the Florida College System Risk Management Consortium
- communications to district employees on risk management issues
- accident and incident investigations received and reviewed
- maintenance of accident and incident report log

- coordination of insurance and death benefits for Pensacola State College Police Department police officers
- evaluation of institutional compliance with local, state, and federal statutes and corrective actions regarding health, safety, loss prevention, and risk management matters

Director of Public Safety

The responsibilities of the Director of Public Safety include:

- organization and implementation of district safety and security programs that affect students, faculty, staff, facilities, and equipment district-wide
- implementation of district campus safety, traffic safety, and pedestrian safety programs and protective services
- coordination of district College Pensacola State College Police Department activities and programs with other departments and law enforcement agencies
- evaluation of College Pensacola State College Police Department personnel
- presentation of workshops and lectures, as requested on public safety and security functions and programs to college classes and staff
- formulation and approval of policies, procedures, rules, and regulations covering departmental activities
- administration of staff and department to ensure that all duties and functions are efficiently and economically performed
- coordination of civil defense preparedness for the College

OSHA Coordinator

The OSHA Coordinator's responsibilities include:

- acquisition of a library of OSHA Regulations and information
- response to research questions related to OSHA Regulations
- point of contact for OSHA inspections, State or Federal
- campus visits to college sites and campuses quarterly to monitor compliance with OSHA standards
- If necessary, coordinate to stop college operations at any location when a violation of OSHA standards presents imminent and serious danger for employees, students, or campus visitors
- review accident reports to determine if OSHA violations contributed to the accident; if violations occur, preparation of appropriate training and/or physical plant changes
- formation of college policy statements and policy changes to ensure compliance with OSHA standards

Hazardous Materials Coordinator

The responsibilities of the Hazardous Materials Coordinator include:

- coordinate the disposal of Hazardous Materials; chemical and biological
- coordination of training in the management of hazardous materials
- assists departmental managers in chemical inventories, chemical safety awareness, and training of chemical laboratory assistants
- point of contact for assistance in hazardous materials; procure SDS

- assistance in the evaluation of institutional compliance in local, state, and federal statutes related to hazardous materials management
- assists in the review of all campus sites to ensure regulatory compliance
- resource person for workshops and seminars related to hazardous materials
- communication and response to hazardous materials issues to increase institutional awareness

President's Council

Members of the President's Council have authority and responsibility for maintaining a safe and healthy campus environment.

The President's Council's responsibilities include:

- leadership and direction in the adherence to policies and procedures designed to support the prevention of injury, disease, accident, and losses of property throughout the College district
- utilization of the resources of the College Risk Manager, Director of Public Safety and OSHA Coordinator to aggressively promote safety, health, loss prevention, and risk management
- compliance with local, state, and federal health and safety policies and procedures
- supportive opportunities for employee training in safety, health, and loss prevention measures
- assistance in the assessment of campus compliance with health and safety statutes and recommendation of corrective actions
- assistance in monitoring institutional health and safety issues to promote an environment conducive to student learning
- assistance in financial support and budgetary allocations to improve campus health, safety, loss prevention, and risk management functions

Administrators/Supervisors/Departmental Leaders

Administrators and supervisors within the College district are responsible for enforcing safety policies, procedures, and training that ensure a healthy, safe environment conducive to the learning needs of students.

Administrators, Supervisors, and Departmental Heads' responsibilities include:

- authority and responsibility for a healthy, safe workplace for employees under their jurisdiction
- compliance with the Safety Plan of the district to promote the health, safety, and training of employees and students
- assessment of the health and safety needs of the administrative unit to initiate corrective actions for identified deficiencies
- participation in health and safety training procedures to ensure adequate knowledge of health and safety practices district-wide
- compliance with local, state, and federal health and safety policies and procedures
- enforcement of the use of personal protective equipment for the health and safety of employees and students
- assistance in self-inspections of hazardous operations and materials
- compliance with institutional reporting procedures for accidents, injuries, and incidents
- coordination of health and safety compliance training with the institutional Risk Manager, Director of Public Safety, and OSHA Coordinator
- maintenance of protective devices and safety equipment property
- identification of hazardous materials in work areas to prevent accidents and injuries

Employees

Employees must adhere to policies, procedures, and practices that promote health and safety to prevent accidents and injuries to themselves, students, and others. Each employee is responsible for compliance with local, state, and federal workplace health and safety regulations.

Employees' responsibilities include:

- sensible care and sound judgment in the prevention of accidents, injuries, and exposure to disease and illness
- prompt reporting of accidents, injuries, and incidents to the immediate supervisor and completion of accident/injury forms required by the Risk Management Office and the Pensacola State College Police Department.
- adherence to health and safety policies, procedures, and practices which are designed to prevent accidents and injuries
- utilization of appropriate personal protective equipment to maximize protection
- observance of health and safety regulations at all times
- assessment of health and safety needs and appropriate notification of supervisor of identified deficiencies
- assurance that work areas are maintained in a clean and safe condition
- current knowledge of emergency procedures prescribed by the College to assure responsiveness to health and safety needs
- participation in health and safety training to update knowledge of policies and procedures related to health and safety

Students

Students are responsible for following the health, safety, and training policies and procedures the College prescribes, as applicable. Detailed health, safety, and training procedures required of students in health-related programs, chemistry, biology, science laboratories, art studio courses, culinary arts, theater, industrial shops, technology, and hazardous materials programs are contained in the course syllabi within the academic department.

Safety, Health, and Risk Management Council

A Safety, Health, and Risk Management Council is appointed at the district level to ensure institutional procedures and practices that promote health, safety, loss prevention, and risk management. The Council is charged with monitoring the College's health and safety needs and making recommendations for corrective actions to the President's Council.

The President appoints membership of the district SHRM Council and includes representation from the following:

Standing Members	Risk Manager Director of Public Safety OSHA Coordinator Hazardous Materials Coordinator
Campus Reps	Pensacola, Milton, and Warrington Campuses South Santa Rosa, and Century, Centers
Administration	Department Heads, Advanced Technology

Safety, Health, and Risk Management Council Meetings are held twice a year.

Responsibilities of the Safety, Health, and Risk Management Council

Responsibilities of the Council include:

- recommendation of institutional policies and procedures to support compliance with local, state, and federal statutes regulating safety
- assessment of the health and safety needs of the College district and appropriate recommendations to the President's Council
- review summary analyses of accident, injury, and incident reports to make recommendations for corrective action; review frequency, severity, and trend data in college accidents; review all lost time accidents; recommend policy changes
- promotion of employee awareness and training programs that support institutional health and safety practices
- promotion of self-inspection practices throughout the district
- utilization as a resource for faculty, students, and administrators in the implementation of health and safety policies and procedures
- participation in safety inspections process, internal and external audits related to health and safety compliance issues; review audits and propose recommendations

Goals and Objectives of the Council are to:

- monitor an effective safety management program throughout the district
- increase safety awareness through a quality employee training effort
- secure financial resources to support an effective safety program
- improve the communication and response processes to safety issues
- promote policies to protect the life, limb, and property interests of college

Risk Management Functions

The College also manages risk as it relates to physical resources. PSC participates in the Florida College System Risk Management Consortium (FCSRMC), which was authorized in 1980 by the Florida Legislature to serve Florida College System institutions for the sole purpose of implementing one comprehensive statewide risk management program for the twenty-eight (28) colleges in the Florida College System. (see www.fcsrmc.com) The FCSRMC provides a comprehensive insurance program for all 28 colleges but colleges can elect to not participate in some programs. Pensacola State College participates in all FCSRMC offerings to manage risk at its college locations. A summary of coverages is provided and the coverages include Property, Cyber, Equipment breakdown, Crime, Environmental Site Pollution, Educator's Legal Liability, International Travel, General and Automobile Liability in addition to employee medical, student malpractice, athletic accident and student accident insurance. The College additionally buys coverage for the insuring its armed police officers, and for insuring some of the activities of the WSRE Foundation that are not covered through standard FCSRMC coverages. If PSC incurs a loss other than a hurricane or flood, the College will pay the first \$10,000, the Consortium Loss Fund will pay the next \$990,000. For hurricanes and floods higher deductibles are charged to the Consortium Loss Fund so member Colleges are only out of pocket \$10,000. This applies to property owned or leased by the College. If automobile physical damage occurs, the College will pay the first \$5,000 and the Consortium Loss Fund will pay up to actual value.

- A. To provide an organizational structure, operating policies, guidelines, and procedures to effectively implement and administer a long-range program to meet the risk management objectives.
- B. To provide for utilizing the expertise of the College staff and to incorporate the necessary authority and flexibility to administer the program.
- C. To consolidate services to reduce duplication of effort and maximize resource utilization.

The scope of the risk management program includes:

- Administrative Defense
- Errors & Omissions
- Money and Securities
- General, Automobile, and Defense Liabilities
- Facilities Use
- General Liability Claims
- Property Liability (Fire, Extended Coverage, Theft)
- Workers' Compensation
- Faithful Performance and Fiscal Agent Bonds
- Fine Arts
- Allied Health Professionals
- Intercollegiate Student Athletes
- Law Enforcement Officers (Liability & Casualty)
- Position Fidelity and Public Officials Bonds
- Notary Public Commissions
- Boilers and Machinery

Administrative Defense - provides for coverage for legal defense costs which may occur through the administrative process related to (a) The Florida Human Rights Act of 1977, (b) The Florida Ethics Commission, (c) Title VII of the 1964 Civil Rights Act, (d) The Federal Age Discrimination Employment Act, (e) Claims of Discrimination based on Veterans Preference or Status, (f) the American Disabilities Act, or (g) the Family Medical Leave Act.

Errors and Omissions - provides coverage including defense costs, charges, and expenses as well as damages in (a) improper termination, (b) discrimination - employment, failure to hire, (c) discrimination - employee promotions, (e) freedom of speech, (f) failure to provide equal benefits, (f) discrimination - students, (g) improper suspension or expulsion - students, (h) failure to educate.

Money and Securities - provides coverage for theft, burglary, robbery, disappearance, or destruction of money and securities.

General Automobile and Defense Liabilities - provides coverage for losses because of the liability of the College for direct or consequential damages for external claims and legal suits for personal injuries, death, and damage to or destruction of property of others, including use of automobiles.

Property Liability - provides coverage for fire, extended losses (e.g., flood), and theft of property owned by the College, with the exception of fine arts.

Workers' Compensation - provides coverage required by the State of Florida's Workers' Compensation Law for personal injury or death by accident for any employee arising out of and during their college employment.

Facilities Use - provides premises liability coverage for external groups using College facilities for non-College sponsored activities; this program is designed to protect the College against injuries sustained by individuals attending non-College sponsored events, and the external organization reimburses the cost of the insurance to the College.

Faithful Performance and Fiscal Agent Bonds - provides coverage for dishonest and fraudulent acts by an employee, including those involved with counting or handling College funds.

Fine Arts - provides coverage for loss of fine art objects over \$10,000.

Allied Health Professionals - provides professional liability coverage for students, faculty, and the College's allied health programs.

Intercollegiate Student Athletes - provides secondary medical accident coverage for students participating in intercollegiate athletic programs.

Law Enforcement Officers (Liability & Casualty) - provides liability coverage for Pensacola State College Police Department officers/employees for personal and bodily injury, property damage, and other defined exposures within the scope of law enforcement duties; accidental death and dismemberment coverage for officers/employees are included.

Position Fidelity and Public Officials Bonds - provides coverage for losses resulting from the dishonest or criminal acts of employees and ensures selected College employees faithfully perform their duties and responsibilities.

Notary Public Commissions - provides coverage to reduce the exposure of the College to unnecessary financial risk and liabilities.

General Liability Claims - constitute a financial risk to the College. It shall be the responsibility of every employee to engage in practices designed to reduce the exposure of the College to unnecessary financial risk and liability.

Boilers and Machinery - provides property damage to any boiler and/or machinery in the College's facilities.

Workers' Compensation

For work-related injuries, the worker will be sent to a facility used by the College per coordination of the FCSRMC workers' compensation carrier. The College's Human Resources Office will handle a medical referral. A worker may go to the nearest emergency room for a medical emergency. Note: Human Resources prepares the Medical Referral and coordinates appointments and care for injured workers through the carrier. Information needed for a claim includes:

- A. Full name, address, and telephone number.
- B. Employee's occupation, working department, and supervisor's name.
- C. Date of Birth.

- D. Date employee was hired.
- E. Rate of pay, normal hours worked per day, and week.

The report will be given to the Risk Console website for workers' compensation or provided by a representative of Human Resources

The completed report will be sent to Human Resources for monitoring lost time, to the supervisor for work-related reasons, and to the worker's compensation adjuster assigned to the College's account.

When employees are referred for treatment, they will be provided with a Worker's Compensation Medical Report form, which will be completed by the physician and returned to Human Resources. The ability to return to work will be noted on the Return to Work Status form. Copies will be distributed to the workers' comp carrier and maintained on file in Human Resources.

Each doctor visit and other follow up treatments will require the status of returning to work, noting any limitations. The Human Resources Director will assess the return to work in discussion and agreement with the injured employee's supervisor. Lost time and wages will be reported to the worker's comp carrier and reported to Payroll for creating allowable FRS contributions.

Accident/Incident Reporting Procedure

Purpose

The purpose of this procedure is to ensure that a consistent approach is followed for accident-incident reporting and investigation among all college campuses and locations. Reporting all accidents and incidents provides the College with an accurate record of its accident experience, which can be used to determine the most efficient use of resources in accident prevention strategies.

The accident-incident investigation aims to determine the underlying causes and appropriate corrective actions to prevent repeat accidents and incidents. It is NOT designed to apportion blame on any individual or group.

An accident is an event that damages a person, property, and/or material or product. An incident is an event that has the potential to culminate in damage or was a "near-miss" accident. Florida College System Risk Management Consortium (FCSRMC) **ACCIDENT/INCIDENT REPORT FORMS MUST BE COMPLETED BY THE IMMEDIATE SUPERVISOR FOR ALL ACCIDENTS AND INCIDENTS.**

Accident Reporting Categories

- student accidents
- employee accidents
- visitor accidents
- accidents involving property
- vehicle accidents

All accidents, injuries, and incidents involving employees, students, temporary workers, and visitors on college property or using college equipment shall be reported. **Supervisors, faculty, and staff are responsible for completing an official College Accident-Incident Report form, and Pensacola State College Police Department can assist with that process.** The Risk Manager will present a summary analysis of campus accidents, injuries, and incidents to the district SHRM Council. Referral for Medical

Services, First Report of Injury, and Workers' Compensation Managed Care Arrangement Grievance forms (if necessary) must be completed promptly.

Injuries to Members of the Campus Community

In the case of a severe injury to a member of the campus community, call 911. Pensacola State College Police Department should also be notified to respond to the scene for investigation and facilitation of emergency response. In the event of an accident or incident involving a college employee, visitor, student, temporary agency employee, volunteer, or guest, an FCSRMC Accident-Incident Report must also be completed by the supervisor and sent directly to the Risk Manager by the next calendar workday after the incident occurrence. Failure to make required contacts to complete and forward these reports in a timely manner could result in fines being levied against the College.

Reporting and Investigation

All accidents and incidents shall be reported on Florida College System Risk Management Consortium (FCSRMC) Accident/Incident Report forms by the immediate supervisor. All reported hazards must be investigated. Pensacola State College Police Department and Maintenance Services will be informed by the immediate supervisor when an accident or incident occurs and will investigate the occurrence and complete the applicable report.

An accident or incident that did/could result in injury to a member of the campus community will be investigated immediately by Pensacola State College Police Department. The immediate supervisor is responsible for contacting Pensacola State College Police Department at the time of the incident. Immediate response facilitates a thorough and complete investigation allowing interviewing of the injured party and witnesses, collection of evidence, and written and visual documentation. The investigation team's level of investigation and membership will depend on the potential outcome of the sequence of events.

Pensacola State College Police Department will forward Public Safety Incident Reports to the Risk Manager for review. The Risk Manager, Director of Public Safety, and OSHA Coordinator may be involved in any investigation if they request. The Risk Manager will review accidents and incidents and make an annual summary report to the District Safety, Health, and Risk Management Council.

Accident/Incident Reports

All FCSRMC Accident/Incident Report forms completed by supervisors should be sent directly to the Risk Manager by the next calendar workday after the incident occurrence. If an event requiring an Accident/Incident Report occurs when a supervisor is not present, a Pensacola State College Police Department officer will take the report and process it. The Risk Manager will log all Accident/Incident Reports. The department supervisor will retain copies of Accident/Incident Reports for monitoring and corrective actions. The Risk Manager maintains records for coordination with the FCSRMC, appropriate individuals and committees, and the Safety, Health, and Risk Management (SHRM) Council for monitoring and reporting purposes.

Missing, Lost, and Stolen College Property

In the event of missing, lost, or stolen college property or criminal damages to such property, the Pensacola State College Police Department must be notified in accordance with college Administrative

Procedure # 119. Pensacola State College Police Department officers will respond to the scene, investigate, and complete a criminal offense report.

Administrative Responsibility

All administrators, department heads, and supervisors must ensure that all employees are informed about this Accident/Incident Reporting procedure.

Safety and Loss Prevention Policy and Procedures

The establishment of the Florida State College's Safety and Loss Prevention Program and its assigned responsibilities is in accordance with administrative rule of the Florida State Board of Education, Workers' Compensation Law (Chapter 440, F. S.), Florida Administrative Code, Rule 381-10 Department of Labor and Employment Security, Division of Safety and other applicable statutes and guidelines.

The purpose of the Safety and Loss Prevention Program is to minimize injury to faculty, staff, students, and visitors and damage to property. Inherent in this purpose is the charge to provide a safe and healthy environment in which to pursue the College's activities.

Pensacola State College supports the local, state, and federal statutes pertaining to health, safety, loss prevention, and risk management. College personnel are trained as required in safety policies and procedures to minimize exposure to accidents, injury, and illness. An effective safety program involves individuals at every level of the organization to support and sustain a collective effort that ensures safe institutional practices.

General Safety Rules for all College Personnel and Departmental Units

These rules have been established by the College Safety, Health, and Risk Management Council to protect students, employees, and staff. All employees, students, and temporary staff are expected to cooperate in observing safety rules to ensure that Pensacola State College is a safe place to work and learn.

1. Never operate any machine or equipment unless you are authorized by the supervisor/instructor.
2. Do not operate defective equipment. Do not use broken hand tools. Report faulty or hazardous equipment to the supervisor/instructor immediately.
3. Obtain full instructions from the supervisor/instructor before operating any machine with which you are not familiar.
4. Never start any hazardous job without being completely familiar with the safety techniques that apply to it. Ask the supervisor/instructor when in doubt.
5. Make sure all safety devices are in place and properly adjusted before operating a machine.
6. Do not operate any machine or equipment at unsafe speeds. Shut off equipment that is not in use.
7. Wear appropriate personal protective equipment to be safe on the job.
8. Do not wear loose clothing or long hair while operating moving machinery. Secure hair in a way that does not create a safety hazard. Avoid wearing dangling jewelry such as long necklaces, chains, etc., which may get caught in moving machinery.
9. Never repair or adjust a machine or equipment unless authorized by the supervisor/instructor.
10. Never oil, clean, repair, or adjust any machine while it is in motion.

11. Never remove a safety guard or safety device guarding a machine except when the machine is stopped, the power disconnected, and for the purpose of cleaning, adjusting, or repairing only.
12. Put tools and equipment away when they are not being used.
13. Do not lift items that are too heavy or bulky to handle by one person.
14. Keep all aisles, stairways, and other exits clear.
15. Do not place equipment to block emergency escape routes or fire equipment.
16. Stack all materials neatly; ensure all piles are stable.
17. Keep all work areas and machinery clean and neat.
18. Never take chances. When in doubt, ask the supervisor/instructor.
19. Report any injury to the supervisor/instructor immediately.
20. Know the location of first aid/emergency equipment in your work areas and ensure accessibility to essential items in the event of an emergency.
21. Observe traffic safety laws on campus to prevent accidents.
22. Do not work or drive while under the influence of alcohol or drugs.

Science/Laboratory Safety

The College science laboratory areas, including storage and prep areas, will be maintained in a safe manner through the following safety practices:

1. All chemicals must be stored in a secure location that adheres to hazards and incompatibilities. Storage must be no higher than eye level, and shelves must be securely designed to prevent containers from being accidentally knocked off.
2. Chemicals must be clearly labeled by manufacturer GHS label or, if in secondary container, workplace labeling system described the College's hazard communication program.
3. Flammable chemicals must be stored in approved flammable storage cabinets with required flammable warning signs. All flammables must be stored away from incompatible materials. Oxidizers must also be stored apart from other oxidizable materials. An unbreakable carrier should be used when transporting large glass containers of liquids.
4. Hazardous materials/wastes (both chemical and biological) must be labeled and stored according to state and federal regulations. Contact the Hazardous Materials Coordinator for details.
5. Aisles must be avoidant of all trip hazards.
6. Safety equipment must be inspected regularly and reflected in an inspection log.
7. Chemical and biological wastes must be placed in special containers; properly labeled with accumulation start date, general contents, and college contact information; and separate from the paper trash. Sharp objects such as broken glass and metal must be placed in special waste containers.
8. Copies of Safety Data Sheets (SDS) for all chemicals should be available in the storage/prep areas for quick reference.
9. All personnel working in science laboratory areas must receive safety training appropriate for the activities in which they will be engaged. The level of training will differ according to the position.

Students Enrolled in Laboratory Courses

College students enrolled in laboratory courses will be instructed in safe laboratory practices, including the use of personal protective equipment; location and use of safety equipment (fire extinguishers, safety showers, eyewash fountains, etc.); safe handling of chemical and/or biological hazards with appropriate disposal procedures; and emergency procedures.

The content of the training is the responsibility of each department. Written records should be kept to document that each student has received training.

Students working with chemicals must, at a minimum, wear safety glasses, solid shoes, and a plastic apron or a lab coat; individual departments may require additional items. Students working with biohazards must use appropriate protection against infection, in addition to protection from chemical hazards. Under no circumstances should a student be allowed to work unsupervised.

Students Employed as Laboratory Assistants

Students working as laboratory assistants should be trained by their immediate supervisor in both the safe laboratory practices which pertain to students enrolled in science laboratory courses and in the additional safety practices required of laboratory employees. It must be remembered that student assistants are not trained science professionals; accordingly, they should always be given detailed instructions before beginning any new task. They should not be allowed to work unsupervised.

As employees, student assistants must also be informed about any hazardous materials (as defined by federal and state laws) with which they will be working, including the location of Safety Data Sheets (SDS) for those materials.

Faculty and Staff Working in Science Laboratory Areas

Faculty and staff working in science laboratory areas must adhere to laboratory safety standards appropriate to their disciplines. No one should work alone in a science laboratory area, but if this is not possible, there must be someone nearby who knows someone working. Tasks which involve more than minimal safety risks should NOT be performed alone—another knowledgeable employee must be present.

Personal Protective Equipment

1. Follow safety instructions and use the required PPE as directed by the instructor/supervisor.
2. Wear gloves approved by the instructor/supervisor that resist penetration by the chemical being handled and do not have pinholes, tears, or rips.
3. Wear a laboratory coat or apron to protect skin and clothing from chemicals.
4. Wear shoes or boots that cover your feet completely.
5. Wear protective eye equipment as required, laboratory goggles, face mask and visors, etc.
6. Use other protective equipment as required by specific programs and departments.

Smoke-Free Workplace

Pensacola State College is dedicated to providing a healthy, comfortable, and productive work environment. Since secondhand smoke can cause disease in non-smokers exposed to environmental tobacco smoke, a smoke-free workplace is a way to ensure the optimum health of the College's community is protected.

In accordance with the Florida Clean Indoor Air Act, § 386.201, Fla. Stat., *et. seq.*, smoking is prohibited within all buildings, including classrooms, lunchrooms, conference rooms, restrooms, meeting rooms, and community areas. Beginning July 1, 2019 electronic vapor products were included in the FCIAA and are prohibited in indoor workplaces. Smoking shall be disallowed at covered entrance ways and exits to all buildings. This policy applies to all employees, students, clients, contractors, visitors, and volunteers.

Employees must share in the responsibility for adhering to and enforcing this policy. Problems should be brought to the attention of the appropriate supervisor and Pensacola State College Police Department.

Safety Inspection Program

- Annual Comprehensive Safety and Sanitation Inspections; performed annually by a certified person meeting the requirements of the State Board of Education rules and State Requirements for Educational Facilities (SREF) 1997. Follow-up inspections are performed by the Hazardous Waste/Life Safety Coordinator, Facilities Manager and Director of Facilities, Planning, and Construction to ensure corrective actions are taken.
- Annual Fire Safety Inspections performed by certified fire safety inspectors and conducted in accordance with the rules of the Department of Insurance and the State Fire Marshall.
- Food Service Inspections; conducted by the Escambia County Health Department.
- Equipment, tools, and accessories are visually inspected by departmental employees for unsafe conditions before utilization; any equipment considered unsafe must be noted and reported to the supervisor.
- Fire Extinguishing Equipment Inspections conducted annually by certified inspectors.
- Other Inspections; conducted as required to identify environmental hazards, structural hazards, or other potential safety hazards; pool, bus, fuel tanks, hydraulics.
- Vehicles are inspected routinely for maintenance and repair.
- OSHA (Occupational Safety and Health Act of 1970) Inspection; compliance officers may make non-scheduled inspections of any place of employment in order to determine compliance with OSHA standards. In addition to the hazard communication standard, compliance officers may also review the safety and health management programs and areas considered high-hazard areas of the workplace. OSHA inspectors have the authority to expand a record keeping inspection to a comprehensive safety and health investigation if observed conditions warrant it.
- Safety inspections of fire sprinkler systems; performed annually by a qualified inspector.
- Structural inspection of bleachers; performed every other year by a certified structural engineer.
- Inspection of campus elevators for safety certification; performed annually by certified inspector.
- Safety inspection of Hartford boilers; performed annually by qualified inspector.

All personnel are expected to cooperate in safety inspections. Safety inspections are conducted by qualified and certified individuals.

Safety Inspection reports are centralized in the Office of the Director of Facilities, Planning and Construction.

Safety Training Program

Annual safety training workshops are scheduled through individual departments and the Office of Staff Professional Development.

Workshop content should include but not be limited to the following topics:

- Accident investigation procedures
- Hazard Communication/right-to-know laws
- Fire prevention and fire extinguisher utilization

- Personal protective equipment uses
- First aid and CPR
- Bloodborne Pathogens Control Procedures
- Safety Management Procedures and Awareness
- Back injury prevention techniques

The Director of Staff Professional Development will maintain a list of attendees, training programs and workshops offered college wide. The records of completed training certifications will be held in the department for which they are required.

Employee Assistance Program (EAP)

An Employee Assistance Program, with counseling services provided by Lakeview Center, is a benefit provided to all employees, spouses, and dependent children. This program is offered for those who may need professional assistance in handling personal and/or family issues. The college covers the cost for the initial evaluation plus two additional visits. Further costs or referral services are the responsibility of the employee. For more information regarding the EAP, contact Human Resources.

Wellness Program

Pensacola State College supports a Wellness Program. Employees are encouraged to participate routinely in the life fitness centers located at district campus locations. The Wellness course should be taken before using the fitness facilities.

First Aid Guidelines

Instructional personnel and other staff are not required to administer first aid within the scope of routine duties and responsibilities. First aid assistance for minor injuries may be offered by knowledgeable individuals upon request of the victim as appropriate. In responding to minor injuries of students, visitors, or staff, the victim may be assisted to self-administer first aid as appropriate. Victims of minor injuries should be directed to a First Aid kit or station for assistance with first aid supplies. Pensacola State College Police Department, and the immediate supervisor should be consulted when any injury occurs on campus.

First Aid kits are located in the Pensacola State College Police Department Offices at district locations. Supervisors are responsible for ensuring that first aid supplies are available for minor accidents and injuries. Accident/Incident reports for minor injuries are filed directly with the Risk Manager.

The following guidelines are recommended in responding to minor injuries requiring first aid assistance:

- First aid assistance for minor injuries may be offered by capable individuals knowledgeable in first aid procedures upon request of the victim
- Individuals (students, visitors, or staff) may be referred to the First Aid kit or station for self-treatment of minor injuries when appropriate
- Pensacola State College Police Department and Maintenance Services should be informed of all accidents or injuries occurring on campus
- Usage of first aid treatment must be indicated on the Accident/Incident report (assistance or self-administration)
- Access to a first aid kit and treatment is not intended to substitute for medical attention

- The victim involved, and the supervisor must complete an Accident/Incident report and forward it to the Risk Manager

Note: A report for all College employee injuries must be completed and sent to the College insurance carrier within five (5) workdays by risk management personnel, or the College is subject to a monetary fine.

Emergency Medical Treatment/Severe Injuries

If a serious or severe injury is sustained requiring medical attention, the following action must be taken:

- Call Pensacola State College Police Department for help; seek assistance from a co-worker or call 911 immediately.
- If unable to walk, notify the campus Pensacola State College Police Department for assistance contacting EMS.
- If able to walk, seek medical attention at a local clinic or medical facility.
- Report detailed information to the supervisor or designated person; the supervisor must submit an Accident/Incident Report immediately.

Serious Injuries

When an accident results in an injury to an employee while the employee is performing the duties of his employment, the injury dictates the course of action to be taken.

If the injury is of a serious or life-threatening nature, emergency help should be immediately summoned. Arrange for the employee to be taken to the nearest medical facility, depending on the circumstances.

When the supervisor or department head calls for emergency help, someone should be assigned to stand by to meet them and direct them to the location where help is needed. In any accident of a serious nature, the injured employee's family should be notified in person by the supervisor or Pensacola State College Police Department and advised of the action that has been taken. A mode of transportation should also be established if the injured employee cannot operate their vehicle or does not have private transportation.

The Risk Manager must be notified of serious injuries so that the Risk Management Consortium and insurance carrier can be notified of a life-threatening incident. The President of the College must be notified of any serious injury by the Risk Manager or Pensacola State College Police Department.

Record Keeping Procedures

A comprehensive Safety, Health, and Risk Management Plan containing safety policies and procedures are located in the library at district campus locations, in campus Deans' Offices, in the Pensacola State College Police Department Offices at district locations in the Risk Manager's Office, Director of Public Safety, Hazardous Waste/Life Safety Coordinator's Office and the Office of Staff Professional Development.

All official Accident-Incident Reports are maintained in the Risk Manager's Office. College Police Accident Investigations Reports and related Accident-Incident Reports are maintained in the Pensacola State College Police Department Office.

The OSHA Coordinator and the Staff Professional Development (SPD) Office monitor employee safety training records mandated by state and federal regulations. With the assistance of department heads, the OSHA Coordinator will organize a master list of SHRM training required annually by state and federal regulations. The SPD Office will schedule and acquire instructors for the SHRM workshops. The SPD Office will centrally monitor and track the required training to ensure it is completed annually. The SPD Office will establish individual training files for identified trainees, and a checklist for training for each individual will be monitored for the annual completion of training. The SPD Office will send required training reminders for individuals to department heads.

The list of SHRM workshop attendees and certificates of seminar completions for required training will be maintained by the Staff and program Development Office. Departments with specialized programs will also maintain working copies of unofficial training records.

Safety and Security Guidelines (Pensacola State College Police Department)

The role of Pensacola State College Police Department (PSCPD) is to provide our campus community with a safe and secure environment in which to pursue an education or profession with a minimum fear of victimization.

To ensure 24-hour-a-day assistance for the campus community, PSCPD operates a dispatch office and employs non-sworn Pensacola State College Police Department Officers around the clock. Sworn Police Officers are on duty 16 hours daily, 7:00 a.m. to 11:00 p.m., Monday through Friday, to protect students, staff, and visitors. Uniformed police officers patrol the campus by marked vehicle, foot patrol, golf cart, Segway, and/or bicycle.

Sworn Police Officers carry firearms and have arrest powers. Uniformed, non-sworn Pensacola State College Police Department Officers assist in situations that do not call for police action.

Emergency Situations

In the case of any emergency, it is important to remain calm and think clearly. Always have a plan of action ahead of time. If one becomes the victim of a crime or disaster, remember that one can survive and continue healthier and stronger.

Fire Alarms

Fire alarms are required in buildings for safety. Departmental managers should assign responsibilities for exiting the building in the case of activation of a fire alarm. PSCPD should be immediately called. The department head, supervisor, or designee should immediately begin a search for a fire source. The Fire Department should only be called if flames and heavy smoke are visible; in this case, immediately dial 911 for responding fire departments.

In the case of an actual fire, the department head or supervisor will verbally notify building occupants of the situation. Fire alarms should only be silenced by PSCPD personnel or authorized maintenance personnel. Departmental Staff should never silence fire alarms. Students should be advised of fire alarm procedures during campus safety training events.

Campus Disasters

Disasters are not always predictable. Any disaster occurring on a college campus, including but not limited to airline crashes, serious traffic accidents, tornados, explosions, gunfire, physical injury to or death of a member of the campus community, must be reported immediately to the PSCPD.

Departmental managers, supervisors, or designees should assume responsibility and take charge of the situation until assistance arrives. Onlookers and those not involved in life-saving procedures should be moved from the scene. Those in positions of responsibility should assist as directed by emergency personnel.

In the case of outside gunfire, campus community members should remain inside the secured room, away from doors and windows.

In the case of chemical spills that could threaten the campus community, individuals should immediately be moved from the area.

News media must be directed to the Office of Marketing and College Information. College personnel should refrain from making statements to members of the media.

Active Assailant

When an active assailant is nearby, quickly determine the most reasonable way to protect your life. Avoid, deny and defend are options for employees and college visitors on campus.

- **avoid;** have an escape route and plan in mind; leave your belongings behind; keep your hands visible
- **deny;** move to a hard corner of the room (a place where you cannot be seen from the outside and, if possible, has a solid structure between you and the threat, barricade the entry to your area and lock the doors; Silence your cell phone, turn off the lights, determine if alternate escape routes are available, consider breaking out windows as an option.
- **defend;** as a last resort and your life is in imminent danger; attempt to incapacitate the shooter; act with physical aggression and throw items at the active shooter.

Call 911 when it is safe to do so. When law enforcement arrives, they will move past injured victims while an active threat is present. To avoid being mistaken for a threat you should:

- remain calm and follow instructions
- empty your hands and keep them visible at all times (i.e., bags, jackets)
- raise hands and spread fingers
- avoid quick movements towards officers, such as holding on to them for safety
- avoid pointing, screaming, or yelling
- do not stop to ask officers for help or direction when evacuating
- leave everything in place

Information you should provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters
- Physical description of the shooters
- Number and type of weapons held by shooters

- Number of potential victims at the location

Bomb Threats

In the event of a called in bomb threat:

- remain calm and think clearly
- ask the caller to repeat the initial statement
- ask where the bomb is located (campus, building, floor, room, grounds)
- ask the type and size of the bomb (box, bag) and explosive used
- ask why the caller is setting a bomb
- ask whether a remote device is being used
- note whether the caller is male, female, adult, child, sober, intoxicated
- note speech pattern and type of accent
- note whether background noise is present
- after the caller hangs up, immediately notify PSCPD, campus dean, office of the president, or the most senior College official available

Firearms and Weapons

Laws pertaining to firearms, weapons, or destructive devices on campus can be found in Chapter 790 of the Florida Statutes. Section 790.115, Florida Statutes, prohibits possessing, discharging, or exhibiting any sword, sword cane, firearm, electric weapon or device, destructive device, razor blade, box cutter, or other weapon as defined under the law at a College-sponsored event or on College property; provided however, that an adult person may have a firearm in a College parking lot if it is secured in an automobile and not ready for immediate use.

In addition to possible criminal prosecution, administrative disciplinary action may be initiated by PSC against any student or student organization found responsible for violating the provisions of Chapter 790 or any provision of the student code of conduct.

Missing Persons

The Higher Education Opportunity Act of 2008 requires any institution participating in Title IV federal student financial aid programs that maintain on-campus housing facilities to establish a missing student notification policy and related procedures. Pensacola State only offers on-campus housing facilities for student athletes. If a member of the PSC community has reason to believe that a student is missing, he or she should immediately notify the Pensacola State College Police Department at (850) 484-2500. The Pensacola State College Police Department will generate a missing person report and initiate an investigation. If the Pensacola State College Police Department determines that the person is missing, notifications will be made to the following within twenty-four hours of the determination:

- student's designated confidential/emergency contact
- student's parent or legal guardian, if under the age of eighteen and not emancipated
- surrounding law enforcement agencies

The confidential/emergency contact information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. In addition to the notifications mentioned above, once an investigation is initiated, it may include contacting any or all of the the following:

- student's parents
- law enforcement agency that has jurisdiction over where the student's permanent residence is located
- enforcement agencies along a route where the student may have likely traveled.
- any other person or entity that may have information as to the whereabouts of the missing student

Hostage Situations

In the case of a possible or actual hostage situation, contact the Pensacola State College Police Department immediately. If possible, remove all non-involved persons from the scene. Do not attempt to resolve a hostage situation on your own. Trained hostage negotiators will be involved in hostage negotiations. Do not look a hostage taker in the eye nor challenge their authority.

Required Campus Reports

Faculty, staff and administrators must report all crimes, suspicious circumstances, safety hazards, and/or unsafe conditions to the PSCPD. Reports of problems or potential problems on any college site should be made to the PSCPD as soon as possible.

Crime/Suspicious Circumstances

Crimes that must be reported include but are not limited to thefts of college or personal property, destruction of college or personal property, crimes committed against anyone on any college campus, domestic violence, and stalking cases. If one is suspicious of any criminal activity that could harm any campus community member, it must be reported just as one would report an actual crime.

Safety Hazards/Unsafe Conditions

Safety hazards that must be reported include but are not limited to potholes, slick stairwells, sidewalks needing repairs, areas needing additional lighting, inadequate communication systems, faulty electrical equipment, and unsafe practices. Report conditions to the PSCPD, Director of Facilities, Planning and Construction, or Risk Manager so that reactive action may be taken.

Traffic Crashes, Injury to Campus Community Members, Stolen/Damaged Property

Whenever a campus community member is involved in a traffic crash or suffers a personal injury that requires documentation, PSCPD must be immediately notified. Anytime personal or college property is stolen or damaged, the PSCPD should be contacted immediately. Police officers will respond, provide, or procure medical attention, take reports as dictated by law, and assist in any other necessary paperwork, including the required Accident/Incident Reports (Reporting procedures included under the Risk Management section of the manual).

Traffic Issues

If involved in a traffic crash on campus, immediately notify PSCPD. Do not leave the scene of the accident. Request that a third party immediately summon any emergency aid necessary. Any other traffic issues, including parking citations, traffic flow, speed limits, and/or traffic safety issues, should be routed to PSCPD.

College employees and students are required to display parking decals on any vehicle driven on college campuses. Parking decals are issued at no cost. Decals, rules, and regulations about parking on college campuses are available in each PSCPD location.

College Vehicles

Florida law requires the use of seatbelts in the front seat of any motor vehicle. The College requires the use of seatbelts in all college-owned vehicles.

Approval to Drive College Vehicles

Students and employees requesting approval to drive any college vehicle must submit a copy of that individual's driver's license for driver safety verification to the Maintenance Department. A driving history check will determine whether the individual in question will be approved to drive a college vehicle. The driver's license should be submitted three (3) weeks before the scheduled drive to process the information.

Transportation in College Vehicles

Only college employees, students, and approved individuals may be transported in college-owned vehicles. In the performance of his or her duties, PSCPD officers have the authority to transport those individuals who fall within department guidelines for transportation.

Loss Prevention Procedures

College Property

Departmental managers and supervisors must assume a significant role in the security and accountability of departmental property.

Employees must be aware of their responsibility in aiding in protecting College property. College property in an individual employee's area should be noted. If that property is missing at any time, the employee should follow through on attempting to locate the missing property. Doors and windows should be locked when no one is in an office area. Missing property, suspicious people, and unusual circumstances should be reported to the PSCPD.

Personally owned valuable property should be left at home, or if brought to work, should be securely stored under lock and key. Personal items on campus should be marked with the owner's driver's license number. Items that cannot be marked should be photographed. Model and serial numbers should be recorded in a safe area separate from where the property is kept.

Accident/Incident Reports, as required by the Florida College System Risk Management Consortium, are to be completed in case of stolen, damaged, or missing college property. The department head or supervisor must see that all accidents, injuries, and losses are reported on the required paperwork. PSCPD should be called to the scene to take any required criminal or police reports. The Accident/Incident Report should be filled out completely and sent directly to the College Risk Manager's Office (Refer to the Risk Management section of the Manual).

Key Control

Key control establishes and implements the Procedure for control of keys, codes, and fobs for the safety of students, faculty, staff, and tenants to help ensure the security of college property at all college locations. PSC keys are issued in accordance with the Procedure 126.

No personal transfers of keys (employee to employee, supervisor to subordinate, etc.) are allowed. Loaning and borrowing keys is not permitted. No person outside of Key Control may gather, collect, deliver, or issue keys, or allow keys to be handled in a way that is contrary to College procedure. Each Keyholder is responsible for returning their keys to Key Control to have their key record cleared. Individual key control is imperative; each Keyholder is responsible for maintaining strict control of their keys. Keyholders must report a lost or stolen key, by email, to Key Control as soon as the loss is determined.

Hurricane Readiness

All College employees have specified responsibilities as a tropical storm or hurricane approaches. Complete instructions for specific divisions are in the Appendices of the PSCPD Policy Manual, the Board of Trustees Procedures Manual, and with the department heads, unit supervisors, and Deans of the College. Basic employee safety and protective information is contained in this manual.

Hurricane Policy Objectives

- enable quick evacuation in an emergency condition
- coordinate informed individual divisions of the College to provide a written response
- provide for rapid mobilization of personnel and materials
- attempt to assure the safety of the College community
- preserve lives and property
- lessen the impact of the emergency
- enable orderly and timely evacuation of personnel when necessary
- provide for the dissemination of accurate information

Tropical Storm/Hurricane Condition Phases

Condition IV

A tropical storm has developed, and its movement trend indicates a possible threat of destructive winds to the Pensacola area within 72 hours.

Condition III

A developed tropical storm or hurricane continues to advance, and its path has assumed a definite pattern threatening the Pensacola area within 48 hours - Hurricane Watches are issued for projected landfall areas.

Condition II

The track of the tropical storm or hurricane has been established and can be expected to strike the Pensacola area within 24 hours - Hurricane Warnings are issued for projected landfall areas.

Condition I

Winds of destructive force are an imminent threat to the Pensacola area within 12 hours.

Employee Responsibilities Throughout Tropical Storm/Hurricane Condition Phases

In the case of an impending storm, PSCPD is the College liaison with Escambia and Santa Rosa Emergency Operations Centers. The Pensacola State College Police Department in Building 5 on the Pensacola Campus is the designated Command Center for emergency response coordination.

All college employees are reminded that if, for some reason, they must ride out a storm on a college campus, the employee must check in with PSCPD and give the names of all persons in their party who are on campus. The employee and accompanying persons will be assigned a shelter area.

The Director of Public Safety shall maintain contact with the U S Weather Service and the Civil Defense coordinator. They will issue information to the following offices throughout all tropical storm/hurricane condition phases:

- President, Vice Presidents, Campus Deans, and Center Directors
- Director of Facilities Planning and Construction
- Office of College Marketing and Information

Hurricane/Storm Preparations

Condition IV (72 hours)

- inventory taken of supplies on hand and necessary and projected equipment needs; preparation to order/stock items
- available College vehicles are checked, serviced, and ready with appropriate equipment or will be equipped as directed
- radio batteries and other rechargeable equipment shall be placed on charge
- College employees are encouraged to secure their own homes and personal property and to begin to make preliminary arrangements to seek refuge at a designated shelter if needed
- preparation of an emergency recall plan to ensure the availability of adequate personnel to check property and equipment will be initiated

Condition III (48 hours)

- coordination among college divisions regarding personnel needs and departmental assistance begins
- loose objects on campus grounds are secured
- work orders initiated and forwarded to Director, Facilities as appropriate
- purchase orders initiated and forwarded to Purchasing Department as appropriate
- continuation of preparations and actions initiated during Condition IV

Condition II (24 Hours)

- full precautionary measures are in place to ensure the protection of college campus lives and properties against the forces of destructive winds
- to prevent projectile damage in high winds, employees are expected to be attentive for loose objects which need to be secured; report the need to the Director, Facilities
- decisions are made concerning the cancellation of classes
- electrical equipment owned by the College is moved away from windows and covered with heavy plastic
- personal items of value should be taken home or stored in as safe a manner as possible
- The College President will release all non-essential personnel from duty at the appropriate time after work areas are secure.
- Arrangements will be made for the parking of college and private vehicles, which will remain on campus during the hurricane. Vehicles that will be used following the storm will be parked in a manner for easy accessibility.
- Continuation of preparations and actions initiated during Conditions IV and Condition III.

Condition I (12 Hours)

- full precautionary measures are completed to ensure the protection of college properties and personnel
- all PSCPD sworn personnel report back to work with all foul weather gear, flashlights, and other equipment needed to sustain them for at least 72 hours
- PSCPD personnel will report to the Command Center (Building 5). Areas experiencing flooding, downed power lines, roadway obstructions, and other hazards; areas posing immediate threats to others will be secured to the best of the officer's ability
- police dispatch will be operated at all times to maintain land-line communications and relay radio communications as required

During the Storm

The Pensacola State College Police Department will:

- take shelter for their protection in Building 5 at the appropriate time; other areas may be designated or assigned
- cease all outdoor patrol functions
- ensure that College employees in a college designated shelter stay within the shelter until the storm has passed; personnel will not be allowed to exit the shelter during the lull or the "eye" of the hurricane.

Post Storm

The Pensacola State College Police Department will:

- resume duties and responsibilities after the storm has passed
- survey the campuses for possible injuries and/or damage as a result of the storm
- reestablish services and full utilization of facilities by priority following relief/recovery incidents involving the protection of life
- document areas damaged as a result of fire, flood, structural damage, etc., by video and written report; efforts to prevent further damage will be initiated
- barricade or secure areas of potential danger
- evaluate and report conditions of hazardous material areas

- secure buildings and facilities against possible theft and looting
- limit access to college facilities to essential personnel
- coordinate recovery efforts and ascertain names and numbers of personnel on campus; personnel reporting to duty will check in with PSCPD
- maintain liaison with the local Emergency Operations Centers and with college Command Staff Administrators as to the pending recovery and relief efforts and other pertinent information in the aftermath of a hurricane
- advise local Emergency Operations Centers of any emergency needs or assistance required by the College as a result of the hurricane
- submit required status reports to the State of Florida Disaster Response Center
- debrief PSCPD personnel and evaluate policies and procedures relating to hurricane readiness for appropriate improvements

Routine Preparations

Pensacola State College Police Department personnel will follow Hurricane Procedures as set forth in the Department Policy and Procedures Manual. The PSCPD and/or Maintenance and Plant Operations offices shall maintain in constant readiness the following items for emergency use:

1. raincoats, flashlights, and spare batteries for use by the Department personnel; minimum of three (3) sets each
5. portable generators for use on campuses
6. portable sump pump for use where needed in flooded transformer vaults or buildings
7. first aid kits (Buildings 3,4,5,7,9, and 16)
8. five (5) each battery powered lamps, and ten (10) sufficient backup batteries
9. twenty-four (24) sheets of ½ inch plywood, 4' x 8' exterior grade
10. forty-eight pieces of lumber, 2" x4" x8'
11. miscellaneous wire, rope, Visqueen, and hand tools in sufficient quantity to board up broken windows
12. minimum of two (2) large floor fans with 100-foot extension cords
13. portable lighting with 100-foot extension cords

The following items will be maintained for emergency use in addition to regular equipment:

1. two hundred fifty (250) sandbags for use against building doors subject to flooding ten yards of building sand)
2. raincoats, flashlights, and spare batteries for Departmental personnel (10 ten minimum)
3. one hundred (100) cardboard boxes for use in packing loose material in offices
4. three (3) cases of plastic bags

Crime Awareness and Campus Security Act

The Crime Awareness and Campus Security Act of 1990 addresses safety and security issues on College and university campuses. As required by federal law, the College annually publishes all mandated reporting requirements. Statistical information can be found in the Employee Handbook, Student Handbook, and individually prepared brochures.

Printed information concerning crime prevention is placed throughout the campuses. Police officers can meet with individuals or classes to conduct crime prevention training. Members of the campus

community are encouraged to take a proactive stance in avoiding victimization. Specific information is available dealing with accepting responsibility for one's safety.

Rape awareness training is offered for the College campus community. The dynamics of rape and preventive information are offered to individuals and groups. Information concerning what to do when one is the victim of a sexual assault and the rights of the victim are published and made available to the campus community.

A comprehensive program concerning alcohol and drug awareness is presented to the campus community. On campus possession and sale of alcohol and illegal drugs is prohibited. Employees and students are expected to report for work and school sober. Failure to do so can result in disciplinary action.

Pensacola State College does not tolerate any act of violence, including sexual harassment and or sexual offenses, domestic violence, or stalking on campuses. Awareness programs in these areas are available to the campus community, and reporting these crimes and incidents is encouraged. An investigation will be conducted, and any conclusive findings that a crime did occur may result in criminal and/or administrative action taking place.

Crisis counselors, notification of victims' rights, and referral services are available to members of the College campus community.

Americans with Disabilities Act

Pensacola State College supports compliance with the Americans with Disabilities Act (ADA). The ADA is a civil rights statute that prohibits the discrimination of disabled citizens in employment, public services, transportation, public accommodation, and telecommunications. It was proposed by the National Council on Disability and signed by President George Bush on July 26, 1990.

What is Title I

Title I refers to the employment provision of the ADA. It protects qualified individuals with disabilities from employment discrimination. Title I does not interfere with an employer's right to hire the best-qualified applicant, nor does the ADA impose any affirmative action obligations.

Who Must Comply?

The employment provision applies to employers, employment agencies, labor unions, and joint labor-management committees.

Who is Protected by the ADA?

The ADA protects approximately 43 million United States citizens who possess physical or mental disabilities that significantly limit activities such as working, walking, talking, seeing, hearing, or caring for oneself.

- individuals who have a record of such impairment and individuals who are simply regarded as having such an impairment are covered by ADA
- individuals with the AIDS virus or those who are HIV-positive are covered
- individuals actively participating in or who have successfully completed a rehabilitation program for alcohol or drug abuse

Individuals Who Are Not Considered “Disabled” by the ADA

- individuals currently using illegal drugs
- solely because an individual is a transvestite

How Employers Comply with ADA

- ensure equal opportunity in recruiting, testing, and hiring of qualified applicants with disabilities
- ensure equal treatment in employing, recruiting, promoting, training, laying off, paying, firing, designating job assignments, granting leave, providing benefits, and all other employment-related activities to qualified workers with disabilities
- provide reasonable accommodations for workers with disabilities, including accessible facilities, restructuring jobs, setting up part-time or modified schedules, purchasing or modifying equipment or devices, modifying examinations, training materials, or policies, providing qualified readers or interpreters

*Reasonable accommodation is required for workers with disabilities unless “undue hardship” results for the employer.

Occupational Safety and Health Administration (OSHA) Standards

The OSHA regulations for the general industry have been issued in the Code of Federal Regulations, Title 29 CFR 1910. General safety standards include (a) confined space hazards, (b) electrical safety, (c) hazardous wastes operations and emergency response (HAZWOPER) 29 CFR 1910.120, (d) ergonomics: work that fits people, (e) fire prevention, (f) first aid and bloodborne pathogens, (g) forklift safety and designated drivers, (h) hazard communication and the right-to-know law, (i) lifting techniques and avoiding back injuries, (j) hazardous energy: lockout/tagout, (k) machine guarding: working safely with machines, (l) personal protective equipment (m) eye protection, (n) foot protection, (o) hand protection, (p) hearing conservation, (q) respiratory protection, (r) slips, trips, falls.

Bloodborne Pathogens (29 CFR 1910.1030 Final Rule)

Pensacola State College’s Exposure Control Plan is a separate document prepared to comply with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Regulation 29 CFR 1910.1030. The Occupational Exposure Control Plan is designed to eliminate or minimize employee exposure to bloodborne pathogens and infectious materials.

Components of the College’s Exposure Control Plan include (a) occupational exposure classifications, (b) bloodborne pathogens training sessions, (c) methods of compliance, (d) record keeping, (e) procedures for evaluating exposure incidents, (f) annual occupational exposure control plan review.

The President’s Council and the Board of Trustees have approved the College’s Exposure Control Plan. The Exposure Control Plan includes the Safety, Health, Risk Management Manual in the Learning Resource Center at each district location, as well as the Risk Management and Legal Affairs Office.

AIDS Policy and Procedures

The SHRM Council will serve as the committee responsible for developing and monitoring AIDS policy and procedures. The SHRM Council is responsible for making recommendations to the administration on AIDS policy and procedures.

The College recognizes the rights of infected persons to obtain education and employment and the rights of students and community college employees to an environment in which they are protected from contracting bloodborne infectious diseases. The College shall provide current information to employees and students on preventing and transmitting bloodborne pathogens and infectious diseases. Reasonable effort will be made to accommodate the special needs of students and employees who have AIDS or who are HIV positive unless the accommodation places undue burdens on the institution.

Any infected student or employee who does not need any special accommodation shall be treated in the same manner as any student or employee diagnosed with any other illness, injury, or disability. Accommodations would be addressed by the ADA office.

Detailed procedures, forms, and additional information on HIV/AIDS infection are available in the College's Bloodborne Pathogens Infection Control Plan.

Hazard Communication: The Right to Know Law

The OSHA regulation to control chemical exposure in the workplace is called the hazard communication standard or "hazcom" or the "Right to Know Law" and can be found in 29 CFR 1910.1200. The standard applies to chemicals that pose a physical or health hazard. Important elements of a hazard communication program include (a) Determining the Hazards of Chemicals Used in the Workplace, (b) Safety Data Sheets (SDS), (c) Labels and Labeling, (d) a Written Hazard Communication Program, (e) Employee Information and Training.

Employee Rights Under Chapter 442, F. S. Right-to-Know Law:

- the right to know of toxic substances present in the workplace
- the right to obtain a copy of the Safety Data Sheet for each listed toxic substance present in the workplace
- the right to refuse to work with a toxic substance, if not provided a copy of the SDS for a particular substance within five (5) working days after submitting a written request to the employer
- the right to instruction, within 30 days of employment and at least annually thereafter, on the adverse health effects of each toxic substance with which employee works, how to use each substance safely, and what to do in case of an emergency
- the right to obtain further information on the properties and hazards of listed toxic substances from Toxic Substances Information Center, 2551 Executive Center Circle, West Suite 204, Tallahassee, Fl. 32301-5014
- the right to protection against discharge, discipline, or discrimination for having exercised any of these rights

The College's written Hazard Communication Program includes:

- a list of the hazardous chemicals known to be present in the workplace

- SDS and requirements of the law
- labeling system
- employee training program
- methods used to inform employees of the hazards of non-routine tasks and such things as unlabeled piping
- methods used to inform employers of the workers on site, such as service representatives, repairmen, and subcontractors

Employees are provided information on the Right to Know Law pertaining to toxic substances in the workplace at the time of initial employment through the Human Resources Office. Departmental managers are responsible for assuring that employees within their area are informed of toxic substances used in the department and of new chemicals introduced into the workplace. Employees must be informed of the location and availability of the written hazard communication program. The location and availability of the SDS file must be clearly communicated.

Pensacola State College's written Hazard Communications Program is in the district safety manual and is available on Piratenet.

Safety Data Sheets

A Safety Data Sheet (SDS) is a fact sheet for a chemical that poses a physical or health hazard in the workplace. Safety Data Sheet must be in English and contain the following information:

- Section 1: Identification
- Section 2: Hazard(s) identification
- Section 3: Composition / information on ingredients
- Section 4: First aid measures
- Section 5: Fire-fighting measures
- Section 6: Accidental release measures
- Section 7: Handling and storage
- Section 8: Exposure controls / personal protection
- Section 9: Physical and chemical properties
- Section 10: Stability and reactivity
- Section 11: Toxicological information
- Section 12: Ecological information
- Section 13: Disposal considerations
- Section 14: Transport information
- Section 15: Regulatory information
- Section 16: Other information

A master SDS file is located in the office of Hazardous Waste/Life Safety Coordinator. Each department that orders and uses chemicals shall have the SDS sheet for each chemical in the Department Office. A current SDS on toxic substances can be obtained within 24 hours from the Hazardous Waste/Life Safety Coordinator. The SDS should be immediately obtained for any toxic substance suspected in an emergency or accident; consult emergency treatment instructions.

Labels and Labeling Requirements

Containers of hazardous chemicals must be labeled in English. Information may also be presented in other languages for non-English speaking employees, but English is required. Labels must contain the following information:

- Chemical identification
- Appropriate hazard warnings
- Name of responsible party and receive date

Toxic substances are not manufactured at any campus location. When the College orders materials containing toxic substances, the purchase order shall indicate the need for the information on a Safety Data Sheet to be included on the label, or the College shall refuse delivery. The College receiving department shall ensure that chemicals are properly labeled before accepting delivery.

Annual training in hazardous substance communication and toxic waste management policies and procedures is provided through the Office of Staff Professional Development. Training records must be signed by the employee and dated. Departmental managers are responsible for monitoring the training requirements of employees within their area.

Hazardous Waste Operations and Emergency Response (HAZWOPER) 29 CFR 1910.120.

OSHA has issued a special regulation dealing specifically with spills of chemicals. Improper handling or control of hazardous chemicals or waste can result in a severe threat to workers and the general public. Specific training requirements are mandatory for accidental chemical releases.

OSHA has a formal training schedule for emergency responders under HAZWOPER regulations, with training levels ranging from awareness training for first responders to technical training for those responsible for solving spill cleanup problems. **Under no circumstances does OSHA permit untrained personnel to respond to a chemical spill without specific training. The College does not have personnel trained in chemical spill cleanups. The College Pensacola State College Police Department will contact an outside authorized chemical spill team**

In the event of a chemical spill:

- act fast; contact Pensacola State College Police Department to alert an authorized chemical spill team; Pollution Control or other authorized chemical spill team will be notified
- alert supervisor and designated authorities
- contact the institutional emergency response team (Pensacola State College Police Department Office), as well as the Hazardous Waste/Life Safety Coordinator.
- wear gloves, goggles, and necessary protective equipment
- administer emergency first aid as necessary
- assume vapors and fumes are toxic and leave the area of spill contamination
- assemble safety data sheets (SDS) on chemicals used in the area while the response team is arriving
- know the location of the emergency and first aid equipment and how to use it
- know the location, operation, and use of fire extinguishers
- know the building exits and proceed to clear obstructions to expedite response
- know general first aid rules and SDS instructions for first aid for particular substances and chemicals used

- use the buddy system whether part of the response team or not; never enter a chemical emergency situation alone
- use protective equipment; do not touch any spills without protection
- avoid contact with contaminated clothing of injured individuals
- check the area for potential hazards, such as electrical cords or wires near a spill
- check for injuries and notify emergency medical assistance
- assist victims in order of need; decontaminate victims if possible, according to the level of training
- cooperate with the emergency response team
- consider the level of evacuation required and involve Pensacola State College Police Department personnel

Follow-up procedures are essential. OSHA must be notified if the incident results in fatalities or if three or more persons are hospitalized. If significant, the National Response Center must be notified as well.

A review and evaluation of all aspects of the incident must be conducted. A chronology of events in sequential order should be documented and signed.

Hazardous Waste in Safety Management

A waste is considered hazardous if it corrodes other materials, explodes, is easily ignited, reacts strongly with water, is unstable to heat or shock, or is poisonous.

College employees are prohibited from knowingly disposing of any hazardous material that poses a physical, health, or environmental hazard into the ground, air, or water.

Physical Hazard is any combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable, or water reactive.

Health Hazard is a chemical that causes acute or chronic health effects in exposed employees, such as carcinogens, toxic agents, irritants, and corrosives that sensitizes or target specific organs.

Environmental Hazards are considered any material that will significantly damage or destroy human, plant or animal, life, or any naturally occurring thing.

Hazardous Wastes Must Not be Disposed of by:

- Pouring into a sink
- Pouring into a public or private sewer system
- Pouring into a septic tank
- Pouring into the ground
- Burying on public or private land
- Placing in a dumpster, compactor, or other type of refuse system
- Transported by private or College vehicle to a public or private dump or landfill.

Hazardous Waste Must be Disposed of by:

- coordinating through the Hazardous Waste/Life Safety Coordinator

- Notification for requests of hazardous waste disposal must be forwarded to the Hazardous Waste/Life Safety Coordinator. Requests must be in writing and accompanied by a detailed inventory.
- Hazardous waste inventory form including the general contents, state of material (liquid, solid, gas), amount (gr., oz., pt., etc.), containment medium (glass, plastic jar, etc.), location, and EPA waste code(s)
- Each item accepted for disposal must be contained in a secure vessel with a proper seal
- Each material should be identified and labeled with 100% of the chemicals contained therein
- Unknowns, radioactive, or pathogenic material will not be accepted
- All hazardous waste inventory forwarded to Hazardous Waste/Life Safety Coordinator, by the Department Head or their designee, for disposal. An environmental waste disposal firm will be contacted for safe removal and disposal.
- The Hazardous Waste/Life Safety Coordinator will coordinate and schedule the pickup for disposal, however each department is responsible for removal/disposal fees out of department funds, with the exception of biohazardous waste.
- Upon proper notification to the Hazardous Waste/Life Safety Coordinator, an inspection will be conducted to verify the inventory and ensure all other standards are met
- All materials accepted for disposal will be appropriately packaged, labeled, manifested, transported, and disposed of in an approved EPA disposal site and in accordance with all local, state, and federal requirements

Biological Wastes

- anything defined as preserved animal tissue must be disposed of in compliance with local, state, and federal laws
- anything packed in formaldehyde must be drained of formaldehyde prior to packaging for pick up. Formaldehyde should be drained into non-breakable, leak-proof containers and labeled with the contents' name, and address of the College, and date.
- The Hazardous Waste/Life Safety Coordinator must be notified in writing of the material, quantity, and location, as described in hazardous waste disposal section.
- all waste must be packaged for pick up in approved red bags and tagged with the name and address of the College and the date
- All waste must be placed in red plastic bags and tagged. Jars, buckets, and drums can be placed directly into the red bags without having to transfer the material
- red bagged waste will be transferred to a covered container for delivery to the pick-up area. Wheeled-covered containers will be delivered at the time a request for waste pick up is made
- notify the waste management/disposal company when ready for pick up and send a copy of the waste manifest. The manifest will list the amount of material (pounds) and the number of bags to be picked up. Upon receipt of the manifest, file an original copy of the manifest in the department file and send a copy of the manifest to the Hazardous Waste/Life Safety Coordinator, for record keeping purposes only.

Biohazardous Waste

Defined as any solid or liquid waste which may present a hazard of infection to humans, it includes used absorbent materials such as bandages, gauze, and sponges saturated with blood or certain body fluids. These materials are commonly used in dental hygiene and dental assisting patient clinics.

- biohazardous waste shall be identified and segregated from other solid waste

- any biohazardous waste which is mixed with hazardous waste shall also be managed as hazardous waste in accordance with the requirements of the DER
- biohazardous waste, except sharps, shall be packaged in impermeable, red, polyethylene, or polypropylene plastic bags; must have minimum physical properties below
 - (a) impact resistant 165 grams ASTM D-1709-85
 - (b) tearing resistant 480 grams ASTM D-1922-89
 - (c) seams shall be of equal resistance to tearing
 - (d) seams shall be impermeable
 - (e) filled bags shall be sealed
 - (f) discarded sharps shall be segregated from other waste
- biohazardous waste is picked up on a contractual basis or in an emergency. Notify the Hazardous Waste/Life Safety Coordinator when pick up is completed.

Waste Storage and Containment

- all storage of chemical/biohazardous waste shall be in a designated area away from general traffic flow patterns and accessible only by authorized personnel.
- all areas used for chemical/biohazardous waste storage must be constructed with compatible materials that are impervious to liquids and capable of being maintained in a sanitary environment.
- all waste storage containment areas that qualify as containment buildings must comply with federal and state regulations.

Labeling

- biohazardous waste shall be labeled immediately after packaging
- the label must be securely attached or permanently printed on the outer layer of the packaging, including the name and address of the College, the date waste was packaged, the international biohazard symbol, and one of the following phrases: “Biohazardous Waste, Biohazard, Biohazardous, or Infectious”

Off-Site Transfer Requirements

Bagged biohazardous waste being transported off-site and manually unloaded prior to final treatment shall be enclosed in a double-wall corrugated fiberboard box of an equivalent rigid-type container. If a fiberboard box is used, it shall meet the standards of DOT Section 178.210, CFR, for minimum strength of at least 275 pounds. All containers shall be sealed prior to transport.

OSHA Regulations

Confined Space Entry 29 CFR 1910.146

A confined space is defined as a large enough space for an employee to enter, has restricted means of entry or exit, and is not designed for continuous employee occupancy.

Employees should be aware of the potential for dangerous vapors and gases, fires, explosions, and physical hazards associated with working in a confined space. When working in a confined space, plan carefully before entering the space, periodically test the air, use ventilating equipment where possible,

and be aware of a rescue plan in case of emergency. Another individual or supervisor must be alerted when an employee is working in a confined space area.

Electrical Safety 29 CFR 1910.301-399.

Dynamic electricity (moving) rather than stationary (static) is the kind commonly used along electrical conductors throughout the College. The common hazards of electricity and its use are (a) shock, (b) burns, (c) arc-blast, (d) explosions, and (f) fires.

Water is potentially dangerous when working with electricity in the work environment. Carelessness with water and electricity can be fatal. Electrical accidents are caused by one or a combination of factors:

- unsafe equipment and/or installation
- unsafe workplaces caused by environmental factors
- unsafe work practices

Electrical hazards may be prevented by:

- insulation
- electrical protective devices
- guarding
- grounding
- personal protective equipment
- Safe work practices for handling electricity

Safe work practices for handling electricity include lockout/tagout procedures. Common sense dictates that electrical equipment be de-energized before working on it. **Before any repair work or inspection of electrical equipment, the current must be turned off at the breaker and the switch padlocked in the OFF position or continuously watched by a qualified worker.** Tagging the switch or controls of the machine or equipment currently out of service should indicate which circuits or equipment are out of service.

The following general rules apply to every piece of electrical equipment used:

- Electrical equipment is maintained properly and inspected by qualified and authorized individuals.
- Safety features like three-prong plugs, double-insulated tools, safety switches, and machine safety guards are used.
- Qualified and authorized individuals conduct installation and repair of electrical equipment.
- Electrical cables and cords are clean and free from kinks; equipment is never carried by the cords.
- Extension cords are not allowed.
- Do not touch water, damp surfaces, ungrounded metal, or any bare wires if not protected; wear approved rubber gloves when working with live wires or ungrounded surfaces and rubber-soled shoes or boots when working on damp or wet surfaces.
- Do not wear metal objects (rings, watches) when working with electricity because of the potential for a grounding injury.
- Do not work near overhead power lines of 50-kilo Volts (kV) or less or come within 10 feet of the lines; add four inches of distance for every 10 kV over 50kV.

Lockout/Tagout Procedures to Control Hazardous Energy

The Occupational Safety and Health Administration (OSHA) regulates lockout/tagout through the control of hazardous energy standard in 29 CFR 1910.147.

The standard mandates training, audits, and record-keeping to ensure workers will not be unintentionally injured by energized equipment.

Lockout is the process of blocking the flow of energy from a power source to a piece of equipment and keeping it blocked out. It is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated. A lockout device is a lock, block, or chain that keeps a switch, valve, or lever in the off position.

Tagout is accomplished by placing a tag on the power source. The tag is a warning not to restore energy- it is not a physical restraint. Tags must clearly state: DO NOT OPERATE.

Energy must be controlled before working in situations involving repair and replacement work, renovation, modifications, or adjustments to power equipment. OSHA requires that all power sources that can be locked out must be locked out for servicing or maintenance.

Employees are trained in lockout/tagout procedures, and an authorized employee conducts annual audits.

Fire Prevention

OSHA regulates emergency planning, fire prevention plans, and evacuation in 29 CFR 1910.38. In addition, fire extinguishers and other protection are addressed in 29 CFR 1910.157.

The best defense against a fire is to prevent fire from starting in the first place. Fires can start quickly and cause deadly damage. It is to our benefit to know how to size up a fire and how to respond to a fire emergency. Professional help should be alerted quickly. The College Pensacola State College Police Department should be contacted immediately in the event of a fire emergency.

The National Fire Protection Association (NFPA) classifies four general types of fires based on the combustible materials involved and the kind of extinguisher needed to put them out. Fires are classified as:

- Class A** Combustible materials are wood, cloth, paper, rubber, and plastics. The extinguishing agent is water; dry chemicals are also effective. Do not use carbon dioxide extinguishers and sodium or potassium bicarbonate chemicals on these fires.
- Class B** Flammable liquids, gases, and grease. The extinguishing agents are foam, carbon dioxide, and dry chemical. Use water fog and vaporizing liquid extinguishers.
- Class C** Electrical Extinguishing agent-non-conducting agents such as carbon dioxide and dry chemical extinguishers. Never use foam or water-type extinguishers.
- Class D** Combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium Specialized techniques are required. None of the common extinguishers

should be used because they will increase the intensity of the fire. Extinguish with special powders based on sodium chloride or other salts; also, clean dry sand.

Fire Prevention Techniques

- good housekeeping procedures
- proper chemical storage
- adequate disposition of flammable materials
- clutter-free environment
- extreme care in working with flammable solvents, gasoline, gases, and fuels
- increased awareness of hazards of chemical substances; utilization, storage, transfer, handling, and disposal

Compressed and Liquefied Gases

The flash points of compressed flammable gases are extremely low and always below room temperature. To avoid fires resulting from the ignition of compressed gases:

- Never roll or drag cylinders when gases are stored, transported, or used. Use a hand cart or truck for gas cylinders.
- Store all cylinders upright and secure them to walls or bench tops during storage or use.
- Compressed gases should be stored in dry, cool, and well-ventilated areas, protected from the weather and flammable materials. The area should be posted for No Smoking.
- Keep compressed gas cylinders that contain oxygen away from oil, grease, or liquid flammables.
- Separate fuel and oxidizing gas cylinders by at least 20 feet or a firewall.
- Safety equipment, including gas detectors, gas masks, self-contained breathing apparatus, and protective clothing, should be at hand.
- scrutinize cylinders before connections are made. Do not change, modify, repair, or tamper with pressure relief devices on cylinders.
- Request information and assistance from the supplier when in doubt about handling, contents, or cylinder condition.
- Be aware of emergency procedures, equipment, and contacts.

Lifting Techniques to Prevent Back Injuries

Proper ways to lift include the following:

- size up the load before trying to lift it; test the weight by lifting one corner and then get help, use a mechanical device, or make sure you can handle the weight.
- bend the knees; the single most important rule when lifting moderate to heavy objects. Lift with legs, not backs.
- when lifting a box, position your feet close to it, center yourself over the load, bend your knees and get a good handhold, and lift straight up smoothly with your lower legs, not the back, to do the work.
- do not twist or turn your body once you have made the lift. Keep the load close to the body and keep it steady; sudden twisting or turning may injure your back.
- make sure you can carry the load where you need to go before attempting to move it; make sure the path is clear of obstacles.

- set the load down properly; setting the load down is just as important as lifting. Lower the load slowly by bending the knees, letting the legs do the work. Don't let go of the load until it is secure on the floor.
- always push, not pull, the object when possible. When moving an object on rollers, pushing puts less strain on the back and is safer.

Ergonomics: Designing Work to Fit People

The Occupational Safety and Health Administration (OSHA) have initiated the rulemaking process for an ergonomics standard. Until a final rule is developed, OSHA plans to continue to investigate ergonomic hazards and cite employers using Section 5 (a)(1) (the General Duty Clause) of the OSHA Act as the basis for issuing citations for ergonomic hazards not covered by an existing safety or health standard.

Following ergonomic principles in the workplace helps reduce stress and eliminate potential injuries and disorders associated with overuse of muscles, bad posture, and repetitive motion. The objective of ergonomics is to accommodate tasks through the design of workstations, controls, displays, safety devices, tools, lighting, and equipment.

Physical Hazards

- heavy lifting
- constant twisting and repeated motions

Physical characteristics of the worker vary from human to human, including size, endurance, range of motion, strength, gender, and other factors. When the job demand exceeds the physical characteristics of the worker, an injury can result.

Back Disorders

Back disorders are frequently caused by excessive or repetitive twisting, bending, and reaching, carrying, moving, or lifting loads that are too heavy or too big, staying in one position for too long, poor physical condition, and poor posture.

Prolonged sitting stresses the body, particularly the lower back and the thighs. Other factors contributing to back injuries include the natural degeneration of the back due to aging, inactivity at work and home, and seasonal activity undertaken without prior physical conditioning.

Ergonomic Hazard Prevention Control:

- effective design of worksite, tools, equipment, and workstation
- engineering controls to accommodate tasks expected
- maintenance of a healthy, safe posture
- sufficient space in the worksite for knees and feet
- adjustable height of worktables and chairs
- appropriate support for back and legs
- ability to reach controls from right or left-handed positions
- accommodation of a full range of motion in expected tasks
- reduction of the number of repetitive actions
- frequent rest breaks
- cross-training and rotation of duties

- employee cooperation and self-discipline
- participation in training sessions
- personal actions and self-discipline to prevent and alleviate potential disorders

Machine Guarding (Safety Guards)

The Occupational Safety and Health Administration (OSHA) regulates the use of electrically powered machinery in 29 CFR 1910.211-247. Safety Guards must meet the following requirements:

- prevent contact with moving parts
- secure and not easily removed
- protect from falling objects into moving parts of the machine
- create no new hazards, shear points, jagged edges, etc.

Supervisors shall ensure that all power-activated tools are operated with the proper machine safeguards or safety devices in place. Routine inspections of power-activated tools and machinery are conducted to ensure that safety guards are not defective or removed.

Personal Protective Equipment

OSHA governs using personal protective equipment (PPE) in 29 CFR 1910.132-138. The standard requires the employer to conduct a hazard assessment about PPE to determine if hazards are present that necessitate using PPE. PPE must be used with safety guards, engineering controls, and sound practices.

A hazard assessment includes:

- Sources of motion - machinery, tools, or personnel; collisions or hazards
- Sources of high temperature - potential for burns, eye injury, or ignition of protective equipment.
- Types of chemical exposure - handling of chemicals, spills, or leaks.
- Sources of harmful dust - cutting metal, concrete, or operations producing dust.
- Sources of light radiation - welding, brazing, cutting, furnaces, heat treating, high-intensity lights, etc.
- Sources of falling objects or potential for dropping objects - man lifts, stacked pallets, dollies.
- Sources of sharp objects - potential to pierce feet or cut hands- machinery, food handling, storage, sawing, cutting. Sources of rolling or pinching objects which could crush feet - moving stock such as paper rolls.
- Electrical hazards.
- Co-workers - working in the immediate vicinity of others.

Personal protective equipment for eyes, face, head, and other body parts, shall be provided and maintained in a sanitary and operational condition. Personal protection equipment required by each respective unit shall be requested and budgeted through the departmental unit process to ensure the availability of safety equipment. Supervisors are responsible for assessing each unit to ensure adequate personal protective equipment is available and maintained in good repair.

Eye Protection/Eye/Face Wash and Drench Showers

The Occupational Safety and Health Administration (OSHA) regulates eye protection in 19CFR 1910.132-133. The standard requires employees to use eye protection to guard against injury in situations where reasonable probability of injury exists.

Safety glasses, goggles, guards, screens, and shields should be used to prevent eye injuries. Eyewashes must be provided to minimize damage once an injury has occurred. The location of eyewash facilities is extremely important because eyes can be damaged quickly. The first fifteen seconds after the injury occurs is the critical period. The ANSI standard states that all flushing equipment must be located in areas that are accessible within 10 seconds (roughly 55 feet). of the work area (American National Standards Institute ANSI Z358.1-2014). Also, the unit must be adequate to deliver tepid water flush for at least 15 minutes.

Safety showers and eyewash stations must be located on the same level as the hazard and the path of travel must be free from obstructions. If a hazardous area is located on a different level, floor, or platform than current flushing stations, equipment must be installed on every level that contains a hazard. Items such as trash cans, pallet jacks, boxes, raw materials, or any other stored items must not block access to the flushing stations. Also, a door is considered an obstruction. If the hazard is non-corrosive, one door can be present as long as it opens in the same direction of travel as the person requiring the use of the flushing station.

Eye/Face Wash Stations

- Minimum flow for plumbed and portable Eyewash units is 3 GPM at 30 PSI
- Units must be capable of delivering a minimum of 15 minutes of flushing fluid
- Eyewash units shall be capable of being activated in 1 second or less
- Stay open ball valves must be used to accommodate for hands-free rinsing
- Flushing fluid must be provided to both eyes simultaneously
- Dust caps or dust covers must be installed to protect the unit from contaminants
- Spray heads must be positioned between 33" and 45" from the floor
- Spray heads must be positioned at least 6" from the wall or nearest obstruction

Drench Showers

- Minimum flow for drench showers is 20 GPM at 30 PSI.
- Units must be capable of delivering a minimum of 15 minutes of flushing fluid.
- Drench showers shall be capable of being activated in 1 second or less.
- Stay open ball valves must be used to accommodate for hands-free rinsing.
- Drench shower pull-rod must be installed no more than 69" from the floor.
- Drench shower spray head must be positioned between 82"-96" from the floor.
- Spray-pattern must be 20" in diameter at 60" above the floor.
- Center of spray pattern must be at least 16" away from any obstruction.
- Combination units must meet both criteria for drench showers & eyewash.

Hand Protection

OSHA regulates personal protective equipment in general and hand protection in 29 CFR 1910.132 and 138. Hand protection is required when exposed to hazards such as skin absorption of harmful

substances, severe cuts, lacerations, severe abrasions, punctures, chemical burns, or harmful temperature extremes.

Gloves provide protection and should be worn to protect against specific hazards within each work area. The health technology areas must meet the requirements of specially designed gloves for health occupations. Rubber, vinyl, or neoprene gloves are used when handling caustic chemicals, acids, cleansers, or petroleum products. Leather gloves are used for handling rough and abrasive materials. Canvas gloves are suitable for routine maintenance work. Supervisors are responsible for assessing each unit's needs to ensure that hand protection is available in hazardous areas.

Respiratory Protection

The Occupational Safety and Health Administration (OSHA) has issued regulations governing the use of respirators in 29 CFR 1910.132 and 134.

Using respirators is important in certain areas to prevent harmful fumes, dust, vapors, and gases that may cause cancer, lung impairment, or other respiratory diseases. Unit supervisors are responsible for determining the need for protective respirators. Employees requiring the use of protective respirators will be appropriately trained and instructed in the use of selected respirators.

Slips, Trips, Falls

OSHA regulations require that the workplace be kept clean and orderly [(29 CFR 1910.22 (a).] Improper cleaning methods cause many accidents. The following actions will assist in preventing slips, trips, and falls:

- make sure you can see where you are going
- keep work areas well lighted
- keep work areas clean and clutter-free
- arrange furniture to minimize interference with walkways or pedestrian traffic
- do not extend power tool cords across walk paths (prevent tripping hazards)
- eliminate hazards on stairs, steps, and floors; report broken pavement, tiles, etc.
- store gangplanks and ramps properly on loading docks
- use handrails on stairs to prevent falls
- do not carry a load you cannot see over
- do not jump but lower yourself carefully from docks, trucks, or work stages
- check lighting to make sure hallways, stairs, and work areas are lit
- repair or replace broken rails, stairs
- wear non-skid shoes
- do not use makeshift ladders out of chairs, benches, or boxes
- make sure only one person at a time is on a ladder
- check a ladder's condition before climbing
- do not place a ladder on boxes or blocks to make it taller
- use both hands for balance when climbing a ladder
- do not overreach from a ladder
- set ladders up using the 4 to 1 rule; the distance from the wall to the ladder base should be one-fourth the distance from the base of the ladder to where it touches the wall
- report unsafe conditions promptly to the supervisor

Routine, Preventive, and Deferred Maintenance

The College maintains the facilities in compliance with the standards required by the Florida Department of Education Maintenance and Operation Guidelines and State Requirements for Educational Facilities (SREF).

Routine Maintenance

- equipment failure or condition requiring attention but does not present a hazard, danger, or disruption of normal activity
- emergency defined as a condition that disrupts normal activity, functions, or presents a hazard or danger; must be reported immediately to the Director, Facilities, Planning and Construction
- telephone or official work orders communicate routine requests
- records are kept and centralized in the Maintenance Office

Preventive Maintenance

- Director of Facilities, Planning and Construction maintains a permanent file and record system for facilities and equipment
- description of equipment/facility
- schedule of maintenance
- record of last maintenance
- update records upon task completion
- estimated cost
- total man hours utilized for task completion
- Deferred Maintenance
- priorities for maintenance projects are established by the Director of Facilities, Planning and Construction.
- maintenance projects for which there are insufficient funds or time constraints are identified by the Director of Facilities, Planning and Construction as deferred maintenance projects

Occupational Exposure Control Plan Employee Training Manual

Occupational Safety and Health Administration (OSHA)

2023-2028

Pensacola State College

Occupational Safety and Health Administration (OSHA) Standards Occupational Exposure to Bloodborne Pathogens

INTRODUCTION

The educational information contained in this employee training packet is designed to assist Pensacola State College employees in complying with the Occupational Safety and Health Administration (OSHA) recommendations as published in the Federal Register (July 1, 2016) 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens: Final Rule:

Pensacola State College adheres to a policy of employee protection and workplace safety as prescribed by OSHA regulations to prevent accidental exposure to bloodborne pathogens and other infectious materials. Certain employees of Pensacola State College may face a significant health risk as a result of occupational exposure to blood and other potentially infectious materials. Bloodborne pathogens include hepatitis B, which causes Hepatitis B Virus (HBV), a serious liver disease, and human immunodeficiency virus, which causes Acquired Immunodeficiency Syndrome (AIDS).

AIDS

The human immunodeficiency virus (HIV) attacks the body's immune system, causing the disease known as AIDS, or Acquired Immune Deficiency Syndrome. Currently, there is no vaccine to prevent infection. A person infected with HIV:

- may carry the virus without developing symptoms for several years
- will eventually develop AIDS
- may suffer from flu-like symptoms, fever, diarrhea, and fatigue
- may develop AIDS-related illnesses, including neurological problems, cancer, and other opportunistic infections.

HIV is transmitted primarily through sexual contact but may also be transmitted through contact with blood and some body fluids. HIV is not transmitted by touching or working around people who carry the disease.

Hepatitis B

Hepatitis B is a serious and potentially deadly liver infection. It can cause serious liver problems such as Inflammation, Fibrosis, Cirrhosis, and Liver Cancer. For more information on Testing, Diagnosis, Treatment, and Living with Hepatitis B, please visit www.HepBSmart.com.

Occupational Risk

The Occupational Safety and Health Administration office (OSHA) considers any employee who may come in contact with blood or other potentially infectious body fluids as a routine part of their job at increased risk for Hepatitis B or HIV infection. Protection is recommended for healthcare workers, law enforcement officers, firefighters, emergency medical responders, correctional workers, waste handlers, and other workers exposed to blood or other potentially infectious body fluids on the job.

Occupational Exposure Control Plan

Pensacola State, College Occupational Exposure Control Plan, has been developed to comply with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Regulation 29CFR 1910.1030. The Occupational Exposure Control Plan is designed to eliminate or minimize employee occupational exposure to bloodborne pathogens.

Components of the College's Occupational Exposure Control Plan include:

- Occupational Exposure Determination Classifications
- Occupational Exposure Control Training Sessions
- Methods of Compliance
- Hepatitis B Vaccination Series
- Record keeping
- Procedures for evaluating exposure incidents
- Post-exposure evaluation and follow-up
- Occupational Exposure Control Plan Review

Occupational Exposure Determination

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duty. Infectious pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva from dental procedures, any bodily fluid which is visibly contaminated with blood, or any bodily fluids difficult or impossible to differentiate.

Other infectious materials include unfixed tissue or organs (other than intact skin) from a living or dead person; HIV cells or tissue cultures, HIV or Hepatitis B (HBV) culture medium or solutions; blood, organs, or tissues from experimental animals infected with HIV or HBV.

Occupational Exposure Classifications

Category I – Jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, or tissues. The use of appropriate protective measures is required for every employee in these jobs.

Category II – Jobs in which required tasks normally do not involve exposure to blood, body fluids, or tissues but may require performing unplanned Category I tasks. In these jobs, the normal work routine involves no exposure to blood, body fluids, or tissues, and the worker can decline to perform tasks that involve a perceived risk without retribution.

Employee exposure determination is based on the risks incurred while performing one's job or procedures without using personal protective equipment.

All employees having occupational exposure to bloodborne pathogens will be trained in exposure control procedures at no cost to the employee. Employee training sessions are scheduled annually through the Pensacola State College In-service training office during normal working hours.

The Hepatitis B vaccination series will be available at no cost to college employees who have occupational exposure to bloodborne pathogens and infectious materials in the workplace (Category I and II).

All employees and supervisors share responsibility for safety in the workplace. Employees and departmental managers are urged to study all provisions of the College's Occupational Exposure Control Plan to ensure compliance with the institution's policies for the prevention and transmission of disease. Supervisory personnel monitor employee training status and compliance with exposure control policies and practices within their areas.

Adherence to the requirements of the Pensacola State College Occupational Exposure Control Plan is required by all employees.

Occupational Exposure Control Training Sessions

Pensacola State College Occupational Exposure Control training sessions are designed to provide employees with the following:

- (a) a copy of the OSHA bloodborne pathogen standards
- (b) a general description of the epidemiology and symptoms of bloodborne diseases
- (c) a description of modes of transmission of bloodborne pathogens
- (d) a copy of the Occupational Exposure Control Plan
- (e) training in appropriate methods for recognizing tasks and procedures that may involve exposure to blood or other potentially infectious materials
- (f) training in appropriate engineering controls, work practices, and personal protective equipment to prevent exposure to bloodborne pathogens
- (g) information on personal protective equipment, types available, proper use, location, removal, handling, decontamination, and/or disposal
- (h) information on the selection of appropriate personal protective equipment
- (i) information on the Hepatitis B vaccine, including its efficiency, safety, and benefits
- (j) information on appropriate actions in the event of an exposure incident
- (k) information on post-exposure follow-up and counseling provided
- (l) an explanation of sign labels and/or color-coding required by OSHA
- (m) a question-and-answer session with a knowledgeable occupational exposure trainer

Methods of Compliance

Universal Precaution is an approach to occupational infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids (amniotic fluid, pericardial fluid, peritoneal fluid, pleural fluid, synovial fluid, cerebrospinal fluid, semen, vaginal secretions, and saliva contaminated with blood) are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

The Center for Disease Control developed the principle of “universal blood and body fluid precautions” to address concerns regarding the transmission of HIV in the healthcare setting. Since HIV and HBV transmission has not been documented from exposure to their body fluids (feces, nasal secretions, sputum, sweat, tears, urine, and vomitus), universal precautions do not apply to these fluids. Universal precautions do not apply to saliva except in the dental environment where saliva is likely contaminated with blood or other potentially infectious materials.

General Infection Control procedures developed within the health care setting apply to other work environments where employees may be exposed to infectious agents. The modes of transmission noted in the hospital environment are observed in the work situations of emergency and Pensacola State College Police Department workers. General infection control procedures are important to protect workers and the individuals with whom they come in contact from various infectious agents.

Engineering and Work Practice Controls

Hand washing – Employees shall wash their hands immediately or as soon as possible after removing gloves or other personal protective equipment and contact with blood or other potentially infectious materials.

Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in work areas with potential occupational exposure to infectious materials. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or benchtops where blood or other potentially infectious materials are stored.

Bending, shearing, and recapping contaminated needles and other sharps is prohibited. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.

Housekeeping

Work sites must be maintained in a clean, sanitary condition.

Broken glassware shall not be picked up directly with hands; employees must use mechanical means such as a dustpan, brush, tongs, or forceps.

All bins, pails, cans, and receptacles intended for reuse that can become contaminated with blood or other potentially infectious materials shall be inspected, cleaned, and disinfected immediately or as soon as possible upon visible contamination.

Sharps containers must be closable, puncture-resistant, leak-proof on sides and bottom, and labeled or color-coded in accordance with OSHA regulations 29 CFR S 1910.1030.

Contaminated laundry must be handled as little as possible and placed and transported in containers that are labeled or color-coded in accordance with provisions of 29 CFR S 1910.1030.

Personal Protective Equipment

Personal protective equipment must be worn whenever an employee performs a task that may result in exposure to infectious materials. Protective equipment must be readily accessible at the work site.

- a. Where there is potential for occupational exposure, employees will be provided and required to use personal protective equipment, including but not limited to gloves, goggles, glasses with side shields, and face shields.
- b. Appropriate protective equipment does not permit blood or other potentially infectious materials to pass through or to contact the employee's clothing, skin, mouth, or mucous membranes. When necessary, hypo-allergenic, powderless, or alternative gloving will be provided for employees who are allergic to the glove types normally provided.
- c. Disposable gloves may not be decontaminated or washed for reuse.
- d. Personal protective equipment must be removed before leaving the work area and disposed of in appropriate containers that are properly labeled.
- e. Protective work clothing contaminated with blood or other body fluids to which universal precautions apply should be placed and transported in bags or containers that prevent leakage. Personnel involved in the bagging, transport, and laundering of contaminated clothing must wear gloves.
- f. All personal protective equipment must be inspected, cleaned, and replaced without cost to employees, as needed, to maintain its effectiveness.

Resuscitation Equipment

No transmission of HIV or HBV infection during mouth-to-mouth resuscitation has been documented. However, because of the risk of salivary transmission of other infectious diseases and the theoretical risk of HIV and HBV transmission during artificial ventilation of trauma victims, disposable airway equipment or resuscitation bags must be used. Disposable resuscitation equipment and devices should be used once and disposed of properly.

Law enforcement personnel are advised to use extreme caution in conducting searches and evidence handling. Personal protective equipment must be used to prevent accidental exposure to disease.

Hepatitis B Vaccination Series

OSHA considers HBV vaccination a key component of an infection control program. The OSHA Compliance Directive 29CFR 1910.1030 requires that HBV vaccination be offered at no cost to employees whose jobs involve the risk of directly contacting blood or other potentially infectious materials at least once a month on average. The employer must also provide post-exposure evaluation and follow-up during an exposure incident.

The Hepatitis B vaccine, Recombinant, is a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen produced in yeast cells. The vaccine against Hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products. Each Hepatitis B vaccine is tested for safety in mice and guinea pigs and for sterility.

A high percentage of healthy people who receive three doses of vaccine achieve high levels of surface antibody (anti-HBs) and protection against Hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it develop antibodies.

Full immunization requires three doses of the vaccine over six months. The Hepatitis B vaccine, according to the manufacturer's directions, induces protective antibody levels in 85% to 97% of healthy adults. Protection against both the illness and the development of the carrier state lasts at least nine years (the duration of follow-up studies) and perhaps considerably longer.

Although Hepatitis B antibodies in many individuals will decay below detectable levels within seven years after immunization, if these individuals are exposed to HBV, they develop the rapid (anamnesis) antibody response and do not become ill or develop the HBV carrier state. For persons with normal immune status, it is not presently recommended that a booster dose of the Hepatitis B vaccine be given after the initial series. However, a booster dose may be recommended in the future if it appears that immunity conferred by the vaccine wanes after some time.

There is no evidence that the vaccine has ever caused Hepatitis B. However, people infected with HBV before receiving the vaccine may develop hepatitis despite immunization. The duration of immunity is known at this time.

POSSIBLE SIDE EFFECTS: The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few people experience tenderness and redness at the site of infection. Low-grade fever may occur. Rash, nausea, joint pain, and fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use.

CONTRAINDICATIONS: The HBV vaccine is not recommended for individuals to whom any of the following applies: Pregnancy, fever or acute illness, allergy to any vaccine component such as Mercury, Yeast, Aluminum or Formaldehyde., College employees with occupational exposure to bloodborne pathogens in the workplace and who refuse to accept the Hepatitis B vaccination series available to Pensacola State College employees must sign the College's Occupational Exposure Declination form.

Record Keeping

Employees' records must be kept confidential for each exposed employee for their term of employment plus 30 years. Records must include the employees' name and social security number; Hepatitis B vaccination status; examination, testing, and follow-up information; a copy of the physician's written opinion; and a copy of the information supplied to the physician.

Training records must be kept on file and made available to the employee, to anyone with written consent by the employee, and to the Occupational Safety and Health Administration's Office.

Exposure Incidents

Employee exposure incidents will be reported to Human Resources. Post-exposure evaluation and follow-up will be available to at-risk employees who experience an occupational exposure incident. Post-exposure counseling and follow-up will be available through the Employee Assistance Program (EAP). Information for EAP can be obtained from Human Resources.

Occupation Exposure Control Plan Review

Pensacola State College Occupational Exposure Control Plan is reviewed annually for revisions and updates. The plan is approved annually by the President's Council.

Appendix A

Employee Health Services OSHA Bloodborne Pathogens Exposure Control Training - Participant Acknowledgement

I attended an OSHA Bloodborne Pathogens Exposure Control Training session provided by Pensacola State College that contained the following information:

- A description of the epidemiology and symptoms of bloodborne disease
- A description of modes of transmission of bloodborne pathogens
- A copy of the Pensacola State College Exposure Control Plan
- Training methods for recognizing tasks and procedures that may involve exposure to blood or other potentially infectious materials
- Training in the use and limitations of practices that will prevent or reduce exposure, including engineering controls, work practices, and personal protective equipment
- Information on types, proper use, location, removal, handling, decontamination, and/or disposal of personal protective equipment
- Information for selecting personal protective equipment
- Information on the Hepatitis B vaccine, its efficacy, safety, and benefits
- Information on how to respond to emergencies involving infectious materials
- Information on appropriate actions in the event of an exposure incident
- Information on post-exposure follow-up and counseling available to exposed employees
- An explanation of signs, labels, and/or color-coding of infectious materials as required by OSHA
- A question-and-answer session with a knowledgeable trainer

Employee Signature: _____

Date: _____

Employee ID Number: _____

Facilitator: _____

Appendix B

Exposure Protocol

FIRST AID - Immediately clean wound and protect

EXPOSURE INCIDENT COUNSELING – Inform employee of the following:

- The potential risk of HIV infection is extremely low
- The rate or transmission of HIV from exposure to blood from an unknown source is extremely low
- One is far less likely to become infected with HIV (AIDS) than with HBV (Hepatitis B); the concentration of HIV is significantly lower than the concentration of HBV virus in blood from infected persons
- The test results from the source individual (if tested)
- The test results of the blood test and medical evaluation
- Any medical conditions resulting from the incident that would require further evaluation or treatment
- The strict confidentiality maintained in all phases of the medical follow-up
- The need for HIV blood testing and immunization therapy (both active and passive)

EMPLOYEE IS ADVISED DURING THE FOLLOW-UP PERIOD:

- To report to the physician for any illness that occurs—mainly if fever, rash, fatigue, swollen glands, or flu-like symptoms develop
- To refrain from donating blood, semen, or body organs
- To abstain from or use protective measures during sexual intercourse
- To refrain from breast-feeding (if female)
- To return to the physician if any questions or concerns arise
- To keep all follow-up and/or scheduled appointments

Appendix C

Occupational Exposure Plan OSHA's Bloodborne Pathogens Regulations

REFERENCES

BFI Medical Waste Systems (1992). OSHA'S Bloodborne Pathogen Final Standard, Browning- Ferris Industries: Education and Compliance Department.

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U.S. Department of Health and Human Services Public Health Service Centers for Disease Control (1989). Guidelines for Prevention of Transmission of HIV and HBV to Healthcare and Public-Safety Workers. Georgia: National Institute for Occupational Safety and Health.

West Florida Regional Medical Center (1992). Exposure Control Plan. Pensacola, Florida. www.HepBSmart.com.