

Comprehensive Safety Plan

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Cleveland State Community College is a member of the State University and Community College System of Tennessee (the nation’s sixth largest system of higher education, enrolling approximately 182,000 students), and is governed by The Tennessee Board of Regents.

Cleveland State Community College is committed to the education of a non-racially identifiable student body. The College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in educational and employment opportunities. Inquiries or complaints should be directed to the Director of Human Resources.

Individuals needing this material in an alternative format should contact the Vice President for Student Services.

Part I. Overview

A. GENERAL INFORMATION

The Cleveland State Community College Comprehensive Safety Plan is intended to provide general rules in safety and health, and to establish basic procedures to implement the college's safety plan.

The Comprehensive Safety Plan is published and updated by the college's Campus Improvement and Safety Committee. The committee meets twice yearly, or as needed, to review and revise safety and health policies.

The Campus Improvement and Safety Committee has an appointed chairperson, and its membership includes:

1. Vice President for Finance and Administration, chair
2. Vice President for Student Services
3. Business, Industry & Government Specialist
4. Director of Plant Operations
5. Coordinator of Campus Safety and Security
6. President of the Student Senate
7. Five faculty (one from each division) selected by the Faculty Senate
8. Two staff selected by the Staff Senate
9. ADA coordinator (staff)
10. ADA coordinator (students)
11. Director of Institutional Advancement
12. Director of Institutional Research and Effectiveness
13. Vice President for Academic Affairs
14. President

B. PURPOSE

The College's Comprehensive Safety Plan is established to provide and maintain an effective, comprehensive, and continuing safety and health effort that is in accordance with the policies of the college and appropriate local, state, and federal regulations. It is the policy of the college to establish and maintain a climate conducive to the safe conduct of the college's various missions.

The primary goal of the safety plan is to protect campus life and property by preventing accidents caused by fire, occupational disease, hazards, harmful chemicals, radiological exposure, as well as accidents resulting from equipment failure or personal error.

1. Additional goals of the plan include:

- a. The safety and well-being of students, employees, and visitors to the college.
- b. The identification, evaluation, and control of potential financial loss to the college, due to personal injury and/or property damage.
- c. The positive image and heightened awareness established by the college, within the community.

The safety plan serves as a guide to organize and direct related programs in each division and

department of the college. The guidelines include all facilities occupied or operated by an officially recognized group of students, college staff, faculty, or authorized users.

C. OBJECTIVES

The primary objective of the safety plan is to establish, promote, implement, and maintain good safety and health policies for the student body, faculty, and staff.

1. Other objectives of the Comprehensive Safety Plan include:

- a. Developing and recommending policies that shall ensure the college's compliance with local, state, and federal regulations.
- b. Supporting college units, individually, in the implementation of their safety and health progress.
- c. Developing and maintaining an effective college committee for the purpose of providing a safe campus, assuring compliance with standards, and facilitating communication between the committee and the campus community.
- d. Developing and maintaining information on safety and health as an educational resource for the college.
- e. Providing effective and beneficial training programs for the purpose of assuring safety and health awareness.
- f. Conducting periodic evaluations of each college unit to assure compliance with the college's safety plan and all regulations issued by local, state, and federal agencies.
- g. Maintaining safety and health records, as required.
- h. Facilitating technical problem-solving activities to assure compliance with local, state, and federal regulations.
- i. Providing the president of the college with information on safety and health activities.
- j. Submitting required reports to local, state, and federal agencies, as required.

D. CHANGES

Suggestions for additions and/or enhancements to the college's Comprehensive Safety Plan shall be made in writing and communicated to the chairperson of the Campus Improvement and Safety Committee. The committee shall review the changes and submit recommendations to the Vice President for Finance and Administration. Any change not approved shall be returned to the originator with an explanation regarding the reason(s) for not approving the suggested change.

E. RESPONSIBILITIES OF EMPLOYEES

1. Safety Administrator

- a. The Vice President for Finance and Administration is the college's designated safety administrator.
- b. The safety administrator has the overall responsibility for all college safety and health matters, including maintenance of the college's Comprehensive Safety Plan.

2. Director of Plant Operations

- a. The Director of Plant Operations has the responsibility to recommend changes in policies and procedures that would improve safety efficiency, as well as changes in physical or structural alterations required to eliminate and/or control hazards.
- b. The Director of Plant Operations has the responsibility to provide the technical support for training and educational programs designed to create and maintain interest in safety.
- c. The Director of Plant Operations shall assist departments to determine the need for specific types of safety guards, apparel, storage containers, or other safety equipment, and to provide, upon request, source and standards information.
- d. Other more detailed responsibilities and duties of the Director of Plant Operations are outlined, as appropriate, in additional sections of this Comprehensive Safety Plan.

3. Administrative Officials

- a. Administrative officials are responsible for the safety and well-being of the employees they supervise while these employees are performing their expected duties.
- b. Administrative officials shall ensure that a safe and healthy work environment is provided for the safety and well-being of students and visitors while they are on college property.
- c. Administrative officials are responsible for their employees', their own, and when appropriate, students' and visitors' adherence to the policies and procedures contained in this safety plan, as well as other related college policies.
- d. Administrative officials have the responsibility to ensure that a current college Comprehensive Safety Plan is available in their respective work areas.
- e. Administrative officials have a responsibility to make the Comprehensive Safety Plan available to individuals, upon request.
- f. Administrative officials are responsible for notifying individuals under their supervision of the safety plan's contents, including revisions, when made.

g. Administrative officials shall contact the Director of Plant Operations to obtain assistance in enhancing a safe and healthy college environment. Requests that require the use of college resources shall be submitted to the Director of Plant Operations and/or a member of the Campus Improvement and Safety Committee.

4. Employees

- a. All employees are responsible for promoting a safe and healthy college environment.
- b. College employees are responsible for their personal safety and the safety of those persons with whom they come in contact, or for whom they have operational responsibility.
- c. Employees shall be aware of, and adhere to, the contents of the safety plan, particularly those policies applicable to their work environment.
- d. Employees shall notify their supervisors of suggestions that would enhance a safe and healthy work environment.

5. Maintenance, Buildings, and Grounds staff

- a. Custodians and Maintenance, Buildings, and Grounds personnel shall report to their administrative officials any unsafe and/or unhealthy working conditions that may be encountered during performance of their normal duties.
- b. Corrective measures should be taken immediately in some instances (e.g., removal of items blocking a stairway or exit, closure of fire doors, and disconnection of illegal appliance connection).

F. OCCUPATIONAL SAFETY AND HEALTH ACT REQUIRMENTS

1. Introduction

- a. Cleveland State Community College shall conform to all regulations required by the Williams-Steiger Occupational Safety and Health Act (OSHA), effective April 28, 1971.
- b. Cleveland State Community College shall conform to all regulations required by the Tennessee Occupational Safety and Health Act (TOSHA) of 1972.
- c. All inspections conducted by the college's safety administrator shall be made in an effort to comply with OSHA and TOSHA standards.

2. Occupational Safety and Health Standards

- a. Job safety and health standards consist of rules for avoidance of hazards that have

been proven by research and experience to be harmful to personal safety and health.

b. Employees shall be knowledgeable of, and observe, responsible safety and health standards at all times.

c. Employees exposed to harmful, biological agents or materials, in excess of applicable standards, shall be notified and informed of the corrective action to be taken.

d. Health services shall maintain the following records, as required by TOSHA:

First Report of Employee Injury or Illnesses

Log of Occupational Injuries and Illnesses

Supplementary Record of Occupational Injuries

e. The records shall be retained for a period of five (5) years.

f. Campus Safety and Security shall complete a field report of incident/accident.

Part II. General Safety and Health Rules

A. FIRST AID AND HEALTH SERVICES

If minor injuries or illnesses occur on any Cleveland State campus, the Campus Safety and Security Office (Ext. 236) shall be contacted.

If minor injuries or illnesses occur on the Athens campus, the Director of the Athens sites shall next be contacted.

B. INCLEMENT WEATHER

All college campuses shall attempt to remain open during inclement weather.

If the Cleveland campus closes, the extended campuses will also close. However, the closing of one extended campus will not necessarily result in the Cleveland campus or other extended campuses being closed.

Notification shall be given to local television and radio stations, if classes are dismissed or cancelled.

Information regarding class dismissal or cancellation of both credit and noncredit classes shall be posted on the campus main number, (423) 472-7141, as well as the Cleveland State web page, <http://www.clevelandstatecc.edu/weather/index.asp>.

C. FIRE

1. The following procedures shall be followed when reporting a fire:

a. Activate the fire alarm.

- b. Contact the fire department (9-911).
- c. Cleveland campus employees shall contact the Director of Plant Operations (ext. 235) and Campus Safety and Security (ext. 236).
- d. Extended campus employees shall contact their respective campus director.

Athens site: 423-745-8486 or Ext. 463

2. If the fire appears to be minor and controllable, fire extinguishers shall be used.
 - a. Direct the fire extinguisher toward the base of the fire.
 - b. Report the incident to the Maintenance, Buildings, and Grounds office.
3. If the fire appears to be major and uncontrollable, evacuate the building immediately.
 - a. Assist persons with physical disabilities.
 - b. Use stairwells; do not use elevators.
 - c. Close doors; do not lock doors.
4. Refer to the Critical Incident Plan and the evacuation map located in classrooms and laboratories on all college campuses.

D. TORNADO

1. In the event of severe weather:
 - a. The office of Campus Safety and Security shall monitor local media advisories and the NOAA weather alert radio and provide warning information to the Cleveland campus.
 - b. Directors at the extended campuses will notify their employees and students.
2. Refer to the Critical Incident Plan and the Critical Incident Guide located in classrooms and laboratories on all college campuses.

E. EARTHQUAKE

1. Should an earthquake occur in the vicinity of a Cleveland State campus, faculty, staff, and students shall follow these guidelines:

- a. If you are indoors, seek refuge under a desk or table.
- b. If you are outdoors, move away from buildings and utility poles.
- c. Evacuate the building once the shaking has stopped; do not re-enter unless instructed to do so by college personnel.

2. Refer to the Critical Incident Plan and the Critical Incident Guide located in classrooms and laboratories on all college campuses.

F. CHEMICAL SPILLS

1. The following safety precautions shall be in place:
 - a. An updated hazard assessment of the laboratories and Maintenance, Buildings, and Grounds Department.
 - b. Chemical spill kits shall be available in the laboratories and Maintenance, Buildings, and Grounds Department.
 - c. Employees and students shall be trained to use the spill kits.
2. Should a chemical spill occur, the following steps shall be taken:
 - a. Dial 9-911. Wait until the Hazardous Material Team arrives.
 - b. Notify the Office of Campus Safety and Security immediately.
 - c. The Director of Plant Operations shall be prepared to provide appropriate Material Safety Data Sheets to the fire department or the Hazardous Material Team.
 - d. The safety administrator shall alert the Director of Plant Operations, who shall notify an environmental cleanup contractor.

A chemical spill that needs to be absorbed and neutralized by the department using the chemical and is not a threat to a person's life or health is not considered an emergency. However, the hazard should be immediately corrected.

For additional information, refer to the Cleveland State Crisis Management Plan.

G. MEDICAL EMERGENCIES

1. If a medical emergency occurs, the following steps shall be taken:
 - a. Dial: 9-911.

b. Cleveland campus employees shall contact the Campus Safety and Security office (cell 9-618-1720 or ext. 236).

c. Extended campus employees shall contact their respective campus director.

Athens site: 423-745-8486 or Ext. 463

2. For additional information, refer to the Critical Incident Guide located in classrooms and laboratories on all college campuses. Refer, also, to the Cleveland State Critical Incident Plan.

H. ACCIDENT AND INJURY PROCEDURES

1. Accident Reporting

a. All accidents involving pedestrians, motor vehicles, bicycles, animals, or any fixed object, and occurring on the Cleveland campus, shall be reported to the Campus Safety and Security office (ext. 236).

b. Accidents occurring on an extended campus shall be reported to the campus director:

Athens site: 423-745-8486 or Ext. 463

c. All accidents incurred on the job shall immediately be reported to the employee's supervisor.

2. Personal Injury

a. Injuries incurred by employees, students, and visitors on the Cleveland campus shall immediately be reported to Campus Safety and Security (ext. 236 or 9-618-1720).

b. Injuries incurred on an extended campus shall be reported to the campus director:

Athens site: 423-745-8486 or Ext. 463

c. Equipment or materials, which have resulted in a bodily injury, shall be discontinued from use without any alterations, adjustments, or manipulations, and shall immediately be reported to the Director of Plant Operations (ext. 236).

I. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Cleveland State Community College, in compliance with Section 504 of the Rehabilitation Act of 1973, and of Sections A117.1 and Section 61 of the American National Standards Institute, shall provide accessible campus facilities to persons with disabilities.

The college's counseling and disabilities office shall provide support services to ensure that students with disabilities have access to all educational opportunities provided at the college.

INSTRUCTORS WITH STUDENTS IDENTIFIED AS DISABLED IN THEIR CLASSROOM ARE RESPONSIBLE IN THE EVENT OF AN EMERGENCY FOR ENSURING THOSE STUDENTS ARE PROVIDED NECESSARY ASSISTANCE WHERE THIS PLAN CALLS FOR ASSISTANCE TO BE PROVIDED.

A manual regarding specific facility requirements for persons with disabilities is available in the counseling and disabilities office, as well as the Director of Plant Operations office.

J. OFFICE AND CLASSROOM SAFETY

Office and classroom areas shall not be overcrowded with people or furniture. Aisles and exits shall be clear to allow for a sudden departure in the event of an emergency. Employees shall assess their area for hazards. Any potential hazards shall be reported to the Director of Plant Operations for repair.

K. PUBLIC ASSEMBLY ACTIVITIES

In order to ensure timely evacuation of buildings in the event of an emergency, all interior and exterior exits (including fire escapes) shall be properly marked and illuminated when the building is in use. All exit lights shall be maintained in good order. Exit doors shall open outward and be in proper operating condition. Exit routes shall be adequately illuminated.

Doors, including sections of double doors, shall not be locked while groups of persons are present in the building. Exterior doors of theatres, large assembly halls, and classroom buildings shall be equipped with panic hardware in proper operating condition.

Doors shall not be blocked or barred when buildings are in use. All aisles and hallways leading to exits shall be kept free of debris, storage, or other obstruction at all times. Landings, stairs, and steps shall be equipped with the proper number of handrails maintained in good condition. Floor surfaces shall be kept clean, in good condition, and cleared of slipping and tripping hazards.

Persons in charge of scheduled events shall inspect all required facility entrances and exits, prior to the facility's use. If any access or exit is locked, obstructed, or otherwise unsuited for immediate use, the scheduled program will not begin, nor will admittance to the place of assembly be permitted until necessary corrective action has been completed.

The person in charge of the program or his/her representative will notify all attendees the location of the exit(s) to be used in case of fire or other emergency and pertinent information, such as no smoking, food, drink, etc. are not permitted.

Additional information concerning the use of campus property and facilities is contained in the Cleveland State Community College Catalog and Student Handbook in the section titled "Student Handbook."

L. SOCIAL ACTIVITIES

Social activities on campus property, involving the use of open flames for lighting, shall be prohibited.

M. RECREATION ACTIVITIES

1. Most accidents occurring during participation in recreation activities can be attributed to one or more of the following causes:
 - a. Inadequate coordination and/or planning
 - b. Faulty equipment
 - c. Inadequate recreational facilities
 - d. Irresponsible participant behavior
 - e. Insufficient skill
 - 1) Poor physical condition
 - 2) Risks inherent in the activity itself

2. Accidents can be avoided, if participants will follow personal rules of safety such as:
 - a. Never continue playing a game when fatigued.
 - b. Do not attempt a hazardous new skill, except under the direction of a qualified person.
 - c. Wear proper personal protective equipment.
 - d. Never try any skill beyond participant's range of ability.
 - e. Avoid taking part in activities in overcrowded spaces.
 - f. Never take advice or instruction from an unqualified person.
 - g. Use sports equipment only for the purpose for which it is intended.

3. Spectators can also be injured unless safety regulations are followed. Recreation activities shall be played only within safe, designated areas that are separated from populated areas.

Part III. Safety and Security

A. CRIME PREVENTION

The following crime prevention tips will help to ensure your safety:

- Do not carry large sums of money.
- Keep vehicle locked at all times.
- Keep valuables out of sight or locked in the trunk of vehicle.
- At night, walk only on well-lit walkways. Use the buddy system—never walk alone.
- Have vehicle keys in hand, before reaching vehicle.
- Avoid leaving personal belongings unattended.

1. In the event that a loss occurs, Campus Safety and Security shall be notified of the crime.
2. In keeping with Public Chapter 317, "College and University Security Information Act" (1989), the Cleveland State Community College Campus Safety and Security Office must report crime statistics to the Tennessee Bureau of Investigation for crimes occurring on campus.
3. In keeping with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act (2002), Cleveland State Community College is required to provide information on a sex offender if he/she becomes employed, enrolls as a student or volunteers at any Cleveland State campus.
4. Both the crime report and the campus sex crimes report can be found at www.Clevelandstateecc.edu.

B. FIREARMS POLICY

In accordance with Tennessee State law, all firearms, including hunting weapons or weapons typically displayed in vehicle windows, shall be prohibited on school property. Persons carrying or possessing a weapon of any kind shall be subject to felony charges. This provision does not apply to officers (whether on-duty or off-duty) in the county, city, or state charged with the enforcement of the laws of the state when in the discharge of their official duties. (TCA 39-17-1315)

C. BOMB THREAT

Upon receipt of a suspicious object, do not touch the object. Clear the immediate area; call Campus Safety and Security at ext. 236.

If a bomb threat is received via the telephone, the person taking the call shall remain calm and attempt to keep the caller on the line. The person taking the call shall obtain as much information as possible and make notes of any speech pattern, accent, or background noise.

For additional information, refer to the Critical Incident Guide located in classrooms and laboratories on all Cleveland State campuses, or the Emergency Guidelines section of the Crisis Management Plan.

D. BIOLOGICAL THREAT

If an employee or office receives a suspicious envelope or package, do not open until the proper authorities have examined it.

In the event an envelope or package is opened that contains a powder substance and it is spilled, cover the affected area with clothing, paper, and/or a trash can; do not remove the cover. The area shall be cleared immediately and no one shall re-enter the area unless properly protected.

For additional information concerning proper mail handling procedures of suspicious packages, please refer to Appendix A.

E. DISTURBANCE, DEMONSTRATION AND CRIMINAL BEHAVIOR

If a disturbance, demonstration or criminal behavior is occurring on any Cleveland State campus, please notify Campus Safety and Security at Ext. 236 or 9-618-1720 and the Vice President for Student Services at ext 218. At extended campuses, please notify the director.

F. NATIONAL SECURITY ALERTS

The following web addresses provide advice and information on how to deal with potential situations arising from terrorist activity here in America. These sites are very informative and are valuable resources for college personnel as a supplement to this plan:

www.ready.gov

www.dhs.gov/dhspublic/

www.fema.gov

G. STUDENTS/EMPLOYEES ALONE ON CAMPUS AT NIGHT

1. Students and employees shall be aware of the dangers that might exist when walking alone at night. If at all possible, they shall adhere to the following guidelines:
 - a. Do not walk alone at night; use the buddy system.
 - b. Keep to well-lit areas.
 - c. Avoid shortcuts. Although quicker, these may lead through potentially unsafe areas.
 - d. Be alert constantly.
 - e. Campus Safety and Security is available to escort individuals to their cars.

When approaching vehicle, have keys in hand. Make sure no one is in the back seat of the vehicle; quickly unlock the door.

If bothered in any way, a loud call for help attracts the attention of others nearby.

H. SECURITY OF FACILITIES

The department of Campus Safety and Security at Cleveland State Community College shall be committed to preserving a safe and secure environment for its employees, students, and guests. The Cleveland campus shall have security personnel on duty 24 hours a day, seven days a week.

Cleveland State Community College officially opens at 8:00 a.m. Closing times vary for Cleveland campus buildings, and extended campuses, due to class schedules and activities.

Cleveland State Community College shall allow employee access to work areas while maintaining appropriate security over college buildings and property.

1. Employees shall submit an authorized key request form to Maintenance, Buildings, and Grounds Department.
2. Employees shall return all keys to the Maintenance, Buildings, and Grounds Department, at the time of campus relocation or termination of employment.

I. VEHICLE SAFETY

1. The following guidelines apply to individuals driving a Cleveland State Community College vehicle.

- a. The driver shall be an employee of Cleveland State Community College.
- b. The driver shall possess a valid operator's license.

Drivers shall be responsible for operating the college vehicle in conformance with the applicable motor vehicle laws, and all local ordinances.

The number of passengers transported shall comply with, and not exceed, the manufacturer's specifications.

Passengers in a Cleveland State vehicle shall be limited to the employees of the college, individuals on college business, and official college guests.

Picking up hitchhikers shall not be permitted.

Maintenance shall ensure that the college vehicle is, at all times, in safe operating condition.

Seat belts and shoulder harnesses shall be worn whenever the vehicle is in motion.

Drivers shall report any needed repairs or suspected conditions to the Director of Plant Operations.

Any accident, regardless of the extent of damage, involving a college vehicle, shall be investigated by a police officer and reported to the Coordinator of Campus Security. A copy of the accident report shall be submitted to the business office.

Part IV. Hazardous Materials

A. CHEMICAL WASTE MANAGEMENT

Cleveland State Community College, in its efforts to maintain a safe, healthy, and productive workplace environment for employees and students, shall comply with local, state, and federal regulations concerning hazardous wastes and laboratory management.

Any college department generating hazardous waste shall be responsible for both the approval and disposal of the waste.

The Plant Operations and Maintenance Department shall be responsible for the disposal of hazardous waste.

B. MEDICAL WASTE MANAGEMENT

Medical waste materials shall be treated or packaged in a manner consistent with Division of Waste Management Technical Policy Memorandum SW-88-1 (Nov 2010), before being picked up by the contracted vendor.

C. BLOOD BORNE PATHOGENS

Cleveland State Community College, in compliance with OSHA's Blood Borne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030, shall provide safe work practices that minimize health risks, including exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens employees may encounter in their work environment.

When working with blood borne pathogens, never underestimate the risk of exposure. Minimize all exposure, if possible.

The college shall institute as many engineering and work practice controls as practical to eliminate or minimize employee exposure to blood borne pathogens.

D. LABORATORY SAFETY

Faculty shall recurrently advise students of the requirements for safety apparel and accessories, hazards that may be encountered, and the rules and procedures to prevent or minimize the hazards. Fire and accident first-aid procedures, including the location and use of fire extinguishers and safety showers, shall also be reviewed.

For additional information, reference the chemical hygiene plan located in the science and math division office, and safety handouts provided by laboratory instructors.

E. HAZARD COMMUNICATION PROGRAM

Cleveland State Community College, in compliance with OSHA's Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, shall provide, upon request, a hazardous communication program for employees that includes training and written information regarding hazardous chemicals.

The hazard communication program shall apply to all college work operations where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Director of Plant Operations shall serve as coordinator of the program, and shall review and revise the program, as necessary.

For a copy of the written program, which includes the hazardous communication standards, hazardous chemicals lists, and the material safety data sheets, contact the Director of Plant Operations.

Part V. Maintenance, Buildings, and Grounds Safety

The Director of Plant Operations shall maintain a department safety program in compliance with OSHA and TOSHA.

Part VI. Critical Incident Plan

- A. Cleveland State Community College's Critical Incident Plan shall provide written guidelines concerning emergencies occurring on Cleveland State's campuses.
- B. The Critical Incident Plan is posted on Cleveland State's web page. In addition, paper copies of the plan are located in the president's office, the vice presidents' offices, the Office of Campus Safety and Security, and Plant Operations and Maintenance Department.
- C. Requests for procedural changes to the Cleveland State Comprehensive Safety Plan shall be submitted to the Campus Improvement and Safety Committee for review.
- D. All changes recommended by the committee shall be submitted in writing to the Vice President for Finance and Administration.

Part VII. Training

- A. Cleveland State Community College's supervisory personnel shall be responsible for orienting new employees regarding safe work habits and the importance of a safe work environment.
- B. Supervisors shall ensure that employees are trained to perform regularly assigned, as well as non-routine and specialized, job tasks safely, including training on the use and operation of new equipment.
- C. Cleveland State faculty and staff shall be responsible for ensuring that students are properly trained for tasks in their assigned work areas.

Appendix A

Cleveland State Community College
Precautionary Mail Procedures

Mail Room Employees:

- A. Examine/inspect mail prior to handling for sorting or delivery to mail pickup location. Check for the following:
1. Oddly-shaped packages or irregular bulges
 2. Stains or odors
 3. Wires protruding
 4. Leakage, or powder, or liquid
 5. Marked: Personal, To Be Opened Only By Recipient

If yes, follow these procedures:

- Place disposable gloves on and isolate item inside a plastic bag.
- Secure the room where mail is located allowing no one in or out.
- Remove gloves; avoid touching the outside surfaces with hands.
- Place gloves inside second plastic bag and leave room.
- Immediately wash hands for two minutes, using liquid soap and running water.
- Examine hands for any breaks in skin, sores, cuts, rash, hangnail, etc.
- Report to supervisor, who will determine if 9-911 should be called.
- Do not leave building until cleared to do so.

- B. If mail passes first inspection, examine for unusual heaviness or size.

If yes, follow the procedures listed above.

All Employees:

- Use care and caution with both business and personal mail.
- Examine mail for return address. Mail should be from a known correspondent.

- Does stamp cancel match return address?
- Is mail unexpected?
- Is addressee no longer at present job or home address?
- Is return address missing or not verifiable?

Mail released from the mail room to an employee's box or pick-up area may also be suspect, if any of the following apply:

- Has name spelled incorrectly;
- Has a foreign address;
- Has excessive stamps;
- Is unusually heavy for its size;
- Is oddly shaped;
- Is marked as: Personal, To Be Opened Only By Recipient;
- Has, or after standing in your office or home, leak stains or strange odors;
- Has powder or granules on surfaces or releases same on opening; or,
- Has wires protruding either outside or inside wrappings or envelope.

Mail that is suspect should be handled with caution. Please follow the procedures below:

- Put disposable gloves on and place mail in a plastic bag.
- Remove gloves while avoiding touching the outside surfaces with your hands.
- Place gloves inside another plastic bag.
- Leave both bags inside the room where used, then leave the room.
- Secure the room; lock the door.
- Immediately wash your hands with running water and liquid soap for two minutes.
- Allow water to run while you dry your hands; use the paper towels to shut off water. (This same paper towel can be used to avoid contact with the doorknob when leaving the washroom.)
- Discard used paper towel in the nearest wastebasket.
- Examine your hands for any breaks in your skin, sores, cuts, rash, hangnail, etc.

- Immediately contact mail room supervisor and your supervisor. (If the mail was received at the college, taken home and opened there, contact 9-911.)

Do not leave the building (or home) until cleared by immediate supervisor (or 9-911 response team). Notify other employees in immediate vicinity that a suspicious mail report has been made and the area is under secure precautions until cleared.

The employee who was exposed to suspect mail will be informed of the outcome of testing for disease-causing microbes, and will be referred for medical treatment, if required.

NOTE: Make it a standard practice to avoid touching eyes, nose, lips, mouth; or placing a cigarette, gum, candy, food, or other item into your mouth; or touching non-intact skin (e.g., cuts, sores, pimples, blisters, or rash areas) unless hands have just been washed.

Appendix B

Applicable Cleveland State Policies and Guidance Letters

I. General Safety and Health Rules

- A. Guidance Letter G-050 Campus Medical Emergencies
- B. Guidance Letter G-050 Reporting Accidents Involving Injuries
- C. Policy 3:10:00:00 Alcoholic Beverages

II. Safety and Security

- A. Guidance Letter B-090 Key Control
- B. Policy 4:10:00:00 Safety and Security
- C. Policy 1:13:00:00 Drug-Free Campus/Workplace
- D. Policy 1:14:00:00 Use of Tobacco Products on Campus
- E. Policy 1:18:00:00 Firearms and Other Weapons

III. Hazardous Materials

- A. Policy 3:06:00:00 Contagious Diseases
---including Hazardous Waste Disposal, Blood Borne
Pathogen Exposure, and Acquired Immune Deficiency
Syndrome (AIDS)