

SAFETY PROCEDURES MANUAL



LAMAR STATE COLLEGE PORT ARTHUR

2024

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EMERGENCY TELEPHONE NUMBERS

LSCPA Campus Safety	(409) 984-6255
Physical Plant Department	(409) 984-6250
Port Arthur Police Department	(409) 983-8600
Port Arthur Fire Department	(409) 983-8700
Ambulance Service	(409) 983-8600
Urgent Care (Gulf Coast Health Center)	(409) 983-1161
Urgent Care (Texas MedClinic Urgent Care)	(409) 344-4220
Urgent Care (First Response Urgent Care)	(409) 344-4557

PURPOSE

1. To ensure compliance with all provisions and standards of environmental and occupational health and safety laws.
2. To ensure compliance with the safety requirements of state and local departments of public health, fire marshals, and law enforcement agencies having safety and health requirements which affect the campus environment.
3. To ensure that the special needs of disabled persons are met by compliance with the provisions set forth in various government codes, that require all facilities be made accessible and safe.
4. To ensure compliance with any other legal requirements set forth by any local, state or federal regulatory body concerned with the injury, on campus, of any persons.
5. To ensure that the human factors of accident prevention, health, and loss control be applied.

APPLICABILITY

Lamar State College Port Arthur will support an effective safety program for the protection of all LSCPA personnel and students.

POLICY

The safety and health of employees and students will be given priority over all other activities. Nothing is more important than a human life.

Lamar State College Port Arthur will attempt to maintain, insofar as it is reasonably within the control of the College to do so, a campus environment for students, faculty, staff, and visitors free of unsafe or hazardous conditions. No person shall be required to perform any task under unsafe or hazardous conditions.

Implementation of the safety procedures manual is the responsibility of the faculty, staff, students, and other individuals associated with the College.

The responsibility for the administration of the College program is assigned to the Executive Director of Campus Safety – Shared Services, the Director of Safety, the EHS Specialist – Shared Services and Campus Safety Officers.

STATEMENT

Accidents do not just happen; they are caused. There are two causes--unsafe acts and unsafe conditions. Some accidents involve both of these causes. Since the causes are known, accidents can be prevented. This document will assist in this endeavor if fully implemented and complied with.

RESPONSIBILITIES OF POSITION

EXECUTIVE DIRECTOR OF CAMPUS SAFETY:

1. The prevention of accidents is emphasized through his/her personal commitment to the program.
2. A safe environment, free of recognized hazards, is provided.
3. A qualified Director of Safety is appointed to carry out safety and security duties and responsibilities.
4. Operations, conditions, and practices are observed from a safety point of view during periodic visits throughout all Lamar State College Port Arthur facilities.
5. A budget is provided that adequately supports the safety, security, and risk management program.
6. The Executive Director of Campus Safety is knowledgeable of Lamar State College Port Arthur's current accident experience, i.e., rates, costs, causes, corrective action, etc.
7. Safety factors are considered in the planning of all operations/activities and that action is taken to prevent accidents during the operation/activity.
8. Contracts awarded contain a clause that specifies that the contractors will comply with the Occupational Safety and Health Act of 1970.
9. Accident reports involving employee deaths and multiple injuries are reviewed by the President to ensure prompt and proper investigation and that positive actions have been taken to prevent recurrence.
10. An Accident Review Board consisting of the President or the Executive Vice President for Finance and Operations, the Executive Director of Campus Safety, and the Director of Safety is established to review selected accidents. The employee's immediate supervisor and the department head/director appear before the Board to explain the circumstances, the cause of the accident, and the actions taken to prevent recurrence.
11. No building or facility is leased or an agreement made to lease a building or facility unless the current NFPA 101, Life Safety Code, and all Occupational Safety and Health Administration rules, regulations and standards have been met.
12. Coordinating activities with procurement officials to ensure equipment, materials, chemicals, machines, and other items to be purchased meet safety and health standards.
13. Requesting technical assistance from the EHS Specialist – Shared Services, Gallagher Insurance Brokers, and other State agencies when needed.
14. Conducting periodic meetings for department heads/directors and Safety Officers providing guidance and direction as required.

DIRECTOR OF SAFETY:

1. Administering the safety program of LSCPA and assisting the Executive Director of Campus Safety in carrying out his/her duties and responsibilities.
2. Preparing safety program correspondence for the Executive Director of Campus Safety.
3. Assisting the Executive Director of Campus Safety with preparing the Lamar State College Port Arthur's safety program document and keeping it current.

4. Attending safety training to keep abreast of current safety and health activities.
5. Performing other duties as required to ensure that Lamar State College Port Arthur's safety and health program is effective and that accident frequency rates are reduced on a continuing basis.
6. Making periodic visits to each department, to evaluate activities and provide guidance as necessary to ensure an effective program is established and operating.
7. Maintaining a file of Lamar State College Port Arthur safety correspondence.
8. Maintaining a log of all accidents and injuries occurring throughout all Lamar State College Port Arthur facilities.
9. Maintaining a current safety library for Lamar State College Port Arthur.
10. Ensuring that Lamar State College Port Arthur employees are knowledgeable of the provisions of the Safety Procedures Manual and that provisions therein are fully implemented and complied with.
11. Ensuring that all accidents are thoroughly investigated and reported on an approved accident report form; that reports are complete and accurate; that true causes are identified; that action taken or planned to prevent recurrence of similar accidents is adequate; and that accident data is publicized throughout Lamar State College Port Arthur to prevent recurrence of similar accidents.
12. Assisting supervisors in making job safety analyses and in the preparation of safety standard operating procedures (SOPs) and other unit safety directives.
13. Assisting in or conducting safety training.

EHS SPECIALIST (SHARED SERVICES):

1. Assisting, advising, and guiding the operation of the Safety Procedures Manual.
2. Preparing information to be presented to all new employees concerning the plan.
3. Conducting and documenting at least an annual safety inspection of the entire campus and buildings.
4. Assisting the Director of Safety with accident and incident investigation to ensure all mishaps are investigated in a timely and thorough manner and appropriate corrective actions taken.
5. Maintaining a record of all job-related injuries or illnesses and coordinating proper reporting with the College's claim coordinator.

DEPARTMENT HEADS/DIRECTORS:

1. Implementing, when appropriate, the overall Lamar State College Port Arthur program document with department directives and standard operating procedures.
2. Observing operations, work practices, and physical conditions, from an accident prevention point of view, during department visits or "walk arounds."
3. Ensuring that all accidents/injuries occurring in the department are thoroughly and promptly investigated, reported on an approved accident report form, that the information is complete and accurate, and that action is taken which will prevent recurrence of similar accidents.
4. Presenting a safety component at all department meetings and reporting the topic and attendance to Campus Safety.

CAMPUS SAFETY OFFICER (CSO):

1. Assisting the department head/supervisor in carrying out assigned duties and responsibilities for safety and health.
2. Preparing safety program correspondence and maintaining a file of all incoming and outgoing correspondence.
3. Providing input to the Director for the safety budget each year.
4. Assisting the EHS Specialist – Shared Services in making inspections of physical conditions and work practices and maintaining a record of the inspections.
5. Assisting the Director in investigating accidents, completing the reports and in taking action to prevent recurrence.
6. Ensuring all accidents are investigated promptly, reported on an accident report form, and that the form is complete and submitted through channels.
7. Collecting/reporting data to the Director, of other actions as necessary to ensure that the department accident and injury rate is comparable with other similar units.

BUILDING COORDINATORS:

1. Initiate evacuation procedures.
2. Conduct a sweep of his/her assigned area - be certain that everyone has evacuated.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged individuals. If necessary, record the location of any individual who requires emergency personnel to perform the extraction.
5. Be the last one out.
6. Maintain an orderly evacuation.
7. Record inappropriate actions (panic, use of elevators, etc.) to Campus Safety.
8. Assemble and account for individuals at a designated safe location.
9. Record any missing individuals and their last known location.
10. Document evacuation time.
11. In the most minor of incidents, only Faculty and Staff with training in the use of fire extinguishers are permitted to fight a fire.
12. Complete annual training for emergency operating procedures.

STAFF/FACULTY:

1. Being involved in and fully participating in the campus/facility Safety and Health Program.
2. Being knowledgeable of Lamar State College Port Arthur and his/her department's safety and health program to include standard operating procedures (SOPs).
3. Receiving an orientation on inherent hazards in his/her department and safety rules and regulations required to prevent accidents.

4. Reporting to his/her supervisor all hazards in the work environment that he/she is unable to correct.
5. Attending scheduled safety classes.
6. Wearing proper clothing when reporting to work, i.e., no tennis shoes, open-toed sandals, high heels, etc., when this type of footwear could result in, or contribute to, an accident or its severity because of such footwear.
7. Promptly informing the supervisor when involved in an on-duty accident or one involving fellow employees, and the public, when the accident occurs on the campus.

SAFETY ORIENTATION AND TRAINING

All Lamar State College Port Arthur new employees will receive an orientation prior to reporting to their duty assignments to familiarize them with the following:

1. The Lamar State College Port Arthur safety procedures manual.
2. A broad overview of the safety and health program to include:
 - Program responsibilities and other subjects as appropriate.

Department Level: Upon assignment to a specific department, the employees will be given a detailed and thorough orientation on the following subjects prior to any actual work assignments:

1. Hazards inherent to their specific jobs and work environments and the safety rules, regulations and standards (SOPS) the employee must follow to prevent accidents despite these hazards.
2. The location and use of firefighting equipment in the area.
3. How to report a fire.
4. Where to get medical treatment.
5. The location of fire exit doors and the way to get to the exit doors.
6. Traffic hazards in the area.
7. Emergency telephone numbers (ambulance, police, fire department, etc.).
8. Other subjects as necessary to ensure the employee does not become an accident victim because of lack of knowledge of safety requirements.

Training for all Employees: The following topics should be scheduled in the training program and should be attended by employees where applicable:

1. The Lamar State College Port Arthur Safety Procedures Manual.
2. Basic principles of accident prevention.
3. Fire prevention and protection.
4. Hazard recognition and hazard reporting.
5. Self-inspection procedures of employees' immediate work areas.

6. Traffic and pedestrian hazards at Lamar State College Port Arthur.
7. The hazard communications act (Employees' "Right to Know Law" about hazardous chemicals).
8. Accident and injury reporting requirements.
9. How to prevent back injuries.
10. How to prevent slips, trips, and falls.
11. Other subjects as necessary to ensure employees are aware of accident causes and potentials in their work area and the safety rules, regulations and standards that employees must follow to prevent accidents.

Scheduled Training Classes: Training classes in first aid procedures and CPR should be conducted on a scheduled basis. Records will be kept on all training classes. Information to be kept shall include the names of attendees, dates of training, and the names of the instructors.

Emphasis on Training: Training will be emphasized throughout Lamar State College Port Arthur as one of the most important program elements to reduce accidents, deaths, injuries, and monetary costs.

SAFETY INSPECTIONS

To reduce unsafe campus conditions that expose faculty, staff, students, and visitors to potential incidents that could result in injury to individuals or damage to property, a health and safety inspection system is essential. The Director of Safety and immediate staff will observe physical conditions, operating practices, and procedures throughout the campus whenever they have any occasion to visit or walk through work areas. Immediate action will be taken to correct deficiencies.

When a hazard cannot be corrected on the spot, a work order will be prepared, or other action will be initiated to correct the hazard. Follow-up action will be taken until the hazard has been corrected.

RESPONSIBILITIES

1. The EHS Specialist – Shared Services will conduct annual campus building inspections and monthly building asset inspections.
2. Building Liaisons are responsible for ensuring safety in their respective buildings. They will conduct periodic inspections and report safety issues to the EHS Specialist. The EHS Specialist will investigate the safety issue and respond accordingly.
3. The Physical Plant is responsible for responding to all work orders pertaining to building / campus safety issues.
4. Employees should be aware of the conditions of their work environment and report any issues.

BUILDING INSPECTIONS

Occupants of LSCPA buildings should make periodic inspections to keep hazards at a minimum in all areas. Included are such items as:

1. Good housekeeping.

2. Condition of stair treads, floor tiles and carpeting for tripping hazards.
3. Exposed floor electrical and telephone outlets for tripping hazards.
4. Loose stairway railings.
5. Windows for cracked glass.
6. Walls and door frames for protrusion.
7. Office furniture and machines in need of repairs.
8. Proper storage of materials.
9. Adequate lighting and ventilation.
10. Insects and other pests.
11. Locks on security doors.

SPACE CAPACITIES

The number of persons permitted in any classroom, laboratory, etc., is the responsibility of the EHS Specialist in accordance with NFPA standards.

DOORS

1. Every door serving as an exit shall be so designed and constructed that the way of exit is obvious and direct.
2. Any door used as an exit shall be so designed and installed that when a force is applied to the door on the side from which egress is to be made, it should swing in the direction of exit travel from any position.
3. Exit doors should open from the inside without the use of a key or any special knowledge or effort unless there is a readily visible, durable sign on or adjacent to the door informing the building occupants that the door is locked.
4. A latch or other fastening device on a door shall be provided with a knob, handle, panic bar, or other simple type of releasing device, the method of operation of which is obvious even in darkness.

STAIRWAYS

1. Never hurry up or down stairs.
2. Always keep at least one hand on the handrail.
3. Never leave any kind of obstructions on walks or stairwork stairways that someone could stumble over.
4. Never drop objects from a platform. Always use a rope or cable to lower objects.
5. Report spills on stairways to housekeeping.

FLOORS

1. All working surfaces such as floors and corridor type areas should be kept in good repair so that they may be kept clean and orderly.
2. Grease, water, and other slippery substances shall be cleaned up at once.
3. Cords and other appurtenances must not cross aisles or work area floor space without proper precautions to avoid tripping.
4. Mats and gratings shall be used in areas where drainage is necessary.
5. Highly polished floors may present slipping hazards. To minimize this danger, wax should be an approved water emulsion wax of the non-slip type and applied in accordance with applicable instruction.
6. Carpeting shall be laid smoothly, and loose or torn floor covering shall be promptly repaired, replaced, or removed. Rugs not securely fastened to the floor shall have a rubberized non-slip backing or shall be laid over pads made of rubber or other slip- resistant material.
7. Permanent roadways, walkways, and material storage areas in outside yards shall be maintained free of dangerous depressions, obstructions, and debris.

ELEVATORS

1. There shall be posted a card or plate in the elevator indicating the safe carrying capacity.
2. Self-service elevators shall have operating instructions and emergency procedures clearly outlined and posted inside the car.
3. Passengers shall guard against tripping when entering or leaving an elevator. No one shall get on or off an elevator while it is in motion.
4. Passenger elevators shall be provided with an emergency alarm system, operable from within the car, which will provide effective means for summoning assistance at all hours in case of emergency.
5. Do not use elevators in case of fire or other emergencies where power may fail.

EXITS

1. Exits shall be so located and arranged that they are always readily accessible.
2. Exits shall be so arranged that there will be no pockets or dead ends of appreciable size in which occupants may be trapped.
3. All exits shall discharge directly to the street or other open space that gives safe access to a public way.
4. No obstruction or storage shall be placed in the required width of an exit.
5. At every required exit doorway an exit sign shall be provided.
6. Every required sign designating an exit shall be so located and of such size, color, and design as to be readily visible.
7. Every sign shall be suitably illuminated by a reliable light source and maintained on a separate circuit or separate source of power.

MICROWAVE

1. When the oven is on, do not put your face near the door to watch the cooking of food.
2. Do not tamper with or modify the oven's safety interlocks or controls.
3. Never operate an empty oven. If testing, use approximately one-half pint of water in a glass or ceramic container.
4. Keep oven, oven door, and door seals clean. Wipe up spills immediately.
5. Use only those cooking utensils that are approved for use in microwaves.

STANDARD OPERATING PROCEDURES (SOPS) FOR SAFETY

Standard operating procedures (SOPS) should be prepared by department heads/supervisors for all hazardous operations, activities, equipment, and for hazardous locations such as transformer locations, electrical substations, etc.

1. SOPS will be posted when appropriate in or near the hazard to which they pertain.
2. Personnel should be trained to comply with SOPS.
3. Supervisors should ensure the provisions of SOPS are enforced.
4. SOPS should be kept current.
5. The EHS Specialist is available to assist departments with developing SOPS.

SAFETY AWARENESS

A concerted and continuing effort will be made to ensure that employees are aware of the Lamar State College Port Arthur safety program, accident producing causes, corrective actions, and available training to get employees interested and actively participating in the program. The following activities should be implemented, as appropriate, to achieve this objective.

1. Publishing articles, items, pictures, etc., in the Lamar State College Port Arthur newsletter.
2. Information on bulletin boards publicizing safety.
3. Publicizing accident experience data.
4. Keeping all areas clean and neat and maintaining good housekeeping inducing safe work procedures.
5. Displaying safety posters.
6. Posting safety signs to warn of hazards and to direct appropriate actions.

Other activities should be employed as appropriate. When employees think about safety, they are inclined to practice safety.

ACCIDENT INVESTIGATION, REPORTING, AND CORRECTIVE ACTION

All accidents and incidents occurring throughout Lamar State College Port Arthur will be reported and investigated.

1. The immediate supervisor will investigate the accident and forward all the information to Human Resources (for employees), the Dean of Students (for students), and the Director of Safety.
2. The EHS Specialist – Shared Services is responsible for conducting all campus safety-related investigations.
3. An approved form is to be used and completed during the investigation.
4. Investigations will be thorough. True causes will be determined, and action will be taken or recommended to prevent the recurrence of similar accidents.
5. Accidents will be investigated immediately, or as soon as possible, following their occurrence. The report will be submitted promptly to the department head/supervisor prior to submission to the Director of Safety.
6. Supervisors will request assistance from the Director of Safety or EHS Specialist – Shared Services as needed.

EVACUATION PROCEDURES

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. Evacuation orders may be given for multiple purposes. Building Liaisons will be responsible for notifying building occupants where the assemble area is. All faculty, staff, and students are to assemble in designated areas.

1. Know where all emergency exits, alarm pulls, and fire extinguishers are located.
2. Never assume the alarm is only a drill.
3. When the alarm sounds, remain calm.
4. Make sure employees/students in your area have heard the alarm and know to evacuate immediately.
5. Turn off all equipment.
6. Shut the door as you exit.
7. Check restrooms and workrooms as you exit the building.
8. Use exits away from any visible smoke or fire.
9. Do **not** use the elevator.
10. Anyone who is unable to exit on his or her own should be assisted to an area at the top of the stairs to await evacuation by the fire department. Do **not** block the stairs.
11. Proceed to a previously designated area away from the building. Check class roll or have all students/employees sign a list, so everyone is accounted for.
12. Do not try to leave the parking area. Streets must remain clear to allow emergency vehicles access to the building.
13. Do not return to the building until the Director of Safety or Campus Safety Officers give instructions to do so.

Procedures for evacuation and location of fire extinguishers and alarm pulls are posted in each classroom.

IN CASE OF FIRE

1. If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm switch.
2. When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Building Liaisons should be the last occupants to leave the building to ensure everyone has exited the building. A Building Liaison for each building will be appointed.
3. Should a person have to remain in the building due to circumstances beyond his/her control, the Building Liaison will notify the arriving fire officials of the person's location and the condition of the individual (i.e., handicapped, wheelchair bound, injured, etc.).
4. The alarm systems should be designed to notify the monitoring company of a fire at the location in which the alarm was activated. Campus Safety will immediately contact the President, or designee, and inform him/her of the situation.
5. When feasible, Campus Safety will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. Campus Safety will go to that location to determine the response needed and will inform the arriving emergency personnel of their findings and will assist with traffic and crowd control.

RESPONSE TO OTHER CAMPUS EVENTS

Procedures for responding to the following events on campus can be found in the Emergency Operations Plan

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Flooding
6. Fumes and Vapors
7. Hazardous Substance Spills
8. Mechanical Failures
9. Medical emergencies and Community Health Issues
10. Pandemic
11. Public Relations Emergencies
12. Severe Weather (Tropical Storm or Hurricane)
13. Sever Weather (Tornado)
14. Student Crisis
15. Utility Failures
16. Violent or Criminal Behavior

CLOSING OF FACILITIES

In the event of emergency conditions, such as storms or flooding, which require closing College facilities, official announcements will be broadcasted with the local news media and via the Blackboard Connect Messaging System.

Whenever possible, class cancellation announcements will be issued by 6:00 a.m. Under no circumstances do we expect personnel to endanger their safety or property, particularly in areas of high water that prevent their safe transportation to and from the work site.

MEDICAL AND FIRST AID

In case a serious injury or illness occurs on campus, ask someone to immediately call 911. Give your name, describe the medical problem and the campus location of the victim.

Perform the following:

1. Ask victim "Are you okay?"
2. Check breathing.
3. Control serious bleeding.
4. Keep victim still and comfortable.
5. Determine extent of injury or probable cause of illness.
6. Protect victim from all disturbance, reassure the victim and do not move the victim unless absolutely necessary.
7. Look for emergency medical ID on victim. Identify witnesses and give all information to EMS personnel and/or Campus Safety Officers.

Any student or employee interested in first aid or CPR training, contact the Director of Safety or EHS Specialist.

GENERAL SAFETY RULES

1. LSCPA employees shall not turn on, use, repair or operate any machinery, equipment or dangerous materials unless authorized by a supervisor.
2. Safety guards and devices furnished by the College or department shall be used.
3. Approved personnel protective equipment shall be worn whenever the exposure indicates the need for it, i.e., head and ear protection, face and eye protection, respiratory equipment, safety belts, protective footwear, etc.
4. Only a tool, equipment, machinery, etc., that is properly maintained and adjusted may be used.
5. College-provided tools may not be modified unless authorized by a supervisor.
6. Floors must be kept free of paper clips, pencils, rubber bands, trash, coffee, food, and any other material or substance that might constitute a tripping or slipping hazard. Employees responsible for any such material or substance spilled shall clean it up immediately.
7. Horseplay, running, and practical jokes are prohibited in buildings because of potential

slipping, tripping, and collision hazards.

CLOTHING AND SAFE DRESS

1. Employees will wear clothing appropriate to their work assignments.
2. Supervisors are responsible for ensuring that employees are informed as to the requirements for wearing apparel that is suitable for the type of work to be performed, and the hazards involved.
3. For those working with machinery or in other hazardous operations, shirts, blouses, trousers, slacks, coveralls, etc., should be well fitted, with no loose or flowing materials. Sleeves, if full length, should be buttoned at the wrist.
4. Safety shoes or safety toe caps are mandatory in foot-hazardous work. People with bare feet should not be allowed within campus buildings.
5. Employees with long hair who work around moving machinery must wear adequate hair covering to preclude the possibility of entanglement.
6. Jewelry such as rings, pendants, necklaces, earrings, watches, etc., shall not be worn whenever they constitute a hazard.

COPY MACHINES

1. Do not block or cover the openings in the copier.
2. Do not insert objects through the slots. Take care not to spill liquid on the copier.
3. Use only the type of power source indicated on the copier's label.
4. Connect all equipment to properly grounded power outlets. Avoid using outlets on the same circuit as air control systems that regularly switch on and off.
5. Keep the entire copier system away from potential sources of electromagnetic interference, such as loudspeakers or the base units of cordless telephones.
6. Do not use a damaged or frayed power cord.
7. Do not use extension cords.
8. Do not attempt to service the copier yourself.
9. Unplug the copier and refer servicing to qualified service personnel under the following conditions: The power cord or plug is damaged; liquid has entered the copier; the copier has been dropped or the cabinet damaged; the copier does not operate normally or exhibits a distinct change in performance.
10. Avoid places subject to rapid changes in temperature and humidity. Also keep it away from direct sunlight, strong light, or heat sources.

FLEXIBLE ELECTRIC CORDS

1. Flexible cords shall be maintained in good repair and must bear the Underwriters Laboratory label (UL). Do not use cords that are frayed or damaged. Report any damaged cords to your supervisor or maintenance.
2. Flexible cords should be short (6-8 feet in length), limited to temporary use, and never cross pathways unless suitably protected to avoid damage and the creation of tripping hazards.

3. Two-wire flexible cords and adaptor plugs are not permitted on campus, since equipment is not grounded when connected to them.
4. Under no circumstances shall any flexible cord or electrical cord be spliced, except by qualified electricians.
5. Never tack cords to the walls, etc., and keep cords away from pinch-points and hot or wet surfaces. Never string cords across the ceiling, over pipes, or near sinks, and never place cords and plugs under physical stress or tension.

WASHING WITH SOLVENTS

1. Flammable liquids shall not be used to clean floors, workbenches, or other large surface areas.
2. The substances listed below shall not be used to clean machines, equipment, furniture or parts thereof except:
 - In an adequately ventilated location.
 - In vapor degreasers designed for use with a specific material, or in similar units designed for such application.
 - In vented, totally enclosed systems.
 - Outdoors, in quantities of one gallon or less.

Substances: Carbon disulfide Chloroform Ether
Pentachloroethane Tetrachloroethane Tetrachloroethylene Trichloroethylene

MANUAL LIFTING PROGRAM

To reduce back injuries, safe lifting techniques must be used by employees. Employees must be trained in proper lifting techniques. Training should be conducted in the work environment in addition to general classroom instruction. Supervisors must be involved and must support the Manual Lifting Program. All manual lifting training conducted must be documented.

Employees should use the following safe lifting techniques:

1. Size Up the Load – Always assess the object before lifting it.
2. Make sure the load is stable and balanced.
3. Carefully and slowly put force against the object to determine its weight. If the load is too heavy, get help.
4. Use lifting devices and equipment to assist in lifting/carrying a load.
5. Plan the Job – Plan a route that is free of tripping and slipping hazards.
6. Ensure that the planned route allows for easy travel.
7. Know where the object will be unloaded and plan for rest stops if necessary. Think through the lift.
8. Face the object to be lifted and, if possible, face the direction in which the object is to be carried. Do not twist the body.
9. Establish a Base of Support – Ensure firm footing.

10. Keep the feet at least shoulder width apart. A staggered stance, with one foot slightly behind the other, often helps provide a firm base of support.
11. Bend the Knees – Bend at the knees, not at the waist. Bend down as far as necessary using the legs and not the back.
12. Get a Good Grip – Grip the load firmly, using the whole hand, not just the fingers.
13. Use gloves, as needed, to prevent “pinched” grips or to protect the hands during the lift.
14. Keep the load close to the body. The closer it is to the spine, the less force it exerts on the back.
15. Maintain the natural inward curve of the lower back. Keep the back upright.
16. Whether lifting or putting down a load, do not add the weight of the body to the load.
17. Grasp the object with the palms, not just the fingers.
18. Lift with the legs to allow the body’s powerful leg muscles to do the work. Flex the knees and hips, not the back. Avoid bending at the waist. Try to keep the back “straight” during the lift.
19. Do not look down at the object during the lift – look up. Looking up helps “straighten” the position of the back for a safer lift.
20. Pivot – Do Not Twist – Do not twist the body when moving objects that have already been lifted. Pivot the feet and turn the entire body in the direction of movement.

OFFICE SAFETY

1. Pencil sharpeners shall not be installed where they might be striking hazards.
2. Electric cords on machines and desk lamps must be kept in good repair. Cords are to be replaced when outer insulation is broken.
3. All fans shall be equipped with suitable guards. Fans shall not be placed where they might be struck.
4. Thumbtacks and other sharp pointed objects should be kept in containers, not loose in desk drawers.
5. Individual upright shelves, lockers, and cabinets will be fastened to floors or walls if the possibility of overturning exists. Where there are two or more, they will be fastened together.
6. Not more than one drawer of a file cabinet may be open at one time. Drawers should not be left open when not in use.
7. When it is necessary to store material on top of lockers or file cabinets, due regard must be given to the weight, shape, and stability of the material.
8. Have defective chairs repaired or replaced promptly.
9. Do not tilt back in straight chairs. When sitting, keep both feet on the floor.
10. Extreme care must be exercised when cleaning glass used for desktops.
11. Use knives, razor blades, scissors or shears with care. Cutting-edged instruments will be sheathed when not in use.
12. Paper cutters shall be equipped with a safety bar. Blade spring tension will be adjusted so that the blade will not fall of its own weight.
13. Desks shall be arranged so that electrical and telephone outlets and leads are not tripping hazards.

14. Splintered or jagged edges, or other defects found on office furniture will be promptly repaired or the equipment replaced.
15. Spindle (spike) files should not be used.
16. Before using office machines, be sure they are properly located and not in danger of falling.
17. Never clean or lubricate electrical appliances when they are in operation. When cleaning electrical appliances that are controlled by a switch on the machine, be sure the switch is turned off and the plug removed.
18. Protection should be provided against moving parts on all office equipment.
19. Personnel shall not put broken glass in wastebaskets. If a tumbler or other piece of glassware has been broken, it is suggested that this material be packed in heavy paper, marked "broken glass" and placed alongside the wastebasket at the end of the day so that the person removing waste paper will not be cut accidentally.
20. Distorted or damaged metal or wire baskets should be repaired or replaced promptly, since sharp edges and points can cause injury.
21. Small ladders and stands used in some offices shall be equipped with treads of non-slip material and safety feet.
22. Ladders having broken or split side rails or steps shall be immediately taken out of service.

POLICIES

Hazardous Waste

Anyone coming in contact with Hazardous materials must be trained in the proper use of the material and the Safety Data Sheet. This includes faculty, staff and students. The SDS must be easily obtainable by all.

The Safety Data Sheet (SDS) is provided by the company from which the chemical is purchased or donated. UNDER TEXAS LAW, THERE MUST BE AN SDS ON FILE FOR EVERY HAZARDOUS CHEMICAL. Should the provider fail to send one, it must be requested.

The SDS includes composition of chemical, hazards, first aid treatments, the chemical's reaction with other chemicals, and sometimes methods of disposal.

Each department must have an updated list of chemicals in its department, the amount stored there, and the SDS sheet for each chemical. The EHS Specialist – Shared Services must also be provided a copy of the list.

Contact the EHS Specialist – Shared Services with any questions about updated SDS, hazardous waste, or work-area chemicals.

Methods of Disposal of Hazardous Waste: Contact the EHS Specialist – Shared Services for proper disposal. Chemicals stored for disposal must have written on the outside:

"HAZARDOUS MATERIAL",
Chemical Name Amount Stored Date Stored

Hazardous Waste Code (Environmental Protection Agency's Code may be obtained from the Director of Physical Plant).

Hazardous waste to be disposed of should be kept in an area designated by the EHS Specialist – Shared Services.

OPEN FLAME POLICY

The potential for loss of lives as well as property should a fire occur on campus is of utmost concern. Lit candles, burning incense, and all other displays or applications of open flames or embers are prohibited unless approved through Campus Safety. Open flames meeting the requirements for exceptions specified in the NFPA Life Safety Code will be authorized.

Exceptions are available for:

- Educational and research purposes
- Dining and food service areas
- Theatrical or other entertaining arts performances
- Special religious ceremonies
- Maintenance operations conducted under a hot work permit

OCCUPATIONAL EXPOSURE TO BLOOD AND BODILY FLUIDS

Employees should review the following link for information on protecting against workplace exposure to blood and bodily fluids.

[Worker Protections Against Occupational Exposure to Infectious Diseases \(OSHA\)](#)

Any employee exposed to blood / body fluids should contact Human Resources and complete the required Workers' Compensation forms. The exposure will be investigated by Campus Safety.

CHEMICAL RELEASE EMERGENCY

Campus officials may recommend the following appropriate protective actions during a chemical emergency. LSCPA students, faculty, and staff should “**Shelter In Place**” until the chemical release is stopped and winds have dissipated any vapors. Here's how to “**Shelter In Place**”:

Go Inside Immediately

Close all doors, windows, and other sources of outside air.

Physical Plant personnel will turn off air-conditioning or heating systems in buildings controlled by EMS (Energy Management Systems), to keep chemical vapors from entering. Buildings **not controlled by EMS** will have to be manually shut down to keep chemical vapors from entering.

Move into an interior room preferably a room with no windows such as a hallway.

If you smell any unusual odor or have trouble breathing, you should sit down, cover your nose and

mouth with a damp paper towel. Take slow shallow breaths and try to stay calm.

Turn on your Radio or Active Radio App on your Smart Phone.

During a chemical release, stations will continuously repeat instructions about how to shelter in place and provide more information as it's available. You can access **KVLU at FM 91.3** or access the **National Weather Service at 162.475 on your weather band.**

Stay off the Telephone

Local officials may try to telephone using computerized telephone notification systems. **DO NOT** call police, fire, or 911 unless you are reporting a police, fire, or medical emergency at your location. Overloaded circuits may keep actual emergency calls from getting through.

Do not try to evacuate.

Evacuation may be an appropriate precaution during a flood or hurricane, but you should **NOT** attempt an evacuation during a chemical emergency **unless specifically ordered by officials.** Leaving may expose you to more chemical vapors, especially if you travel towards the leak or through the toxic cloud as it drifts downwind.

What if I can't find shelter

Even a poorly sealed building or vehicle provides some protection against chemical vapors. If you are inside a vehicle, close your doors and windows, and turn off the vehicles air conditioner and ventilation system. Turn on your car radio for more information. If you can't get inside, move in a crosswind's direction, so the wind is blowing from the left to the right, or the right to the left, but **NOT** directly into your face or from behind you. You can see what direction the wind is blowing by observing nearby trees, flags, or clouds in the sky

How will I know when the emergency is over?

Stay inside. shelter in place, until you receive the **ALL CLEAR** message the LSCPA blackboard emergency notification system. After the **ALL CLEAR** signal has been given, open all doors and windows, turn on your air conditioning or heating system, then go outside to let the building **AIR OUT** for 15-30 minutes before re-entering.

SUSPICIOUS PACKAGE OR ENVELOPE

Handle mail in well-ventilated areas.

If possible, choose an area to open mail that can be isolated should a package or envelope be found in the mail.

Avoid touching mouth, eyes or face when handling mail.

Use gloves when they are grossly dirty or have perforations. Remove gloves when eating, drinking, or smoking.

Identifying Suspicious Packages and Envelopes

Inappropriate or unusual labeling

(The following are the official recommendations. It is understood that for some offices, many of these characteristics are not unusual. Offices that regularly receive mail from overseas and/or mail exhibiting some of the characteristics below, should be especially careful to select a location for mail opening that can be easily isolated. Require all employees to follow the recommended precautions when opening the mail.)

- Excessive postage
- Handwriting or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as “**Personal**” “**Confidential**” or “**Do Not X-Ray**”
- Marked with any threatening language.
- Postmarked from a city or state that does not match the return address

Appearance

- Powdery substance felt through or appearing on the package or envelope Oily stains, discoloration, or odor
- Lopsided or uneven envelope
- Excessive package material such as masking tape, string, etc.

Other suspicious signs

- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

**IF A PACKAGE OR ENVELOPE APPEARS SUSPICIOUS,
DO NOT OPEN IT!**

Handling Suspicious Packages or Envelopes

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch taste, or look closely at it or at contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take action to prevent others from entering the area. If possible, shut *off* the ventilation system.
- **WASH** hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- Notify supervisor and Campus Safety.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter.

Give this list to the Director of Safety.

DRIVER IMPROVEMENT PROGRAM

Requirements for Approved Drivers

Approved Driver List – LSCPA shall maintain a list of all Approved Drivers to include the following information:

1. Driver's name (as appears on driver's license)
2. Driver's license number
3. Date of birth
4. Driving Status (approved or not-approved)
5. Notation if license is a CDL and its endorsements
6. Date of last driving training
7. Notations regarding any vehicle accidents involving LSCPA vehicles

Motor Vehicle Record (MVR) Checks – Before employing a person as an Approved Driver, LSCPA shall request a Motor Vehicle Report showing history going back at least thirty-six months. Human Resources conducts this initial MVR. Campus Safety, following the initial check by Human Resources, will check MVR under the following conditions:

1. At least every twelve months after initially approved
2. Promptly after the employee has been involved in an automobile accident while driving on college business
3. Promptly after the employee receives a moving citation while of college business

If an employee currently lives or previously lived outside the state of Texas or recently moved to Texas, LSCPA Risk Management should obtain the MVR check from the appropriate state or states as required.

Approved Drivers and persons seeking a position that requires approved-driver status will be evaluated on the most recent thirty-six month history reflected on their MVR. A driver is considered approved by meeting the following requirements:

1. At least 18 years of age
2. Has a current and unexpired valid driver's license
3. Has received written authorization from a supervisor to operate a LSCPA vehicle while conducting college business
4. Has a satisfactory driving history (MVR)
 - Must not have exceeded two moving violations within the last 12 months (Type B violations)
 - Must not have had any "major convictions" (Type A violations) in the past thirty-six months

LSCPA Driver Training Rule

Any LSCPA approved driver must receive driver training:

1. Before the driver can be authorized to operate a college-owned vehicle to conduct college business

2. Before the driver can be authorized to operate a lease vehicle to conduct college business
3. Before the driver can be authorized to use a personal vehicle to conduct college business
4. Before the driver can be authorized to operate a golf cart / utility vehicle
5. Before the driver can be authorized to operate any college machinery, or leased machinery

Allowable Driver Training

LSCPA shall require driver training for each approved driver at least every three years. Driver training may include, but is not limited to:

1. Six-hour virtual defensive driving course
2. One-day seminars on driving improvement
3. Driver training videos on specific driving skills in which the driver may be deficient
4. Hands-on, behind-the-wheel training

Other training that might be required by Risk Management:

1. Golf Cart / ATV
2. 12 / 15 Passenger Van

VEHICLE SAFETY

Utility Vehicle Operating Procedures Program

This policy provides guidelines for the use of Golf Carts and All-Terrain Vehicles on campus and the adjacent community. The intent is to enable operators to avoid situations that may compromise their safety and avoid damaging the vehicle or other property, as well as to promote a safer environment for students, faculty, staff, and visitors. Golf Carts and All-Terrain Vehicle are referred to in this section as Utility Vehicles.

Statement of Procedure

All members of the LSCPA community are covered by these procedures (students, staff, faculty and contractors/vendors). All operators of Utility Vehicles must meet the following criteria before operating a Utility Vehicle on property under the jurisdiction of Lamar State College Port Arthur:

1. Possess a valid Texas driver's license.
2. Know and adhere to the State of Texas motor vehicle laws.
3. Annually review the Utility Vehicle Operating Procedures Program provided by Campus Safety.

Safety

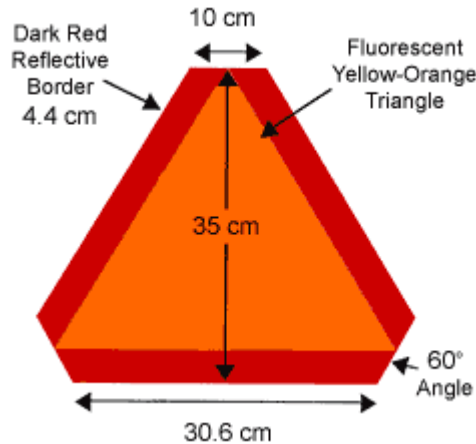
All original equipment safety features must be kept in good working order. Consult vehicle's owner manual and the LSCPA Fleet Maintenance Schedule to determine original equipment safety features.

The following outlines procedures for the safe operation of Utility Vehicles:

1. Supervisors must monitor and document that all persons operating Utility Vehicles have been instructed in the safe operation of Utility Vehicles.
2. Utility Vehicles are not to be overloaded, i.e. carrying more passengers than seating provided or overloading the Utility Vehicles recommended carrying or load capacity (Seat belts must be used when provided).
3. No one is permitted to ride on the running boards, fenders, or any part of the Utility Vehicle except the seats.
4. All body parts – feet, legs, and arms shall be kept inside the Utility Vehicle while it is in motion, unless the operator needs to use a hand signal for a turn.
5. The MAXIMUM speed limit for Utility Vehicles off standard roadways is 10 mph (5 mph when pedestrians are present).
6. Utility Vehicles must operate only on College campus/property. Utility Vehicles may operate on local roadways as permitted by city ordinances and state laws but must adhere to posted speed limits. All Utility Vehicles should travel in the right-hand lane, unless turning left.
7. Pedestrians have the right-of-way on campus. Utility Vehicles must yield to pedestrians on sidewalks. **SPEED IS TO BE REDUCED TO A MINIMUM 5 MPH WHEN DRIVING ALONG OR CROSSING SIDEWALKS SO AS TO AVOID ACCIDENTS WITH PEDESTRIANS.**
8. Utility Vehicle operators are to be diligent and pay particular attention to the needs of disabled persons, as limitations in vision, hearing, or mobility may impair their ability to see, hear, or move out of the way of Utility Vehicles.
9. Operators must park Utility Vehicles away from heavily traveled pedestrian areas.
10. Operators are not to block the path, limit pedestrian access on walkways, nor park at entrances to buildings.
11. Utility Vehicle operators are responsible for ignition keys for the period in which they are using the vehicle. Keys shall not be left in Utility Vehicles.
12. Exiting the utility vehicle:
 - Turn the key to “off” position.
 - Engage brake.
 - Remove the key.
13. College owned Utility Vehicles are to be used for College business only.
14. No Utility Vehicle shall be operated between dusk and dawn without properly working headlights and taillights.
15. The operator must report any accidents to Campus Safety and to the operator’s supervisor.

16. All Utility Vehicles and trailers (pulled by Utility Vehicles) must have clearly displayed on the exterior of that Vehicle and any trailer towed the slow-moving vehicle reflective triangle.

This is an example of the required Slow Moving Vehicle Reflective Triangle:



17. College owned Utility Vehicles are to be maintained in accordance with manufacturer's specifications.
18. Departments are responsible for keeping all original equipment and safety features in good working order.
 - Modification or tampering with a Utility Vehicle governor is prohibited and is a violation of Federal Law.
19. Personally owned Utility Vehicles are prohibited from operating on College property without permission from Campus Safety.

The safe operation of Utility Vehicles is paramount. Failure to follow this procedure, render common practices or courtesies, or follow rules of the road for the State of Texas, could result in a citation, appropriate disciplinary action, and/or suspension of operator's Utility Vehicles driving privileges.

General Vehicle Safety

Motor vehicle accidents are the leading cause of death and crippling injury in the United States. Traffic safety laws are important components of vehicle safety, but the most important aspect of vehicle safety is the driver.

IMPORTANT: *All LSCPA employees who operate a motor vehicle for company business (whether a company vehicle, rental vehicle, or personal vehicle) must possess a valid state driver's license for their vehicle's class.*

Campus Safety is responsible for regulating moving vehicles and bicycles on university property. To ensure driving safety, follow these driving practices:

- Never drink and drive. Driving while under the influence of alcohol or drugs is strictly prohibited.
- Obey all traffic laws, signs, and signals.
- Respond to dangerous driving conditions as appropriate.
- Maintain a safe distance between your car and any car in front of you. Allow at least one car length for each 10 MPH (e.g., three car lengths if you are driving 30 MPH).
- Keep your eyes moving to avoid fatigue, especially if you plan on driving for a long period.
- Always use your turn signal to indicate your intended action.
- Leave yourself an "out" by either driving in the lane with a shoulder, driving in the middle lane of a multi-lane road, or following other vehicles at a safe distance.
- Safety belts must always be worn when available in the vehicle.

Defensive Driving

By taking defensive driving courses, employees can promote driving safety. The principles of defensive driving include the following:

- **Knowledge:** Know your vehicle and know the law.
- **Control:** Always maintain control of your vehicle. To improve your control, perform routine vehicle maintenance and respond to road conditions as appropriate.
- **Attitude:** Be willing to obey all laws and be willing to yield to all other vehicles and pedestrians.
- **Reaction:** Respond to driving conditions appropriately. Do not impede your reaction time by driving when tired or under the influence of alcohol or drugs.
- **Observation:** Be aware of potential accidents and take preventive measures. Always try to anticipate the actions of other drivers.
- **Common Sense:** Do not risk your safety to save time. Do not respond to rude or obnoxious drivers by violating traffic laws.

Backing Vehicles

Backing a large vehicle can be very difficult. Try to avoid backing whenever possible. If you must back a vehicle, follow these guidelines:

- Get out of the vehicle and inspect the area you want to back into.
- If possible, have someone outside help guide your vehicle into position.
- If your vehicle does not automatically sound a horn when in reverse, sound the horn once before moving backwards.
- Back slowly and check your mirrors often.

Accidents

1. If you are ever involved in a vehicle accident, follow these guidelines.
 - Check for injuries. If anyone is injured, immediately call 911 to notify the police and EMS.
 - If there are no injuries, you are blocking traffic, and your car can be driven, move the car to a safe location nearby. (If the accident occurs on a freeway lane, ramp, shoulder, median, or busy metropolitan street, you *must* move your car if it is safe and possible to do so.)
2. If you cannot move your car, try to warn oncoming traffic to prevent other accidents:
 - Raise your hood.
 - Turn on your hazard lights.
 - Light flares.
3. Exchange the following information with other drivers involved in the accident:
 - Name, address, and phone number
 - Vehicle identification number, license number, and description
 - Insurance information
 - Driver's license number
4. Call the police in the following circumstances:
 - Someone is injured.
 - A car cannot be moved.
 - A driver is intoxicated.
 - A driver has no insurance.
 - A driver leaves the scene of the accident without exchanging information.
5. Complete the Accident Packet located in the vehicle glove compartment and submit it to Campus Safety within 12 hours of the crash.