Revision Responsibility: Vice President for Business Affairs
Responsible Executive Officer: Vice President for Business Affairs

Source/Reference: Health & Safety Manual

Purpose: The following general safety & health practices are in place to help maintain employee & student safety.

EMERGENCY TELEPHONE PROCEDURES

The procedures to obtain assistance in the event of an emergency are outlined in Section 21.03 "Procedures for Summoning Aid" of this manual. The Campus Security Office is to be contacted regarding any emergency (e.g., medical assistance needed, report a fire, explosion, and/or water or gas leak).

PUBLIC ASSEMBLY ACTIVITIES

In order to ensure timely evacuation of buildings in the event of fire or other emergency, all interior and exterior exits (i.e., to include fire escapes) will be properly marked and illuminated when the building is in use. All exit lights must be maintained in good order. Exit doors must open outward and be in proper operating condition.

Doors, to include sections of double doors, will not be locked while groups of persons are present in the building. Exterior doors of theatres, large assembly halls, and classroom buildings will be equipped with panic hardware in useable condition. All aisles and hallways leading to exits must be kept free of debris, storage, or other obstruction at all times. Landings, stairs, and steps will be equipped with the proper number of handrails maintained in good condition. Exit routes must be adequately illuminated and all exit lights must be maintained in good order. Floor surfaces must be kept clean, in good condition, and cleared of slipping and tripping hazards.

ACTIVITIES, EVENTS, SHOWS AND MEETINGS

Events in campus buildings or on College grounds shall meet the provisions of applicable state laws and provide for the safety of building occupants and event participants.

Prior to the scheduled commencement of any activity, event, show, meeting, etc. the person in charge will inspect every required exit and way of approach thereto. If any exit or exit access 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.

Immediately prior to the start of the program the person in charge of the program, or his/her representative will be responsible for notifying all attendees concerning the location of the exit(s) to be used in case of fire or other emergency and other pertinent information (e.g., smoking, food, or drink not permitted).

LIFE SAFETY CODE

Laws covering egress facilities, posting of occupant capacity of a structure or area, and other essential items to provide for emergency egress and life safety are outlined in the Life Safety Code and Building Code as adopted by the State of Tennessee. State laws and College policies covering smoking, decorating, tobacco use, alcohol, etc. shall be observed where applicable.

College policy hereby establishes that:

1. Adequate exit ways, exit access and exits shall be provided and maintained from all assembly areas at all times. Exit ways shall be maintained clear and unobstructed at all times the area is occupied. Concessions, ticket counters, aisle markers, spotlights, etc. shall not be permitted to obstruct exit ways in any way.

2. Only the installed number of seats shall be occupied during any event. Aisle spaces shall be kept clear and shall not be used to seat or stand additional occupants.

3. The person or organization in charge of the event shall be responsible for controlling the number of occupants admitted. The responsible "charge" person shall be readily available prior to, during and until the event is over and the crowd has dispersed.

4. All exits in any building being used for public events shall be unlocked to permit egress as soon as occupants are admitted, and shall not be locked or otherwise secured until all occupants have left the building. All exit lights shall be adequately illuminated during such events. Required emergency lighting shall be operable.

5. Applicable "NO SMOKING," tobacco and alcohol rules shall be observed and enforced at any time an event is in progress. Adequate signs designating "NO SMOKING" areas will be posted as required.

6. All fire protective and safety devices must be kept clear and readily accessible at all times.

7. The College's Safety Administrator or his duly authorized representative shall have the authority to cancel, delay or stop any event which does not comply with applicable laws, policies or regulations and which, in their opinion, would result in jeopardy to life safety of those in attendance.

Additional information concerning the use of campus property and facilities is contained in the Walters State Community College Catalog in the section titled "Policy on Use of Campus Property and Facilities".

Social Activities

Organizations or departments desiring to hold large social activities on campus will, at the time of requesting permission from their appropriate agency, notify a Safety Administrator. The use of open flames for lighting in places of public assembly is a potential fire hazard which must be controlled.

In considering decorations for places of public assembly, no flammable decorations, including draperies, will be used. Approval will not be granted for the use of decorations until such time that they have been demonstrated to be fire resistant.
Authorized decorations permanently hung will be tested and inspected at 30-day intervals by the individual responsible for the building or his/her appointed representative.

FACILITIES

Building foundations, walls, and roof will be of sound structure and free from cracks and unsealed openings. Walls and ceilings must be smooth, free from cracks, in good repair, clean, and will be reasonably soundproof. Doors and windows will be tight fitting to prevent drafts and heat loss. Fire escapes and chimneys will be in good repair.

Floors must be smooth, free from cracks, of durable material and in good repair.
Floors will be properly cleaned and maintained at all times. All wood floors will be sealed with a penetrating seal to preserve them and to make them attractive. Concrete floors will be smoothly-troweled and will be treated by sealing, painting, or other acceptable method. Terrazzo floors will be properly sealed to prevent staining.

Toilet room floors must provide an easily cleanable surface. These floors must be of waterproof, non-absorbent material such as sealed concrete; vitrified or glazed tile or terrazzo. Toilet room floors and wall surfaces to a minimum height of five inches above the floor must be of non-absorbent materials and must have a cove at floor level.

Doorways and doors will conform to requirements outlined in Chapter 20 "Means of Exiting Buildings" of this manual. All outside door and window openings except in air conditioned buildings must be effectively screened during insect season. All fire doors must remain closed. Exit doors will be equipped with appropriate panic hardware and maintained in proper working order.

Outside windows should be washed three or four times each year and inside windows and surfaces as often as once a month or more frequently as required. Glass windows in doors and cases may require weekly washing. Keeping windows clean yields dividends, as dirty windows reduce light by as much as 15% to 50%. All glazing material will be "safety glazing material" and must meet the test requirements of ANSI Standard Z-97.1-2004 and TCA 53-2549 to 53-2554.

Electrical wiring, equipment, and installations will conform to National Fire Protection Association (NFPA) Code 70.

At no time will rags, mops, waste paper, and other such materials be stored under stairways, in exit ways or classrooms.

All fire alarm and fire extinguishing equipment will conform to requirements of Chapter 22

"Fire Protection". Carbon tetrachloride type fire extinguishers are prohibited.

Heating, ventilating, and air-conditioning systems and the installation thereof for college buildings will conform to the applicable provisions of NFPA codes and recommendations of American Conference of Governmental Industrial Hygienists. The central energy plant will be adequate for maintaining temperatures of 70 F. to 76 F. in even the most severe weather conditions.

Lighting will conform to the following minimum illuminating levels, per the Illuminating Engineering Society of North America (IESNA):

1. Classrooms, study halls, lecture rooms, libraries, offices, art rooms, shops and laboratories - 50 foot candles.

2. Drafting rooms, typing rooms, sewing rooms, and bench work - 100 foot candles.

3. Corridors, elevators, reception rooms, gymnasiums, swimming areas, and stairways - 20 foot candles.

COLLEGE POLICIES AND PROCEDURES

Other college safety and health policies and procedures that are contained in the Walters State Community College Policies and Procedures Manual are identified as follows. The reader should reference the appropriate section of the Staff Policies and Procedures Manual for these components of the college's Safety and Health Plan.

Policy	Section Number
Academic and Classroom Misconduct	04:08:00
Counseling Services	04:11:00
Custodial Services	05:03:00
Claims Process	05:06:00
Traffic and Parking Regulations	05:13:00
Guidelines for Faculty	06:01:01
Policy on Academic Freedom, Responsibility Tenure	06:02:00 and
Employment/Affirmative Action	06:16:01
Inclement Weather	06:20:00
Harassment-Sexual, Racial and Other	06:32:00
Minors on Campus	06:33:00
Group/Insurance Plan	06:37:00
Drug-free Campus/Workplace Policy	06:40:00
General TBR Travel Policy	07:01:00
Use of College Equipment	08:03:00
Smoking/Tobacco Use	08:06:00
Emergency Procedures	08:13:00

FIREARMS POLICY

It is a violation T.C.A. 39-17-1309 for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm or other weapon which might inflict bodily harm. No firearms will be permitted on the Walters State Community College campus or worn by any Walters State student or employee at any time other than those designated below:

1. Full or part-time campus police officers, certified by the Peace Officer's Standards and Training Commission and employed by the administration or board of trustees of any public or private institution of higher education may carry firearms on campus in the discharge of their official duties.

2. Military personnel may not carry firearms, openly or concealed, unless in the discharge of their official duties.

3. Officers of the state, or of any county, city or town, charged with the enforcement of the laws of the state, may not carry firearms on campus unless in the discharge of their official duties.

Campus security officers or civilian staff; who are not certified officers by the Peace Officers Standards and Training Commission; may not carry firearms openly or concealed on campus property at any time.

ACCIDENT PREVENTION SIGNS AND TAGS

Signs and symbols required by this part will be visible at all times when work is being performed, and will be removed or covered promptly when the hazard no longer

exists. Refer to the Occupational Safety and Health Act Code of Federal Regulations, Parts 1910.144 and 1910.145 for examples and specifications of marking physical hazards. The OSHA standards for Accident Prevention Signs and Tags are summarized below:

1. Danger signs will be used only where an immediate hazard exists. These signs will have red as the predominate color for the upper panel; black outline on the borders; and white lower panel for additional sign wording.

2. Caution signs will be used only to warn against potential hazards or to caution against unsafe practices. These signs will have yellow as the predominate color; black upper panel and borders; yellow lettering of "caution" on the black panel; and the lower yellow panels for additional sign wording. Black lettering will be used
for additional wording.

3. Exit signs will be lettered in legible red letters, not less than 6 inches high, on a white field and the principal stroke of the letter will be at least three-fourths inch in width.

4. Safety instruction signs, when used, will be white with green upper panel with

white letters to convey the principal message. Any additional wording on the sign will be black letters on the white background.

5. Directional signs will be white with a black panel and white directional symbol. Any additional wordings on the sign will be black letters on the white background.

6. Traffic signs will be posted in construction areas with legible traffic signs at the points of hazard. All traffic control signs or devices used for protection of construction workmen will conform to American National Standards Institute 6.1-1961, Manual on Uniform Traffic Control Devices for Streets and Highways.

7. Accident prevention tags will be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They will not be used in place of, or as substitute for, accident prevention signs.

PURCHASE/DESIGN OF SAFETY EQUIPMENT

The Safety Administrator will assist departments upon request in determining the need for specific types of safety guards, apparel, storage containers, or any other safety equipment, and provide source and standards information.

HOUSEKEEPING

During the course of construction, alterations or repairs, forms and scrap lumber with protruding nails, and all other debris will be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures. Combustible scrap and debris will be removed at regular intervals during the course of construction. Safe means will be provided to facilitate such removal.

Containers will be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. will be disposed of at frequent and regular intervals.

In appropriate instances Clinic and laboratory wastes and used supplies (e.g., soiled dressings, band aids, one-user needles, etc.) will be placed in bio-hazard bags for specialized disposal. Other hazardous materials designated for disposal will be processed as outlined in other appropriate sections of this manual.

LIFE SAVING EQUIPMENT

Safety Belts, Lifelines, and Lanyards

Lifelines, safety belts, and lanyards will be used only for employee safeguarding. Any lifelines, safety belt, or lanyards actually subjected to in-service loading, as distinguished from

static load testing, will be immediately removed from service and will not be used again for employee safeguarding.

Lifelines will be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of 5,400 pounds. Lifelines used in areas where the line may be subjected to cutting or abrasion, will be a minimum of 7/8-inch wire core manila rope. For all lifeline applications, a minimum of 3/4-inch manila or equivalent, with a minimum breaking strength of 5,400 pounds, will be used. Safety belt lanyards will be a minimum of 1/2-inch nylon, or equivalent, with a maximum length to provide for a fall of no greater than 6 feet. The rope will have a nominal breaking strength of 5,400 pounds.

All safety belt and lanyard hardware will be drop forged or pressed steel, cadmium plated in accordance with type 1, Class B, plating specified in Federal Specification QQ-P-416. Surface will be smooth and free of sharp edges. All safety belt and lanyard hardware, except rivets, will be capable of withstanding a tensile loading of4,000 pounds without cracking, breaking, or taking a permanent deformation.

Safety Nets

Safety nets will be provided when workplaces are more than 25 feet above the ground or water surface, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts are not practical. Where safety net protection is required, operations will not be undertaken until the net is in place and has been tested.

Nets will extend 8 feet beyond the edge of the work surface where employees are exposed and will be installed as close under the work surface as practical but in no case more than 25 feet below such work surface. Nets will be hung with sufficient clearance to prevent user's contact with the surfaces or structure below. Such clearances will be determined by impact load testing.

The mesh size of nets will not exceed 6 inches by 6 inches. All new nets will meet accepted performance standards of 17,500 foot-pounds minimum impact resistance as determined and certified by the manufacturers, and will bear a label of proof test. Edge ropes will provide a minimum breaking strength of 5,000 pounds. Forged steel safety hooks or shackles will be used to fasten the net to its supports. Connections between net panels will develop the full strength of the net.

Electrified Protections Devices

Rubber gloves, blankets, sleeves, insulating boots, and/or line hose will be worn or used by those employees subjected to contact of high voltage sources. Rubber gloves and blankets will be dielectrically tested every 60 days and all other equipment will be visually inspected every time it is used.

Additional Information

Additional information is provided in Chapter 8 "Personal Protective Equipment" of this manual.

COLOR CODE

The college recognizes the American National Standard Code Z.53.1-1967 as the best authority for good practice in marking of physical hazards and the identification of certain equipment. As defined in the code these are the best meanings of color usage:

COLOR	DESIGNATION
Red	Fire apparatus-Stop-Danger
Orange	Dangerous part of machine or energized equipment.
Yellow	Marks physical hazards and designates caution. Also designates fire lanes and tow away zone.
Green	Designates "Safety" for bulletin boards, gas masks, first aid kits, safety deluge showers.
Blue	To warn against starting, use of or movement of equipment under repair or being worked upon.
Purple and white stripes	Ionizing radiation exposure present. Yellow Service areas.
Black, white or combinations of black	Designation of traffic and. housekeeping markings and white

STORAGE, USE, AND DISPOSAL OF FLAMMABLE LIQUIDS

For the purpose of this plan, flammable liquids may be defined as those liquids with a flash point of 100 F. or less and having a vapor pressure not exceeding forty pound per square inch (absolute) at 100 F.

Flammable liquid containers in excess of one (1) gallon will not be stored in buildings, laboratories, storerooms, or garages. The exceptions are warehouses or vaults designed for this type of storage. Flammable liquids will be dispensed from and stored in standard safety containers specifically constructed to withstand moderate mechanical shock and to provide fire safety features such as vapor control, emergency venting, leak- tight self-closing covers, and flame arrester protected pour spouts. Approved or listed standard safety containers will have the listing or approval mark of a nationally recognized testing laboratory such as Underwriters Laboratory (UL). Damaged or defective safety cans

should be replaced and flammable liquids should never be stored in open containers. Dispensing drums will be properly grounded and bonded. Flammable liquids required in small quantities for frequent use will be stored in approved safety cans in a metal cabinet or closet ventilated to the outside where practical.

Flammable liquids will not be used for cleaning floors, clothing, or equipment

For those laboratories and shops which do not have a satisfactory flammable liquid disposal system, flammable liquids requiring disposal will be segregated and stored until disposition instructions are received from a Safety Officer. At no time will flammable liquids be poured down drains or sewers. In those cases not covered by specific guidance, a Safety Officer will be contacted.

All containers for storage, issue and transport of flammable liquids will be clearly marked in accordance with Section 326 of the National Fire Code. All devices for closing or sealing such containers will be in good operating condition.

More detailed information concerning flammable liquids is contained in Chapter 24 "Hazardous Materials" of this manual.

PAINTING AND PAINT STORAGE

Paints and painting referenced in this manual include varnish, shellac, or similar commodities.

Painting, other than minor touch-up or home maintenance type projects will be done only in specified areas designated for this purpose.

Indoor spray painting will be permitted in properly equipped and specifically designated spray painting booths. All spray booths, paint rooms and equipment will be thoroughly cleaned at the close of each day's work.

Paint should be stored in sealed containers. Paint in unsealable containers will be stored at a safe distance from any combustible type construction.

Wiping rags, strainers, drop cloths, and paint stained work clothing will not be stored with paint thinners, turpentine or other combustible materials. Paint brushes will not be left to soak in cleaning fluid but will be cleaned and suspended for air drying and the cleaner will be disposed of or returned to the original container.

All paint spills will be cleaned up immediately. Benches, floors, and all equipment will be cleaned of accumulations of paint. "No Smoking" signs of large letters on contrasting color background will be conspicuously posted at all spray paint booths.
All waste masking paper will be removed from the building at the close of each day's work.
Smoking is prohibited in any part of the paint shop. Empty

paint containers will be disposed of daily.

Each supervisor will be held responsible for and will personally inspect all fire extinguishers and will assure him/herself of their operating condition before ordering work to commence.

For further information on spray finishing, construction of spray booths, storage of materials, etc., see Chapter 24 "Hazardous Materials" of this manual.

MATERIALS HANDLING

Stacked materials will have a minimum clearance of thirty-six (36) inches between the top of the stacks and joists, rafters, or roof trusses. Aisles will be clearly designated by the use of yellow stripes. For further details on materials handling and storage, see Chapter 24 "Hazardous Materials" of this manual.

Where fire fighting equipment locations and manual fire alarm boxes are not visible from the center aisle, direction signs with white letters on a red field will be erected at appropriate locations.

Approved trucks will bear a label or some other identifying mark indicating approvals by the testing laboratory. All rider high lift trucks will be fitted with an approved overhead guard. Only trained and authorized operators will be permitted to operate a powered industrial truck.

When leaving a powered industrial truck unattended, lift will be fully lowered, controls neutralized, power shut off, brakes set, and key removed. Spinner knob will not be installed unless furnished with original equipment. Power-operated industrial trucks will not be used in atmospheres containing hazardous concentrations of acetylene, butadiene, ethylene oxide, hydrogen, propylene oxide, acetaldehyde, cyclopropane, diethl ether, ethylene, or unsymmetrical dimethyl (UDMH).

Persons in charge of warehouses will notify a Safety Officer upon receipt of unusually large quantities of hazardous materials.

ELECTRICAL SAFETY

General

No unauthorized person will tamper with electrical fuse boxes, alter existing wiring, or install electrical wiring.

Combustible material will not be placed within eighteen inches of a light bulb.

Extension Cords

Extension cords and electrical appliance wiring will be maintained in good repair and must bear the Underwriter Laboratory label (UL) or meet standards of the National Fire Protection Association (N.F.P.A.) Code 70. Extension cords will not be used outside the room in which the

fixture outlet is located. Under no circumstances will any extension cord or electrical cord be spliced. Household type extension cords will not exceed eight (8) feet in length. All electric cords will be properly grounded when in use. Use of emergency multiple outlets is prohibited.

Appliances

Only appliances bearing the Underwriter Laboratory label (UL) will be connected to the electrical distribution system. Appliances that are deemed unsafe will be removed. Appliances available for use will be considered in use. Hot plates, microwave ovens, coffee pots, electric irons, and other heating equipment (i.e., other than those in cafeterias) will be placed on non-combustible surfaces. They will not be closer than eighteen inches to any combustible wall unless the surface of the wall is shielded by a metal or other appropriate covering extending no less than twelve inches above the appliance.

Occupational Safety and Health

For further details on electric appliances and codes, installations, and work are outlined in Chapter 16 "Electrical Wiring, Apparatus, and Equipment" of this manual and the National Fire Protection Association Code 70.

WELDING OPERATIONS

Welding or cutting will not be done in the following situations:

1. In a sprinklered building while such protection is impaired,
2. In the presence of explosive atmospheres, and
3. In areas near the storage of quantities of readily ignitable materials.

Before cutting or welding is permitted, the area will be inspected by the individual responsible for authorizing cutting and welding operations. The responsible individual will designate precautions to be followed in granting authorization to proceed and assure the following:

1. The area is clear of combustibles in a radius of 35 feet. Combustible floors will be kept wet, covered with damp sand, or protected by fire resistive shields. Where floors have been wet down, personnel operating arc welding or cutting equipment will be protected from possible shock,
2. Ducts and conveyors systems that might carry sparks to distant combustibles are suitably protected or shut down,
3. Where cutting or welding is done near walls, partitions, ceiling, or roof, precautions to prevent ignition of combustibles on the other side will be provided,

4. Welding will not be attempted on a metal partition, wall, ceiling, or roof having a combustible covering, nor on walls or partitions of combustible sandwich-type panel construction,

5. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings, or roof will not be undertaken if the work is close enough to cause ignition by conduction, and

6. Portable fire extinguishers, appropriate for the type of possible fire, will be concentrated at the work area. Where hose lines are available, they will be connected and ready for services.

For personal protective equipment, duties of fire watcher, ventilation and other information concerning welding, see Chapter 11 "Welding, Cutting, and Brazing" of this manual.

LABORATORY FURNACES AND KILNS

Metal pouring is a particularly hazardous operation, due to the possible presence of impurities in the molds, ladles, pouring troughs, or the metal itself which could cause "spluttering" or "puddling".

Individuals operating metal melting furnaces or kilns must be provided with and required to wear approved eye shield, gloves, and aprons. Bare flesh should not be exposed during the pouring or removal of heated items.

The appropriate class fire extinguishers should be immediately available in the furnace area in the event of fire.

AUTOMOTIVE FACILITIES

The prevalent cause of accidents in automotive maintenance facilities is unsatisfactory housekeeping. In automotive maintenance shops, grease on floors and greasy tools account for the greatest number of accidents. In order to eliminate these hazards, the following safety rules will apply:

1. Satisfactory housekeeping conditions must prevail at all times,

2. Grease racks and lifts must be kept clean and free of grease and debris at all times,

3. Droplights used should be equipped with vapor proof globes and shields. Droplights will be of approved type and under no condition will the cord be spliced,

4. Oil and grease soiled rags will be kept in a self-closing metal container and removed from the area daily or when capacity is reached. Under no circumstances should the container be left uncovered,

5. Gasoline or other flammable liquids must not be used to clean vehicle parts, floors, or other materials. Only approved cleaning solution or plain soapy water will be used for cleaning. Flammable substances must be stored in approved storage facilities. Containers will be kept closed at all times when the material is not in use,

6. Smoking is not permitted in automotive maintenance facilities,

7. Serviceable fire fighting equipment of proper type and capacity will be located strategically within the areas,

8. Vehicle engines or machinery exhausting toxic vapors will not be operated in enclosed areas without a safe exhaust system being utilized,

9. Air compressors will be properly grounded, control switches in proper repair and stop switches painted red. Drive belts will be equipped with a guard to prevent an individual, tool or clothing from being caught in a drive unit, and

10. "No Smoking" at the fuel dispensing station will be strictly enforced. This includes occupants of the vehicle receiving fuel

FURNACE AND MECHANICAL ROOMS

Fires and accidents in heating plant areas are most often caused by spontaneous combustion of materials stored in the vicinity of heating plants, or development of excessive heat by improper ventilation. Furnace, incinerator, and mechanical rooms will be kept clean at all times and will not be used as storage areas for any materials. Those furnaces that use coal as fuel, or incinerators used for burning trash must have the ashes kept in metal containers outside the building and ten feet from any frame wall.

Insufficient oxygen fed to furnaces and incinerators result in improper combustion, thereby reducing the efficiency of the system and increasing the production of carbon monoxide. In order to ensure proper functioning of heating plants, furnaces and incinerators will be properly adjusted and outside ventilators of proper size will be kept clean and clear.

DISPOSAL OF CONSTRUCTION WASTE MATERIALS

Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the buildings, an enclosed chute of wood, or equivalent material, will be used. For the purpose of this part, an enclosed chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one.

When debris is dropped through holes in the floors without the use of chutes, the area onto which the material is dropped will be completely enclosed with barricades not less than 6 feet back from projected edge of the opening above. Signs warning of the hazard of falling materials will be posted at each level. Removal will not be permitted in the lower area until debris handling ceases

above.

All scrap lumber, waste material, and rubbish will be removed from the immediate work areas as the work progresses. Waste material will be disposed of in the sanitary land-fill under appropriate supervision. All solvent waste, oily rags, and flammable liquids will be kept in fire resistant covered containers until removed from the worksite.

EMERGENCY LIGHTING SYSTEM

Some of the structures on the campus are equipped with emergency lighting systems which would permit uninterrupted service in critical areas and/or exit facilities under adverse conditions. In order to ensure that these emergency lighting systems are functioning properly, the emergency system will be checked periodically. The tests should be conducted at times which would cause least disruption.

POWER MOWERS AND RELATED EQUIPMENT

Supervisors will allow only experienced personnel to operate power machines and will give proper instruction in their safe operation. All electrical machinery will be properly grounded and control switches will be located at the point of operation best suited to control the equipment.

Power saws, shapers, and other equipment must have the proper type safeguards in place when the equipment is being operated. Protective eye equipment will be used when operating machines which could cause particles to be discharged in such manner as to cause injury.

POWER MOWERS AND RELATED EQUIPMENT

Areas to be cut should be examined for loose objects such as tins, pieces of wire, or other objects. Serious injury can result from objects thrown by a rotating blade.

The engine will be cut off when filling with gas. No smoking is permitted when filling the machine with gas. Fuels will be carried in approved safety cans.

Keep hands and feet from under machine. Suitable foot, eye, and head protection should be worn when operating power mowers. Avoid slopes that are too steep for machine, whether using a push mower or riding mower.

For further details on power mowers and related hand held equipment, see Chapter 10 "Hand and Portable Power Tools and Other Handheld Equipment" of this manual.

USE OF LADDERS

Prior to using a ladder, an inspection of uprights and ladder shoes should be made. In addition, the rope on extension ladders should be inspected. Step ladders should be checked for unsafe hinges as well as steps and uprights. Only a clear type varnish or shellac should be used in the painting of ladders. Before a new ladder is placed in service, it will be equipped with rubber shoes and wall grips.

When straight or extension ladders are used on hard surfaces, they must be held or firmly lashed. The practice of lashing sections together in order to lengthen the ladder is strictly forbidden. Ladders should be so placed that they offer the least possible impediment to the public or to traffic.

The person using the ladder will avoid overreaching. Move the ladder rather than take a chance on the ladder overturning to the side.

For further details or requirements for different types of ladders, see Chapter 17 "Walking/Working Surfaces" of this manual.

GRINDERS AND BUFFERS

Considerable eye damage results from improper use of grinders. In order to prevent this danger, wheels will not be used without the metal guard and eye shields in place. In addition, prior to use, the wheels should be checked out for scoring or cracking. When new wheels are installed, the RPM capacity of the wheels should be checked against the maximum RPM capacity of the motor.

A face shield will be hung on or near each grinder and is to be worn by any person operating the grinder. Work rests will be adjusted close to the wheel with a maximum opening of 1/8 inch.

For further details see Chapter 9 "Machine Guarding and Mechanical Safety" and Chapter 10 "Hand Held Equipment" of this manual.

PRESSURIZED TOILETRIES CONTAINERS

Modern pressurized packaging of such commodities as hair spray, starch, deodorant and shaving cream induces unique safety hazards in domiciles and other areas where used. "Empty" pressurized containers, many of which contain flammable materials, leave a residue of gas and material which, if improperly disposed of, may prove injurious.

The following precautions should be followed when using or disposing of these containers:

1. Observe the cautions printed on the can--do not use flammable material near open flames,

2. Empty pressurized cans should not be placed in trash containers or waste baskets. Place them next to such containers so that custodial personnel may dispose of them safely, and

3. Do not throw cans in incinerators. Sudden application of heat can cause a violent explosion.

HIGH PRESSURE GAS CYLINDERS

Gas cylinders may contain up to 3,000 psi pressure. Accidents have occurred when the heads of these cylinders were broken off. Escaping gases create jet action of sufficient force to propel the cylinders through the walls of buildings, create fires and maim persons in the vicinity. Flammable gases create additional hazards of catalytic action or oxidation under certain conditions.

Improper storage, movement and use of gas cylinders is considered one of the major safety hazards on the campus. Cylinders will be properly segregated and securely fastened in storage, movement, and use. Operators must ensure that head caps are firmly in place when not in use. Use only the proper gauges when metering the gases.

For further details see Chapter 24 "Hazardous Materials" of this manual.

7.15. RECREATION ACTIVITIES

Most accidents occurring during participation in recreation activities can be attributed to one or more of the following causes:

1. Inadequate leadership,
2. Faulty equipment,
3. Inadequate recreational facilities,
4. Irresponsible student behavior,
5. Insufficient skill,
6. Poor physical condition, or
7. Risks inherent in the activity itself.

Accidents can be avoided if the student will follow personal rules of safety such as:

1. Never continue playing a game when fatigued,
2. Do not attempt a hazardous new skill, except under the direction of a qualified person,
3. Wear proper personal protective equipment,
4. Never try any skill beyond your range of ability,
5. Avoid taking part in activities in overcrowded space,
6. Never take advice or instruction from an unqualified person, and

7. Use sports equipment only for the purpose for which it is intended.

Spectators can also be injured unless safety regulations are followed. Recreation activities should be played only within the designated areas which are separated from populated areas and are considered safe.

ALONE ON CAMPUS AT NIGHT

All persons should be aware of the dangers that might exist when walking alone at night. If at all possible, they should:

1. Not walk alone at night,
2. Keep to well-lighted areas,
3. Avoid shortcuts which, although quicker, may be potentially unsafe areas,
4. Develop a sort of "second-sight", and
5. Be constantly alert.

When approaching their parked car, they should unlock the door quickly, check to make certain no one is in the back of the car, and make sure they have the key ready in their hand (i.e., do not fumble for it in a purse or pocket). They should get in, lock the door, and start the motor and drive away. When waiting for transportation, stay close to a well-lighted area.

If bothered in any way, a call for help is the best and most appropriate way of attracting the attention of others nearby. If, in spite of everything they do, they are followed; they should turn and face their annoyer. Frequently, this direct action, showing courage and determination, will deter further trouble.

SHOWERS

Showers are potentially dangerous because the floors become wet, and slippery. Individuals should be reminded to wear rubber-soled sandals to and from the showers for health and safety protection.

WINDOWS

Objects should never be thrown from a window. A "harmless" prank can become a dangerous hazard. Objects should not be stored on window ledges. Individuals should never climb through a

window to gain access to ledges.

FIRE EXTINGUISHERS AND HOSES

This equipment is to be used in case of emergency only. They are not playthings and those persons abusing this equipment are subject to punishment if caught.