

Bainbridge College

Safety Manual

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PURPOSE

Bainbridge College is committed to providing a safe and healthy working environment. While this plan does not outline every safety measure needed to insure safe campus life it does serve as a basis for specific safety procedures and programs that pertain to the College in general as well as those developed within individual departments. Compliance with this safety program is mandatory for all personnel.

STRATEGIES

Bainbridge College will make every effort to comply with relevant federal and state occupational health and safety laws, and develop the best operations, procedures, technologies, and programs conducive to such an environment. To minimize the exposure of staff, faculty, students, and visitors to health or safety risks, operating departments of the College shall develop comprehensive safety plans, which cover all aspects of safety related to their programs. Each member of the College community is expected to exercise good judgment and accept a level of personal responsibility for knowing and adhering to proper operating practices and procedures designed to prevent injuries and illnesses. Requests to improve and correct conditions not conducive to the safety and well being of the College community will be given the highest priority. The College will work diligently utilizing financial resources provided to correct such conditions.

AUTHORITY

This Safety Manual is approved by the University System of Georgia Board of Regents as well as President Wilkerson and is designed to satisfy requirements outlined in federal, state, and local safety regulations.

MAINTENANCE OF THE SAFETY MANUAL

The Safety Office is responsible for maintaining current and correct information in the Safety Manual. An update will be conducted in the spring of each year and completed by the first of April with the results published through the Safety Office.

RESPONSIBILITIES

Administrative/Supervisory Personnel Responsibilities

Staff direction and administration of this plan will be accomplished by the President, with authority delegated from the BOR. Each administrative or supervisory employee will be fully responsible for implementing the provision of this plan as it pertains to operations under his/her jurisdiction.

An administrator or supervisor has responsibility for the safe actions of his/her employees in the performance of their jobs. Each administrator or supervisor has full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each administrator and supervisor will:

- Take appropriate measures to insure safe working conditions for employees under their jurisdiction
- Take the initiative in suggesting correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect loss control efforts
- Enforce safety policies and procedures by taking disciplinary action against

those who fail to conform, and by being prompt to give recognition to those who perform well

- Ensure that each employee is fully trained for the jobs assigned and that each is familiar with work rules and safety procedures
- Monitor employees to ensure proper personal protective equipment is being utilized
- Encourage employees to participate in safety training classes
- Inspect equipment at manufacturers prescribed intervals to ensure it is maintained in a safe condition
- Ensure that only properly trained employees are permitted to operate mechanical or electrical equipment
- Instruct employees on the reporting of accidents/incidents

Individual Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others. Each employee is responsible for following established safety practices and for learning sufficient safety skills to avoid injury. All employees are expected to question conditions that appear unsafe and report any substandard condition to their supervisor. The responsibilities of employees of the College in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries
- Report unsafe conditions, equipment, practices or injuries to supervisory personnel
- Use appropriate personal protective and safety equipment
- Keep work areas clean and orderly at all times
- Follow prescribed procedures during an emergency
- Follow acknowledged guidelines for proper handling of materials

SAFETY and SECURITY COMMITTEES

Campus Safety & Security Committee

The mission of the campus based Safety and Security Committee of Bainbridge College is to provide a safe and secure environment for all members of the College community through awareness, communication and appropriate action.

Committee Function

The Campus Safety and Security Committee has been authorized by Administration to research safety/security related issues and submit recommendations to the appropriate office including the President's Office and the Facilities Department.

Committee Members

Faculty representative
Staff representative
Security Director
Plant representative
Student representative

JOB SAFETY TRAINING

General

Training personnel about job responsibilities and job operations is the most important element in promoting safe work habits and creating a safe work environment.

Supervisory personnel are responsible for orienting new personnel with jobs so they will be prepared to exercise their responsibilities safely and efficiently. The goal of employee safety training is to reduce personal injury and property damage.

Job –Specific Training

Supervisors will ensure that employees are trained to perform regularly assigned as well as non-routine and specialized job tasks safely. Employees will receive instructions and specific directions on how to perform their work by receiving operating instructions prior to the use and operation of new equipment. Supervisors will observe employees as they perform job tasks and, if necessary, remedial instruction will be provided.

RECORD KEEPING PROCEDURES

Bainbridge College shall implement a record-keeping program consisting of the following:

Accident/Incident Reports

These reports document the date, time, and victim's information, description of the location where the accident/incident occurred and agencies notified. Copies of Accident/Incident Reports are stored in the office of the Risk Manager and the Safety Manager.

Log of Work Related Injury and Illnesses

The Human Resource Department maintains this information.

Fire, Safety and Sanitation Inspections

Fire, Safety and Sanitation Inspection information is maintained at Plant Operations.

Crime Statistics

Crime Statistics are maintained in the office of the Director of Security.

Crime statistics are posted on the Bainbridge College web site annually.

Safety Training Documentation

Environmental and Safety maintains records related to safety training.

LOST & FOUND PROPERTY

Purpose

To provide for proper disposition of property that has been turned over to College authorities. The Lost and Found is located at the Administration building. Contact the Security office, for location information.

Procedure

- All items reported lost or found will be entered into the Lost and Found Log, this information includes the date, description, contact information (if known).
- If the lost item is a closed envelope, a wallet or purse, the item must be opened and inventoried.
- State-issued driver licenses and identification will be mailed to the person at the address on the face of the identification.
- Items of suspected contraband will be turned over local authorities immediately.

ANIMAL CONTROL ON CAMPUS

The care and feeding of stray animals on campus is prohibited. While an effort is made to protect wildlife on our campus, personal contact with wild or stray domesticated animals can pose a health risk. Report stray animals to Plant Operations who will notify Animal Control for removal if necessary.

Except as outlined below, no person shall bring an animal onto campus.

Exceptions

- The administration may make exceptions to these regulations for special circumstances
- These regulations do not apply to animals used as guides for the visually impaired or those used to meet the special needs of individuals with other disabilities
- These regulations do not apply to animals used by law enforcement or emergency personnel in the exercise of their official duties
- These regulations do not apply to animals used in academic programs

Licensing and Vaccinations

If applicable, all animals brought onto campus must be vaccinated and/or licensed as required by state or local laws.

Animals at Public Gatherings

Except as provided for above, animals are not allowed to be brought to any public gathering held on campus such as, but not limited to, sporting events, outdoor concerts, demonstrations or exhibits.

Impoundment

Any animal on campus in violation of these regulations may be impounded by animal control.

EXPOSURE CONTROL PLAN

Program Development

In compliance with OSHA guidelines found in the Federal Register, 29 CFR 1910.1030, Bainbridge College has developed, a college wide Blood Borne Pathogen Exposure Control Program. In addition to the college wide program, each department that has occupational exposure to blood borne pathogens will develop an individual Blood Borne Pathogen Exposure Control Program. These individual programs will be designed to include, as a minimum, the elements defined in the Federal Register 29 CFR 1910.1030.

All Blood Borne Pathogen Exposure Control Programs at Bainbridge College will be reviewed by the originating department and updated annually.

Employees - Initial Awareness and Training

Upon hire, employees shall receive information from Human Resources regarding occupational exposure to blood borne pathogens. This training will be in compliance with OSHA guidelines and address topics outlined in 29 CFR 1910.1030.

Employees - Annual Training

Departments that have occupational exposure to blood borne pathogens will provide annual training on such, to employees within their departments

Students

Students in applicable programs receive this information on an ongoing basis as part of their curriculum.

Hepatitis B Vaccine

Hepatitis B vaccine will be made available at no charge to all employees at risk of occupational exposure to blood borne pathogens. This vaccine is to be offered after blood borne pathogen exposure control training and within 10 days of initial assignment. If an eligible staff member initially declines to accept this vaccine, it will be made available to them upon request at a later date.

Documentation

Bainbridge College will ensure that an accurate record is established and maintained for each employee who has experienced an accidental exposure to possible blood borne pathogens. Employee medical records, including post-exposure reports and hepatitis immunization/declination forms, will be maintained for a period of employment plus thirty (30) years.

Documentation of OSHA Blood Borne Pathogen Exposure Control training will be maintained for a period of three (3) years.

CHEMICAL HYGIENE PLAN

To provide guidance on the handling of chemicals in compliance with the Federal OSHA Occupational Exposure to Hazardous Chemicals Standard (29 CFR 1910.1450). The procedures described are those applicable to the safe handling of chemicals. Actual procedures shall be based on the specific hazards of the chemicals in use.

CHEMICAL SPILLS

The following steps will be taken in the event of a chemical spill:

- Any spillage of reportable quantity of hazardous materials will be reported to the local authorities (911) and Bainbridge College Security.
- Security will alert the President or designee
- Be specific about the material involved and approximate quantities
- Local authorities will initiate the response of appropriate haz-mat teams

Department Head Duties:

- Ensure spill containment supplies are available
- Ensure contact phone numbers are updated and posted
- Instruct staff working with hazardous chemicals in spill containment management procedures
- Document incidents
- Inspect areas containing hazardous chemicals and forward recommendations concerning storage and disposal to Director of Plant.

Chemical Spill Incident Actions

Immediate Action

- Determine who is in charge
- Notify Security
- Conduct initial assessment

Subsequent Action

- Determine resources that might be needed to manage the incident including additional staff and equipment
- Advise appropriate members of Administration of incident status
- Determine if evacuation or relocation is required

Follow Up

- Continuation of operations
- Support to students, staff and faculty affected by incident
- Critique of response
- Document all information related to the incident

RIGHT TO KNOW

Program Development

In compliance with OSHA guidelines found in the Federal Register, 29 CFR 1910, Bainbridge College has developed, implemented and documents a college wide Hazard Communication Program. In addition to the college wide program, each department that has occupational exposure to hazardous material will develop an individual Hazard communication Program.

These Hazard Communication Programs should be designed to clearly describe methods of compliance as they apply to Material Safety Data Sheets. Methods of compliance will include acquiring, training and maintenance of Material Safety Data Sheets.

Material Safety Data Sheets will be evaluated and made available to employees before shelving, using or disposing of all hazardous material purchased by or donated to Bainbridge College.

Training

Please visit www.usg.edu/ehs/training/

Initial Awareness and Training

Upon hire, employees shall receive information regarding Occupational Exposure to Hazardous Material.

Annual Training

Employees at risk of occupational exposure to hazardous material will receive annual training within their departments on Material Safety Data Sheets.

Documentation

Material Safety Data Sheets will be maintained at Bainbridge College for a period of thirty (30) years in compliance with OSHA guidelines found in 29 CFR 1910.1020 as well as the Right To Know Law.

Documentation of hazard communication training will be maintained for a period of three (3) years.

EMERGENCY EVACUATION PROCEDURES

Bainbridge College administration and staff recognize their responsibility for the safety of individuals associated with the college. This plan will be used in the event of an emergency evacuation of specified buildings when required because of bomb threats or other similar life threatening emergencies. These procedures are not all-inclusive, however, and may be supplemented by additional actions.

ALARM RESPONSE

In the event of a fire alarm and/or reported fire, faculty/staff members should use the following guidelines to assure the organized evacuation of all students, faculty and staff in the building:

- Upon evacuation notification, faculty, staff and students will evacuate the building.
- Students are to be informed of evacuation procedures during the first class session
- Avoid areas of obvious danger - proceed to the nearest exit
- NOTE: If no safe option for exit exists, those involved in the emergency should crawl on “hands and knees” past smoke.
Upon exit, immediately advise authorities at the scene of any dangerous situation.
- Close doors upon exiting.
- Faculty/staff should check all rooms to ensure everyone is aware of the evacuation process
- Proceed to the nearest “Safe Assembly Area”
- Faculty/staff will verify that those in their area are accounted for and report this to authorities at the scene.
- Return to the building only after the “ALL CLEAR” has been issued by authorities at the scene

BOMB THREAT

Notify Security upon a written, face-to-face, telephonic or electronic communication indicating that an explosive device will be detonated. Security will notify the local authorities and Administration. As directed by Administration, officers will be dispatched to inform and relocate those in the affected area.

A copy of the Bomb Threat Assessment Form is available at the Security Office and in the Bainbridge College Emergency Response Manual. This Form is to assist anyone receiving a call or notice of a bomb threat.

EMERGENCY PROCEDURES FOR PERSONS WITH DISABILITIES

Prior to an emergency evacuation, persons with disabilities should determine what adaptations to Bainbridge College's evacuation plan would be needed for them. This process extends, as well, to individuals who may be temporarily disabled.

Prior to an Emergency

Faculty and staff have the responsibility to be prepared for evacuation prior to an emergency. This preparation includes the following measures:

- Brief students during the first class session on evacuation procedures and routes of exit, including alternate routes in case the nearest exit is obstructed
- Identify individuals who will need assistance and discuss with them privately what their needs will be for evacuation and other emergencies
- Designate assistants who will escort disabled persons to the identified safe assembly or refuge area

During an Emergency

- Communicate the nature of the emergency to everyone involved
- Supervise the orderly movement of persons with disabilities from the building to the identified refuge or safe assembly area
- Notify emergency personnel and campus Security of the location and needs of persons with disabilities
- If it is not safe for a person with a disability to leave the building (as determined through communication with a professional rescue and response team), one person who does not have a disability should remain with the individual while another person notifies safety personnel of their location
- Only when there is imminent life-threatening danger and evacuation cannot be delayed, should a person be carried or helped from the building in the most expedient but safe manner

Following an Emergency

- Check with the assembled group to verify that all individuals have been evacuated
- Inform emergency personnel of individuals with special needs
- Review and evaluate effectiveness of emergency evacuation procedures

SEVERE WEATHER PREPAREDNESS PLAN

Bainbridge College administration and staff recognize their responsibility for the life safety of individuals associated with the college as well as the protection of college property in the event of severe weather. This Preparedness Plan is in place to provide direction for those involved in these efforts. The plan is not all-inclusive, however, and may be supplemented by additional actions.

TORNADO, SEVERE LIGHTNING PREPAREDNESS

Campus Security will monitor the National Weather Service radio and will initiate notifications when severe weather bulletins are issued for the immediate area:

Tornado/Thunderstorm/Wind Watch indicates that atmospheric conditions are conducive for the development of the stated warning. Normal operations will continue. Employees should keep a close eye on changing weather conditions and be prepared to take action if necessary.

Tornado/Thunderstorm/Wind Warning indicates that the hazardous condition stated has been spotted or identified on radar. When these conditions immediately threaten the campus, Campus Security will issue notification through e-mail messages, telephone communications and radio transmissions campus wide and to the Emergency Response Team members. This team consists of the President, the Vice President of Academic Affairs, the Vice President of Student Affairs, and the Vice President of Business Affairs and others as assigned.

NOTE: Hazardous weather conditions can develop in seconds and may not allow for formal means of communication. In the event employees feel that weather is immediately threatening, they will initiate the following actions:

TAKE COVER. Instruct students, employees and others in the immediate areas to find a wall near the interior of the building away from windows and exterior doors. Individuals will curl up in a “ball” or fetal position near the wall, place their hands over their head, and remain in that position until the severe weather passes. Some examples: Restrooms, offices without windows, closets and vaults.

DO NOT LEAVE THE BUILDING OR INITIATE A BUILDING EVACUATION DURING THESE CONDITIONS. DURING SEVERE WEATHER POWER MAY BE INTERRUPTED. REMAIN CALM. IF FIRE IS NOT IMMEDIATELY PRESENT, EVERYONE SHOULD SHELTER IN PLACE UNTIL THE SEVERE WEATHER PASSES.

Tropical Storm

At the *watch* level, security will monitor the National Weather Service and Decatur Co. 911. If conditions worsen or an immediate threat is announced, security will notify the ERT. To allow adequate time, all preparations should be made at the WATCH level.

When the order to close the college is issued, Plant Operations will secure the campus and carry out all duties related to storm preparation.

Non-Facility personnel should no longer be present on the campus during this phase of preparation.

Decision to Close

The decision to close the College will be based upon the projection of a threatening situation. Bulletins issued by the National Hurricane Center and the Decatur County Office of Emergency Management will be considered in determining the implementation of emergency procedures. The President or designee may close the college in advance of a warning depending on local conditions. The general public will be notified through the media.

Notification of Emergency Closing

The President will be notified as soon as reasonably possible when conditions exist, or the potential is great for conditions to develop that may threaten the safety/security of the college community and facilities. The following communications chain-of-communication will be followed:

Communications Chain-of-Command

The President, will be immediately notified in the event of an actual or potential emergency. Only in the event that the President cannot be contacted, then the following chain will be followed in order with the individual assuming the responsibility of Executive Policy Group Chair until the President is contacted:

- a. Vice President Academic Affairs, if they cannot be contacted
- b. Vice President Business Affairs, if they cannot be contacted, then,
- c. Director of Physical Plant, if they cannot be contacted,
- d. The President will determine, if any, which members of the Executive Policy Council will be contacted.

The President of Bainbridge College and/or designee are the only individuals authorized to declare a College State of Emergency.

None of the communication methods below are to be construed as to limit the ability of faculty/staff or Public Safety officials to notify the community of immediate, preventative actions to reduce potential injury or property damage such as; evacuation orders, take cover instructions or awareness information.

Any or all of the following communications methods may be employed:

- a. Awareness Bulletins - will be sent via email. Campus-wide email may be utilized to faculty/staff and students in immediately threatening conditions, i.e. weather warnings, etc..
- b. Telephone notification - Security may contact various offices or specific areas/persons to disseminate information.
- c. Brochures, notices, etc - These may be distributed to increase College community awareness of emergency procedures.
- d. Public Address System - Security may utilize public address systems to announce information to the campus.

Staff/Faculty Duty to Act w/o Notification

Power outages, downed telephone lines, which may occur during the rapid development of an emergency situation severely hinder or disrupt communications. Therefore; college employees must be prepared to act without a direct order in an emergency situation.

College employees must maintain an awareness of potentially hazardous conditions and react accordingly when a situation develops rapidly. Information for community responses are included in the Bainbridge College Emergency Response Manual, and will be distributed to faculty and staff.

SAFETY INSPECTIONS

Specific inspections must be conducted on a regular basis. These inspections assist in identifying and correcting conditions that are potentially harmful to the safety and health of employees, students and visitors.

A. Fire Safety Inspections

These inspections are to be performed yearly. The inspection is performed by the local fire department which has jurisdiction in the area in which the campus is located.

B. Food Service Inspections

Persons from the County Health Department conduct inspections on each site. These inspections are conducted under the rules of the State Department of Health.

C. Machinery and Equipment Inspections

- Plant Operations will conduct inspections on a regular schedule and preventive maintenance will be performed and documented.
- All equipment, tools and accessories are to be visually inspected for unsafe condition before being put in service. Any unsafe conditions noted are to be reported by employees to their supervisor immediately.

D. Fire Extinguishing Equipment Inspections

Certified inspectors/technicians conduct inspections on all fire extinguishing equipment systems. Fire sprinkler systems, standpipe systems, and hydrants will be inspected annually.

E. Fire Alarm Inspections

Certified inspectors periodically inspect fire alarm systems.

F. Infra Red Thermal Scans of electrical distribution

Electrical distribution scans and switchgear cleaning is performed periodically.

G. Bleacher Inspections

All bleachers will require biannual inspection to certify their condition.

H. Eye Wash Stations

Eye Wash Stations must be tested and flushed monthly.

I. Environmental Protection Agency Compliance - self inspections

Regular compliance inspections will be conducted by departments utilizing chemicals and hazardous waste on campus

Annual compliance inspections of these areas will be conducted by Key personnel on site.

J. Automated External Defibrillators

The display on each Automated External Defibrillator is checked daily by Security officers during operating hours to ensure proper operation is indicated on the display panel.

Monthly and annual inspection checklists are on file in Environmental and Safety Office.

K. Security Systems

Operation is verified weekly by Security as buildings are armed and disarmed. Systems are inspected annually by Maintenance.

L. Other Inspections

Other inspections may be required upon occasion for the purpose of identifying environmental health hazards, inspecting for structural hazards or conducting inspections that may be required for other purposes.

MAINTENANCE

The College maintains facilities in accordance with the standards outlined in the BOR Administrative Rules. This facilitates a safe environment and a cost effective procedure to increase longevity of property life and enhanced productivity. The Director of Plant Operations will supervise the organization and sustained process of a responsive and accountable system for routine, preventative and deferred maintenance.

Routine Maintenance

A. This is defined in terms of emergency and non-emergency situations

- An emergency situation is any condition that disrupts normal activities, functions, or presents a hazard or danger. These conditions should be called in to Plant Operations upon detection.

- Non-emergency maintenance is described as equipment failure or

other condition that requires attention but does not present a hazard, danger or disruption of normal activities or functions. Though nonemergency in nature, these should be reported, by phone call or work order, to Plant Operations.

B. Faculty, Staff and student populations are encouraged to report emergency situations immediately. The Facilities staff receives the emergency call and dispatches, by radio, the appropriate technician to address the problem. Outside assistance will be obtained as needed.

ACCIDENT/INCIDENT REPORTING

Proper processing of Accident/Incident documentation is an important factor in the safety of our college community.

What is the Accident/Incident Report...

- Document used to link accidents and incidents that pertain to the College community with our insurance carrier

Who fills out the report...

- Accidents/incidents involving employees – Supervisors/Security Human Resources will process the report
- For all other accidents/incidents – a Security Officer will process the report

Complete & correct reporting - how does it benefit you...

- Prompt response from Plant Operations to areas that require attention or repair
- Adequate and timely information supplied to our insurance carrier to facilitate prompt processing of a claim
- All parties, including witnesses, can be contacted in a timely manner
- Should there be a question concerning the report, appropriate people can be contacted for further information
- Correct accident/incident statistics bring safety issues into focus

Annual Crime Statistics...

- Annual Crime Statistics are available on the Bainbridge College website in the Security section.

A SAFE COLLEGE IS NO ACCIDENT

