



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
SE-1.8.03	Accident Prevention Policy	02/01/2009	

I. Overview

Bainbridge College places a high value on the safety of its employees. BC is committed to a safe workplace for all employees and has developed this program for injury prevention to involve employees in identifying and eliminating hazards that may develop during the work process. Each employee is required to read the following Accident Prevention Policy and sign the Employee Acknowledgement Statement attached.

II. Basic Safety Rules That All Employees Must Follow:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your Supervisor. Find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized to do so.
- User personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto College property.
- Smoking is only permitted outside in designated areas on campus.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.



III. How and When to Report Injuries

If an employee is injured on the job, they are to report this immediately to their supervisor/manager and to Security.

IV. How to Report Unsafe Conditions and Practices

If an employee sees something that is unsafe or someone working unsafely, they are to immediately report it to their supervisor/manager and to Security.

V. What to do in an Emergency

Know where emergency exits, first aid kits, and fire extinguishers are located.

Fire Emergency

- If an employee discovers a fire they are to activate the fire alarm immediately. Call 911 and Security.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, the employee may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly points outside the building.

Tornado Emergency

If the employee is inside a building:

- Go to the center of an interior room on the lowest level of the building (closet, interior hallway) away from corners, windows, doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.



- When the tornado has passed, if the building has sustained damaged, determine the nearest available evacuation route; begin an evacuation of the area to the designated assembly location.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor/manager to turn off the gas at the main. Open windows.
- Employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or object touched by downed power lines.

If an employee is outside:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- Do not get under an overpass or bridge. You are safer in a low, flat location.
- Watch out for flying debris. Flying debris from tornados cause most fatalities and injuries.

If an employee is on the road:

- Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter.

VI. Identification of Hazardous Chemicals

The State of Georgia enacted legislation to protect employees from the dangers of hazardous chemicals that may be encountered in the workplace. Basic training (Right to Know) is required of all new employees and additional training is required for employees involved in the handling of hazardous chemicals. The additional training will include the safe use, storage and disposal of any chemicals they use.



VII. On-The-Job Training about what Employees need to know to Perform the Job Safely:

Do not use equipment or attempt to do any tasks until you have received the required training and personal protective equipment.

VIII. Lifting Task Rules

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevate-able table whenever possible to do the lift or bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the employee and expensive for the College. Lift safely!



IX. Disciplinary Action

Violation of this Accident Prevention Policy will result in disciplinary action up to and including immediate termination of employment and may have additional legal consequences for the individual.



Employee Acknowledgement Form

I, _____, acknowledge that I have received, read and understand the Accident Prevention Policy.

Signature

Date