# EL PASO COMMUNITY COLLEGE
## SAFETY MANUAL

### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION I</th>
<th>Introduction</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statement of Safety Policy</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Board Policy 5.05.05</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Purpose of Safety Manual</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Procedure 5.01.05.34</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Responsibility and Accountability</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Top Level Management</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Supervisors</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Employees</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Office of Risk Management Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>District Safety Committee</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Charge</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Membership</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION II</th>
<th>Office of Risk Management &amp; Safety</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Safety Inspections</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Safety Concerns/Complaints</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>The Texas Hazard Communication Standard</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Employee Safety Training</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION III</th>
<th>Emergency Procedures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency Telephone Numbers</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Reporting an Emergency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Medical Emergency</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Facility - Related Emergencies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Accident Reporting</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Fire or Explosion</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Small Fire</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Major Fire</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Bomb Threat</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Suspicious Letter/Package/Container</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Hazardous Chemical Spills</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Small Spills</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Major Spill</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Cleanup Procedures</td>
<td>8</td>
</tr>
</tbody>
</table>
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Spills</td>
<td>9</td>
</tr>
<tr>
<td>Minor Biological Spills</td>
<td>9</td>
</tr>
<tr>
<td>Major Biological Spills</td>
<td>10</td>
</tr>
<tr>
<td>Crisis Awareness</td>
<td>11</td>
</tr>
</tbody>
</table>

### SECTION IV  Evacuation Plan

- Evacuation Plan | 2 |
  - Emergency Preparation | 2 |
  - Evacuation | 3 |
  - Evacuation of Persons with Physical Disabilities | 5 |
  - Emergency Preparation | 5 |
  - Evacuation | 6 |
- Guidelines - Emergency Classroom Evacuation | 7 |
  - For Full-time or Part-time Faculty And Instructors |

### SECTION V  Safety Procedures

- Safety Procedures | 2 |
- Lock-out/Tag-out | 3 |
- Automotive Maintenance Shop Safety | 5 |
- Electrical Safety | 7 |
- Fire Safety | 9 |
  - Safety Corps | 9 |
  - Prevention and Safety Checklist | 10 |
  - Basic Portable Fire Extinguisher Use | 11 |
- General Shop and Maintenance | 13 |
  - Glass Safety | 13 |
  - Insecticides and Herbicides | 14 |
  - Ladder Safety | 15 |
    - Extension Ladder | 16 |
    - Scaffolds | 17 |
  - Lawn Mowers | 18 |
  - Painting | 19 |
- Material Handling | 20 |
- General Office Safety | 21 |

### SECTION VI  Tools and Machines

- Hand Tools Carpentry Shops | 2 |
- Electric Hand Drill | 2 |
- Power Hand Router | 3 |
- Portable Belt Sanders | 4 |
- Power Hand Saw (Circular) | 5 |
- Machine and Power Tools | 6 |
## SECTION VII Instructional Classroom/Laboratory Safety

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Classroom/Laboratory Safety</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Technology Center</td>
<td>3</td>
</tr>
<tr>
<td>Art Department</td>
<td>4</td>
</tr>
<tr>
<td>Automotive Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>Chemistry/Biology/Microbiology Laboratory</td>
<td>8</td>
</tr>
<tr>
<td>Board Policy 2.01.08 - Memorandum of Understanding (MOU) - Controlled Substances, Precursor Chemicals and Laboratory Apparatus</td>
<td>10</td>
</tr>
<tr>
<td>Public Law 107-188 - Public Health Security and Bioterrorism Preparedness Response Act of 2002</td>
<td>12</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>16</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>17</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>18</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>19</td>
</tr>
<tr>
<td>Bloodborne Pathogen Safety</td>
<td>19</td>
</tr>
<tr>
<td>Radiologic Technology Program Operating and Safety Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Appendix Y: Pregnant Students in Programs with Radiology Component Training</td>
<td>25</td>
</tr>
<tr>
<td>Law Enforcement Training Academy</td>
<td>28</td>
</tr>
<tr>
<td>Range Entry Rules</td>
<td>29</td>
</tr>
<tr>
<td>Range Safety Rules</td>
<td>30</td>
</tr>
<tr>
<td>Fire Arms Safety Rules</td>
<td>30</td>
</tr>
<tr>
<td>Do’s And Don’ts of Range Lead Safety</td>
<td>33</td>
</tr>
<tr>
<td>Photography</td>
<td>34</td>
</tr>
<tr>
<td>Technological Laboratories</td>
<td>35</td>
</tr>
</tbody>
</table>
**SECTION VIII**

Vehicles

- College Owned Vehicles 2
- College Vehicle Accident Reporting 4
- Forklifts 6
- Refueling the Forklift 8

**SECTION IX**

Disaster Preparedness

- Preparing for Disaster 2
- Your Role in a Disaster 3
- Emergency Response 4
- Chemical/Biological/Radiological Incidents 5
  - Actions to be Considered 6
  - Decontamination Measures 6
  - Indicators of a Possible Chemical Incident 7
  - Indicators of a Possible Biological Incident 8
- Indicators of a Possible Radiological Incident 8

**SECTION X**

EPCC Hazardous Communication Program

- Hazardous Communication Program 2
  A. Introduction 3
  B. Responsibilities 4
  C. Employee Rights 6
  D. Chemical lists 8
  E. Material Safety Data Sheets (MSDS) 9
  F. Labels 15
  G. “Right to Know” Education and Training 16
  H. Outside Contractors 18
  I. Reporting Employee Deaths and Injuries 19
  J. Texas Health & Safety Code Sec. 502 20
  K. Texas Health & Safety Code Sec. 506 33
  L. Executive Order GWB 95-8 42
SECTION I

INTRODUCTION
STATEMENT OF SAFETY POLICY

EL PASO COUNTY COMMUNITY COLLEGE

The health, welfare, and safety of our employees, students, and visitors are of the utmost importance to this College. It is the policy of the College to set the highest possible safety standards. Safety does not occur by chance! It is the result of careful attention to all College operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the College's policy of maintaining a safe workplace.

It is our goal to initiate proactive measures to prevent accidents, reduce workers' compensation claims, and provide a safe and healthful environment for everyone at El Paso County Community College.

Dr. Ernst E. Roberts, II
Interim President
El Paso County Community College
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

5.05.05

SAFETY PROGRAM

The Board recognizes that a safe environment is essential to achieve the educational goals of the College. Therefore, the Board directs the President to establish a comprehensive College-wide Safety Program.

Adopted: July 25, 1984       Amended: Jan. 20, 1988       5.01.05 - 1 of 1
PURPOSE OF SAFETY MANUAL

The purposes of this manual are:

1. To communicate and publicize the El Paso County Community College District's Safety Program, policy, procedures, and rules.

2. To convey the College's commitment to safety for its employees and students and to convey to employees and students what expectations they should reasonably have concerning the College's Safety Program.

3. To fix responsibility for recommending changes in Safety Program policy and procedures.

4. To fix responsibility for establishing, promoting, and complying with the Safety Program policy and procedures.

5. To serve as a reference for employees and administrative/professional level staff in creating a safe College environment.
EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-2614

5.01.05.34 Safety Program \ APPROVED: November 3, 2006 \ REVISED: November 14, 2011
Year of last review: 2011
AUTHORIZING BOARD POLICY: 5.01.05

Designated contact: Office of Risk Management and Safety

OBJECTIVE: To establish guidelines for the implementation of a comprehensive College-wide Safety Program.

PROCEDURE:

I. General

All College departments and disciplines are responsible for maintaining up-to-date safety guidelines for their areas of work or academic environment. Safety procedures shall be readily available to all staff, faculty, students, and visitors. All of El Paso Community College’s (EPCC) departments and College courses with safety requirements which include, but are not limited to, labs, work procedures, equipment, facilities, tools, firearms, personal protective equipment, etc. will provide a copy of the written safety procedures to the Office of Risk Management and Safety at the beginning of each semester.

A. All areas of the College shall comply with the Hazard Communication Act.

1. The Texas Department of State Health Services (TDSHS) notice will be posted and maintained.

2. Where applicable, Material Safety Data Sheets will be kept up-to-date. A current list of chemicals, biological agents, and other hazardous materials will be readily available and provided to the Office of Risk Management and Safety on an annual basis at the beginning of the Spring semester.

B. Purchase, use, and disposal of controlled substances and select agents and toxins will follow federal and state mandates.

C. All departments using machinery, hazardous materials, or lab equipment shall maintain updated safety guidelines for their use.

II. College Safety Manual

The College Safety Manual was created in order to achieve the goal of the College in establishing a comprehensive College-wide Safety Program.

A. Revision Process

1. The Office of Risk Management and Safety shall update the College Safety Manual to reflect changes in departmental safety guidelines as notified by the department.

2. The Office of Risk Management and Safety shall update the College Safety Manual to reflect written course safety procedures received before each Spring Semester.

B. The District Safety Committee shall review the updated section(s) and shall notify the Office of Risk Management and Safety of any recommendation(s). The District Safety Committee shall contact the originating department for clarification, if necessary.

C. The revised College Safety Manual shall then be placed in the following areas:

President's office
Vice Presidents' offices
Campus Deans' offices
Office of Institutional Effectiveness
Police Department
Physical Plant
Office of Risk Management and Safety College Web Site

Note: EPCC does not discriminate on the basis of race, color, national origin, religion, gender, age or disability.

Page 1 of 1
RESPONSIBILITY AND ACCOUNTABILITY

Top level management, supervisors, and employees share responsibility and accountability in the implementation of a successful Safety Program. Each group must do its share to ensure the objectives of providing a safe and healthful workplace are achieved.

TOP LEVEL MANAGEMENT

Top level management's responsibility is the promotion of a safe working environment. Management, therefore, provides the incentive and full support of all safety procedures, employee training, and strives to eliminate hazardous practices. Management will stay informed on all health and safety items throughout the district in order to oversee the effectiveness of the current safety and health programs. Management's commitment to safety will instill confidence and cooperation of the employees and demonstrates a concern for their well-being.

SUPERVISORS

Supervisory personnel are directly responsible for the safety training and safe practices of all employees under their supervision. Supervisors insure proper procedures and safe methods are utilized in performing work duties, take corrective action to eliminate hazardous conditions and/or practices to prevent accidents, personal injuries, or property damage. The supervisor supports and enforces safety procedures and awareness in order to instill a positive safety attitude in the workplace. Supervisors will not permit safety to be compromised for any reason.

EMPLOYEES

Management requires each employee, regardless of his/her position within the organization, to be part of the safety team. Employees are to cooperate in every aspect of the College's Safety Program. The Safety Program requires the following of each employee:

♦ All on the job injuries and accidents are reported immediately to the EPCC Police Department, immediate supervisor, and Human Resources Department.

♦ Personal protection equipment, where required, must be worn by all employees. There will be no exceptions to this requirement.

♦ Hazardous conditions and other safety concerns must be reported immediately to the supervisor and to the Office of Risk Management and Safety.
Each employee has the responsibility for his/her safety, as well as the safety of his/her fellow employees. This can be achieved through the continuous efforts of all employees becoming familiar with the hazards of his/her job and taking proper precautions to insure their safety. This commitment to safety will enhance the success of the College's Safety Program and its commitment to safety in the workplace.

**OFFICE OF RISK MANAGEMENT AND SAFETY RESPONSIBILITIES**

1. Develop procedures for implementation of the Safety Program with input from the District safety Committee for ratification. Submit recommended procedures to the District Safety Committee for ratification. Submit the final recommendations to the President for approval.


3. Periodically monitor information published by Federal and State governments and other agencies in order to maintain up to date training programs and materials necessary for compliance.

4. Establish reporting systems to monitor and coordinate staff training.

5. Ensure a safe working environment for College employees and students.

6. Ensure that safe work practices are understood and followed by all personnel, that proper administrative controls are in place to reduce exposure to hazardous substances, and that appropriate protective equipment is provided and utilized by employees.

7. Maintain, or cause to be maintained, a supply of necessary first aid supplies for use by employees in the safe conduct of their work.

8. Evaluate reports of unsafe conditions or practices and safety complaints to determine whether any corrective action is required. Submit recommendations to the appropriate department or administrator for correction.

9. Recommend changes in work procedures, equipment, facilities, tools, personal protective equipment, etc., necessary to comply with this Safety Manual, and follow-up for compliance where a condition of eminent peril to health, life, or property exists.
10. Provide a Safety Orientation concerning the College's Safety Policy to all newly hired employees.

11. All laboratory personnel will receive detailed training concerning safety procedures from Continuing Education or their respective field's supervisor, Dean, or Chair prior to working in the lab.

12. In the event that a condition of eminent peril to persons or property is found, the Office of Risk Management and Safety will order immediate correction of the unsafe condition.

**DISTRICT SAFETY COMMITTEE**

**Charge**

To oversee and establish criteria for the implementation of the College safety program, College-wide; identify and prioritize safety goals and establish action plans; review Office of Risk Management and Safety publications before printing; conduct a review of the EPCC Safety manual every six months for SACS accreditation; maintain open communication with EPCC IE committees concerning safety issues; assist Safety Corps members; and help make health and safety activities an integral part of EPCC’s operating procedures, culture, and programs.

**Membership**

Committees are governed by College Procedure 2.01.01.14. For info. contact Institutional Effectiveness.
SECTION II

EL PASO COUNTY COMMUNITY COLLEGE
OFFICE OF RISK MANAGEMENT
AND SAFETY
MISSION STATEMENT

The mission of the Office of Risk Management and Safety is to promote a safe and healthy work environment, prevent accidents and injuries to staff and students by increasing safety awareness, safety training, inspection and identification of potential hazards, and elimination of unsafe conditions, hazards, and work practices throughout the El Paso County Community College District.
SAFETY INSPECTIONS

A. The Office of Risk Management and Safety will conduct, or cause to be conducted, inspections of facilities, equipment, and practices to determine the levels of safety at the College. These can be regularly scheduled inspections, inspections required by codes or ordinances, or inspections done in response to accidents or safety complaints. Regularly scheduled inspections should be performed no less than semi-annually.

B. In the event that conditions of imminent peril to persons or property are found, the Office of Risk Management and Safety will order immediate correction of the unsafe condition.
SAFETY CONCERNS/COMPLAINTS

Any employee or student can report suspected unsafe conditions or practices by contacting the Office of Risk Management and Safety. The following information should be made available by the person filing the complaint:

1. A description of the unsafe condition or practice.

2. Location of the condition or practice (campus, building, room number, etc.)

3. What effect the condition or practice has had or what effect it is likely to have on persons or property.

4. Complainant’s name and telephone number for follow-up purposes.

The Office of Risk Management and Safety will investigate the suspected unsafe condition or practice and:

1. Recommend any corrective action.

2. Contact the complainant and advise them of the Office of Risk Management and Safety's findings and recommendations.

3. Follow-up to ensure compliance with corrective recommendations.

NOTE: Physical Plant will be notified concerning College sites that are unsafe or areas in need of repair or replacement parts.
THE TEXAS HAZARD COMMUNICATION STANDARD

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires all public employers in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed in their workplace.

Under the Act, all educational institutions within Texas, as well as any other employers, have the following responsibilities:

1. As of January 1, 1986, employers must provide notice of the Act and its provisions to employees.

2. As of January 1, 1986, employers must provide to the Fire Chief of the City Fire Department and the Local Emergency Planning Committee having jurisdiction over the workplace, a written list of the names and telephone numbers of knowledgeable representatives of the employer who can be contacted in case of emergency.

3. As of January 1, 1986, employers must obtain Material Safety Data Sheets (MSDS) for all hazardous chemicals in the workplace. These sheets must be readily available for reference by employees and laboratory students. A file of MSDS's should be kept in each department where hazardous materials are stored or used.

4. As of January 1, 1986, employers must obtain appropriate labels for containers of hazardous chemicals.

5. As of September 1, 1993, employers must provide an education and training program for employees who use or handle hazardous chemicals, provide additional instruction to an employee when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employee receives new and significant information concerning the hazards of a chemical in the employee's work area, and provide training to new or newly assigned employee before the employee works with or in a work area containing a hazardous chemical.

The College must:

1. Post "Notice to Employees" posters in conspicuous places to inform employees of their rights in the workplace.

2. Have a comprehensive list of all potentially hazardous chemicals used or stored at the workplace by taking an inventory.
a. Ensure that the chemical list is updated as necessary, but not less frequently than annually.

b. Ensure that the workplace chemical list is readily available to employees and to authorized local, state, or federal officials on request.

c. Ensure that newly assigned employees be made aware of the location of the chemical list.

d. Maintain the chemical list for 30 years.

e. Submit one copy of the chemical list and the updates to Physical Plant.

3. Obtain and maintain a current Material Safety Data Sheet (MSDS) for any chemical on the list.

a. Ensure that a MSDS for any chemical is readily accessible to employees and authorized local, state, or federal officials on request.

b. Ensure that each MSDS is in English and that the MSDS includes:

   1. Product Identification
   2. Hazardous Ingredients
   3. Physical & Chemical Characteristics
   4. Physical Hazards
   5. Reactivity Data
   6. Health Hazards
   7. Precautions for Safe Handling, Storage, and Use
   8. Control Measures
   9. Emergency phone number

4. Ensure that all hazardous chemicals are properly labeled. Labels must remain in place at all times from initial packaging through disposal. Ensure that all hazardous substances are labeled when they arrive at the College facility and remain labeled throughout their use.

a. Labels must contain the following information:

   1. Identity of the chemical
   2. Appropriate hazard warning
   3. Name and address of the chemical manufacturer, importer, or other responsible party
4. Emergency phone number

b. National Fire Protection Association (NFPA) labels may, and are encouraged, to be used in addition to the original container label.

c. It is not required to label portable containers into which hazardous chemicals are transferred from labeled containers to a smaller container to be immediately used by the employee who performs the transfer. But, the new container must never be left unattended. If it will be left unattended, it must be labeled.

5. Provide "Right to Know" Education and Training

a. The Hazard Communication Standard requires that employees who use or handle hazardous substances (regardless of quantity) receive training on an as needed basis. Addition training is required "when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employer receives new and significant information concerning the hazards of a material in the employee's work area". There must be additional training whenever a new chemical is brought into your area. The new chemical must be included in your chemical list inventory. New or newly assigned employees must be trained before they are placed in environments where hazardous substances are being used.

b. The training program must be in written form. It should outline:

1. The nature of the hazard.

2. What protective measures have been, are being, or need to be taken.

3. The location/locations where hazardous substances are stored or where they are used.

4. How to read, understand, and make use of MSDS and chemical warning labels.

5. Protective measures that employees can, should or must take.

6. Proper precautions for handling the hazardous substances.

7. Required personal protective equipment, if any.
8. Methods to prevent or minimize accidents such as spills, leaks, and explosions.

9. Clean up procedures for small spills and leaks.

10. Emergency procedures to follow in the event of an accident.

c. A training record of names must be kept for 5 years. A copy of the training record will be sent to Physical Plant to be in compliance with reporting requirements if the records need to be sent to the Texas Department of Health in Austin.

d. Hazardous chemical training is not required for employees who are not exposed to hazardous chemicals. The law generally exempts office workers, ground maintenance workers, security personnel, and non resident management unless they are routinely exposed to hazardous chemicals.

e. The personnel who work in the following areas should definitely be included in training: clinics, laboratories, print shops, duplicating machine areas, liquid process copiers, darkrooms, shops, and any other areas involving use or storage of chemicals.

f. A detailed, written hazardous communication program must be developed by each supervisor or manager that falls under this standard and the program must be accessible to employees and officials.

g. All supervisors and managers that come under the Hazard Communication Standard must familiarize themselves with the Act.

6. The supervisor or manager shall:

a. Inform outside contractors who are expected to work in your area where chemicals are used, of any potential hazards they or their employees may face while working there. This may be done in writing or orally to the foreman or person in charge.

b. Supply the contractor with:

1. Chemical inventory for the area where the contractor will be working.
2. Copies of appropriate MSDSs and any additional information on materials that can be made available to the contractor for training his employees.

c. Outside contractors must provide the College with an MSDS for each chemical brought onto College property. This can be arranged in the contract agreement.

d. When the College contracts for the services of outside contractors, the College is responsible for training only employees of the College, not the contractor's employees.
EMPLOYEE SAFETY TRAINING

Employee safety training is vital to the development of a safe and healthy workplace. Training provides the employee with the basic knowledge necessary to instill positive safety attitudes and develop safe and healthy work practices.

Employee commitment to safety begins with their initiative to attend safety training programs designed to improve the workplace and the environment. Supervisors should take an active role in scheduling training for their subordinates. In order to enable supervisors to plan ahead when scheduling training, the Office of Risk Management and Safety offers training as follows:

a. Campus Fire Safety - this course is designed to help employees prevent fires and to learn the evacuation process, whether at work or at home.

b. Office Safety - this course is designed to provide the employee with an overview of a variety of safety hazards that can be found in the workplace. The focus is on taking proactive actions to remove or eliminate these hazards.

c. Office Ergonomics for Supervisors - this course assists the supervisor in being able to recognize improper work practices and to learn methods to create a safe work area for employees.

d. Office Ergonomics - this course helps the employee in adjusting their workstation for comfort, health, and safety.

e. Portable Fire Extinguisher Use - this course is designed to instruct the employee on the proper use of a portable fire extinguisher and when to use a portable fire extinguisher.

f. Emergency Evacuations from Multi-Story Buildings - this course is designed to educate the employee in safe evacuation in case of fire or other emergency.

g. Heat Stress - this course helps the employee to know the symptoms and remedies of heat stress.

h. Safe Lifting Techniques - this course teaches the employee not only how to lift safely but various types of lifting techniques.

Note: Training topics are subject to change
SECTION III

EMERGENCY PROCEDURES
<table>
<thead>
<tr>
<th></th>
<th>EMERGENCY TELEPHONE NUMBERS</th>
<th>College Phone</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EL PASO COUNTY COMMUNITY COLLEGE POLICE DEPARTMENT</td>
<td>2200</td>
<td>831-2200</td>
</tr>
<tr>
<td>2.</td>
<td>FIRE, EMERGENCY MEDICAL</td>
<td>9-911</td>
<td>911</td>
</tr>
<tr>
<td>3.</td>
<td>PHYSICAL PLANT</td>
<td>2280</td>
<td>831-2280</td>
</tr>
<tr>
<td>4.</td>
<td>OFFICE OF RISK MANAGEMENT AND SAFETY</td>
<td>6444</td>
<td>831-6444</td>
</tr>
<tr>
<td>5.</td>
<td>WORKERS’ COMPENSATION OFFICE</td>
<td>6469</td>
<td>831-6469</td>
</tr>
</tbody>
</table>
REPORTING AN EMERGENCY

These general safety procedures are applicable in all areas of College operation. Some of these may be repeated in other areas of this manual, where deemed appropriate.

MEDICAL EMERGENCY

If an injury or medical problem is of a serious or potentially serious nature, proceed as follows:

1. If the person's life is in danger (profuse bleeding [see Bloodborne Pathogens in Section VII] no breathing, no heart beat, etc.) and you know the appropriate first aid, render it. Call the EPCC Police Department at 831-2200 and advise them of the nature of the emergency, the condition of the person, your name, and the location of the person (campus, building, room number). All EPCC Police are trained first responders. You may then call 9-911 and ask for an Emergency Medical Services (EMS) unit, if you feel it is necessary. **Do Not Hang Up** until the dispatcher has all the information he/she needs.

2. Stay with the individual until help arrives, rendering what aid you can.

3. If the individual is conscious, try to obtain their name, address, someone to contact, and facts relating to the injury or illness. This is in case the person loses consciousness before emergency services arrives so you can provide them with this information.

FACILITY - RELATED EMERGENCIES

(Gas leaks, broken water lines, power failures, etc.)

1. Call the EPCC PD at 831-2200 and indicate the nature of the situation, campus, and exact location.

Non-Emergency General Issues

1. During normal working hours (Monday - Friday, 8:00 a.m. through 5:00 p.m.) call the Office of Physical Plant at 831-2280 and indicate the nature of the situation, the campus, and exact location.

2. Other than working hours, call the EPCC PD at 831-2200 and indicate the nature of the situation, the campus, and exact location.
ACCIDENT REPORTING

All accidents involving personal injury or destruction of property must be reported promptly to the El Paso County Community College Police Department (EPCC PD) and to the appropriate supervisor immediately!

1. Call EPCC PD and give all requested information.

2. When the police officer arrives, give the officer all requested information.

3. The police are trained first responders and will administer first aid or call Emergency Services as appropriate.

4. If the accident is job related, notify the supervisor immediately. The employee and supervisor are responsible for ensuring that the EPCC PD and Workers' Compensation Office are notified. The supervisor will complete a "Supervisor's Report of Injury" and the injured employee will complete the "Employee's Report of Injury".

5. If a student is involved while the student is under the authority of an instructor, the instructor is responsible for contacting the EPCC PD to report the accident.

6. EPCC PD will investigate the accident, complete a report on the injury/accident, and prepare an "Emergency Care" and/or "Liability Release" form. The EPCC PD will also make any required follow-up investigations.

7. Non-emergency accidents should be reported to the EPCC PD as soon as possible.

FIRE OR EXPLOSION

1. If fire, smoke, or any evidence of fire is noticed, activate the building fire alarm by pulling the lever down on one of the fire alarm pull stations. In 5 - 10 seconds the alarm will sound.

2. Call the EPCC PD at 831-2200 at this time giving the campus, building, room number, and description of the fire. If it is not safe to call at this time, call as soon as possible.

3. Evacuate the building.
a. **Small Fire**

- Alert people in the building and activate the alarm.
- Call, or have someone call, the EPCC PD and inform them of the type of fire, location, and the intent to extinguish the fire.

If the fire is small, contained (a wastebasket, sink, etc.), still at its point of origin, and if someone has been trained, a fire extinguisher may be used to control and extinguish the fire. **Do not attempt to put out the fire until evacuation has begun and the EPCC PD has been called at 831-2200. If you wish to call 9-911 in addition to the EPCC PD, you may do so.**

- While extinguishing the fire, always maintain accessible exit.
- Avoid smoke or fumes.

b. **Major Fire**

- Alert the people in the area to evacuate.
- Activate the nearest fire alarm and call the EPCC PD.
- Close doors (do not lock) to confine the fire.
- Exit the building. Use stairs. **Do NOT use elevators.**
- Evacuate to a safe area at least 100 yards (300 feet) from the building.
- Help in the evacuation of handicapped students and employees.
- If unable to evacuate handicapped persons, notify the EPCC PD immediately upon exiting from the building.
- Follow instructions from Police, Fire Department personnel, and Safety Corps members.

**BOMB THREAT**

1. **DO NOT** activate the fire alarm!!!

2. Report the bomb threat immediately to the EPCC PD at 831-2200. Identify yourself, indicate that a bomb threat has been received, and report as much information about the caller and the message received.

3. If a suspicious object is discovered, **DO NOT** attempt to move or touch the object. The area should be evacuated immediately. Notify the EPCC PD at 831-2200. The EPCC PD will provide further instruction. They and Safety Corps members will aid in the evacuation of the area.
SUSPICIOUS LETTER/PACKAGE/CONTAINER

A large number of potentially suspicious letters and packages continue to be reported to federal, state, and local law enforcement and emergency response agencies nationwide. In some instances these letters or packages may include powders, liquids, or other materials. Employees of the College should be aware of the potential for small-scale exposure, which could result from material contained in threatening or suspicious packages. The following guidelines are recommended:

1. **Letter/package/container with unknown powder-like substance and threatening communication (with or without illness):**

   Since there is an expressed threat, it is likely that the substance was intentionally introduced into the package in an effort to validate that threat. An articulated threat itself (with or without the presence of a suspicious substance) is a federal crime and may also constitute a violation under state and local statutes.

   Upon receipt of such a letter/package/container, immediately notify the EPCC PD at 831-2200. Do not leave the area, do not touch, move, or open the suspicious letter/package. Under NO CIRCUMSTANCES should an unprotected person attempt to package or contain an unknown substance.

2. **Letter/package/container with a threat but no visible powder of substances present:**

   Merely threatening the use of a chemical or biological agent is a violation of federal law and merits investigation. Although no powder may be visible to the eye, there could be trace amounts of material present that could represent a health risk and also provide critical forensic evidence required for further investigation.

   Upon receipt of such letter/package/container, immediately notify the EPCC PD at 831-2200.

3. **Letter/package/container with unknown powder, no articulated threat, and no illness:**

   As there is no threat and no one is ill, it must be determined if there is a logical explanation for the presence of the substance. Accidentally crushed samples from vitamin and pain-relief companies are examples of powders that have been found in letters. If a reasonable and defendable explanation can be given as to the source of the substance, there has been no threat, no one is ill, then no further action is necessary.
If, however, a reasonable source cannot be determined or there is any uncertainty, immediately notify the EPCC PD at 831-2200.

4. **Letter/package/container with no visible powder, no threat, but recipients are ill:**

   This situation has the most potential for uncertainty and confusion. Those who come into contact with anthrax or other biological pathogens/toxins may not immediately become ill. It may be difficult to determine if a letter/package/container is actually associated with the illness.

5. **Letter/package/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package:**

   If threat indicators are present such as excess postage, misspelled names, unusual odors/colors, etc. notify the EPCC PD at 831-2200 to evaluate the letter/package/container.

Should the employee suspect they have been exposed to any type of harmful substance, they should be examined by their primary care physician as soon as possible.

**HAZARDOUS CHEMICAL SPILLS**

The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills.

1. **Small Spills**

   A minor chemical spill is one that the laboratory staff is capable of handling without the assistance of safety and emergency personnel. All other chemical spills are considered major.

   A spill of approximately 100 ml can usually be cleaned up by laboratory personnel using water/neutralizer and paper towels or other absorbents. For highly hazardous chemical spills, consult the Material Safety Data Sheet (MSDS).

   Spill cleanup procedure:
   - Avoid personal exposure or contamination.
   - Alert people in the immediate area of the spill.
   - Confine spill to small area. *Do Not* breathe vapors from spill.
   - Review chemical information from the MSDS or other source before attempting cleanup.
• Wear protective equipment, including goggles, gloves, long sleeve lab coat, and aprons. (In accordance with 29CFR1910, only trained personnel can wear respirators)
• Use appropriate spill kit to neutralize and absorb inorganic acids and bases. For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth.
• Collect residue, place in container, label, and place with chemical waste.
• Immediately report incident to the Department Supervisor and EPCC PD.

2. **Major Spill**

• Immediately call or send someone to call the EPCC PD at 831-2200.
• Close doors to affected areas.
• Evacuate surrounding areas or building, if necessary.
• Have someone with knowledge of the incident and knowledge of the laboratory available to assist emergency personnel.
• Attend to any injured or contaminated persons and remove them from exposure without exposing yourself.
• Escort or have someone escort injured or contaminated persons to an emergency eyewash station or emergency shower. Skin and/or eyes splashed with chemicals should be rinsed with running water for at least 15 minutes.
• Instruct injured or contaminated person to remove contaminated clothing.
• Keep others from affected areas and evacuate the building if needed.
• Turn off ignition and heat sources if spilled material is flammable. If possible, turn off from a safe outside location.

*Do not attempt rescue unless you have the proper equipment and training.*

3. **Cleanup Procedures**

• Call the EPCC PD at 831-2200. They will notify the El Paso Fire Department of any large or hazardous spills.

• Keep people away and out of the spill area.

• Have someone with knowledge of the incident and knowledge of the laboratory meet with EPCC PD and be available to assist emergency personnel upon their arrival.
BIOLOGICAL SPILLS

Biological spills out of biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory and, in some cases, throughout the building. These spills can be very serious if they involve microorganisms that require Bio-safety Level (BL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. Appropriate safety equipment is particularly important in decontaminating spills involving microorganisms that require either BL 2 or BL 3 containment. This equipment includes lab coats with long sleeves, back fastening gowns or jump-suits, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

Do not attempt rescue unless you have the proper equipment and training.

1. Minor Biological Spills

A minor biological spill can be defined as a spill the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other spills are considered major.

Minor biological spills involve:
- Release of microorganisms requiring BL 1 containment occurs without splashing or violent action.
- Release of a small volume of microorganisms requiring BL 2 containment occurs without splashing or violent action.

Action to take:
- All persons should hold their breath and evacuate the affected area immediately.
- Immediately alert people in the area of the spill to evacuate and call the EPCC PD, 831-2200, to inform them of the incident, the location, and if known, the agent involved.
- Remove and disinfect any material that has been in contact with the agent, such as self, and clothing. Remove/disinfect grossly contaminated clothing.
- Secure the area and post bio-hazard warning signs.
- Assess the situation and wear the appropriate personal protective equipment for the cleanup operation.
Spill Cleanup Procedure:
- Cover the spill with paper towels or other absorbent material to absorb the spill and prevent further aerosolization.
- Pour disinfectant gently over the covered spill, working from the outside edges inward.
- Wait at least 30 minutes for the disinfectant to penetrate through the contained spill.
- Using appropriate tools (shovels, forceps) remove the absorbent material and place in a bio-hazard bag for autoclaving and subsequent disposal.
- Repeat Spill Cleanup Procedure over the original spill area to ensure disinfection and cleanup.
- Notify your supervisor and EPCC PD that the spill has been cleaned up and to document the incident.

2. **Major Biological Spills**

A major biological spill can be defined as a spill that requires the assistance of safety and emergency personnel. Major biological spills involve:
- The release of microorganisms requiring BL 2 containment that exhibit excessive splashing or violent action.
- The release of a large volume of microorganisms requiring BL 2 containment.
- The release of any quantity of microorganisms requiring BL 3 level containment.

Action to take:
- All persons should hold their breath and evacuate the affected area immediately.
- Immediately alert people in the area of the spill to evacuate.
- Have someone call the EPCC PD, 831-2200, to inform them of a MAJOR BIOLOGICAL SPILL, the location, and if known, the number of persons contaminated, and the agent involved.
- Remove and disinfect any material that has been splashed on you and remove/disinfect grossly contaminated clothing.
- Wash exposed area vigorously for about a minute with soap and water.
- Obtain medical attention if necessary for exposure casualties.
- Secure or have someone secure the affected area and post bio-hazard warning signs. EPCC PD will seal off the area until the Fire Department arrives.
- Notify your supervisor.
- The EPCC PD will document the incident and assist the Fire Department.
- Have a person knowledgeable of the incident and the laboratory available to assist emergency personnel.
**CRISIS AWARENESS**

Crises include bombs, armed persons, or terrorist activities such as the release of Chemical, Biological, or Radiological materials. As with all crises, each situation may vary from the expected making it difficult to predict the actions of the person behind the crisis and the reaction that should be taken by the employee/student.

Chemical, Biological, or Radiological materials:

Chemical incidents are characterized by the onset of medical symptoms (minutes to hours) and easily observed. (Colored residue, dead foliage, pungent odor, and dead insect and animal life)

Biological incidents have delayed symptoms (days to weeks) and are not easily recognized. Because of the delayed onset of symptoms the area affected may be greater due to the migration of infected individuals.

Radiological incidents have delayed symptoms (days to weeks) and are not easily recognized. Radiological materials are not recognized by the senses, and are colorless and odorless.

Seek medical attention immediately if you suspect you have been exposed to any of the above.

For further information on this type of incident see the College Safety Manual, Section IX, Disaster Preparedness.

Based on the data currently available, the following are very general guidelines developed to give the employees and students of El Paso Community College some information to work with should this type of situation occur. Life experiences will best direct each individual in the proper steps to take to ensure their safety.

H. O. P. E.

**H** - **Have** a plan. The College has developed Emergency and Disaster Preparedness Guidelines as well as an Evacuation Plan located in the College Safety Manual, Section IV. Being familiar with these instructions will aid the employee/student in the event of a crisis. Develop your own safety plan by thinking about how you will react and where you will go during any type of emergency.

**O** - **Observe** your surroundings. Personal safety is an individual responsibility. Be aware of areas that can be used as places of refuge as you perform your duties in the office/classroom, travel from campus to campus, and are away from home or office. Know the other employees in your area. Be familiar with the faces of the
students. If you notice suspicious actions, objects, or things that seem out of place, be ready to report and describe them in as much detail as possible.

P - **Phone** the EPCC Police Department at 2200, *immediately*. Describe what seems suspicious. Wait, if possible, for further instructions from the Police. Do not take matters into your own hands, unless you feel there is no alternative.

E - **Evaluate** the situation. Use common sense and self control. Do not panic. Each case regarding a dangerous person depends on the situation at hand. In some circumstances, remaining in the area is the safest action to take, while in others, evacuating to another location is safer. Classrooms, hallways, and open parking lots can alternately be safe havens and dangerous areas depending on the state of affairs.

Whatever the crisis, employees and students should be aware that the EPCC Police Department has been trained to handle the emergency and will:

a. Stop the threat

b. Make the scene secure for emergency help

c. Aid the victims

d. Restore order

Please allow the Police, Fire, and Emergency Response Departments to perform their duties unobstructed.
EVACUATION PLAN

I. Emergency Preparation

A. Know your building’s floor plan. Be familiar with at least two exits from your office/classroom. Know where the fire extinguishers and pull stations are located.

B. Determine in advance the nearest exit from your office/classroom and the route you will need to take to get there.

C. Know how many doors/desks you will pass along your evacuation route. In heavy smoke exit signs may not be visible, you can count the number of doors/desks as you pass to know when you have reached the exit door. Be aware of physical hazards or new obstacles. Notify offices where the alarm may not be heard that there is a need to evacuate.

D. Use the buddy system. Find someone in your immediate area to be your partner in case of an emergency. You will look out for each other and stay together during the evacuation.

E. At the beginning of each semester, the person responsible for teaching the class will discuss the evacuation plan and inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.

1. Students will adhere to the evacuation process by following the instructions provided by their Instructor, Police Department, or Safety Corps member.

2. Be aware of persons in your area who would have difficulty during an evacuation. All A.D.A. students will be assisted to a safe area by College personnel during any evacuation.

a. Non-ambulatory

Evacuation may not be necessary or advisable. Discuss with them the best way to assist them in case of an emergency. Work out a plan. Use the buddy system.

b. Visually Impaired

Most visually impaired persons will be familiar with their immediate work area. Use the buddy system. Offer your elbow to escort them. Do not grab their arm to lead them. As you walk, tell them where you are and advise them of any obstacles or changes in the elevation, etc. in their path. When you have reached safety,
orient the person as to where you are. Ask if further assistance is needed.

c. **Hearing Impaired**

Because persons with impaired hearing may not perceive emergency alarms, alternative warning techniques are required. Writing a short note describing the emergency and action to take or turning the lights off and on to gain attention and then indicating through gestures what is happening and what to do. Use the buddy system.

**DO NOT** attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

### II. Evacuation

A. The building should be evacuated when:

1. The fire alarm sounds
2. You are instructed to evacuate by Police, Fire Department, your supervisor, or Safety Corps member.
3. A practice evacuation takes place.

B. When the fire alarm sounds, begin moving toward the nearest fire exit. Close, but don’t lock, offices and classrooms doors behind you to retard the spread of smoke and flames. If applicable, close all windows. Take only important personal items with you, purse, keys, jackets, backpacks, medications, etc.. If you are working at the computer and feel it is imperative to save the document, click on the save icon and leave. If you have not named the document beforehand, don’t try to name it before saving it. You will be able to find it later.

C. Treat every alarm as an emergency.

D. Follow instructions from emergency personnel.

E. Shut off ventilation fan switches if possible.

F. Alert all persons in your area as you leave. Help those needing assistance.
G. Walk at brisk pace (don’t run) to the fire exit. Assist others. Do not push or crowd. **Do not use elevators.** In any emergency, some people panic quickly. Panic is a highly contagious emotion, and it prevents some effective emergency action. **DON’T PANIC; YOUR CHANCES OF SURVIVAL WILL BE MUCH BETTER IF YOU ARE CALM.**

H. Keep noise to a minimum so you can hear emergency instructions.

I. Feel all doors before opening. If the door is hot, don’t open it. Go to another exit. Brace yourself behind the door, open it slowly and be prepared to close the door quickly if thick smoke or heat is on the other side. If you open the door and the corridor or stairwell is filled with thick smoke, go to another exit.

J. If the hall between you and the fire exit is filled with smoke, crawl like a baby along the floor to the exit. Smoke rises in a hall or room, so cleaner air is found near the floor.

K. Proceed down the stairs or corridor and out of the building staying to the right to enable emergency personnel to pass. Move to a safe area or designated assembly point that is at least 300 feet away from the building.

L. Keep existing groups together. Instructors should check to ensure all class members have reached the safe area. Class members can be of service in this head count. Missing persons should be reported immediately to the Police Department or the Fire Department. No rescue efforts should be carried out by the group, unless they have been trained in emergency rescue. The group should stay together while awaiting further instructions.

M. While most buildings are fire proof, the contents are not. When heated, the contents (carpets, furniture, drapes, etc.) give off highly toxic, very thick smoke. Avoid going through thick smoke as it can be fatal.

N. **IF YOU ARE UNABLE TO EVACUATE,** because the stairwells are filled with smoke or are burning, go to a distant office or room that has a window and:

1. Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep the smoke out.

2. Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.

3. Wait for rescue.

O. Re-enter the building only when told to do so by police or fire personnel.
III. Evacuation of Persons with Physical Disabilities

The person with a physical disability(s) may be a student, faculty member, staff employee, or visitor. Individuals may be mobility, visually or hearing impaired or any combination of these physical challenges. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse! DO NOT attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

A. Emergency Preparation

If unable to leave the building, persons with disabilities should move to safe areas, such as stair landings, on each floor to await evacuation assistance from the Police, the Fire Department, a Safety Corps member, a Supervisor/Instructor, or buddy.

In an emergency situation, it is critical to your health and safety that you are familiar with your needs during evacuation. You are expected to convey your needs to others in your area.

1. Be familiar with your office/classroom and know its exits.

2. Be familiar with the alarm signal. Most areas of the College are equipped with both the audible and strobe alarms.

3. Seek out others who would be able to assist you in an emergency. Use the buddy system. Develop a plan. Choose at least two places your buddy can leave you while going to inform the EPCC PD or other emergency personnel of your location. The buddy should NOT re-enter the building.

4. Know the safest method people could use to assist you. Know how many people you need to provide you with assistance.

5. Be prepared to explain how and where a person should support you. What methods should be used to remove you from your wheelchair? If they should extend or move your extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.? Should you be carried forward or backward on a flight of stairs? Is it necessary to bring a seat cushion or pad for you if your wheelchair is being left behind? Practice these instructions beforehand with your buddy.

6. Place a sign on your chair/wheelchair with the above instructions, if you have communication difficulties.

7. Carry a loud whistle, horn, or similar device you can operate. You may need to use it to alert people of your location if you become trapped.
8. While attending class, position yourself near a doorway for easier exit. Don’t block the doorway.

**B. Evacuation**

1. Remain calm. In any emergency, some people panic quickly. Panic is a highly contagious emotion, and it prevents some effective emergency action. *DON’T PANIC; YOUR CHANCES OF SURVIVAL WILL BE MUCH BETTER IF YOU ARE CALM.*

2. **NEVER** use an elevator in a fire situation. The elevator shaft will act as a chimney and draw the smoke, heat, and flames upward. The electricity may be cut or shut off and the elevator could become stuck.

3. Treat every alarm as an emergency.

4. Move to the nearest exit. If able, exit the building and proceed to the safe area or designated assembly point. If unable to exit the building due to stairs, remain at the exit stairwell landing and await help, unless the area is unsafe due to fire, etc. Then move to the next exit area.

5. Non-ambulatory persons should be prepared to abandon their wheelchair. If your buddy or others would not be able to carry you to safety, opt to wait in a safe location for emergency personnel. Remain there as long as there is no immediate danger.

6. If you have a whistle, horn, etc. sound it frequently to alert emergency personnel of your location. If you have a cell phone, call the EPCC PD at 831-2200. Give your name, specific location, and any other important information. Stay on the line until help arrives. Have someone inform your buddy of your safe evacuation.

7. **IF YOU ARE UNABLE TO EVACUATE,** because the stairwells are filled with smoke or are burning, go to a distant office or room that has a window and:

   A. Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep smoke out.

   B. Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.

   C. Wait for rescue.

8. Re-enter the building only when told to do so by police or fire personnel.
GUIDELINES
EMERGENCY CLASSROOM EVACUATION
FOR FULL-TIME OR PART-TIME
FACULTY AND INSTRUCTORS

1. At the beginning of each semester, the person responsible for teaching the class will discuss the evacuation plan concerning various types of emergencies during class orientation.

2. The instructor will inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.

3. During an evacuation, the instructor will assist students in safely evacuating the classroom by directing and leading the students to the nearest safe exit. Upon exiting the building, the instructor will direct/lead the students to a safe gathering area located no closer than 300 yards from the building. The instructor should take a head count to be sure no students have been left behind. No one should be allowed to leave this area until told to do so by the Police Department. Vehicle and pedestrian traffic will impede the Fire Department.

4. The instructor will assist all ADA students to a safe area in case they cannot be evacuated from the building. Immediate notification will be made to the Police Department if an ADA student is stranded and needs further assistance to complete evacuation. Do not re-enter the building to attempt a rescue unless you have been trained in this type of rescue.

5. The Police Department will then aid in the evacuation of ADA students. It is the responsibility of all College employees to help in the evacuation of students and visitors.

6. Students will adhere to the evacuation process by following the instructions provided by their instructor, EPCC PD, or Safety Corps member.
SECTION V

SAFETY PROCEDURES
SAFETY PROCEDURES

This section of the College Safety Manual presents general safety procedures to be followed by all area/departments utilizing any of the following tools, machines, or vehicles. This includes all College sites and applies to all employees and, where applicable, the students of the El Paso County Community College.

A vigorous, proactive safety program can decrease the severity and frequency of accidents through education and awareness. It is the intent of the College to strive in its efforts to reduce and minimize injuries and property loss through adherence to comprehensive safety procedures.
LOCK-OUT/TAG-OUT

The purpose of Lock-out/tag-out is to control all energy to machinery and/or equipment to prevent injury to persons between the discovery of malfunctioning devices and the repair/servicing of the machinery/equipment.

All EPCC authorized employees must be trained to recognize energy sources and be able to de-energize equipment. These energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravitational.

The following steps must be followed by all employees who install the locks and tags and by the employees who perform the maintenance work.

1. Notify affected employees before your start de-energization.
2. Shut down equipment by using normal stopping procedures such as depressing the stop button or opening the toggle switch.
3. Isolate the equipment from all its energy sources. This will include operating switches, valves, and all other energy isolating devices.
4. Lock-out the equipment. Make sure everyone has enough locks to adequately lock-out the equipment on which they are working.
5. Relieve stored energy in springs, elevate machine members, rotating flywheels, hydraulic systems. Air, gas, steam, or water pressure must be released or controlled through means such as repositioning, blocking, or bleeding down.
6. Verify the lock-out. Be absolutely positive that the energy source has been interrupted.

Once the service work is finished, the employee must return the equipment to operation. The following steps for restoring a machine to operation must be followed:

1. Check the area. Remove all of the tools and reinstall all guards.
2. Notify the effected employees. Before removing even one lock, tell all workers in the area that the machine is going to start up again.
3. Remove locks. Each authorized employee must remove their own lock.
4. Operate the energy isolating devices. This will restore energy to the machine or equipment.
5. Turn the machine on. Authorized workers must watch the equipment in operation to make sure their repairs are done correctly.

In a situation where energy isolating devices can't accommodate locks, the energy isolating devices must be tagged to warn employees that the machine is de-energized for servicing.

The procedure for installing and removing tags is the same as the lock-out procedure. It must take place in a position where nobody can get around it without seeing it. All tags must look the same. They have to be the same color and have the same inscription.

Documentation must take place when machinery or equipment is being locked or tagged out.
AUTOMOTIVE MAINTENANCE SHOP
SAFETY

1. An up to date list of all chemicals used in the shop will be maintained.
2. All chemical containers, both original and secondary, must have labels.
3. Material Data Safety Sheets for each chemical will be readily available.
4. Basic first aid supplies such as band-aids, cut cleaners, antibiotic ointment, etc. will be kept immediately accessible.
5. All injuries must be reported to the supervisor immediately. The supervisor will inform the EPCC PD within 48 hours. The EPCC PD will make an injury report to be kept on file.
6. All employees are to be trained in the safe use of all shop equipment.
7. All employees will wear the appropriate personal protective equipment when required such as, safety glasses, goggles, gloves, steel-toed shoes with proper soles, etc.
8. All equipment will be inspected on a regular basis and a record of inspection, cleaning, and repair kept.
9. All equipment needing repair must be removed to a specified area and tagged as needing repair. If equipment is too large to be moved, it must be tagged in an obvious manner and, if electrical, unplugged.
10. Electrical equipment will be unplugged when not in use. Extension cords are to be used as a temporary measure only and must be removed immediately when not in use.
11. Adequate ventilation will be maintained at all times for any chemicals used and, when applicable, idling engines.
12. Gasoline will be stored in safety cans that have spring-loaded vented caps.
13. All flammable/combustible materials will be stored in flammable storage cabinets when not in use.
14. Oily and/or gasoline soaked must be stored in air-tight containers until disposed.
15. Compressed gas cylinders will be chained and stored in an upright position.
16. Spills, oil, or grease will be wiped off the floor immediately, and the area will be dried or covered with oil absorbent material.

17. Portable fire extinguishers will be easily accessible, and employees will be trained in their use.

18. Emergency eyewash station will be maintained.
ELECTRICAL SAFETY

Electrical safety is always a concern in the workplace. Employees are to adhere to the following guidelines:

1. Any suspected electrical system problems or deficiencies should be reported to Physical Plant 831-2280 immediately.

   For example:
   a. Electrical outlet missing cover plate
   b. Electrical outlet having broken plug pieces stuck inside
   c. Frayed or damaged electrical cords on any equipment
   d. Light switches or electrical outlets that do not work
   e. Plugs or switches that get hot or smoke

2. Only authorized maintenance or contractor personnel are allowed access to electrical control panels and are allowed to modify or install electrical wiring.

3. It is the responsibility of Physical Plant or contractor personnel to keep all unauthorized personnel away from any electrical work in progress. Warning signs must be posted advising the public to avoid the area. No electrical hazards should be left exposed and electrical work in progress will not be left unattended as long as a hazard exists.

4. Electrical equipment/appliance wiring should meet the Underwriter’s Laboratory (UL) standards and should be maintained in good condition.

5. Electrical cords may not be laid across areas of foot traffic unless they are sheltered in a vinyl threshold, which must be securely fastened to the floor. Do not place cords underneath carpets or rugs. The cords may become frayed and cause a fire.

6. Extension cords may be used as a temporary measure only and must be unplugged and removed after use. Light household type extension cords are not to be used.

7. Surge protectors/power strips may be used sparingly. Electrical outlets designed to accommodate two items may have only two surge protector/power strips plugged into the sockets. At no time can a surge protector/power strip be plugged into another surge protector/power strip. An extension cord may not be plugged into a surge protector/power strip. Should the need for additional electrical outlets arise, Physical Plant should be contacted.
8. Ground prongs on plugs must remain intact. Equipment with plugs with missing ground prongs must have the plug replaced. Adapters must be used when going from a three-pronged plug to a two-pronged outlet.

9. A three-foot clear access to electrical control panels must be maintained at all times. Electrical panel rooms are not to be used for storage of flammable materials.
FIRE SAFETY

Fire safety becomes everyone's job in the workplace.

Real fires are nothing like what is seen on television and in the movies. Real fires are hot, dark, smoky, and noisy. A fire can engulf a structure in a matter of minutes. Evacuation must not take longer than three minutes. Every employee should be aware of two ways out of every room. Doors should open easily and not be obstructed. Hallways and walkways should remain clear at all times.

Most fires have one of three causes: faulty electrical equipment, arson, or careless use of open flames. Electrical fires do not always come from some huge piece of malfunctioning equipment. In fact, most are caused by using extension cords as permanent outlets for equipment, using equipment with frayed or damaged cords, overloading circuits with multiple extension cords, surge protectors/power strips, and equipment, or makeshift repairs like bypassing or taping down circuit breakers or fuses.

El Paso Community College does not permit the use of extension cords for permanent use, piggy-backed surge protectors, or lighted candles.

Another major factor in fires is housekeeping. Fires need something to burn. Piles of boxes and papers that spill onto an overheating extension cord provide an invitation to a fire. A clean and neat workplace is more fire proof. The work area should be clean and neat. Employees should be alert for all the things that could cause a fire and report or correct problems immediately.

A. Safety Corps

In order to provide a safer environment for the College District, a program of volunteer Safety Corps members has been implemented. The purpose of Safety Corps is to inform and assist employees and students in evacuating the building in the event of a fire, bomb threat, or other emergency. Their instructions must be followed during an emergency.

1. Qualifications

A. Be an employee of the El Paso County Community College

B. Attend the Safety Corps member training course

C. Attend a refresher/update course yearly

D. Learn how to use a portable fire extinguisher and be confident in its use
E. Be aware of all exits, pull stations, and fire extinguisher locations at the facilities in which they are employed

F. Assist and follow EPCC PD instructions during all emergencies, when evacuating the building, guiding students and employees to safe areas, and when notified to re-enter the building.

G. Notify the Office of Risk Management and Safety when moved to a different College site and become part of that site’s Safety Corps member group.

2. Duties and Responsibilities

A. In case of fire, activate the alarm and call the EPCC PD at 2200.

B. Follow the evacuation procedures found in this manual (Section III - Emergency Procedures)

C. Assist with the evacuation process. Be sure evacuation is done in a safe, calm, and expedient manner.

D. If possible, check the facility to ensure all persons have left the building. Seek assistance to help disabled/handicapped persons to exit the building. If unable to evacuate disabled/handicapped persons, notify the EPCC PD immediately upon exiting from the building indicating the location of the person left behind.

E. Ensure that all persons are a safe distance from the building.

F. Remain in the safe gathering area until EPCC PD indicates any other action to be taken.

G. Return to the building only after notification by the EPCC PD.

H. During a fire drill, the Safety Corps members will take the names of individuals reluctant to evacuate the building. The names will be turned over to the Office of Risk Management and Safety.

Prevention and Safety Checklist

1. All fire doors must remain closed, unlocked, and unobstructed.

2. All exit doors must be unobstructed and open easily from the inside.

3. Exit signs and emergency lights must be working properly.
4. All storage must be kept two feet below the ceiling.

5. Ceiling tiles must be in place except when work is being done above them. The tile may be removed while the work is taking place but must be replaced at the end of the day or when the person performing the work is not present.

6. Aisles must be kept clear and unobstructed.

7. Fire extinguishers and fire hoses must have a 36" (3 foot) clear area in front of them.

8. Guidelines in Electrical Safety portion of this manual must be followed.

9. All flammable liquids will be kept in proper containers and stored in fireproof cabinets.

10. When flammable liquids are used, good ventilation must be provided to prevent the build-up of fumes.

C. Basic Portable Fire Extinguisher Use

The following is for informational purposes only and is not meant to replace or be a substitute for training in the area of fire extinguisher use.

The El Paso County Community College District provides and maintains dry chemical Class ABC fire extinguishers throughout the District. These fire extinguishers have been placed according to fire code and evaluated need.

1. The employee must be trained before attempting to use a portable fire extinguisher.

2. Before using the fire extinguisher, the employee must notify or have someone notify the EPCC PD at 2200. Location, type of fire and requested information must be given to the dispatcher.

3. The fire alarm must be activated and persons in the immediate area must begin the evacuation process and follow the instructions given by Safety Corps members or EPCC PD.

4. The fire to be extinguished must be in its beginning stage and not have exceeded its point of origin.

5. The employees using the fire extinguisher will keep an exit at their back and be ready to leave quickly, closing the door behind them.
6. The employee will use the P.A.S.S. system of extinguisher use.
   A. P - Pull the pin
   B. A - Aim the nozzle at the base of the fire
   C. S - Squeeze the handle to release contents of the extinguisher
   D. S - Sweep the contents from side to side

7. If the fire is extinguished, the employee will remain in the room with the fire extinguisher ready in case the fire re-ignites. If the employees are unable to extinguish the fire, they are to leave immediately, closing the door behind them.

8. The Fire Department will inspect the area if the fire is extinguished and communicate with the EPCC PD when the building may be re-entered.
GENERAL SHOP AND MAINTENANCE

Glass Safety

Window glass or other sheet glass should be handled with gloves or hand leathers. Wrists and forearms should be covered with long leather sleeves.

1. Carry only one pane at a time, unless the panes are small, and walk carefully.

2. Pick up panes carefully and carry them with the bottom edge resting on the palm, turn upward, and with the other hand holding on to the edge to steady it.

3. Carry large panes with an A frame truck if the pane is to be conveyed a considerable distance.

4. Carry plate glass in such a way that it will not bend.

5. Mark large panes of glass with labels, tape, or grease pencil so they can be seen.

6. Handle large panes of glass by two or more persons.

7. Resist trying to catch a piece of glass that is accidentally dropped. Severe cuts from the edges can result.

8. Securely install or mount glass without placing it under stress. The glass could break and injury can result.

9. Install safety glass where breakage is likely, such as sliding doors, swinging doors, etc.
Insecticides and Herbicides

Insecticides and herbicides are commonly used chemicals in commercial and residential landscaping. Because they are commonly used, they are often used in a dangerous manner. The purpose of these procedures is to reduce these dangers as much as possible.

1. There are no harmless insecticides and few, if any, harmless herbicides. They are all dangerous when improperly used.

2. When spraying insecticides or herbicides, full protective equipment must be worn. This means a full face respirator designed for mists and pesticides (or half-face respirator and full goggles), pesticide/herbicide proof gloves, disposable coveralls, and disposable head cover must be worn.

3. When applying insecticides/herbicides, remain upwind.

4. If possible, avoid spraying on windy days and avoid spraying when the mist will be carried toward other people, buildings, or cars.

5. When spraying herbicides, be certain the spray does not drift onto plants that are not supposed to be killed.

6. Applicator equipment should be checked for leaks. Repair or dispose of faulty applicators.

7. Chemicals should not be mixed unless following the manufacturer’s instructions.

8. Pressure in applicators must be released before storing. Do not store applicators while still under pressure.

9. Applicator equipment must be cleaned thoroughly after each use. Don’t allow the cleaning liquid (water, etc.) to contaminate other people, buildings, etc.
Ladder Safety

The following procedure applies to the safe and proper use of portable and extension ladders by employees and students of the College:

1. Completely inspect all hardware and fittings periodically and before each use, especially if the ladder has been tipped over or has had other abuse.

2. All ropes and cables should be inspected before use and replaced if defective.

3. Do not use defective ladders, but report them immediately to your supervisor and get another ladder. Defective ladders should be clearly marked as such and removed.

4. Portable ladders are designed as one-person working ladders. Check for maximum weight capacity for the ladder. Do not overload a ladder.

5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wooden or fiberglass ladder.

6. Do not use any ladder within 10 feet of overhead power lines.

7. If your shoes are slippery, change shoes. If your shoes soles are dirty, clean them before you climb.

8. Always set the ladder base firmly on the ground. Ladders must not be placed on boxes, barrels, wheelbarrows, or any other unstable bases.

9. Do not climb a ladder if you are afraid of heights, if you tire easily, are subject to fainting spells, are using medication, have recently used alcohol or drugs, or are physically handicapped in any way that makes the use of the ladder unsafe.

10. Store wooden ladders where there is good ventilation and they will not be exposed to the elements.

11. Do not set up ladders behind unlocked doors or in doorways unless someone stands guard; lock, block the doors, or put up signage.

12. Select a ladder tall enough to reach the work. Never stand on the TOP TWO steps or on the bucket shelf.

13. Be sure that the stepladder is fully spread and the spreader is designed for stability. Do not use the spreader for climbing.
14. The bracing of the back legs of stepladders is designed for stability and not for climbing.

15. Face the ladder when climbing. When climbing a ladder, maintain three points of contact, have two feet and one hand or two hands and one foot, in contact with the ladder at all times. If you need tools, carry them in a tool belt or raise and lower tools with a hand line.

16. Don’t lean to the side of a ladder; keep your belt buckle between the ladder rails.

17. Always have someone hold your stepladder if you are climbing higher than four feet.

A. Extension Ladder

1. Never stand on the top three rungs.

2. Secure the ladder to prevent it from slipping or falling by tying it to a fixed object at the top of both side rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure at the top, some one should stand at the bottom to secure the ladder while this is being done. If the job is of short duration, it may not be feasible to tie down the ladder. If this is the case, then someone should hold the ladder until job is completed and the climber is safely back on the floor. Only when the top is secured, should someone work from the ladder alone. When ladders with no safety shoes are used on hard slick surfaces, a foot ladder board or cleat should be used against the base.

3. Clean oily or greasy ladders with a safety solvent or steam clean.

4. Always use ladders or ladder sections right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.

5. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.

6. Position ladders so the base of the ladder is away from the wall by a distance equal to 1 foot for every 4 feet in height of the ladder. This is approximately equal to 75 ½ degree pitch. If the ladder is too close, it can tip backwards. If it’s to far away, the ladder may break, bend, or slip.
7. Maintain three points of contact when using a ladder. This means you should have two feet and one hand or two hands and one foot in contact with the ladder when climbing the ladder.

B. **Scaffolds**

Never use any scaffold in the vicinity of live electrical apparatus or near machinery in operation. Do not work, carry, or set up equipment within 10 feet of power lines.

1. Lock all caster brakes before climbing the scaffold.

2. Never move scaffold when anyone or anything is on it.

3. If in doubt as to the ability of a scaffold to handle a job, write or telephone the manufacturer for information.

4. Never use a scaffold that is damaged or improperly erected. Do not force parts that do not fit freely.

5. Do not try to stretch the platform height with the adjustable legs. When additional height is required, add more scaffold sections. Use the leg adjustment only for leveling the scaffold.

6. Never lean a ladder against a scaffold. Never place a ladder on the platform of a scaffold. Never push, pull, or lean against a wall or ceiling when standing on a scaffold or sitting on a scaffold, unless it is securely tied to the building.

7. Make sure all locking hooks are firmly in position and that the spring loaded locking pins have functioned properly. These hooks appear at each end of the separate horizontal and diagonal braces and at the upper end of stairways.

8. Before using a scaffold platform with folding braces, be sure that the latches of all locking hinges are locked.

9. When the height of the scaffold is going to exceed two times (or 12 feet) the minimum base dimension, the base must be enlarged by using outboard supports, wideners, or outriggers, or the scaffold must be tied to the building.

10. Do not climb or stand on diagonal braces. Work only while standing on one of the platforms. When climbing the scaffold lower end frame, be careful to go over the top. Don’t swing around the outside of the ladder.

11. Use fall protection devices.
Lawn Mowers

The following guidelines provide the employees with safe and proper usage of lawn mowers:

1. Keep gasoline in an approved safety can that is properly labeled. Safety cans are the type with the spring-loaded and vented caps.

2. Do not fill tanks of mower indoors, when the motor is running, or when the lawnmower is hot. Don’t smoke when filling mowers with gasoline.

3. Do not operate a mower unless you have been properly instructed and authorized to use it.

4. Keep hands and feet from under the machine at all times.

5. Do not leave mower running unattended (a distance of about 25 feet or out of view).

6. Do not use mower to trim hedges.

7. Pick up rocks, wire, and other materials before mowing. Watch for obstacles.

8. Use drop chains on tractors-towed mowers, and be sure that the chains are within one-half inch off the ground. Be careful on steep slopes; avoid turning the mower over.

9. Use the proper kill switch to stop the engine.

10. Do not attempt to make repairs on riding mowers, as they could possibly start up and run over you. “Lock out” mower and report defects to your supervisor.
Painting

1. Use properly designed and erected ladders, scaffolds, and elevated mobile work platforms when painting at heights and when an extension handle cannot be used. Do not work within 10 feet of energized lines.

2. Have the spray booth ventilation system in operation during every spraying operation.

3. Use the proper type of respirator at all times when spray painting.

4. Regulate the air pressure on the spray gun before starting to work.

5. Clean the spray gun and other equipment thoroughly after each use.

6. Follow all rules governing safe handling of combustible materials.

7. Exercise caution in the handling of compressed air equipment.

8. Read and follow the manufacturer’s directions carefully when using finishing materials.

9. Store flammable materials, such as paints and thinners, in approved storerooms with explosion-proof wiring or in a metal storage cabinet.

10. Don’t smoke when using flammable paints and thinners.

11. Never have more than one day’s supply of flammable paint outside of an approved area.

12. Clean up all spills promptly.

13. Store thinners in UL approved safety cans. These are the type with the spring-loaded and vented lids.

14. Dispose of oily paint or solvent-soaked rags in metal containers with tight fitting lids.

15. Bond metal containers when transferring flammable liquids, especially those that are known as Class I flammable liquids.
Material Handling

1. Lifting improperly causes a large percentage of all work-related accidents at the College each year. The objects lifted need not be heavy in order to cause a painful, incapacitating injury; all that is necessary is that they be lifted improperly.

2. Use the following pointers to avoid an injury:
   a. Get help when lifting items that are too heavy for you, items that are of a size or shape that cannot be comfortably lifted, or items that are slippery or otherwise hard to hold. The lifting help may be another person or lifting equipment.
   b. Avoid lifting objects to heights above waist level or below ankle level.
   c. Plan your route before lifting. Be certain the path is well lit and clear of obstacles and that the floor is free of spills, mud, water, grease, or other material that could create a slippery surface.
   d. Wear substantial shoes with slip-resistant soles and heels. Do not lift heavy loads while wearing high heeled shoes.

3. Lifting can be done safely by following these simple steps:
   a. Stand close to the object and keep a wide stance. Be sure your footing is solid. Keep your feet out and heels down. Place one foot to the side of the object and the other behind the object.
   b. Tighten stomach muscles. Pull the object close to your body with arms and elbows tucked close to the side of your body. This keeps the body weight centered between your feet, rather than having it centered over the object to be lifted. It also reduces pressure on your back. Grasp the object firmly. Get a firm grip with the palms of your hands because the palms are much stronger than fingers alone.
   c. Tuck in your chin so your head and neck preserve the curve of your spine.
   d. Let your legs, not your back, power the lift. Maintain the natural curves of your spine and rise up from the squatting position, still using your legs. Lift straight with a slight thrust of the rear foot,
rise smoothly, rather than jerking up. **Do not** bend over at the neck, shoulders, or waist.

e. Don't twist your body while carrying a load, turn using your feet.

f. Use your legs to place the load down. Do not bend your back.

4. Stack materials no closer than 3 feet from automatic sprinklers piping and no closer than 2 feet from the ceiling. Do not exceed 15 feet in stack height.

5. Bolt shelves on which materials are stored together and, if necessary, bolt to the floors or walls.

6. Handle hazardous chemicals such as acids, caustics, radioactive substances, insecticides, solvents, biological agents, and some laboratory chemicals with special procedures and precautions:

   a. Wear appropriate personal protective equipment. This may include special gloves, masks, respirators, aprons, glasses, or shoes.

   b. Know and observe the specific cautions to be taken for each product. These can be obtained from labels or Material Safety Data Sheets (MSDS) available from the manufacturer.

   c. Always provide good ventilation when handling acids, bases, and solvents to prevent injury from fumes and possibility of explosive vapor accumulation.

   d. Maintain antidote kits close to the area where hazardous materials are handled.

   e. Deluge showers and eye wash stations should be readily available for use in areas where hazardous materials are handled or stored.

   f. Store flammable materials in fire-proof cabinets.

   g. Store acids in proper containers and cabinets.

   h. Store caustics (bases) in separate cabinets specifically for their use. Never store with acids and flammables.

   i. Avoid exposure to biological agents (bacteria, viruses, etc.) that are received in a damaged state. If anyone is exposed to such a shipment, information regarding any hazards and preventive
treatment measures should be obtained immediately and carried out.

j. If biological agents must be refrigerated, no foods may be stored or placed in the same refrigerator. The same is true of any cold containers, such as portable coolers in which biological agents are or have been transported.

k. Store flammable liquids properly:
   1. Store in flammable liquid cabinets.
   2. Use only safety containers for flammable liquids.
   3. Ground larger containers, such as drums, if they are used to dispense small quantities of flammable liquids.
   4. Provide good ventilation where flammable liquids are stored or handled to avoid the accumulation of explosive fumes.
General Office Safety

The following guidelines are provided to enable employees and other persons to create a safe working environment in their office workplace:

1. Avoid overloading top drawers - Too much weight in the top drawer can cause the cabinet to fall over. Put the heaviest materials in the bottom drawer. Too much weight near the front of a drawer can also cause overbalancing.

2. Close one drawer before opening another and keep drawers closed when not in use. This prevents the cabinet from falling over. It also prevents head injuries caused by running into the drawer or raising up under an open drawer. Falls can be caused by tripping over an open lower drawer.

3. Close drawer gently using handles - Fingers can get pinched if you use top or side of drawer to close it.

4. Don’t struggle with stuck drawers or doors - This can cause back injury or bring the cabinet down on you. If the drawers or doors are stuck, call maintenance to repair the cabinet.

5. Use aisles - Avoid walking between desks or taking short cuts where your safety in impeded by wastebaskets, telephone, computer, or extension cords. These obstacles can cause you to trip.

6. Wipe up wet spots - Carry beverages in covered containers or trays to prevent spills. All spills should be cleaned up immediately. The area should be blocked off to alert other employees of the hazard.

7. Keep the floor clean - Loose items such as pencils, paper, or paperclips can cause an individual to fall in the workplace. Pick up any potential hazard on the floor before an injury occurs.

8. Watch your step - Don’t obstruct your vision with huge loads or read while walking. Report non-working lights immediately.

9. Wear shoes with appropriate heels - Proper foot wear reduces fatigue and gives you better footing.

10. Do not stand in chairs - Chairs should not be used as step ladders or as scooters around the office. Chairs are designed for sitting. Standing on a chair could cause it to collapse. If it rolls, you can loose your balance and fall.
11. Furniture - Furniture should not be use as stepping stools or ladders. These items were designed for other uses and could cause you to have an accident.

12. Do not attempt to move heavy objects - Lifting or moving heavy objects such as filing cabinets or desk could cause you to injure yourself due to improper lifting. Get assistance from maintenance when moving heavy items.

13. Be prepared - Know what to do in an emergency. Read the employee handbook. Attend training sessions that will give you information on how to create a safer workplace.
SECTION VI

TOOLS AND MACHINES
NOTE:  Lock-out/tag-out procedures found in Section V pertain to this section as well.

Every six months, vacuum inside the breaker boxes and around the windings of unenclosed table saws and wood lathes. Instructors/supervisors should make sure everyone follows the preventive maintenance schedule and that everyone is always on the lookout for fire hazards.

A.  Electric Hand Drill

1.  Use only sharp, straight bits of the size intended for the machine. Unplug before inserting or changing bits.

2.  Never try to use a square tang auger bit in an electric drill.

3.  Auger bits for use in this tool must have the lead screw filed smooth and the square tang cut off.

4.  Wear an eye shield or goggles to keep dust from being blown into your eyes.

5.  Lay a coasting drill down with the bit pointed away from your body.

6.  Do not drill through cloth with the coasting drill.

7.  Severe injury may result if a live or coasting bit touches your body or clothing.

8.  Follow the instructions when using attachments.

9.  Do not try to hold small pieces of material with your fingers.

10.  Always use the screwdriver attachment in such a way that it cannot injure the operator if it slips off the work. Keep your hands away from the screw when driving it.
B. Power Hand Router

1. Wear eye protection when using this tool.

2. Be sure the fence or pilot is securely locked.

3. Feed the machine so that the leading edge of the knife bites in as the router is pushed along.

4. Keep both hands on the handles when using the machine.

5. Lay the machine down with the cutter pointing away and beware of the coasting machine.
C. **Portable Belt Sander**

1. Always hold the handle of the sander when plugging it into the electrical circuit. This prevents the sander from running off the bench and possibly injuring someone.

2. Be sure the belt has stopped before releasing your grip on the machine.

3. Wear eye protection when using the portable belt sander. The fan vents may blow dust into your eyes.

4. Inspection of the tracking belt should be done by the supervisor whenever a new belt is put on.

5. Keep both hands on the handles provided on the belt sander. Severe injury can result from feeding the work ahead of the belt sander.

6. Arrange the electric cord so that the cord will not be caught by the belt. The drive wheel on some machines is spaced so that the cord may be drawn in between the wheel and the housing. This usually cuts the cord with all the danger of electric shock and short circuits.
D. Power Hand Saw (Circular)

1. Be sure the switch is off and the saw is lying or held in a safe position when the plug is inserted.

2. Unplug the saw when changing or handling the blade.

3. The cutting of short pieces is dangerous. The piece may be turned by the saw and will pull your thumb into the blade. Holding a short board with a foot is equally dangerous.

4. Care should be taken to keep the electrical cord from getting into the cutting blade.

5. The blade should be set quite heavily to prevent binding and to allow the saw to turn enough to follow the line of cutting.

6. In a diagonal cut, the guard may catch. Do not try to release it with your fingers unless it has a handle for this purpose.

7. Do not stand directly in the saw line of this or any other saw. If the blade binds, it has a tendency to kick the saw back out of the cut. A person’s legs have been severely cut this way.

8. Keep both hands on the handles when operating this saw. Holding work with one hand and cutting with the other is dangerous.

9. Sawing through loose knots may cause the saw to kick. Defective material may break under the weight of the saw when cut, allowing the saw to strike the leg of the operator.
MACHINE AND POWER TOOLS

The following safety rules are provided to employees who use various machines and power tools in the workplace:

A. Band Saw - Recommended table height 46"

1. Make all adjustments and examine blades for cracks and broken teeth before the power is turned on.

2. Set the saw guard and guide within one-fourth inch of the stock being cut.

3. Be sure the radius of cutting on curves is not too small for the blade. Make radial relief cuts.

4. Place stock on the saw table so that it lies flat and firm. Do not attempt to raise stock above the table.

5. Plan the sawing procedure so that there will be maximum forward feed and a minimum of backing out. Number the order of cuts and make necessary relief cuts.

6. Do not back out stock unless blade is at a dead stop.

7. Do not use your fingers to remove scraps.

8. Keep fingers at least two inches from the moving blade.

9. Do not place your hand across the line of the saw.

10. Do not stand on the right side of the saw when the blade is in motion. If the blade should break, it has a tendency to be thrown out of the right side of the machine.


12. Do these three things if the blade breaks:

   a. Keep clear
   b. Turn off the power
   c. Notify your supervisor

13. Do not try to stop the saw with any kind of force.
14. Stay with the machine until it comes to a dead stop.
15. Never operate the band saw with the band wheel covers off.
16. Keep the saw table well lighted but free from glare.
17. Install a clear, adjustable plastic shield guard.
B. Chain Saw

1. Wear the proper Personal Protective Equipment. If you are going to help clear tree and wood debris, you should wear at least the following items:

   a. A helmet system (head, face, and hearing protection)
   b. Cotton or leather gloves
   c. Chain saw protective chaps or chain saw protective pants
   d. A pair of chain saw protective boots with steel toes

2. Make sure your chain saw has these features and the features are working:

   a. Chain brake (manual or inertia)
   b. Chain catcher
   c. Working safety throttle switch
   d. Working on/off switch
   e. Spark arrester

3. Make sure your chain saw carburetor is properly adjusted. A misadjusted carburetor will cause stalling or poor performance and could cause the operator to be injured. (This should be done by a trained service person.)

4. Fill a gas-powered chain saw when the engine is cool. If the saw is out of gas, let it cool 30 minutes before refueling. Do not smoke while refueling the saw. Use the chain saw outdoors only.

5. Carry the chain saw with the engine off.


7. Read the owner's manual. Learn your chain saw's capabilities and limitations. Have several commercially sharpened saw chains to match your chain saw and bar.

8. Avoid cutting with the tip or upper quarter of the bar. Use a tip guard that covers the end of the bar.

9. Hold the chain saw firmly with both hands and keep your left elbow stiff, this will help prevent the saw from striking you should it kickback. Operate the saw in the correct cutting position. Stand at an angle to the saw so that if a kickback were to occur, the saw would miss your head and neck. Do not over reach. Do not cut above shoulder height.
10. Check the chain brake frequently.

11. Maintain a sharp saw chain. Do not cut wood from old buildings unless you are sure there are no nails or other metal objects in the wood. Do not hit the ground with the tip of the chain saw.

12. Follow sharpening and maintenance instructions for the chain saw.
C. **Drill Press**

1. Check to make certain that the bit is properly sharpened and securely fastened in the drill chuck before starting the machine.

2. Adjust the belt to the proper pulley combination for the required speed. The belt guard must be in place before operating the machine.

3. Hold stock securely on the table using the following steps:
   a. Clamp it on the table if it cannot be held by hand.
   b. Place small pieces in a vise or jig to hold them in position for drilling.

4. Place the hole in the center of the table directly under the drill to prevent the drill from striking the table.

5. Set the depth stop to the required depth if the hole is not being drilled through the stock.

6. Withdraw the bit frequently when drilling deep holes to prevent "burning and freezing" of the bit in the stock.

7. Make adjustments while the machine is stopped.

8. Check to make certain that the key, drifts, and wrenches are all removed before starting the machine.

9. When adapting the drill press to perform like another machine (router, shaper, etc.) follow the safety suggestions for that machine as well as those of the drill press.

10. Locate the center for holes in metal by center punching.

11. Never attempt to use a wood bit for drilling metals or plastics.

12. Do not allow the drill press speed to exceed 3,000 rpm when boring holes three-fourths inches greater than the diameter. The larger the hole diameter, the slower the drill press speed should be used.

13. Reduce the speed when boring deep holes or into hardwood to keep the bit from heating.
D. Grinder

1. General guidelines:
   a. Wear clean goggles that shield your eyes from all directions when grinding.
   b. Keep the tool rest as close to the wheel as possible. Under no condition should the distance between the tool rest and the wheel exceed one-eight inch.
   c. Apply work gradually is the wheel is cold.
   d. Avoid grinding on the side of a light wheel. Side grinding must be done on a wheel that is designed for side grinding.
   e. Keep fingers clear of the stone.
   f. Keep the path of the wheel travel clear of any obstruction.
   g. Do not rub your face or eyes with your hands if they are soiled with emery dust.
   h. Do not stand in line with the wheel when starting the grinder. Faulty grinding wheels usually break on Start.
   i. Hold small pieces of material securely in a proper holder. It is unsafe to hold small pieces in your hand as the wheel might pull them into the space between the wheel and the guard.

2. Guarding guidelines:
   a. Straight and tapered wheels used in stationary bench and pedestal grinders should have a guard opening of not more than 90 degrees with the top of the guard opening not more than 65 degrees above the center line.
   b. Special type grinders such as cylindrical, swing, surface grinders, and cutting off machines may have guards with large openings.
   c. Guards must enclose both sides and the periphery of the wheel.
   d. Guards must be strong enough to withstand the shock of a burst wheel and contain the fragments.
   e. Standard guards should be equipped with an adequate tool rest located above the center line of the wheel and adjusted to within one-eighth inch of the face of the abrasive wheel.
   f. Guards must be equipped with an adjustable tongue at the upper opening or the guard must be adjustable so that the exposure angle can be controlled. This tongue or opening must be maintained at one-eighth inch or less at the face of the abrasive wheel.
3. Wheel Identification:
   a. All grinding wheels should be labeled as to operating speed for the material to be ground in order to provide immediate identification.
   b. Identifying labels should never be removed, defaced, or altered.

4. Selection:
   a. Determine the proper type of abrasive, bond, and operating speed for the material to be ground.
   b. Check the label to be sure the wheel corresponds to the job requirements.

5. Warning:
   a. Never exceed shaft speeds set by the wheel manufacturer.
   B. Check carefully to see that the rpm rating of the wheel is not less than the rpm rating of the grinder.

6. Inspection:
   a. Inspect each wheel visually for external cracks or chips upon receipt and before use.
   b. Ring test the wheel before mounting by tapping lightly. Tapping should be done with a wooden mallet, wood hammer handle, or screwdriver handle.

7. Mounting:
   a. Use approved metal flange with a diameter equal to 1/3 or more of the wheel diameter. Flanges should be balanced with no rough surfaces.
   b. Blotters (compressed washer) must be used between flanges and wheel and must be of equal or greater diameter than flanges.
   c. Single End Nut - The single end nut should only be tightened sufficiently to drive the wheel and prevent slippage.
   d. Special purpose wheels should be mounted as recommended by the manufacturer.
8. Operation:

a. All guards should be in place and secure prior to starting.
b. Always wear approved eye protection when using grinding equipment.
c. All new abrasive wheels should be run without load for at least one minute at full speed prior to use.
E. Jig Saw

1. Check the following points before turning on the power:
   a. Has the correct blade been selected for the job?
   b. Is the blade correctly installed?
   c. Has the saw guide been adjusted to support the blade?
   d. Is the hold-down spring adjusted to the proper tension?
   e. Is the speed setting proper for the work?
   f. Has the pulley been turned over by hand to check blade adjustments?

2. Never cut cylindrical stock on the jig saw.

3. Feed the stock so that your hands are not in line with the blade.

4. Keep your fingers at least two inches from the moving blade.

5. Make turn cuts slowly.

6. Plan cuts to eliminate need to back out curves.

7. Clean table with long handled brush after the blade has stopped.
F. Jointer - Recommended Table Height 39"

1. Keep the "leg of mutton" guard closed over the knives at all times while the jointer is being operated. Do not pull the guard open with your finger.

2. Check the stock carefully to make sure that it has no large cracks, loose knots, nails, screws, sand, or paint on any of the working surfaces.

3. Adjust for the depth of cut before the power is turned on.

4. Never change the adjustment of the out-feed table unless the supervisor has asked that it be done.

5. Have special setups inspected and approved by the supervisor before the power is turned on.

6. Never run the end grain of a piece of stock over the jointer.

7. Never cut deeper than one-eighth inch without first getting special permission from the supervisor.

8. Never joint stock that is less than one inch wide or less than twelve inches long on the jointer. Do not attempt to run odd-shaped pieces over the jointer. Stock must lie flat on the table and it must have a straight edge that follows the fence.

9. Make light cuts when facing.

10. Never lean stock against the jointer or pile the stock on the bed.

11. Use a push shoe when jointing narrow or flat pieces of stock.

12. Change the position of your hands so that they do not pass directly over the cutters when feeding and never drag your thumb or fingers behind.

13. Hold the stock firmly on the table or against the fence as it is run over the joint.

14. Do not stand directly behind the jointer when using the machine.

15. Cover the cutter head with a back-guard if the fence is moved across the bed.
G. Planer

1. Make certain that the stock has no large cracks, loose knots, nails, screws, dirt, paint, or varnish on any of the surfaces.

2. Turn the shaving exhaust on before starting the machine.

3. Never run stock through the planer if it is less than 18 inches long.

4. Limit the depth of the cut to one-eighth inch for narrow stock and one-sixteenth inch for stock of full planer width.

5. Do not plane stock that is less than one-fourth inch thick unless it is placed on a thick board for support.

6. Do not allow your hands to come near the feed rolls and don’t touch boards that are gripped by the feed rolls.

7. Never attempt to shift a board after it has been gripped by the feed rolls.

8. Do not change the depth of a cut while a board is going through.

9. Never plane two boards side by side. One board may be thinner than the other and a serious kickback may result.

10. Do not plane the edge of a board in the planer.

11. Never look into the planer while it is in operation.

12. Never allow the planer to run unattended.

13. Do not stand directly in line with the rotation of the planer head or directly behind the board that is being fed.

14. Anchor the planer to a solid foundation to reduce vibration.

15. Enclose the cutter heads completely.

16. Keep feed roll guards on and properly adjusted.
H. Radial Arm Saw

1. Push the saw back against the stop before turning on the power.
2. Be sure the wood to be cut is firmly against the fence.
3. Never put one piece of wood on top of another to cut them on this saw. The top piece may kick over the fence.
4. Don't stand in line with the blade when turning the machine on.
5. Remember that this saw pulls itself into the work and in some hardwoods it is necessary to hold back on the handle to prevent the saw from choking.
6. Do not stop a coasting saw by pulling the blade into a piece of stock. This may damage the machine seriously.
7. Avoid working across the saw line with hands or arms. This is known as cross-arming and must never be done.
8. Avoid reaching over the saw line to pull stock into place for cutting.
9. When using the saw in a ripping operation, be sure to feed against the cutting edge.
10. Never leave the saw hanging at the end of the arm. Push it back against the post.
11. Never use the molding head without carefully studying the instructions for the shaper. All setups, except straight cut off work, must be approved by the supervisor.
12. If the saw carriage vibrates away from the post the machine is out of order and should not be operated until the condition is corrected.
13. Keep the under-sling of floating guard on at all times.
14. Use the anti-kick-back device if using this saw for ripping.
15. Raise front legs slightly to provide a backward tilt.
16. Mark the blade rotation on the saw hood. WHEN RIPPING, the direction of the rotation must be upward toward the operator.
I. Shaper

1. Purchase only the best shaper steel obtainable for the knives.

2. Set up the machine so that the unused portion of the knife will be below the table. This is always possible where the machine is equipped with a reversing switch.

3. Where possible, mill the bottom of the stock thus covering the knives completely.

4. Set the fence and be sure it is safely locked in place.

5. Use all guards and hold down devices provided for the machine removing them only when machine adjustment is necessary.

6. Be certain that the spindle turns freely before turning on the power. If it vibrates or chatters, turn it off.

7. Examine all wood to be run over the shaper for knots, want, splits, checks, wind and curly grain. Any of these defects can be a source of danger.

8. Remove all wrenches or other tools used in setting up the shaper from the table before turning on the power.

9. Determine the direction of rotation by snapping the switch on and off and watching the knives come to rest. The cutting edge should be leading and the bevel trailing. Be certain of this direction. The direction of the feed must oppose the direction of rotation. Feed against the cutting edge. **Be certain of these directions; an error could be very serious.**

10. Hold the board being shaped down against the guide and with the palms of the hands, not the extended fingers. Fingers should be together and lying on the board out of the path of the cutter. Use special jigs on stock less than six inches. Hold work against a fence or guide pins.

11. End grains of boards less than seven or eight inches in width should not be run over the shaper unless the shaper is provided with a sliding guide with a clamp for the board.

12. Where contour work is to be done, the setup involves the use of the collar instead of the fence. This means the operator must drop in on the knives until the collar comes in contact with the work.
13. When dropping in, it is well to be in motion toward the direction of the feed. While you are opposing the knives, they are also opposing you. *The least backing at the start* may allow the knives to walk on uncut wood, kicking the board from your hands.

14. In collar work, there must be some of the edge uncut for the collar to run on. If the molding cut will cover the entire edge, a pattern must be attached to the wood for the collar to run on.

15. *Where a collar is used*, do not start the cut on a corner. The knife may walk around the corner to the uncut wood and a vicious kick will result.

16. Think each shaper operation out carefully. Try to figure the direction of the possible kick and place your hands so that they will be kicked away from the knife rather than dragged into it.

17. Use a long handled brush to remove chips and scraps after the machine stops.
J. Table Belt Sander - Recommended Table Height 36"

1. Select correct abrasive belt.

2. Check to be sure that all guards are in place and that all adjustments are locked before turning on power.

3. Never hold small pieces in your hand. There is too much danger that they will shift and pull your fingers into the belt. Devise a holding jig for small work.

4. Never use a ragged, cracked, torn, or excessively worn belt.

5. Sand on the down stroke of the belt.

6. Keep your hands away from the belt.

7. Keep guards at each in-running nip point.

8. Keep belt tight enough to prevent slipping on the drum when material is brought into contact with the moving belt.
K. Table Disc Sander - Recommended Table Height 36"

1. Select correct grade of abrasive sheet.

2. Table fencing guide must be correctly adjusted and tight. The clearance between sanding disc and table or rest shall not exceed one sixteenth of an inch.

3. Goggles and masks or respirators must be worn.

4. Sand only on the down stroke side of disc.

5. Do not hold small pieces in your hand. They have a tendency to rotate with the possible danger of pulling your fingers against the revolving disc.

6. Turn off sander if you must leave the sander before finishing the job.

7. Stop the sander to make adjustments.

8. Never touch a moving sanding disc.

9. Stop the sander by shutting off power and sanding a scrap piece of wood.

10. Never operate the disc sander if the paper is loose. Report the condition to the supervisor.

11. Move the work about to avoid heating and burning a section of paper.

12. Turn on the exhaust hood.

13. Properly adjust the work rest (minimum clearance).
L. Table Saw Procedures

1. Be sure that you know specifically what you are going to do before turning on the saw.

2. Always keep the guard down over the saw while the machine is in operation. Use the auto kick-back device and spreader when ripping.

3. Use a properly conditioned saw blade that is designed for the work.

4. Never allow the saw blade to project more than one-fourth inch above the stock to cut. (Exception: carbide tipped blades may require more than one-fourth inch free space in order to allow saw dust to get off the teeth.

5. Do not use a saw that is dull or in need of setting.

6. Do not stand in line with the saw blade while it is turning.

7. Important: Do not use the ripping fence to stop when crosscutting unless a clearance block is attached to the fence.

8. Stop the saw for all adjustments and lock-out the power.

9. Be sure all adjustments are secure and that the ripping fence or the crosscutting guide is fastened properly before the power is turned on.

10. Keep fingers clear of the track of the saw and never allow your hands to cross the line of the saw while the machine is in operation.

11. Turn on the saw dust exhaust before starting the machine.

12. Be certain that no fence or setup is in the line of the saw blade before turning on the power.

13. Be sure that the tilting arbor saw, when tilted, will clear the table, the fence, the crosscutting guide, and other setups before turning on the power.

14. Do not reach over the saw.
15. Never attempt to clear scraps away from the blade while it is running. Stop the machine and use the push stick to remove scraps.

16. Arch the fingers while feeding instead of laying the hands flat.

17. Do not allow the left hand to pass the front edge of the blade.

18. Always use the splitter guard with the ripsaw.

19. Do not cut cylindrical stock unless a special jig is used.

20. Use a push stick when ripping stock that is less than four inches wide.

21. Rip no stock unless the edge is true. Place that edge against the ripping fence.

22. Never attempt re-sawing without first getting special permission.

23. Never make freehand cuts on the table saw.

24. Do not saw warped stock.

25. Use care in sawing through knots. Never saw loose knots.

26. Remember when helping to "tail off" on the saw the only purpose is to support the stock while the operator pushes it through the saw.

27. Do not leave the machine until it comes to a dead stop.

28. Lower the blade below the table level before leaving the machine.
M. Welding, Cutting, and Brazing

The use of welding equipment can be extremely dangerous and hazardous to an employee or employees. Safety is paramount when using welding equipment. Therefore, the following guidelines should be followed:

1. Check torches, gauges, bottles, and lines for leaks and good operating condition.

2. Light acetylene first. This prevents back pressuring the acetylene with higher pressure oxygen.

3. Store all cylinders away from any sources of heat.

4. Keep cylinder caps in place when cylinders are not being used. Keep cylinders upright and chained to wall.

5. Leave a special wrench in position on the valve stem so the gas flow can be shut off in an emergency.

6. Be sure all oxygen-acetylene rigs are equipped with anti-reverse flow check valves installed in both hoses near torch.

7. Keep cylinders secured with chains to prevent accidental tipping.

8. Store no more than 2000 cubic feet of acetylene or 3000 pounds of compressed liquefied petroleum gas (LPG) inside buildings.

9. Report worn or leaking hoses.

10. Report damaged arc welding cables immediately.

11. Secure the ground lead firmly when welding.

12. Do not join cables without proper connectors.

13. Wear a welding helmet with the proper shade of lens.

14. Protect others in the vicinity by using screens, shields, or booths.

15. Wear clean, fire resistant gloves and clothes with collar and sleeves buttoned.

16. Do not arc weld in wet areas or when it is raining.
17. Do not weld or cut on any tank which has or may have contained flammable liquids, oils, or poison, especially if the tank or cylinders are closed. Be certain they are gas free.

18. Make sure the atmosphere in the welding area is free of flammable gases or vapors before ignition.


20. Take precautions to prevent ignition of combustibles on the other side of walls, partitions, ceiling, floors, or roofs when cutting or welding.

21. Don't use cutting torches or weld on walls, partitions, or other types of combustible sandwich type panel construction.

22. Move all combustible and flammable materials away before welding. Keep a fire extinguisher handy and know how to use it. When using a cutting torch, there should be no flammable materials within 35 feet.

23. Provide local exhaust ventilation when the ceiling is less than 16 feet high or when welding in confined areas.

24. Use respirators when you are going to do prolonged welding, when adequate ventilation is not provided, or when welding or cutting metals, coated metals (such as those pained with lead, paint or cadmium) or plastics that produce toxic vapors.

25. Mark on any hot metal with soapstone to warn other workers.

26. Do not get oil or grease on oxygen hoses, regulators, or fittings.

27. Never use oxygen as a substitute for compressed air.

28. Report defective gauges. Keep acetylene pressure less than 15 psi at all times.

29. Do not carry disposable butane lighters in shirts or pants pockets as these can be burnt by welding sparks and could possible explode.
SECTION VII

INSTRUCTIONAL
CLASSROOM/LABORATORY SAFETY
INSTRUCTIONAL
CLASSROOM/LABORATORY SAFETY

It is the responsibility of instructors to familiarize their students with any hazards present and the proper safety procedures to be followed. Each discipline, where needed, should have established written safety rules, guidelines, or manuals. While for many instructors this presents no unusual problem, there are some classes/laboratories in which special care must be taken and where students must be made aware of safety hazards and considerations.

Where hazardous chemicals are utilized, Material Safety Data Sheets (MSDS) are to be reviewed and made available to the students. Students attending classes requiring personal protective equipment must not be allowed to participate unless the personal protective equipment is worn. The proper manner in which the personal protective equipment is to be used must be explained and demonstrated to the students before use.

The following procedures deal with safety in the instructional classroom or laboratory setting. Instructors may wish to use any of the previous section (Section VI - Tools and Machines) in addition to the following procedures to form the nucleus of their own safety program. Where applicable, the instructor should include safety instructions from the manual.

NOTE: Lock-out/tag-out procedures found in Section V pertain to this section as well.
Advanced Technology Center

NOTE: Lock-out/tag-out procedures found in Section V pertain to this section as well.

It is the responsibility of the following areas to develop written safety procedures for students and staff. These procedures should be made available for inspection by official entities.

Electrical
HVAC
Machining
Material Handling/Warehouse Operations
Mechanical
Welding
Art Department

NOTE: Lock-out/tag-out procedures found in Section V pertain to this section as well.

At the beginning of each semester, each student should be provided with applicable safety and general procedures for each area by the instructor.

1. The students and staff will follow safety procedures for tools and machines found in Section VI.

2. Personal protective equipment will be worn at all times. Bare feet are not allowed in the studios. When using some equipment, jewelry must be removed to avoid accidents.

3. Students will not be allowed access to equipment unless trained by the instructor.

4. Welding:
   a. Wear special face shield, clothing, and gloves at all times.
   b. Never look directly at the torch flame or an electric arc without protection from the intense light.
   c. Never stand in front of the oxygen regulator when turning on the cylinder.
   d. Always make sure to bleed the lines of the welding torch if the equipment will be left unattended for more than fifteen minutes.

Note: More guidelines can be found in Section VI.

5. Printmaking:

   All College buildings are designated no-smoking areas. Positively No Smoking in Printmaking Area.
   a. Never mix acids and bases.
   b. Wear protective gloves and face shield when mixing acids. Always add acid to water.
   c. An acid bath should be mixed only by the instructor or department technical assistant.
d. Mix and use acids in well-ventilated areas. Do not breathe acid fumes, as they are very injurious to your lungs and throat.

6. Ceramics:
   a. Never leave the kiln gas on without lighting it. There must always be a flame.
   b. Complete protective gear (gloves, aprons, goggles) must be worn when operating the furnace or kiln.
   c. Keep hands, fingers, and foreign objects out of the clay mixing machine.
   d. Mix powdered ceramic glazes in a well-ventilated area; avoid breathing the dust.
   e. Wear protective gloves when applying ceramic glazes.
   f. Always wear shoes in the ceramics area. Besides the possibility of cuts, chemicals can enter the body through bare feet.

7. Foundry:
   a. Wear full protective gear (helmet, face shield, gloves, apron, goggles, and shoes) when pouring molten metal or when adding fluxes or de-gassers. Bubbles can be formed in the molten metal which may splash on you.
   b. Use the tongs provided. No fewer than two persons are required to remove molten metal from the foundry.
   c. When molten metal is being handled, it must remain within the sand trap area to confine the effects of any spill.
   d. Wear protective gear when removing castings from molds. All casting should be presumed to be hot.
   e. Use the ventilation system when operating kilns or furnace.
Automotive Laboratory

ALL PERSONNEL IN THE AUTOMOTIVE LABORATORIES ARE REQUIRED TO WEAR SAFETY GLASSES AT ALL TIMES.

The following is a general outline of safety procedures to be used by students in the automotive technician/mechanic department whether the class is being taken for credit, certification, or for continuing education. Since this is only an outline, the student is expected to listen carefully to the instructions given by the instructor. More detailed safety guidelines are provided in the student textbook and shop manual.

1. Personal Safety
   a. Safety glasses or safety goggles must be worn at all times. A full face shield may be worn in addition to the safety glasses when needed.
   b. All clothing should be clean. Clothing should not be loose. Long sleeves should be rolled up tightly or their cuffs buttoned. Shirt tails should be tucked. Long hair should be tied back and tucked into the collar of the shirt or a hat worn.
   c. No jewelry should be worn. Rings, watches, bracelets, necklaces and earrings can cause injury.
   d. Proper footwear should be worn. Shoes or boots should have non-slip surfaces and, if required, steel toes. No sandals may be worn in the lab.

2. Work Area
   a. Be sure the floor is clean and dry. Keep all flammable materials in the proper container and stored in approved steel cabinets. Used oil rags should be stored properly. Good housekeeping prevents accidents.
   b. Maintain adequate ventilation and lighting at all times.
   c. Keep tools clean and put away when not in use.
   d. Know the location of eye wash fountains and how to use them. Remember, you must flush eyes for 15 minutes.
3. Tools, Machines, and Equipment

Automotive instructors will provide detailed instructions on the proper use and safety guidelines for all tools, machines, and equipment utilized in the automotive laboratory.

4. Hazardous Materials

a. Students will be taught the proper procedure for handling any hazardous materials in the automotive laboratory by their instructors.

b. The automotive laboratory has MSDS for all hazardous chemicals and materials and keeps copies of the MSDS in a designated area that is readily available to students, faculty, and staff. Students will be able to read and understand the MSDS and the labels found on the material/chemical containers.
Chemistry/Biology/Microbiology Laboratory

NOTE: Lock-out/tag-out procedures found in Section V pertain to this section as well.

At the beginning of each semester, each student is provided with safety and general procedures from the instructor. Some of these procedures are repeated in the following:

1. Acids and bases should be stored in separate cabinets specifically made for acids and bases. All flammable liquids must be stored in approved safety containers.

2. Acid fumes are highly injurious to your throat and lungs, avoid breathing them.

3. Any unstable chemicals should be stored in a separate storage area with its own external exhaust system.

4. Eyewash stations and deluge showers must be conveniently located (usually no more than 25 feet away).

5. Adequate exhaust hoods should be provided to prevent crowding and possible injury of exposure to harmful gases.

6. Chemicals should not be mixed without instructor approval.

7. Workshops should be conducted annually for laboratory faculty and assistants to teach proper chemical storage, handling, exposure, and disposal.

8. Periodic (not less than annual) inspection is required of all chemicals to locate any decomposition or instability. Any questionable chemicals should be disposed.

9. No flammable liquids, such as acetone, may be put in laboratory sinks.

10. Chemicals should be disposed of in such ways as to avoid hazards to health from exposure or chemical reaction, avoid damage to facilities, and avoid environmental destruction or contamination. Such disposal will require storage until periodic pick up by a reputable, commercial disposal company. Care should be exercised during the storage phase to prevent leakage, reactions with other chemicals, escaping fumes, and possible injury from accidental exposure.
11. Biological materials (including microbiological agents) must be properly refrigerated. No foods are to be kept in such refrigerators. Refrigerators must be properly labeled.

12. Students should not be allowed to work alone in laboratories. They should be accompanied by a qualified instructor or lab assistant.

13. Proper Hazardous Communication will be followed:
   a. Students must be instructed in the location and use of all protective devices. (Such as: fire extinguishers, pull alarms, eye wash stations, showers, and other devices.)
   b. Reference materials and Material Safety Data Sheets (MSDS) should be readily available for the various chemicals used in the labs, their toxicity, antidotes or treatment, etc. If possible, this material should be wall mounted for easy access and reference.
   c. All containers must be clearly marked as to their contents.

14. Laboratory operations that introduce potential hazards to the well being of persons should not commence until all concerned persons are wearing the appropriate personal protective equipment. These may include safety gloves, shoes, goggles, aprons, respirators or masks, and face shields.

15. No eating, drinking, or smoking is allowed in any College laboratory.

16. Glass breakage and cuts are constant hazards in laboratories. Students should be instructed in handling glass lab equipment and of the hazards to be avoided.

17. All laboratories will comply with the Memorandum of Understanding (MOU) by the Texas Department of Public Safety (TDPS) and the Texas Higher Education Coordination Board (THECB) in compliance with the Texas Health and Safety Code, Section 481.0621 (b).
EL PASO COMMUNITY COLLEGE PROCEDURE

2.01.08.14 Controlled Substances, Precursor Chemicals and Laboratory Apparatus

APPROVED: September 27, 1996
REVISED: 
AUTHORIZING BOARD POLICY: 2.01.08

OBJECTIVE: To comply with the Memorandum of Understanding (MOU) by the Texas Department of Public Safety (TDPS) and the Texas Higher Education Coordination Board (THECB) in compliance with the Texas Health and Safety Code, Section 481.0621 (b).

PROCEDURE:

I. The use of drug precursors shall be reviewed and approved by the Institutional Laboratory Safety Committee.

II. Drug precursors shall not be ordered without authorization by the El Paso Community College Department of Public Safety (EPCC DPS) and the El Paso Community College (EPCC) Safety Specialist.

III. The sale, furnishing, or transfer of any controlled item(s) to a person or entity not holding a TDPS permit or waiver is prohibited, unless the recipient is specifically exempted by law or rule.

IV. A copy of all records of purchase, sale, furnishing or transfer of a controlled item must be maintained at the EPCC DPS. EPCC DPS will report to the TDPS every sale, furnishing or transfer of a controlled item(s) leaving the immediate campus location by the 15th day of the month following the month of sale, furnishing or transfer, using TDPS Form Nar-22.

V. Each campus site is responsible for ensuring the security of the controlled items by cost effective means that afford a reasonable sense of safety and accountability. All doors are to be kept locked when a room containing a controlled item is unoccupied and personnel are to be alert and attentive to the disappearance of any of the controlled items.

VI. In addition, each campus site is responsible for requiring the controlled items to be stored in accordance with recommendations of the manufacturer, the Texas Natural Resource Conservation Commission (TNRCC) and the Federal Environmental Protection Agency (USEPA).

VII. Discovery of a readily unacceptable discrepancy, loss, pilferage, ruined or theft of a controlled item is to be reported immediately to the EPCC DPS at 594-2200. The EPCC DPS will forward a copy of the incident report to the TDPS within five (5) business days.

NOTE: Breakage of glassware during regular laboratory class, due to student or instructor mishandling, is considered an acceptable discrepancy.

VIII. The EPCC Safety Specialist is responsible for ensuring that the District is in compliance with the Health and Safety Code, Section 481.0621 (b), and as prescribed by the TDPS and THECE MOU. He or she shall develop in-house procedures to handle these controlled items from purchase, sale, furnishing, or transfer point to their final destination, and will ensure that EPCC DPS receives the proper information for reporting to the TDPS as indicated in Paragraph II above. EPCC DPS shall be the liaison to the TDPS and other governmental agencies.

IX. The following precursor chemicals and laboratory apparatus are controlled items:

<table>
<thead>
<tr>
<th>Precursor Chemicals</th>
<th>Laboratory Apparatus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Methylamine</td>
<td>A. Condensers</td>
</tr>
<tr>
<td>2. Ethylamine*</td>
<td>B. Distilling apparatus</td>
</tr>
<tr>
<td>3. D-lysergic acid</td>
<td>C. Vacuum dryers</td>
</tr>
<tr>
<td>4. Ergotamine tartrate</td>
<td>D. Three-necked flasks</td>
</tr>
<tr>
<td>5. Diethyl malonate</td>
<td>E. Distilling flasks</td>
</tr>
<tr>
<td>6. Malonic acid</td>
<td>F. Tabletting machines</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7.</td>
<td>Ethyl malonate</td>
</tr>
<tr>
<td>8.</td>
<td>Barbituric Acid</td>
</tr>
<tr>
<td>9.</td>
<td>Piperidine</td>
</tr>
<tr>
<td>10.</td>
<td>N-acetylanthranilic acid</td>
</tr>
<tr>
<td>11.</td>
<td>Pyrrolidine</td>
</tr>
<tr>
<td>12.</td>
<td>Phenylacetic acid</td>
</tr>
<tr>
<td>13.</td>
<td>Anthranilic acid</td>
</tr>
<tr>
<td>14.</td>
<td>Ephedrine</td>
</tr>
<tr>
<td>15.</td>
<td>Pseudoephedrine</td>
</tr>
<tr>
<td>16.</td>
<td>Norpseudoephedrine</td>
</tr>
<tr>
<td>17.</td>
<td>Phenylpropanolamine</td>
</tr>
</tbody>
</table>

*The only precursor chemical on EPCC property.*
Public Health Security and Bioterrorism Preparedness
Response Act of 2002
(Public Law 107-188)
(42 CFR 73)

On June 12, 2002, President Bush signed the "Public Health Security and Bioterrorism Preparedness Response Act of 2002" (Public Law 107-188). The law is designed to improve the ability of the United States to prevent, prepare for, and respond to bioterrorism and other public health emergencies. Section 202(a) of the Law requires that all persons possessing biological agents or toxins deemed a threat to public health to notify the Secretary, Department of Health and Human Services (HHS). Section 213(b) of the Law requires all persons possessing biological agents or toxins deemed a threat to animal or plant health and to animal or plant products notify the Secretary, United States Department of Agriculture (USDA).

The Law also requires that both Secretaries be notified when a person possesses agents that appear on both the HHS and the USDA list of agents and toxins. These agents and toxins have been designated HHS/USDA overlap agents.

The Centers for Disease Control and Prevention (CDC) has been designated as the HHS agency responsible for providing guidance on this notification. The Animal and Plant Health Inspection Service (APHIS) has been designated as the USDA agency responsible for providing guidance on this notification.

The Responsible Official (RO) is responsible for ensuring compliance with the regulations including:

a. Developing and implementing safety, security and emergency response plans

b. Allowing only approved individuals to have access to select agents or toxins

c. Providing appropriate training for safety, security, and emergency response

d. Transferring select agents or toxins

e. Providing timely notice of any theft, loss or release of a select agent or toxin

f. Maintaining detailed records of information necessary to give a complete accounting of all activities related to select agents or toxins

g. Reporting the identification of a select agent or toxin as a result of diagnosis, verification or proficiency testing.
The CDC recommends that a Responsible Official (RO) and an alternate RO be biosafety officers or senior management officials of the entity/facility or both. It is recommended that the RO not be an individual actually using, working with, or transferring or receiving the select agents and toxins to minimize potential conflicts of interest.

The agency that the Responsible Official (RO) should contact is determined by the type of select biological agent or toxin that is possessed.

The original list of select agents was published in Appendix A of 42 CFR Part 72.6 ("Additional Requirements for Facilities Transferring or Receiving Select Agents", October 24, 1996). The list included approximately 40 viruses, bacteria, rickettsiae, fungi, and toxins that CDC considers to have potential to pose substantial harm to human health. Under that regulation, laboratories were to register with CDC prior to transfer of select agents. Two agents (viruses causing hantavirus monitory syndrome and yellow fever virus) have been removed from the list. One toxin (aflatoxin) was removed.

A listing of HHS select agents and toxins, High Consequence Livestock Pathogens and Toxins, HHS and USDA "Overlap Agents" (agents that appear on both the HHS and USDS list of agents and toxins), and plant pathogens listed by USAD that have been deemed a threat to plant health or products follows:

**HHS NON-OVERLAP SELECT AGENTS AND TOXINS**
- Crimean-Congo haemorrhagic fever virus
- *Coccidioides posadasii*
- Ebola viruses
- Cercopithecine herpesvirus 1 (Herpes B virus)
- Lassa fever virus
- Marburg virus
- Monkeypox virus
- *Rickettsia prowazekii*
- *Rickettsia rickettsii*

South American haemorrhagic fever viruses
- Junin
- Machupo
- Sabia
- Flexal
- Guanarito

Tick-borne encephalitis complex (flavi) viruses
- Central European tick-borne encephalitis
- Far Eastern tick-borne encephalitis
- Russian spring and summer encephalitis
- Kyasanur forest disease
- Omsk hemorrhagic fever
Variola major virus (Smallpox virus)
Variola minor virus (Alastrim)
*Yersinia pestis*
Abrin
Conotoxins
Diacetoxyscirpenol
Ricin
Saxitoxin
Shiga-like ribosome inactivating proteins
Tetrodotoxin

**HIGH CONSEQUENCE LIVESTOCK PATHOGENS AND TOXINS/ SELECT AGENTS (OVERLAP AGENTS)**

- *Bacillus anthracis*
- *Brucella abortus*
- *Brucella melitensis*
- *Brucella suis*
- *Burkholderia mallei* (formerly *Pseudomonas mallei*)
- *Burkholderia pseudomallei* (formerly *Pseudomonas pseudomallei*)
- Botulinum neurotoxin producing species of *Clostridium*
- *Coccidioides immitis*
- *Coxiella burnetii*
- Eastern equine encephalitis virus
- Hendra virus
- *Francisella tularensis*
- Nipah Virus
- Rift Valley fever virus
- Venezuelan equine encephalitis virus
- Botulinum neurotoxin
- *Clostridium perfringens* epsilon toxin
- Shigatoxin
- Staphylococcal enterotoxin
- T-2 toxin

**USDA HIGH CONSEQUENCE LIVESTOCK PATHOGENS AND TOXINS (NON-OVERLAP AGENTS AND TOXINS)**

Akabane virus
African swine fever virus
African horse sickness virus
Avian influenza virus (highly pathogenic)
Blue tongue virus (Exotic)
Bovine spongiform encephalopathy agent
Camel pox virus
Classical swine fever virus
Cowdria ruminantium (Heartwater)
Foot and mouth disease virus
Goat pox virus
Lumpy skin disease virus
Japanese encephalitis virus
Malignant catarrhal fever virus (Exotic)
Menangle virus
Mycoplasma capricolum/ M.F38/M. mycoides capri
Mycoplasma mycoides mycoides
Newcastle disease virus (VVND)
Peste Des Petits Ruminants virus
Rinderpest virus
Sheep pox virus
Swine vesicular disease virus
Vesicular stomatitis virus (Exotic)

LISTED PLANT PATHOGENS
Liberobacter africanus
Liberobacter asiaticus
Peronosclerospora philippinensis
Phakopsora pachyrhizi
Plum Pox Potyvirus
Ralstonia solanacearum race 3, biovar 2
Schlerophthora rayssiae var zeae
Synchytrium endobioticum
Xanthomonas oryzae
Xylella fastidiosa (citrus variegated chlorosis strain)
Construction Technology

Construction trades use a variety of tools and machines. Safety procedures for most of these can be found in the Tools and Machines procedures.

NOTE:  Lock-out/tag-out procedures found in Section V pertain to this section as well.

1. Regular inspections of the job site, materials, and equipment are to be made by competent persons designated by the College.

2. The use of any machinery, tool, material, or equipment which is not in good working condition is prohibited. Such machine, tool, material, or equipment shall either be identified as unsafe by tagging or locking the controls to render it inoperable or shall be physically removed from its place of operation.

3. The College shall permit only those students/employees qualified by training or experience to operate equipment and machinery.

4. Students/employees must wear the proper personal protective equipment (hardhats, goggles, safety shoes, gloves, masks, etc.) at all times while at the construction site.

5. Power tools should be inspected not less than weekly by the instructor.

6. Special care must be taken with power tools, since they are not used in a "workshop setting" on a construction site. Attention must constantly be given to correct tool safety. Power tools should be unplugged when not in use.

7. There is substantial risk of injuries due to falling materials and tools. Items should not be intentionally dropped. An individual's safety is highly dependent on actions of others. Each worker must remain alert and communicate with others.

8. Precautions should be taken to prevent fatal falls through skylights, skylight openings, and other roof openings.

9. If gasoline-powered is used, it should be placed outdoors away from any air intakes to prevent the engine exhaust being drawn into buildings.

10. Students/employees may be exposed to hazardous energy in several forms and combinations during installation, maintenance, service, or repair work (kinetic energy, electrical energy, and thermal energy). Training in the basic concepts of hazardous energy control should be provided where necessary.
Cosmetology

The following is a general outline of safety procedures to be used by students enrolled in the cosmetology program. Instructors will provide the students with more detailed safety instructions as the course progresses.

1. Inspect all cords and plugs on electrical devices before each use to insure that the cords are not worn or frayed and that the plug is intact. The instructor will be informed of any devices needing repair and will remove them from the classroom.

2. Wear protective gloves when handling potentially dangerous hair products such as permanent solutions and dyes.

3. Provide adequate ventilation at all times.

4. Label all Chemicals/materials not in their original containers.

5. Clean and dry workstations to prevent accidents.

6. Clean and sanitize all cosmetology tools before use.

7. Report accidents to the supervisor immediately. In case of an accident involving bodily fluids, such as blood, the Bloodborne Pathogen Standard (see Section VII) must be followed.

8. Dispose of waste daily in a proper manner.
Culinary Arts

The following is a general outline of safety procedures to be used by the students in the Culinary Arts Program. Since this is only an outline, the student must listen and follow carefully the instructions given by the instructor.

1. All students and instructors must have obtained a food handler’s license before participating in the actual preparation or handling of food.

2. All persons involved in the preparation of food will adhere to the proper storage and food contamination procedures set forth by the Texas Department of Health.

3. No smoking is allowed in food preparation areas, kitchens, serving areas or other areas of the College facility.

4. All floors must be kept clean. No grease, water, flour, or other substance will be allowed to remain on the floor.

5. The floors in wash-up and dishwasher areas should be kept clean and dry. It is recommended that rubber mats or anti-slip strips be placed in these areas.

6. Walk-in refrigerators and freezers are to be equipped with internal door openers. Interior lights will be operational at all times.

7. All walk-in refrigerators and freezers are to be kept free of ice or water that could create a slipping hazard.

8. Knives are to be stored in knife blocks or other safe manners.

9. Deep fryers should be thermostatically controlled.

10. Electric mixers, slicers, and shredders should have shielded or recessed ON/OFF switches and have guards in place while the machine is in operation.

11. Large mixers should have guards over the bowls. Guards may be opened but must have an electrical interlock to shut down the machine when opened.

12. Concentrated cleaning products and pesticides will be labeled and stored away from food.

13. Areas around fire extinguishers and fire suppression pulls will be kept clear to give ready access to them.
Health Occupations

All students and employees will abide by the standards set forth by the Texas Department of Health and any other safety rules, procedures, standards, or manuals developed for the particular specialized division of the Health Occupations Department or the instructors thereof.

These divisions include, but are not limited to the following:

- Dental
- Emergency Medical Training
- Medical Assisting
- Medical Laboratory
- Nursing
- Ophthalmic Laboratory
- Radiological Technology

It is the responsibility of the above areas to develop written safety procedures for students and staff to follow in order to promote a safe environment and to take precautionary measures to reduce incidents and accidents. These written procedures should be made available for inspection by official entities.

Bloodborne Pathogen Safety

Universal precautions is a method of infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Universal precautions are to be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.

Safety Procedures

1. Where indicated, take the Hepatitis B Vaccine and have a blood test to be sure the vaccine worked.

2. Observe Universal precautions. Treat all human blood and body fluids as if known to be infectious for HBV and HIV.

3. Use the engineering controls that have been provided, including:
   a. Biological safety cabinets
   b. Bench top shields
   c. Secondary containers for blood tubes
   d. Sharps containers
   e. Biohazard bags and boxes
4. Use the appropriate Personal Protective Equipment
   a. Gloves
   b. Disposable face shields
   c. Face masks and safety glasses
   d. Lab coats, buttoned up

5. Follow work practice controls
   a. Wash your hands before and after removing gloves or following contact with blood or serum.
   b. Transport specimens of blood or other potentially infectious materials in leak proof containers.
   c. **Do not mouth pipette**
   d. **No** eating, smoking, drinking, or applying cosmetics in work areas.
   e. Store food in refrigerators designed for food only.
   f. Decontaminate equipment before allowing anyone to repair it. If it cannot be decontaminated, tag it as a biohazard.

6. Housekeeping
   a. Keep work sites clean and in sanitary condition. Contaminated areas must be decontaminated with disinfectant upon completion of procedures or when visibly soiled by blood, etc..
   b. Protective gloves should be worn when handling contaminated laundry, and other materials.

7. Report exposures to the supervisor or instructor immediately so that appropriate post exposure follow-up can be provided.

8. First aid
   a. If you should splash blood or serum into your eyes, flush them immediately with running water for 15 minutes.
   b. If you splash blood or serum onto your skin or puncture yourself with a contaminated object, wash the area immediately with soap and water. Force the wound to bleed, then apply antiseptic/antibiotic cream and bandage.
Radiologic Technology Program Operating and Safety Procedures

OPERATING AND SAFETY PROCEDURES
FOR THE RADIOLOGIC TECHNOLOGY PROGRAM EL PASO COMMUNITY COLLEGE

These instructions are provided to you so that we can comply with the state rules for radiation control. The Texas Department of Health (TDH), Bureau of Radiation Control, enforces the radiation rules for Texas. These rules require that our radiation machines meet specific requirements. The rules also require that certain procedures be followed and that certain records be kept. A copy of these rules is always available for you to read and review. It is entitled 25 Texas Administrative Code (TAC) §289 (formerly TRCR) and is located the Radiologic Technology (RADR) program office.

The intent of this manual is to establish procedures to minimize radiation exposure of RADR program faculty and students. Because only radiographic phantoms and not live patients are radiographed in this facility, this manual has been adapted from that suggested by the TDH. You are required to know the procedures and requirements in this manual and be able to demonstrate that you can use them. After reading this manual and demonstrating that you can use the machines safely and correctly, you must sign and date the “Record for Instruction of Individuals in Operating and Safety Procedures” provided in this manual (See Appendix A).

The rules also require that each x-ray facility be registered with the state and post its certificate of registration. That certificate is posted on the bulletin board in the laboratory. (25 TAC §289.203 (b)) You are required to comply with any conditions or restrictions on our certificate.

All operators of x-ray machines are responsible for radiation safety. The Instructional Coordinator of the Radiologic Technology Program, is also the Radiation Safety Officer (RSO) and has the responsibility and authority for overseeing matters relating to radiation protection. The RSO also confirms all training and serves as the contact person with the state. Bring all of your radiation questions or concerns about radiation safety procedures to the RSO.

A. Students: Do not operate the x-ray equipment unless authorized by a RADR faculty member.

B. Faculty: Do not operate the x-ray equipment unless you are in compliance with the credentialing requirements of the Medical Radiologic Technologist.

Section VII
Certification Act (MRT Act) (Article 4512m, V.T.C.S.). The documentation is located in the RADR office. [25 TAC §289.227 (e) (6)]

Do not assist or permit anyone else who does not comply with the above law to operate our equipment.

C. Personnel Monitoring

1. Always wear the personnel monitoring badge when you are working and make sure it is the badge assigned to you.

Wear the badge on your collar. When you wear a lead apron, the badge should be worn outside the apron. [25 TAC §289.227 (a) (2)]

When not in use, store badges in the metal box in the RADR laboratory, a low radiation area. The control badge is also stored there.

The Radiation Safety Officer is responsible for the exposure records and exchanging the badges on the 15th of each month. The badge readings are located in the RADR office. Because this notebook contains privileged information (Right to Privacy Act), you may request a copy of your exposure report and it will be provided to you immediately.

2. If you suspect there has been an excessive exposure or a radiation incident, immediately notify the Radiation Safety Officer (RSO). The RSO will then notify the Bureau of Radiation Control. The address is:

Texas Department of Health
Bureau of Radiation control
1100 West 49th Street
Austin, Texas 78756-3189

The telephone number during working hours is 512-834-6688; the emergency telephone number is 512-458-7460.

Try to keep your personal radiation exposure as low as you can. Be aware of where you are standing and how long you stay in the radiation area. Do not enter or remain in a radiation area unless it is necessary.

D. Requirements for Radiation Safety: The general requirements for radiation safety and your rights and obligations as a radiation worker are found in 25 TAC §289.201, §289.202, §289.203 and §289.227. You need to read these parts. There are sections of 25 TAC §289.227 that describe requirements for radiography and fluoroscopy. [25 TAC §289.203 (c)]

E. Equipment: The x-ray equipment in this facility was installed following the manufacturer’s specification. Do not alter, tamper with, or remove any of the
filters or collimators unless under RADR faculty supervision for laboratory
experiment purposes [25 §TAC 289.227 (p)].

F. Operation of X-ray Equipment

1. We have established restricted areas in which the x-ray equipment is
   located. The restricted areas are Rooms A007A, A007B, and A003. The
   area is designated by “Caution Radiation Area” signs.

   **Do not allow anyone in the room during a x-ray exposure.**

2. Stay in the control booth during each exposure. [25 TAC §289.227 (i) (2)]

3. Restrict the x-ray beam to the area of clinical interest. The radiograph
   must demonstrate at least a ½” border on all four sides.

4. Align the x-ray beam with the film by using the light localizer and the
   centering device. [25 §TAC 289.227 (s) (1) (A) (ii) and 25 §TAC 289.227
   (s) (1) (B)].

5. Use a caliper to measure the phantoms to determine the thickness of the
   body area to be x-rayed. Using these measurements, check the technique
   chart at the control panel of the machine to determine proper settings of
   mAs, mA, time and kVp. Don’t depend on memory for the proper
   technique. [25 §TAC 289.227 (e) (1)] The technique chart will be updated
   as needed.

G. Exposure Procedures and Protective Equipment

1. Because this is a learning facility and no human patients are exposed, no one
   is permitted in the x-ray room during an exposure under any circumstance.

2. When aprons and gloves are worn, the film badge will be worn outside the
   apron at the collar level.

3. Although exposures are done on only radiographic phantoms, a gonadal shield
   must be used on all projections unless it obstructs the image. This is practice
   for “real-life” clinical situations.

H. ALARA: The basic premise for any radiation safety program is to maintain
exposures to levels as low as reasonably achievable (ALARA).

1. Individuals occupationally exposed to radiation are instructed on the basic
   risks to health from ionizing radiation and on basic radiation protection
   principles, including instruction on maintaining exposures ALARA.
2. The Radiation Safety Officer reviews occupational exposures monthly, noting any trends. If records indicate doses in excess of 30 millirem whole body exposure during a monitoring period (month), the individual will be counseled. Once the cause of exposure is determined, appropriate corrective actions are explored and initiated in an attempt to maintain subsequent exposures to the same individual’s ALARA.

QUALITY ASSURANCE

Because this facility is used for learning purposes only and no exposures are made on human beings, equipment and processor quality assurance are done only as a part of a course, RADR 2305, Principles of Radiographic Imaging II; and because of time and financial constraints, equipment and processor quality assurance are not done on a continuous or daily basis.
APPENDIX Y: PREGNANT STUDENTS IN PROGRAMS WITH RADIOLOGY COMPONENT

Guidelines for Health Occupations Students Enrolled in Programs with Radiology Components During Pregnancy

Title of Procedure:

This procedure is to provide guidelines and to insure the protection of the student and of the fetus for students who are enrolled in Health Occupations Programs with radiology components who are pregnant at the time of enrollment or who become pregnant while enrolled.

General:

Scientific evidence indicates that rapidly dividing cells are more radiosensitive than other cells within the body. The cells in the embryo stage of development are of particular concern because of the potential consequences that can result from damage caused at the early stages of fetal development. Therefore, special consideration is provided to those individuals who are occupationally exposed to sources of radiation and may be pregnant or are considering becoming pregnant.

Definitions:

1. Pregnant or Potentially Pregnant: An individual is considered to be pregnant or potentially pregnant only upon voluntary written declaration. Therefore, it is the responsibility of the individual to inform the Radiation Safety Officer of her reproductive status before any additional radiation safety actions can be enacted.

2. Radiation Safety Officer (RSO): A Radiation Safety Officer is a qualified individual who establishes and oversees operating and safety procedures and assures conformity to the rules in the 25 Texas Administrative Code (TAC) §289 (formerly TRCR). These rules are compatible with those of the United States Nuclear Regulatory Commission. The Texas Department of Health determines the qualifications for the RSO. Currently the RSO for El Paso Community College is the Instructional Coordinator for the Radiologic Technology Program.

Procedure Statement:

1. Radiologic Technology Program students will be informed of the special risks associated with reproduction and radiation exposure during the “Basic Radiation Protection” unit taught in the Introduction to Radiography course, the first program course of the curriculum. Dental students will receive this information prior to
performing dental radiography. Special emphasis will be placed on the voluntary declaration that is the responsibility of the individual.

No special actions will be taken on the part of the Radiation Safety Officer until formal written declaration by the individual. The individual must first declare her pregnancy or potential pregnancy in writing to the Radiation Safety Officer, along with the estimated date of conception, prior to any actions on the part of the division.

Declaration information provided to the Radiation Safety Officer will remain confidential among the appropriate program faculty. The Radiation Safety Officer will inform the individual if it is deemed necessary to relay the information to other parties, and the information will only be relayed if consent is granted.

Upon notification of pregnancy or potential pregnancy, the Radiation Safety Officer will provide an oral summary of the information contained in the USNRC Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure.” A copy of the document will be provided along with an opportunity to ask questions and receive answers.

A review of the individual’s exposure history is performed if the data is available. This information will be reviewed in an attempt to project what doses might be expected in the ensuing nine month period.

A summary of the options available to the individual will be reviewed. The student will be informed that because of the potential risk to the fetus, it is strongly recommended that she withdraw from the program until such time as she is no longer pregnant. Students will be advised that they should follow the procedure “Student Readmission to Allied Health and Nursing Programs,” and that, provided they are in good standing upon withdrawal, will be given priority for readmission.

In the event that direct clinical radiology experience is a required portion of the student’s objectives for a particular course, and no clinical site can be identified in which to place the student, the student will be required to withdraw from the course. As stated above, to reenter the program, the student should follow the procedure “Student Readmission to Allied Health and Nursing Programs.”
The close correlation between both course content and the practical application of clinical skills mandate that the student be aware that the continuity of didactic coursework to clinical application may be adversely impacted without the inclusion of the clinical component.

Should the student decide to continue in the Program, she will be provided with a summary of the additional radiation safety procedures that can be offered. Such services include additional personnel monitoring and additional shielding.

A student may undeclare her pregnancy at any time. This information must be presented to the Radiation Safety Officer in writing.

The pregnancy declaration form in no way absolves the institution from the responsibility of providing a safe workplace.

Personnel monitoring records will be routinely reviewed to verify compliance with the fetal exposure limit of 500 millirem for the nine-month gestation period. Consideration will also be given to the amount of dose recorded during each monitoring period, in keeping with the recommended average limit of 50 millirem per month.

Declared pregnant individuals found to have doses nearing or at the dose limit will be contacted so that the limit will not be exceeded.

Conflicts arising from the imposition of work restrictions to limit doses will be resolved through the coordination of program officials, Division Dean, appropriate clinical affiliate officials, and/or El Paso Community College attorneys.

References:
USNRC Regulatory Guide 8.13
25 TAC §289.202 (m)
Law Enforcement Training Academy
Range Entry Rules

***Violation of any of these rules can be cause for removal from the range***

ALL WEAPONS MUST BE HOLSTERED OR
IN A CARRYING CASE PRIOR TO ENTERING THE BUILDING

1. Do not enter range without approved ear and eye protection while firing is in progress (see red light over door).

2. After entering range, report directly to the range officer.

3. No food or drink allowed on the range.

4. No smoking on the range.

5. Only approved ammo may be used on the range. No reloads, armor piercing rounds or tracers allowed. All ammo is subject to Academy inspection and approval.

6. All firearms are subject to Academy inspection and approval.

7. Absolutely no firing until a range officer is present.

8. No firing except with the approval of a range officer.

9. **ALCOHOL and MEDICATION**

   a. Alcohol is prohibited in this building.

   b. Recent use of alcoholic beverages is grounds to prohibit entry into the range. “Recent Use” is defined as within the last eight (8) hours OR whatever the range officer determines is recent.

   c. Any person taking **ANY** medication that affects judgment or physical ability **MUST** report this to the range officer.

In all matters regarding ammo, weapons, range entry and overall range operation, the range officer’s decision is final.
Range Safety Rules

***Violation of any of these rules can be cause for removal from the range***

1. Ear and eye protection **MUST** be worn at all times.

2. Do not remove ear and eye protection until the line is cleared and the range officer instructs you to do so.

3. Pay attention to and follow all range commands.

4. Do not remove weapons from the holsters or carrying cases until you are in your assigned shooting booth and **ONLY** on range officer’s command.

5. Keep all weapons pointed **DOWN RANGE**.

6. Do not leave your shooting booth until your weapon has been holstered or tabled.

7. Do not table a loaded weapon.

8. Fire **ONLY** at your assigned target.

9. Do not go forward of the firing line (red line) unless the line has been cleared and the range officer tells you to do so.

10. Strict discipline will be maintained on the range at all times. “Horseplay”, carelessness and thoughtlessness will not be tolerated.
Firearms Safety Rules

1. TREAT ALL WEAPONS AS IF THEY ARE LOADED.

2. NEVER POINT A WEAPON AT ANYONE UNLESS YOU ARE READY AND WILLING TO KILL THAT PERSON.

BASIC AND STANDARD FIREARMS RULES

< Strict discipline will be maintained on the range at all times to prevent accidents and injuries. Carelessness and thoughtlessness will not be tolerated during firearms training.

< No “horseplay” during firearms training. There should be no horseplay or practical jokes played by any participants during firearms training. Firearms are dangerous! Firearms training is a serious matter.

< While on the range, earmuffs MUST be worn. Noise from firearms impairs hearing if ears are not protected.

< No talking on the firing line. No one except the instructor should speak to anyone on the firing line. To answer the instructor, the shooter must not turn around.

< Keep weapons in their holsters. When on the range, weapons should remain in their holsters unless on the firing line and then, only on command should they be removed from their holsters.

< Weapons must be kept in a safe condition. When handling the firearm, first check to see if it is loaded, then place it in a safe condition. Never glance into a firearm and decide it is not loaded. LOOK TWICE. Make sure it is in a safe condition when carrying it on the range.

< Keep the weapon pointed down range at all times. Down range means pointed in the direction of the shooter’s target.

< Load weapons on the firing line facing the target and only on command. No weapon should be loaded on the range unless the shooter is on the firing line and has been given the command to load.

< Never anticipate a command. If given and shooter does not understand, raise non-shooting hand and let it be known. No one can obey a command he/she does not understand. The instructor will explain or repeat the command.
Never go forward of the firing line until the line has been cleared and the command to recover items (magazines, brass, etc.) has been given by the instructor.

Never give a firearm to anyone or accept it from anyone unless it is in a safe condition.

Never pass a loaded weapon to another person.

When passing a weapon to another person make sure it is in a safe condition.

Never lay a loaded firearm down and leave it unattended.

Check the gun barrel for obstructions before firing. Heavy grease or oil is considered an obstruction.

Never permit the muzzle of the firearm to touch the ground or floor. If this should happen, do not attempt to fire the weapon until the barrel has been inspected.

In case of a misfire, keep the weapon pointed down range, raise your non-shooting hand and wait for assistance from the instructor.

Never fire a succeeding shot following a shot malfunction until the barrel has been examined to ensure that there is no bullet lodged in the barrel.

Do not drop ammunition. It could discharge if the primer strikes a hard, sharp object.

Never draw your weapon with your finger in the trigger guard and never put your finger on the trigger until the weapon is pointing down range. REMEMBER, on target, on trigger. Off target, off trigger.

Never use your weak hand to assist in holstering your weapon.

Never cover any part of your body with your weapon.

Holster quickly after firing.

Never turn around on the firing line unless told to do so by the instructor.

Never holster your weapon with your finger on the trigger.

When in the kneeling position, draw your weapon as you are descending to the kneeling position.
Pay strict attention to the instructor at all times. This is intended to reduce the possibility of accident or injury.

When storing your weapon, the weapon should be unloaded, secured in a safe storage case, and out of the reach of children and untrained adults.

Firearm transportation is regulated by Federal, State, and local laws. Always transport your firearm in a safe, unloaded condition and in accordance with applicable laws.

Certain medications, alcohol and firearms do not mix. Never use or allow anyone else to use firearms when under the influence of alcohol or drugs.
“Do’s And Don’t Of Range Lead Safety

< “Don’t” smoke on the range.

< “Don’t” eat on the range.

< “Don’t” collect fired brass in baseball caps.

< “Do” be aware that your face, arms, hands, and clothing are covered with lead dust after firing.

< “Do” wipe your mouth area with a clean, wet cloth before drinking water on the range.

< “Do” wash your hands with cold, soapy water before leaving the gun cleaning area.

< “Do” be aware that hair and clothes are still contaminated. Avoid re-contamination of hands with change of clothes, if possible.

< “Do” change range shoes before entering residence to avoid contamination of floors and carpets.

< “Do” avoid physical contact with family members, especially children, until you have showered, shampooed and changed clothes.

< “Do” wash your range clothes separately from other clothes, especially infants’ wear.
Photography

The following is a general outline of safety procedures/practices to be used by students in the photography laboratory. Since this is only an outline, the student must listen carefully and follow the instructions given by the instructor. More detailed safety guidelines will be provided by the instructor.

1. Personal Safety
   a. No eating or drinking in the laboratory. No food or beverage is to be taken into the laboratory or kept there.
   b. Students will be familiar with the information found on chemical labels, as well as the Material Safety Data Sheets (MSDS), for chemicals they are using. MSDS are to be kept in a designated area that is readily available to students, faculty, and staff should the need arise to access this information.
   c. Personal Protective Equipment (PPE) (safety goggles- not glasses, rubber gloves, aprons, etc.) will be used where applicable.
   d. Always wash hands thoroughly after using chemicals.
   e. If the student has an allergic reaction to any chemical, it should be reported to the instructor immediately.

2. Darkroom
   a. Proper ventilation will be maintained.
   b. Know the location of the eye wash station. Remember, to be effective the eyes must be flushed with water for 15 minutes.
   c. When mixing chemicals, follow the instructions in the order given. Avoid creating dust when mixing dry chemicals. Any questions should be addressed to the instructor.
   d. Clean up spills immediately. Good housekeeping prevents accidents and injuries. Dispose of materials in the proper manner as outlined by the instructor.
   e. Store chemicals in the prescribed manner found on the MSDS. Follow the directions given by the instructors for placement and storage of the chemicals in the darkroom.
Technological Laboratories

NOTE: Lock-out/tag-out procedures found in Section V pertain to this section as well.

The technological laboratories will abide by the following procedures and any other procedures developed by the instructional area.

1. All persons will wear appropriate safety equipment while operating any machines or tools in the instructional area.

2. Supervisors, employees, and students will adhere to any lock-out/tag-out of any machine. The machine will not be placed in operation until it has been properly serviced and repaired. The machines should not be used until the instructor has given permission to start up.

3. All students will work under supervision of an instructor in the instructional area.

4. The work area will be kept clean and free of any hazards which may contribute to or cause an accident.

5. Compressed gas cylinders will be chained in an upright position to the wall.

6. All tools will be inspected before and after use. Tools which are found to be defective will be tagged and removed from the work area. These tools cannot be used until they are repaired. If not repairable, they will be discarded according to College procedure.

7. Any safety concern will be reported immediately to the instructor.

8. All accidents will be reported immediately to the supervisor.
SECTION VIII

VEHICLES
VEHICLES

College Owned Vehicles

All drivers for the College are considered to be representatives of the College and are expected to be courteous, safe drivers. Through their actions as drivers, employees can expose the College to substantial risk and liability in the event of accidents, and can expose themselves and others to the risk of injury or death.

The intent of these guidelines is to make vehicle operation safe without introducing needless, burdensome rules.

1. Only specifically authorized employees who possess a valid driver’s license for the type of vehicle to be operated may drive a College owned vehicle.

2. Employees whose jobs regularly require them to operate vehicles must attend and pass defensive driving instruction from qualified instructors as required.

3. Drivers must obey all traffic laws.

4. Seat belts must be used.

5. All riders must be seated within the body of the walls of the vehicle. No one should ride on fenders, bumpers, etc.

6. Employees with poor driving records (particularly accidents) should not be allowed to operate College owned vehicles.

7. No employee who is suspected of being under the influence of a substance and/or substance abuse, should be allowed to operate a College owned vehicle. As used in this manual, “substance” can mean alcohol, illegal drugs, legal prescription, and over-the-counter drugs. “Abuse” means when these substances are used to excess or for unintended purposes, or when the affect of their use is mood or personality alteration, or degradation of job performance.

8. Employees should not ride on loose material or equipment carried on trucks or on trailers.

9. Employees should not jump on or off vehicles in motion.

10. Motors should be turned off and no smoking permitted while refueling.

11. Windshields, mirrors, and windows should be kept free of all visual obstructions.
12. Brakes, lights, and signaling devices should be tested by the driver at the beginning of each day. Vehicles with defects in these systems should not be operated.

13. Trailers should be securely coupled to the truck. Safety chains or cables of sufficient strength to control the trailer in the event of coupling device failure should be properly attached.

14. Materials and equipment should be loaded and fastened down so they cannot shift.

15. Red flags (day) or red lights (night) should be attached to loads that extend more than 4 feet beyond the back of the vehicle or more than 2 feet in front of it.


**College Vehicle Accident Reporting**

The following guidelines are to be followed when a College owned vehicle is involved in an accident:

**Accidents Occurring On El Paso Community College Property**

1. The driver will notify the EPCC Police Department (831-2200) immediately for documentation and investigation of the accident. This pertains to all types of accidents, not just those involving another vehicle.

2. The driver will notify his supervisor concerning the accident as soon as possible. The supervisor will document any employee injuries reported by the driver involved in the accident.

3. The driver will provide a statement to the EPCC Police Department or his supervisor, when necessary.

**Accidents Occurring Off Of El Paso Community College Property**

1. The driver will immediately notify the El Paso Police Department (564-6900) if the accident occurs within the city limits or the El Paso Sheriff’s Department (546-2117) if the accident occurs in the county for documentation and investigation of the accident.

2. The driver will notify his supervisor concerning the accident as soon as possible. The supervisor will document any employee injuries reported by the driver involved in the accident.

3. The driver will provide a statement and case number to the EPCC Police Department.

4. The driver will provide a statement to the EPCC Police Department and supervisor, when necessary.

**El Paso Community College Police Department**

1. The EPCC PD will conduct a complete investigation and document the accident.

2. The EPCC PD will forward a copy of the report to the Purchasing Department for legal action or to report a claim to insurance carrier.
3. The EPCC PD will obtain a copy of the report from the El Paso PD or Sheriff’s Department if the accident occurs off College property.

Purchasing Department

1. The Purchasing Department will notify the insurance carrier of the accident upon receipt of a copy of the accident report and will forward a copy of the report to the insurance carrier.

2. Upon notification of a lawsuit being filed of an accident involving a College owned vehicle, the Purchasing Department will notify the insurance carrier and the Colleges’ law firm.
Forklifts

A forklift is different from a car. Forklifts are steered by the rear wheels, requiring different steering techniques. They’re taller and narrower than a car and can tip over more easily. At eight tons, your forklift weights two to three times more than most cars, and although they don’t go as fast as cars or trucks, they require even more attention to safety. That’s why government safety regulations require that forklift drivers be licensed and trained. Most forklift accidents result from operator error, so even the most experienced forklift drivers need to review and follow basic forklift safety rules.

There are about as many types, styles and designs of forklifts (also called lift trucks) as there are particular jobs to be done. In addition, forklifts differ in their load capacity, the type and size of wheels and tires (air-filled for uneven or bumpy surfaces; small solid rubber for hard smooth floors), maximum and minimum mast height or the special equipment they may have (such as side-shifter, barrel clamps, rotating devices or push bars). The specific materials you’ll be handling determine the kind of forklift you’ll be using.

Forklift hazards include overhangs, chuck holes, spills, pedestrian traffic, blind corners, and other vehicles.

1. Inspect the forklift before and after use. Report any problems immediately and do not use the forklift until it has been repaired or serviced and has been cleared for use. Avoid sharp turns and fast speeds. Forklifts aren’t built to handle either. A sharp, fast turn can shift your load and cause you to tip over. Forklifts are not designed for horseplay or stunt driving either.

2. Whenever possible, keep loads low. Too-tall or top-heavy loads can obstruct your vision or cause you to tip over. And keep the forks no more than six to ten inches off the ground.

3. On grades of more than 10 percent, use forward up and reverse down. If you have to park on a slope, always block the wheels, lower the forks, and set the parking brake.

4. Never carry hitchhikers unless the forklift has approved people-lifting devices.

5. Keep loads within your vehicle’s rated capacity. Never raise, lower, or tilt loads while moving. Start and stop gradually to avoid load-shifting.

6. Keep within warehouse speed limits. Use your horn at corners, crossings, or before reversing. Back out slowly after unloading, checking over your shoulder to make sure it’s safe.

7. Turn your lights on in dim areas.
8. Follow other vehicles at a distance of three vehicle lengths.

9. Stay to the right if there are two lanes and in the center if there is one.

10. Since pedestrians are involved in a majority of forklift injuries, drive in reverse when a high load blocks your vision. Pedestrians may not hear you coming, so use your horn or lights to signal your approach at corners.

11. Operators should inspect stacked pallets before lifting to make sure they are secure.

12. Always turn off engine and remove keys when not behind the wheel of the forklift.
**Refueling the forklift**

Forklifts may be powered by gasoline, diesel fuel, batteries, or propane. You may refuel a propane powered forklift either by refueling the propane fuel tanks from a larger supply tank or by simply exchanging empty fuel tanks for full ones. Either way, this can be a hazardous operation so it is wise to take safety precautions.

1. Wear personal protective equipment including splash protection goggles, gloves, and keep your shirt sleeves rolled down.

2. Always follow the forklift manufacturers’ recommended procedure for refueling. Refuel outdoors if possible, or refuel in ventilated areas that have fire extinguishers, spill containment, and clean-up equipment.

3. Before exchanging propane fuel containers, run the engine to make sure all the systems fuel has been used.

4. When the propane fuel tanks are empty, shut off the fuel supply, turn off the ignition, and set the brake.

5. Before starting the forklift check for fuel leaks. If the forklift won’t start after refueling, have a mechanic check the fuel system.

6. Clean up any leaks and cap the tank when refueling.
SECTION IV

EVACUATION PLAN
EVACUATION PLAN

I. Emergency Preparation

A. Know your building’s floor plan. Be familiar with at least two exits from your office/classroom. Know where the fire extinguishers and pull stations are located.

B. Determine in advance the nearest exit from your office/classroom and the route you will need to take to get there.

C. Know how many doors/desks you will pass along your evacuation route. In heavy smoke exit signs may not be visible, you can count the number of doors/desks as you pass to know when you have reached the exit door. Be aware of physical hazards or new obstacles. Notify offices where the alarm may not be heard that there is a need to evacuate.

D. Use the buddy system. Find someone in your immediate area to be your partner in case of an emergency. You will look out for each other and stay together during the evacuation.

E. At the beginning of each semester, the person responsible for teaching the class will discuss the evacuation plan and inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.

1. Students will adhere to the evacuation process by following the instructions provided by their Instructor, Police Department, or Safety Corps member.

2. Be aware of persons in your area who would have difficulty during an evacuation. All A.D.A. students will be assisted to a safe area by College personnel during any evacuation.

   a. Non-ambulatory

      Evacuation may not be necessary or advisable. Discuss with them the best way to assist them in case of an emergency. Work out a plan. Use the buddy system.

   b. Visually Impaired

      Most visually impaired persons will be familiar with their immediate work area. Use the buddy system. Offer your elbow to escort them. Do not grab their arm to lead them. As you walk, tell them where you are and advise them of any obstacles or changes in the elevation, etc. in their path. When you have reached safety,
orient the person as to where you are. Ask if further assistance is needed.

c. Hearing Impaired

Because persons with impaired hearing may not perceive emergency alarms, alternative warning techniques are required. Writing a short note describing the emergency and action to take or turning the lights off and on to gain attention and then indicating through gestures what is happening and what to do. Use the buddy system.

**DO NOT** attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

II. Evacuation

A. The building should be evacuated when:

1. The fire alarm sounds

2. You are instructed to evacuate by Police, Fire Department, your supervisor, or Safety Corps member.

3. A practice evacuation takes place.

B. When the fire alarm sounds, begin moving toward the nearest fire exit. Close, but don’t lock, offices and classrooms doors behind you to retard the spread of smoke and flames. If applicable, close all windows. Take only important personal items with you, purse, keys, jackets, backpacks, medications, etc. If you are working at the computer and feel it is imperative to save the document, click on the save icon and leave. If you have not named the document beforehand, don’t try to name it before saving it. You will be able to find it later.

C. Treat every alarm as an emergency.

D. Follow instructions from emergency personnel.

E. Shut off ventilation fan switches if possible.

F. Alert all persons in your area as you leave. Help those needing assistance.
G. Walk at brisk pace (don’t run) to the fire exit. Assist others. Do not push or crowd.  *Do not use elevators.* In any emergency, some people panic quickly. Panic is a highly contagious emotion, and it prevents some effective emergency action. *DON’T PANIC; YOUR CHANCES OF SURVIVAL WILL BE MUCH BETTER IF YOU ARE CALM.*

H. Keep noise to a minimum so you can hear emergency instructions.

I. Feel all doors before opening. If the door is hot, don’t open it. Go to another exit. Brace yourself behind the door, open it slowly and be prepared to close the door quickly if thick smoke or heat is on the other side. If you open the door and the corridor or stairwell is filled with thick smoke, go to another exit.

J. If the hall between you and the fire exit is filled with smoke, crawl like a baby along the floor to the exit. Smoke rises in a hall or room, so cleaner air is found near the floor.

K. Proceed down the stairs or corridor and out of the building staying to the right to enable emergency personnel to pass. Move to a safe area or designated assembly point that is at least 300 feet away from the building.

L. Keep existing groups together. Instructors should check to ensure all class members have reached the safe area. Class members can be of service in this head count. Missing persons should be reported immediately to the Police Department or the Fire Department. No rescue efforts should be carried out by the group, unless they have been trained in emergency rescue. The group should stay together while awaiting further instructions.

M. While most buildings are fire proof, the contents are not. When heated, the contents (carpets, furniture, drapes, etc.) give off highly toxic, very thick smoke. Avoid going through thick smoke as it can be fatal.

N. **IF YOU ARE UNABLE TO EVACUATE,** because the stairwells are filled with smoke or are burning, go to a distant office or room that has a window and:

1. Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep the smoke out.

2. Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.

3. Wait for rescue.

O. Re-enter the building only when told to do so by police or fire personnel.
III. Evacuation of Persons with Physical Disabilities

The person with a physical disability(s) may be a student, faculty member, staff employee, or visitor. Individuals may be mobility, visually or hearing impaired or any combination of these physical challenges. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse! DO NOT attempt a rescue evacuation unless you have had rescue training or the person is in immediate danger and cannot wait for professional help.

A. Emergency Preparation

If unable to leave the building, persons with disabilities should move to safe areas, such as stair landings, on each floor to await evacuation assistance from the Police, the Fire Department, a Safety Corps member, a Supervisor/Instructor, or buddy.

In an emergency situation, it is critical to your health and safety that you are familiar with your needs during evacuation. You are expected to convey your needs to others in your area.

1. Be familiar with your office/classroom and know its exits.
2. Be familiar with the alarm signal. Most areas of the College are equipped with both the audible and strobe alarms.
3. Seek out others who would be able to assist you in an emergency. Use the buddy system. Develop a plan. Choose at least two places your buddy can leave you while going to inform the EPCC PD or other emergency personnel of your location. The buddy should NOT re-enter the building.
4. Know the safest method people could use to assist you. Know how many people you need to provide you with assistance.
5. Be prepared to explain how and where a person should support you. What methods should be used to remove you from your wheelchair? If they should extend or move your extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc. Should you be carried forward or backward on a flight of stairs? Is it necessary to bring a seat cushion or pad for you if your wheelchair is being left behind? Practice these instructions beforehand with your buddy.
6. Place a sign on your chair/wheelchair with the above instructions, if you have communication difficulties.
7. Carry a loud whistle, horn, or similar device you can operate. You may need to use it to alert people of your location if you become trapped.
8. While attending class, position yourself near a doorway for easier exit. Don’t block the doorway.

B. Evacuation

1. Remain calm. In any emergency, some people panic quickly. Panic is a highly contagious emotion, and it prevents some effective emergency action. DON’T PANIC; YOUR CHANCES OF SURVIVAL WILL BE MUCH BETTER IF YOU ARE CALM.

2. NEVER use an elevator in a fire situation. The elevator shaft will act as a chimney and draw the smoke, heat, and flames upward. The electricity may be cut or shut off and the elevator could become stuck.

3. Treat every alarm as an emergency.

4. Move to the nearest exit. If able, exit the building and proceed to the safe area or designated assembly point. If unable to exit the building due to stairs, remain at the exit stairwell landing and await help, unless the area is unsafe due to fire, etc. Then move to the next exit area.

5. Non-ambulatory persons should be prepared to abandon their wheelchair. If your buddy or others would not be able to carry you to safety, opt to wait in a safe location for emergency personnel. Remain there as long as there is no immediate danger.

6. If you have a whistle, horn, etc. sound it frequently to alert emergency personnel of your location. If you have a cell phone, call the EPCC PD at 831-2200. Give your name, specific location, and any other important information. Stay on the line until help arrives. Have someone inform your buddy of your safe evacuation.

7. IF YOU ARE UNABLE TO EVACUATE, because the stairwells are filled with smoke or are burning, go to a distant office or room that has a window and:

   A. Close the door and stuff cloth or paper (preferably wet) tightly into the cracks around the door to keep smoke out.

   B. Open the window and hang out some visible object (white shirt, slip, etc.) and close the window down on it. Raise or open any shades or drapes. This will signal firemen that someone is in the room.

   C. Wait for rescue.

8. Re-enter the building only when told to do so by police or fire personnel.
GUIDELINES
EMERGENCY CLASSROOM EVACUATION
FOR FULL-TIME OR PART-TIME
FACULTY AND INSTRUCTORS

1. At the beginning of each semester, the person responsible for teaching the class will discuss the evacuation plan concerning various types of emergencies during class orientation.

2. The instructor will inform the students of the location of all fire exits, fire pull stations, and fire extinguishers in the immediate area of their assigned classroom.

3. During an evacuation, the instructor will assist students in safely evacuating the classroom by directing and leading the students to the nearest safe exit. Upon exiting the building, the instructor will direct/lead the students to a safe gathering area located no closer than 300 yards from the building. The instructor should take a head count to be sure no students have been left behind. No one should be allowed to leave this area until told to do so by the Police Department. Vehicle and pedestrian traffic will impede the Fire Department.

4. The instructor will assist all ADA students to a safe area in case they cannot be evacuated from the building. Immediate notification will be made to the Police Department if an ADA student is stranded and needs further assistance to complete evacuation. Do not re-enter the building to attempt a rescue unless you have been trained in this type of rescue.

5. The Police Department will then aid in the evacuation of ADA students. It is the responsibility of all College employees to help in the evacuation of students and visitors.

6. Students will adhere to the evacuation process by following the instructions provided by their instructor, EPCC PD, or Safety Corps member.
The El Paso County Community College Hazardous Communication Program is divided into the following sections:

A. Introduction
B. Responsibilities
C. Employee Rights
D. Chemical lists
E. Material Safety Data Sheets (MSDS)
F. Labels
G. Employee Training
H. Outside Contractors
I. Reporting Employee Deaths and Injuries
J. Texas Health & Safety Code Sec. 502
K. Texas Health & Safety Code Sec. 506
L. Executive Order GWB 95-8
A. Introduction

THE TEXAS HAZARDOUS COMMUNICATION ACT

The worker right-to-know program is administered under the authority of the Texas Hazard Communication Act (THCA), codified as Chapter 502 of the Texas Health and Safety Code (HSC). The THCA requires all public employers in Texas to provide information, training, and appropriate personal protective equipment to their employees who may be exposed to hazardous chemicals in their workplaces. Public employers include (but are not limited to) cities, counties, state agencies, public schools, public colleges and universities, and volunteer service organizations. (25 TAC §§ 295.1-295.9, 295.11-295.13)

Source Note: The provisions of this §295.7 adopted to be effective September 1, 1999, 24 TexReg 3711; amended to be effective July 3, 2003, 28 TexReg 4914 and of §295.12 adopted to be effective September 1, 1999, 24 TexReg 3711; amended to be effective July 3, 2003, 28 TexReg 4913.

This act is intended to reduce the incidence of chemically related occupational illness and injury and provide a means for the general public to learn about the hazards of businesses in their community. The Act sets the minimum requirements employers must meet for providing workers and other interested parties information about hazardous chemicals in the workplace. It is patterned after the Federal Occupational Safety and Health Administered (OSHA) Hazard Communication Standard and is enforced by the Texas Department of Health (TDH).

Under this Act, the El Paso County Community College is required to have and maintain a written Hazardous Communication Program.

This Hazardous Communication Program will:

1. Inform employees of their rights under the Act
2. Provide guidelines to enable Supervisors and Managers to comply with the Act
B. Responsibilities

Supervisors or Managers must:

1. Post and maintain "Notice to Employees" notices in clearly and unobstructed locations in the workplace where notices are normally posted, at least one location in each workplace.

2. Inform their employees and students about:
   a. The hazardous chemicals known to be present in the employee's work area and the location of the chemicals.
   b. The locations and operations of control
   c. Physical effects, short-term and long-term health effects of exposure
   d. Safe handling procedures
   e. Procedures used to protect themselves and other workers
   f. First aid treatment for exposure
   g. Emergency plans
   h. Instructions on handling cleanup and disposal
   i. Location of Material Safety Data Sheets

3. Insure that a comprehensive list of all potentially hazardous chemicals used or stored in the work area is:
   a. Updated as new chemicals are added, but not less frequently than annually.
   b. Readily available to employees and to authorized local, state, or federal officials on request.
   c. Maintained for at least 30 years.
   d. Submitted to Physical Plant with updates as required.

4. Provide employees who may be exposed to hazardous chemicals in their workplace with the appropriate personal protective equipment (PPE) and provide training regarding how to maintain and store PPE properly.
5. Provide employee education and training programs to include the use of information found in MSDS and labels. Training objectives may be met through the use of El Paso County Community College Continuing Education classes.

Employees and Students must:

1. Become informed about the chemical and physical hazards of their workplace/classroom.

2. Become informed about how to protect themselves and other employees/students from these hazards.


4. Know of the location of MSDS, if applicable.

5. Be aware of the location of the list of hazardous chemicals, if applicable.

6. Be responsible for informing the supervisor/instructor of any change in the work area that may compromise the health and safety of the students, faculty, employees or environment.
C. Employee Rights

Employees have rights to:

1. Access copies of MSDS
2. Information of their chemical exposures
3. Receive training on chemical hazards
4. Receive appropriate protective equipment
5. File complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by the Texas Hazardous Communication Act. Employees may file complaints with the Texas Department of Health at 1-800-452-2791.
The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

**HAZARDOUS CHEMICALS**

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

**WORKPLACE CHEMICAL LIST**

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

**EMPLOYEE EDUCATION PROGRAM**

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

**MATERIAL SAFETY DATA SHEETS**

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

**LABELS**

Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.

**EMPLOYEE RIGHTS**

Employees have rights to:

- access copies of MSDSs
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of Health at the toll free number provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM $50 TO $100,000 FOR EACH VIOLATION OF THIS ACT.

Further information may be obtained from:

Texas Department of Health
1100 West 49th Street
Austin, Texas 78756

1-800-452-2791
(512) 834-6603
Fax: (512) 834-
D. Chemical Lists

The College must have a comprehensive list of all potentially hazardous chemicals used or stored in the workplace.

The Department will:

1. Insure that the chemical list is updated as necessary but not less frequently than annually.

2. Insure that the chemical list is readily available to employees and to authorized local, state, or federal officials on request.

3. Insure that newly assigned employees/students are made aware of the location of the chemical list.

4. Maintain the chemical list for 30 years.

5. Submit one copy of the chemical list and annual updates to Physical Plant.
E. Material Safety Data Sheets (MSDS)

Each Department must:

1. Review incoming MSDS for new and significant health and safety information and pass this information to the affected employees.

2. Withhold use of hazardous chemicals received until the current MSDS is obtained.

3. Obtain and maintain a current MSDS for any chemical on the comprehensive chemical list. Missing or outdated MSDS can be requested from an appropriate source (manufacturer, distributor, or electronic database).

4. Insure that a MSDS for any chemical is readily accessible to employees and authorized local, state, or federal officials on request. Employees should be able to access MSDS from electronic databases in lieu of actual MSDSs if needed.

3. Insure that each MSDS is in English and that the MSDS includes:

   a. Product Name and Identification
      1. Manufacturers Name and Address
      2. Emergency Telephone Numbers
      3. Chemical Names or Synonyms
      4. Chemical Family
      5. Formula - chemical formula for single agents, not the formulation of the mixture
      6. Chemical Abstract Service (CAS#) number
      7. Environmental Protection Agency (EPA #) number
      8. Date of Preparation

   b. Hazardous Ingredients and Identity Information
      1. **Hazardous Ingredients** - by definition, a hazardous ingredient is a substance or form of a substance in a mixture, in sufficient concentration to produce a flammable vapor or gas, or to produce acute or chronic adverse effects in persons exposed to the product either in normal use or predictable misuse of it.
      2. **Threshold Limit Value (TLV)** - the highest airborne concentrate of a substance to which nearly all persons (adults) can be repeatedly exposed, day
after day without experiencing adverse effects. TLV's may be measured in parts of material per million parts (PPM) or air volume for gases and vapors, or as milligrams of material per cubic meter (mg/M3) of air for dust and mist, as well as gases and vapors.

3. **Permissible Exposure Limit (PEL)** - an exposure limit established by OSHA. May be a time weighted average (TWA) or a maximum exposure limit.

c. **Physical & Chemical Characteristics**

1. **Boiling Point** - the temperature at which a liquid changes to a vapor state, at a given pressure; usually stated in degrees Fahrenheit (F) at sea level pressure of 760 millimeters (mm) of mercury (Hg). For mixtures, the initial boiling point or the boiling range may be given.

2. **Vapor Pressure** - the pressure exerted by a saturated vapor above its own liquid in a closed container, usually stated in millimeters (mm) of Mercury (Hg) at 68 degrees Fahrenheit (F) or 20 degrees Celsius (C).

3. **Vapor Density** - the weight of a vapor or gas compared to the weight of an equal volume of air; an expression of density of the vapor or gas. All vapors and gases will mix with air. Lighter mixtures of materials will tend to rise and dissipate (unless confined). Heavier vapors and gases are likely to concentrate in low areas where they may create fire, explosion, or health hazards.

4. **Specific Gravity** - is a ratio of the mass of a material to the mass of an equal volume of water at 39.2 degrees Fahrenheit (F).

5. **Solubility in Water** - the percentage of a material (by weight) that will dissolve in water at ambient temperatures.

6. **Percentage Volatile by Volume** - the percentage of a liquid or solid (by volume) that will evaporate at an ambient temperature of 70 degrees Fahrenheit (F). NOTE: This notation is an optional item to list.

7. **Melting Point** - the temperature at which a solid changes to a liquid. A melting range may be given for mixtures.
8. **Evaporation Rate** - the rate at which a particular material will vaporize (evaporate) when compared to the rate of vaporization of a known material, usually $n$-butyl acetate. If another known material is used for comparison, that information shall be provided.

9. **Appearance and Odor** - a brief description of the material at normal room temperature and atmospheric conditions, such as viscous, colorless liquid with an aromatic hydrocarbon odor.

d. **Fire and Explosion Hazard Data (Physical Hazard)**

1. **Flashpoint** - the lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air and to produce a flame when a source of ignition is present.

2. **Method Used** - the two general methods used are called closed-cup and open-cup. The closed-cup method prevents vapors from escaping and therefore usually results in a flash point that is a few degrees lower than in an open cup. Because the two methods give different results, one must always list the testing method when listing the flash point.

3. **Flammable or Explosive Limits** - apply generally to vapors and are defined as the concentration range in which a flammable substance can produce a fire or explosion when an ignition source (such as a spark or open flame) is present. The concentration is generally expressed as percent fuel by volume. The range extends between two points designated Lower Flammable Limit (LFL) and the Upper Flammable Limit (UFL) and are expressed in percent of volume of vapor in air. Older terminology is LEL (Lower Explosive Limit) and UEL (Upper Explosive Limit).

4. **Extinguishing Media** - the firefighting substance determined to be suitable for use on the specific material burning. The firefighting substance should be listed by its generic name such as water, fog, foam, alcohol foam, carbon dioxide (CO2), dry chemical, etc.

5. **Special Firefighting Procedures** - when certain firefighting substances are determined to be unsuitable or unsafe if used to control a specific type of burning material, they should be listed.
Special handling procedures and personal protective equipment should also be listed.

6. **Unusual Fire and Explosion Hazards** - under this heading should be listed hazards which might occur as the result of overheating or burning of the specific material, including any chemical reactions or any change in chemical form or composition. It should also include any special hazards which may need to be considered while extinguishing a fire with one of the available types of extinguisher substances.

e. **Reactivity Data**

1. **Stability** - indicates whether the substance is stable or unstable under any reasonably foreseeable conditions of storage, handling, use or misuse. If unstable, those conditions which could result in a dangerous reaction or decomposition should be listed including temperatures above 150 F, etc.

2. **Incompatibility** - a list (if any) of those common materials or contaminants with which the specific material could reasonably be expected to come in contact with and produce a reaction or decomposition which would release large amounts of energy, flammable vapor or gas, or to produce toxic vapor or gas. Conditions to avoid (if any) should also be listed; i.e., extreme temperatures, jarring, inappropriate storage, etc. If no common incompatible materials, contaminants or conditions are applicable, it should state "NONE" or "NOT APPLICABLE".

3. **Hazardous Decomposition Products** - a list (if any) of the hazardous materials that may be produced in dangerous amounts if the subject material is exposed to burning, oxidation, heating or allowed to react with other chemicals.

4. **Hazardous Polymerization** - Polymerization is a chemical reaction in which two or more molecules of a substance combine to form repeating structural units if the original molecule and resulting in an energy level change. A hazardous polymerization is a reaction with an extremely high or uncontrolled release of energy. It should be indicated whether or not a hazardous polymerization can occur and, if so, the reasonable foreseeable conditions which would
start the polymerization should be listed. The list should also indicate the expected time period in which the polymerization inhibitors in the product may be used up.

f. **Health Hazard Data**

1. **Routes of Entry**
   a. Inhalation - the breathing of a substance in the form of a gas, vapor, fume, mist or dust.
   b. Skin - notation used to indicate possible significant contribution to overall exposure to a chemical by way of absorption through the skin, mucus membranes, and eyes by direct or airborne contact.
   c. Ingestion - the taking in of a substance through the mouth.

2. **Health Hazards (Acute and Chronic)** - Acute health effect is the adverse effect on a human or animal body with severe symptoms developing rapidly and coming quickly to a crisis. A Chronic health effect is the same except the symptoms develop slowly over a long period of time or recur frequently.

3. **Carcinogenicity** - when a substance is determined to be cancer producing or potentially cancer producing by the National Toxicology Program (NTP) or the International Agency for Research on Cancer (IARC).

4. **Signs and Symptoms of Overexposure** - Medical Conditions Generally Aggravated by Exposure: will list the most common sensations or symptoms a person could expect to experience from overexposure to a specific material or its components.

5. **Emergency and First Aid Procedures** - the instructions for treatment of a victim of acute inhalation, ingestion, and skin or eye contact with a specific hazardous substance or its components. The listed items should be for emergency procedures only, victims should be examined by a doctor as soon after exposure as possible.

g. **Precautions for Safe Handling, Storage, and Use**
1. **Steps to be Taken for Spill Cleanup** - this should include the methods to be used to control and clean up spills and leaks as well as applicable precautions such as avoiding breathing of gases or vapors, contact with liquids and solids, removing sources of ignition, etc. Special equipment to be used for clean up such as glass or plastic scoops, etc., may also be listed.

2. **Waste Disposal Methods** - should describe the acceptable, as well as prohibited, methods for disposing of spilled solids or liquids, such as flushing with water, returning to container, burning, etc. Should also alert the user of any potential danger to the environment, such as effects on general population, crops, water supplies, etc.

3. **Other Precautions** - a catchall category for any other precautionary measures to take not covered elsewhere in the MSDS. May include such items as handling or storing to avoid reaction hazards, safe storage, life of the product in relation to reactivity, temperature control, etc.

h. **Control Measures**

1. **Respiratory Protection** - whenever respiratory protection may be needed during routine, or unusual, conditions to protect persons from overexposure to a specific substance, the class of device acceptable for use and any special conditions of use or limitation should be listed.

2. **Ventilation** - whenever ventilation is needed to capture or contain contaminants at their source as a means of controlling personal exposure to a specific substance or to prevent the build-up of an explosive atmosphere, the appropriate type ventilation systems should be listed along with any applicable conditions of use or limitations.

3. **Other Protective Clothing or Equipment** - will list any other devices not covered elsewhere, i.e., special aprons, smocks, etc.

4. **Work and Hygienic Practices** - will list such work practices to insure a safe work area.

4. Forward a copy of the MSDS for each chemical to Physical Plant to be kept in a central location. As new chemicals arrive, MSDS copies will be forwarded to Physical Plant.
F. Labels

All containers of hazardous chemicals used or stored by all the Departments of the College must be appropriately labeled.

The Department responsible for the chemical will:

1. Insure that all hazardous chemicals are properly labeled. Labels must remain in place at all times from initial packaging through disposal.

2. Insure that all hazardous substances are labeled when they arrive at the College facility and remain labeled throughout their use. If hazardous chemicals arrive from the manufacturer/distributor with illegible labels, the container must be re-labeled immediately using the information found on the MSDS.
   Note: Shipping and Receiving are not required, and are encouraged not, to accept hazardous chemicals without a label.

3. Labels must contain the following information:
   a. Identity of the chemical
   b. Appropriate hazard warning
   c. Name and address of the chemical manufacturer, importer, or other responsible party
   d. Emergency phone number

4. National Fire Protection Association (NFPA) labels and Hazardous Materials Information System (HMIS) labels may, and are encouraged, to be used in addition to the original container label.

5. It is not required to label portable containers into which hazardous chemicals are transferred from labeled containers to a smaller container to be immediately used by the employee who performs the transfer. But, the new container must never be left unattended. If it will be left unattended, it must be labeled.
G. "Right to Know" Education and Training

All Departments that come under the Texas Hazard Communication Act must familiarize themselves with the Act.

1. The Hazard Communication Standard requires that employees who use or handle hazardous substances (regardless of quantity) receive training on an as needed basis. Additional training is required "when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employer receives new and significant information concerning the hazards of a material in the employee's work area". There must be additional training whenever a new chemical is brought into the area. The new chemical must be included in the chemical list inventory and the updated list forwarded to Physical Plant. New or newly assigned employees must be trained before they are placed in environments where hazardous substances are being used.

2. Training can be obtained from El Paso County Community College Continuing Education classes.

3. Departments must:
   a. Provide employees with information concerning the hazardous chemicals to which they may be exposed.
   a. Insure that all new employees are trained prior to their being required to use or handle a hazardous chemical.
   b. Identify all employees requiring training.
   c. Assess the need and frequency for periodic refresher training.

4. The training program must be in written form. It should outline:
   a. The nature of the hazard
   b. What protective measures have been, are being, or need to be taken
   c. The location/locations where hazardous substances are stored or where they are used.
   d. How to read, understand, and make use of MSDS and chemical warning labels.
e. Protective measures that employees can, should, or must take.

f. Proper precautions for handling the hazardous substances.

g. Required personal protective equipment, if any.

h. Methods to prevent or minimize accidents such as spills, leaks, and explosions.

i. Clean up procedures for small spills and leaks.

j. Emergency procedures to follow in the event of an accident.

5. Employees subject to these training requirements will sign an attendance roster for each training session attended verifying that they received and understood the information.

6. Training record will include, dates training was conducted, list of employees attending, topics covered, and name of the instructor(s). A training record of names must be kept for 5 years. A copy of the training record will be sent to Physical Plant to be in compliance with reporting requirements if the records need to be sent to the Texas Department of Health in Austin.

7. Hazardous chemical training is not required for employees who are not exposed to hazardous chemicals. The law generally exempts office workers, ground maintenance workers, security personnel, and non-resident management unless they are routinely exposed to hazardous chemicals.

8. The personnel who work in the following areas should definitely be included in training: clinics, laboratories, print shops, duplicating machine areas, liquid process copiers, darkrooms, shops, and any other areas involving use or storage of chemicals.

9. A detailed, written, hazardous communication program must be developed by any Department that falls under this standard and the program must be accessible to employees and officials.
H. **Outside Contractors**

Departments using outside contractors shall:

1. Inform outside contractors who are expected to work in your area of the location of hazardous chemicals used and of any potential hazards they or their employees may face while working there. This may be done in writing or orally to the foreman or person in charge.

2. Supply the contractor with:
   a. Chemical inventory for the area where the contractor will be working
   b. Copies of appropriate MSDSs and any additional information on materials that can be made available to the contractor for training his employees.

3. If an outside contractor brings in his own chemicals, he must provide the College with a list of the chemicals and an MSDS for each chemical. This can be arranged for in the contract agreement.

4. When the College contracts for the services of outside contractors, the College is responsible for training only employees of the College, not the contractor's employees.
I. Reporting Employee Deaths and Injuries

1. The El Paso County Community College Police Department will notify the Texas Department of Health, Hazard Communication Branch, of any employee accident that involves a hazardous chemical exposure or asphyxiation and that is fatal to one or more employees or results in the hospitalization of five or more employees.

2. The El Paso County Community College Police Department will be responsible for reporting all such accidents to the Texas Department of Health, Hazard Communication Branch, within 48 hours after their occurrence. Notifications will be made either orally or in writing to:

   Texas Department of Health
   Toxic Substances Control Division
   Hazard Communication Branch

   11000 West 49th Street
   Austin, Texas  78756
   800-442-2791(toll free)
   915-834-6603

3. Employees will be responsible for reporting all accidents involving hazardous chemicals to their supervisor.

4. Supervisors are responsible for reporting all accidents involving hazardous chemicals to the El Paso County Community College Police Department.
J. Texas Health & Safety Code Sec. 502

HEALTH & SAFETY CODE

CHAPTER 502. HAZARD COMMUNICATION ACT

§ 502.001. SHORT TITLE. This chapter may be cited as the Hazard Communication Act.

§ 502.002. FINDINGS; PURPOSE. (a) The legislature finds that:
(1) the health and safety of persons working in this state may be improved by providing access to information regarding hazardous chemicals to which those persons may be exposed during normal employment activities, during emergency situations, or as a result of proximity to the manufacture or use of those chemicals; and
(2) many employers in this state have established suitable information programs for their employees and that access to the information is required of most employers under the federal Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard.

(b) It is the intent and purpose of this chapter to assure that employers provide information regarding hazardous chemicals in the workplace to employees who may be exposed to those chemicals in their workplace.

§ 502.0021. FEDERAL LAWS AND REGULATIONS. In this chapter, a reference to a federal law or regulation means a reference to the most current version of that law or regulation.
Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.003. DEFINITIONS. In this chapter:
(1) "Article" means a manufactured item:
(A) that is formed to a specific shape or design during manufacture;
(B) that has end-use functions dependent in whole or in part on its shape or design during end use; and
(C) that does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use.
(2) "Board" means the Texas Board of Health.
(3) "Chemical manufacturer" means an employer in Standard Industrial Classification (SIC) Codes 20-39 with a workplace where chemicals are produced for use or distribution.
(4) "Chemical name" means:
(A) the scientific designation of a chemical in accordance with the
nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature; or

(B) a name that clearly identifies the chemical for the purpose of conducting a hazard evaluation.

(5) "Common name" means a designation of identification, such as a code name, code number, trade name, brand name, or generic name, used to identify a chemical other than by its chemical name.

(6) "Department" means the Texas Department of Health.

(7) "Designated representative" means the individual or organization to whom an employee gives written authorization to exercise the employee's rights under this chapter, except that a recognized or certified collective bargaining agent is a designated representative regardless of written employee authorization.

(8) "Director" means the director of the Texas Department of Health.

(9) "Distributor" means a business in Standard Industrial Classification Major Industry Group 516 or 517 that supplies hazardous chemicals to an employer who must comply with this Act.

(10) "Employee" means a person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies, and includes a person working for this state, a person working for a political subdivision of this state, or a member of a volunteer emergency service organization or, if the applicable OSHA standard or MSHA standard is not in effect, a person working for a private employer. Workers such as office workers or accountants who encounter hazardous chemicals only in non-routine, isolated instances are not employees for purposes of this chapter.

(11) "Employer" means a person engaged in private business who is regulated by the federal Occupational Safety and Health Act of 1970 (Pub. L. No. 91-596), the Federal Coal Mine Health and Safety Act of 1969 (Pub. L. No. 91-173), or the Federal Mine Safety and Health Amendments Act of 1977 (Pub. L. No. 95-164) on the effective date of this Act, or the state or a political subdivision of the state, including a state, county, or municipal agency, a public school, a college or university, a river authority or publicly owned utility, a volunteer emergency service organization, and other similar employers. The term does not include any person to whom the federal Occupational Safety and Health Act of 1970 (Pub. L. No. 91-596), the Federal Coal Mine Health and Safety Act of 1969 (Pub. L. No. 91-173), or the Federal Mine Safety and Health Amendments Act of 1977 (Pub. L. No. 95-164) is applicable if that employer is covered by the OSHA standard or the other two federal laws.

(12) "Exposed" or "exposure" means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

(13) "Hazardous chemical" or "chemical" means an element, compound, or mixture of elements or compounds that is a physical hazard or health hazard as defined by the OSHA standard in 29 CFR Section 1910.1200(c), or a hazardous substance as defined by the OSHA standard in 29 CFR Section 1910.1200(d)(3), or by OSHA's
written interpretations. A hazard determination may be made by employers who choose
not to rely on the evaluations made by their suppliers if there are relevant qualitative or
quantitative differences. A hazard determination shall involve the best professional
judgment.

(14) "Health hazard" has the meaning given that term by the OSHA standard (29
CFR 1910.1200(c)).

(15) "Identity" means a chemical or common name, or alphabetical or numerical
identification, that is indicated on the material safety data sheet (MSDS) for the chemical.
The identity used must permit cross-references to be made among the workplace
chemical list, the label, and the MSDS.

(16) "Label" means any written, printed, or graphic material displayed on or
affixed to a container of hazardous chemicals.

(17) "Material Safety Data Sheet" ("MSDS") means a document containing
chemical hazard and safe handling information that is prepared in accordance with the
requirements of the OSHA standard for that document.

(18) "MSHA standard" means the Hazard Communication Standard issued by the
Mining Safety and Health Administration.

(19) "OSHA standard" means the Hazard Communication Standard issued by the
Occupational Safety and Health Administration and codified as 29 CFR Section
910.1200.

(20) "Physical hazard" means a chemical for which there is scientifically valid
evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an
organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive in terms
defined in the OSHA standard.

(21) "Temporary workplace" means a stationary workplace that is staffed less
than 20 hours a week. A temporary workplace may be considered to be a work area of
the headquarters workplace from which employees are routinely dispatched. Temporary
workplaces may include pumping stations, emergency response sites, and similar
workplaces.

(22) "Work area" means a room, a defined space, a utility structure, or an
emergency response site in a workplace where hazardous chemicals are present,
produced, or used and where employees are present.

(23) "Workplace" means an establishment, job site, or project, at one
geographical location containing one or more work areas, with or without buildings, that
is staffed 20 or more hours a week.

(24) "Workplace chemical list" means a list of hazardous chemicals developed
under Section 502.005(a).

ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.004. APPLICABILITY OF CHAPTER.

(a) Except as provided by Subsection (b), this chapter applies only to employers
who are not required to comply with the OSHA standard, the Federal Coal Mine Health
and Safety Act of 1969 (Pub. L. No. 91-173), or the Federal Mine Safety and Health
(b) Chemical manufacturers, importers, and distributors shall provide MSDSs as required by Section 502.006. Penalties provided by Sections 502.014, 502.015, and 502.016 may be assessed against chemical manufacturers, importers, and distributors for failure to provide MSDSs.

(c) If an employer is covered by both this chapter and Chapter 125, Agriculture Code, the employer is required to comply only with this chapter.

(d) This chapter, except Section 502.009, does not apply to a hazardous chemical in a sealed and labeled package that is received and subsequently sold or transferred in that package if:

1. the seal and label remain intact while the chemical is in the workplace; and
2. the chemical does not remain in the workplace longer than five working days.

(e) This chapter does not require labeling of the following chemicals:

1. any pesticide, as that term is defined in the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Section 136 et seq.), when subject to the labeling requirements of that Act and labeling regulations issued under that Act by the Environmental Protection Agency;
2. any food, food additive, color additive, drug, cosmetic, or medical or veterinary device, including materials intended for use as ingredients in those products such as flavors and fragrances, as those terms are defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Section 301 et seq.) and regulations issued under that Act, when they are subject to the labeling requirements under that Act by the Food and Drug Administration;
3. any distilled spirits that are beverage alcohols, wine, or malt beverages intended for non-industrial use, as those terms are defined in the Federal Alcohol Administration Act (27 U.S.C. Section 201 et seq.) and regulations issued under that Act by the Bureau of Alcohol, Tobacco, and Firearms; and
4. any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. Section 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. Section 1261 et seq.), respectively, when subject to a consumer product safety standard or labeling requirement of those Acts or regulations issued under those Acts by the Consumer Product Safety Commission.

(f) This chapter does not apply to:

1. any hazardous waste, as that term is defined by the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. Section 6901 et seq.), when subject to regulations issued under that Act by the Environmental Protection Agency;
2. a chemical in a laboratory under the direct supervision or guidance of a technically qualified individual if:
   A. labels on incoming containers of chemicals are not removed or defaced;
(B) the employer complies with Sections 502.006 and 502.009 with respect to laboratory employees; and
(C) the laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes;
(3) tobacco or tobacco products;
(4) wood or wood products;
(5) articles;
(6) food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment that are packaged for sale to consumers;
(7) food, drugs, or cosmetics intended for personal consumption by an employee while in the workplace;
(8) any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. Section 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. Section 1261 et seq.), respectively, if the employer can demonstrate it is used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers;
(9) any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Section 301 et seq.); and
(10) radioactive waste.


§ 502.005. WORKPLACE CHEMICAL LIST. (a) For the purpose of worker right-to-know, an employer shall compile and maintain a workplace chemical list that contains the following information for each hazardous chemical normally present in the workplace or temporary workplace in excess of 55 gallons or 500 pounds or in excess of an amount that the board determines by rule for certain highly toxic or dangerous hazardous chemicals:

(1) the identity used on the MSDS and container label; and
(2) the work area in which the hazardous chemical is normally present.

(b) The employer shall update the workplace chemical list as necessary but at least by December 31 of each year. Each workplace chemical list shall be dated and signed by the person responsible for compiling the information.

(c) The workplace chemical list may be prepared for the workplace as a whole or for each work area or temporary workplace and must be readily available to employees and their representatives. All employees shall be made aware of the workplace chemical list before working with or in a work area containing hazardous chemicals.

(d) An employer shall maintain a workplace chemical list for at least 30 years. The employer shall send complete records to the director if the employer ceases to operate.

§ 502.006. MATERIAL SAFETY DATA SHEET. (a) A chemical manufacturer or distributor shall provide appropriate material safety data sheets to employers who acquire hazardous chemicals in this state with each initial shipment and with the first shipment after an MSDS is updated. The MSDSs must conform to the most current requirements of the OSHA standard.

(b) An employer shall maintain a legible copy of a current MSDS for each hazardous chemical purchased. If the employer does not have a current MSDS for a hazardous chemical when the chemical is received at the workplace, the employer shall request an MSDS in writing from the manufacturer or distributor in a timely manner or shall otherwise obtain a current MSDS. The manufacturer or distributor shall respond with an appropriate MSDS in a timely manner.

(c) Material safety data sheets shall be readily available, on request, for review by employees or designated representatives at each workplace.

(d) A copy of an MSDS maintained by an employer under this section shall be provided to the director on request.


§ 502.007. LABEL. (a) A label on an existing container of a hazardous chemical may not be removed or defaced unless it is illegible, inaccurate, or does not conform to the OSHA standard or other applicable labeling requirement. Primary containers must be relabeled with at least the identity appearing on the MSDS, the pertinent physical and health hazards, including the organs that would be affected, and the manufacturer's name and address. Except as provided by Subsection (b), secondary containers must be relabeled with at least the identity appearing on the MSDS and appropriate hazard warnings.

(b) An employee may not be required to work with a hazardous chemical from an unlabeled container except for a portable container intended for the immediate use of the employee who performs the transfer.


§ 502.008. OUTREACH PROGRAM. (a) The director shall develop an outreach program that:

(1) consists of an education and training program in the form of instructional materials to assist employers in fulfilling the requirements of Section 502.009; and

(2) includes the development and distribution of a supply of informational leaflets concerning employer's duties, employee rights, the outreach program, and the effects of hazardous chemicals.

(b) The director may contract with a public institution of higher education or other public or private organization to develop and implement the outreach program.
(c) The director shall develop and provide to each employer a suitable form of notice providing employees with information relating to employee rights under this chapter.

(d) The director shall publicize the availability of information to answer inquiries from employees, employers, or the public in this state concerning the effects of hazardous chemicals.

(e) In cooperation with the director, an employer may provide an outreach program in the community.


§ 502.009. EMPLOYEE EDUCATION PROGRAM. (a) An employer shall provide an education and training program for employees who use or handle hazardous chemicals.

(b) An employer shall develop, implement, and maintain at the workplace a written hazard communication program for the workplace that describes how the criteria specified in this chapter will be met.

(c) An education and training program must include, as appropriate:

(1) information on interpreting labels and MSDSs and the relationship between those two methods of hazard communication;

(2) the location by work area, acute and chronic effects, and safe handling of hazardous chemicals known to be present in the employees' work area and to which the employees may be exposed;

(3) the proper use of protective equipment and first aid treatment to be used with respect to the hazardous chemicals to which the employees may be exposed; and

(4) general safety instructions on the handling, cleanup procedures, and disposal of hazardous chemicals.

(d) Training may be conducted by categories of chemicals. An employer must advise employees that information is available on the specific hazards of individual chemicals through the MSDSs. Protective equipment and first aid treatment may be by categories of hazardous chemicals.

(e) An employer shall provide additional instruction to an employee when the potential for exposure to hazardous chemicals in the employee's work area increases significantly or when the employer receives new and significant information concerning the hazards of a chemical in the employee's work area. The addition of new chemicals alone does not necessarily require additional training.

(f) An employer shall provide training to a new or newly assigned employee before the employee works with or in a work area containing a hazardous chemical.

(g) An employer shall keep the written hazard communication program and a record of each training session given to employees, including the date, a roster of the employees who attended, the subjects covered in the training session, and the names of the instructors. Those records shall be maintained for at least five years by the employer. The department shall have access to those records and may interview employees during inspections.
(h) Emergency service organizations shall provide, to their members or employees who may encounter hazardous chemicals during an emergency, information on recognizing, evaluating, and controlling exposure to the chemicals.

(i) As part of an outreach program created in accordance with Section 502.008, the director shall develop an education and training assistance program to assist employers who are unable to develop the programs because of size or other practical considerations. The program shall be made available to those employers on request. Acts 1989, 71st Leg., ch. 678, § 1, eff. Sept. 1, 1989. Renumbered from V.T.C.A., Health & Safety Code § 502.010 and amended by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.010. LIABILITY UNDER OTHER LAW. Providing information to an employee does not affect:

1. the liability of an employer with regard to the health and safety of an employee or other person exposed to hazardous chemicals;
2. the employer's responsibility to take any action to prevent occupational disease as required under other law; or
3. any other duty or responsibility of a manufacturer, producer, or formulator to warn ultimate users of a hazardous chemical under other law.


§ 502.011. COMPLAINTS AND INVESTIGATIONS. (a) The director or the director's representative shall investigate in a timely manner a complaint received in writing from an employee or an employee's designated representative relating to an alleged violation of this chapter by an employer.

(b) A complaint received from a person relating to an alleged violation shall be referred to the federal Occupational Safety and Health Administration (OSHA) or to the federal Mine Safety and Health Administration (MSHA) if the complaint is related to an applicable OSHA or MSHA requirement and the applicable OSHA or MSHA standard is in effect. The director or the director's representative shall investigate the complaint if:

1. the applicable OSHA or MSHA standard is not in effect; or
2. the complaint is based on a requirement of this chapter.

(c) On presentation of appropriate credentials, an officer or representative of the director may enter a workplace at reasonable times to inspect and investigate complaints.

(d) The department may find multiple violations by an employer based on distinct requirements of this chapter.


§ 502.012. REPORTING FATALITIES AND INJURIES. (a) Within 48 hours after the occurrence of an employee accident that directly or indirectly involves chemical exposure or that involves asphyxiation, and that is fatal to one or more employees or results in the
hospitalization of five or more employees, the employer of any of the employees so
injured or killed shall report the accident either orally or in writing to the
department.

    (b) The report to the department shall relate the circumstances of the accident, the
number of fatalities, and the extent of any injuries. If it is necessary to complete the
investigation of an incident, the department may require additional reports in writing as
necessary.
Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.014. ADMINISTRATIVE PENALTY. (a) The director may assess an
administrative penalty against an employer who violates this chapter, board rules adopted
under this chapter, or an order issued under this chapter.

    (b) If the department finds one or more violations of this chapter, the director
may issue a notice of violation to the employer. The notice of violation shall specifically
describe the violation, refer to the applicable section or subsection of the chapter, and
state the amount of the penalty, if any, to be assessed by the director.

    (c) An employer who receives a notice of violation may respond to the
department in writing within 15 days after the date of receipt of the notice of violation in
one of the ways provided by Subsection (d), (e), or (f).

    (d) If the employer disputes the validity of the violation and has reason to believe
that the findings of the department were based on inaccurate or incomplete information,
the employer may request an informal conference with representatives of the
department. The purpose of an informal conference is to permit the employer to meet
with department representatives to discuss the basis of the violation and to provide
information to the department. The department shall schedule the informal conference.
A request for an informal conference made in bad faith is a violation of this chapter.

    (e) The employer may correct the violation and certify to the department that the
corrections have been made.

    (f) The employer may request a hearing.

    (g) Following an informal conference, the department shall respond in writing to
the employer, stating whether the department intends to withdraw the notice of violation
or pursue it. If the department intends to pursue the notice of violation, the employer
may respond as provided by either Subsection (h) or (i) within 10 days after the date of
receipt of the department's correspondence.

    (h) The employer may correct the violation and certify to the department that the
corrections have been made.

    (i) The employer may request a hearing.

    (j) A request for an informal conference or a statement by an employer that the
employer is in compliance with the provision of this chapter does not waive the
employer's right to a hearing.

    (k) The director may not assess an administrative penalty for any violation that
has been corrected within 15 days after the date of receipt of the notice of violation, the
date of receipt of the department's response by the employer, or 10 days after the date
of receipt by the employer of the department's response to the informal conference
provided for in Subsection (c), whichever is later.
(l) In determining the amount of the penalty, the director shall consider:
   (1) the employer's previous violations;
   (2) the seriousness of the violation;
   (3) any hazard to the health and safety of the employee;
   (4) the employer's demonstrated good faith;
   (5) the duration of the violation; and
   (6) other matters as justice may require.

(m) Each day a violation continues may be considered a separate violation.

(n) The penalty may not exceed $500 for each violation.

Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.0141. ADMINISTRATIVE PENALTY ASSESSMENT PROCEDURE. (a) An administrative penalty may be assessed only after an employer charged with a violation is given an opportunity for a hearing.
   (b) If a hearing is held, the director shall make findings of fact and shall issue a written decision regarding the occurrence of the violation and the amount of the penalty that may be warranted.
   (c) If the employer charged with the violation does not request a hearing in a timely manner, the director may assess a penalty after determining that a violation has occurred and the amount of the penalty that may be warranted.
   (d) After making a determination under this section that a penalty is to be assessed against an employer, the director shall issue an order requiring that the employer pay the penalty.
   (e) The director may consolidate a hearing held under this section with another proceeding.

Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.0142. PAYMENT OF ADMINISTRATIVE PENALTY; JUDICIAL REVIEW.
   (a) Not later than the 30th day after the date an order finding that a violation has occurred is issued, the director shall inform the employer against whom the order is issued of the amount of the penalty for the violation.
   (b) Within 30 days after the date the director's order is final as provided by Subchapter F, Chapter 2001, Government Code, the employer shall:
      (1) pay the amount of the penalty;
      (2) pay the amount of the penalty and file a petition for judicial review contesting the occurrence of the violation, the amount of the penalty, or both the occurrence of the violation and the amount of the penalty; or
      (3) without paying the amount of the penalty, file a petition for judicial review contesting the occurrence of the violation, the amount of the penalty, or both the occurrence of the violation and the amount of the penalty.
   (c) Within the 30-day period, an employer who acts under Subsection (b)(3) may:
      (1) stay enforcement of the penalty by:
         (A) paying the amount of the penalty to the court for placement in an escrow account; or
(B) giving to the court a supersedeas bond that is approved by the court for the amount of the penalty and that is effective until all judicial review of the director's order is final; or
(2) request the court to stay enforcement of the penalty by:
   (A) filing with the court a sworn affidavit of the employer stating that the employer is financially unable to pay the amount of the penalty and is financially unable to give the supersedeas bond; and
   (B) giving a copy of the affidavit to the director by certified mail.

(d) Subsection (c)(1) does not apply to the state or a political subdivision. The penalty may not be enforced against the state or a political subdivision until all judicial review has been exhausted.

(e) If the director receives a copy of an affidavit under Subsection (c)(2), the director may file with the court, within five days after the date the copy is received, a contest to the affidavit. The court shall hold a hearing on the facts alleged in the affidavit as soon as practicable and shall stay the enforcement of the penalty on finding that the alleged facts are true. The employer who files an affidavit has the burden of proving that the employer is financially unable to pay the amount of the penalty and to give a supersedeas bond.

(f) If the employer does not pay the amount of the penalty and the enforcement of the penalty is not stayed, the director may refer the matter to the attorney general for collection of the amount of the penalty.

(g) Judicial review of the order of the director:
   (1) is instituted by filing a petition as provided by Subchapter G, Chapter 2001, Government Code; and
   (2) is under the substantial evidence rule.

(h) If the court sustains the occurrence of the violation, the court may uphold or reduce the amount of the penalty and order the employer to pay the full or reduced amount of the penalty. If the court does not sustain the occurrence of the violation, the court shall order that no penalty is owed.

(i) When the judgment of the court becomes final, the court shall proceed under this subsection. If the employer paid the amount of the penalty and if that amount is reduced or is not upheld by the court, the court shall order that the appropriate amount plus accrued interest be remitted to the employer. The rate of the interest is the rate charged on loans to depository institutions by the New York Federal Reserve Bank, and the interest shall be paid for the period beginning on the date the penalty was paid and ending on the date the penalty is remitted. If the employer gave a supersedeas bond and if the amount of the penalty is not upheld by the court, the court shall order the release of the bond. If the employer gave a supersedeas bond and if the amount of the penalty is reduced, the court shall order the release of the bond after the employer pays the amount.

(j) All proceedings under this section are subject to Chapter 2001, Government Code.


§ 502.015. CIVIL PENALTY; INJUNCTION. (a) If it appears that an employer has violated, is violating, or is threatening to violate this chapter or any rule adopted or order
issued under this chapter, the director may request the attorney general or the district, county, or city attorney of the municipality or county in which the violation has occurred, is occurring, or may occur to institute a civil suit for:

(1) injunctive relief to restrain the employer from continuing the violation or threat of violation;
(2) the assessment and recovery of a civil penalty for a violation; or
(3) both the injunctive relief and the civil penalty.

(b) The penalty may be in an amount not to exceed $2,000 a day for each violation, with a total not to exceed $20,000 for that violation.

(c) In determining the amount of the penalty, the court shall consider the employer's history of previous violations, the seriousness of the violation, any hazard to health and safety of the public, the demonstrated good faith of the employer charged, and other matters as justice may require.

(d) Any civil penalty recovered in a suit instituted by the attorney general under this chapter shall be deposited in the state treasury to the credit of the general revenue fund. Any civil penalty recovered in a suit instituted by a local government under this chapter shall be paid to the local government.

(e) This section does not affect any other right of an employee or any other employer to receive compensation for damages under other law.

Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.016. CRIMINAL PENALTY. An employer who is required to disclose hazard information under this chapter and who proximately causes an occupational disease or injury to an individual by knowingly disclosing false hazard information or knowingly failing to disclose hazard information provided on an MSDS commits an offense that is punishable by a fine of not more than $10,000 for each violation. Each day of violation constitutes a separate offense, except that the fine may not exceed $100,000 for that violation. This section does not affect any other right of an employee or any other employer to receive compensation for damages under other law.

Added by Acts 1993, 73rd Leg., ch. 528, § 1, eff. Sept. 1, 1993.

§ 502.017. EMPLOYEE NOTICE; RIGHTS OF EMPLOYEES. (a) An employer shall post and maintain adequate notice, at locations where notices are normally posted, informing employees of their rights under this chapter. If the director does not prepare the notice under Section 502.008, the employer shall prepare the notice.

(b) Employees who may be exposed to hazardous chemicals shall be informed of the exposure and shall have access to the workplace chemical list and MSDSs for the hazardous chemicals. Employees, on request, shall be provided a copy of a specific MSDS with any trade secret information deleted. In addition, employees shall receive training concerning the hazards of the chemicals and measures they can take to protect themselves from those hazards. Employees shall be provided with appropriate personal protective equipment. These rights are guaranteed.

(c) An employer may not discharge, cause to be discharged, otherwise discipline, or in any manner discriminate against an employee because the employee has:

(1) filed a complaint;
(2) assisted an inspector of the department who may make or is making an inspection under Section 502.011;
(3) instituted or caused to be instituted any proceeding under or related to this chapter;
(4) testified or is about to testify in a proceeding under this chapter; or
(5) exercised any rights afforded under this chapter on behalf of the employee or on behalf of others.
(d) Pay, position, seniority, or other benefits may not be lost as the result of the exercise of any right provided by this chapter.
(e) A waiver by an employee of the benefits or requirements of this chapter is void. An employer's request or requirement that an employee waive any rights under this chapter as a condition of employment is a violation of this chapter.


§ 502.018. STANDARD FOR PHYSICIAN TREATMENT. For the purposes of this chapter, the requirements in the OSHA standard for physicians treating employees (29 CFR 1910.1200(l)) apply to physicians treating persons.

§ 502.019. RULES. The board may adopt rules and administrative procedures reasonably necessary to carry out the purposes of this chapter.

§ 502.020. WORKPLACE SAFETY FOR INMATES. A person imprisoned in a facility operated by or for the Texas Department of Criminal Justice is not an employee for the purposes of this chapter. The Texas Department of Criminal Justice shall provide a person imprisoned in a facility operated by or for the Texas Department of Criminal Justice the protections from exposure to hazardous chemicals in the workplace as provided for in this chapter.
K. Texas Health & Safety Code Sec. 506

HEALTH & SAFETY CODE

CHAPTER 506 PUBLIC EMPLOYER COMMUNITY RIGHT-TO-KNOW ACT

Sec. 506.001. SHORT TITLE. This chapter may be cited as the Public Employer Community Right-To-Know Act.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.002. FINDINGS; PURPOSE. (a) The legislature finds that:
(1) the health and safety of persons living in this state may be improved by providing access to information regarding hazardous chemicals to which those persons may be exposed during emergency situations or as a result of proximity to the manufacture or use of those chemicals; and
(2) many facility operators in this state have established suitable information programs for their communities and that access to the information is required of most facility operators under the federal Emergency Planning and Community Right-To-Know Act (EPCRA).
(b) It is the intent and purpose of this chapter to ensure that accessibility to information regarding hazardous chemical is provided to:
(1) fire departments responsible for dealing with chemical hazards during an emergency;
(2) local emergency planning committees and other emergency planning organizations; and
(3) the director to make the information available to the public through specific procedures.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.003. FEDERAL LAWS AND REGULATIONS; OTHER STANDARDS.
(a) In this chapter, a reference to a federal law or regulation means a reference to the most current version of that law or regulation.
(b) In this chapter, a reference to nomenclature systems developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS), or to other information, including information such as classification codes, performance standards, systematic names, standards, and systems described in publications sponsored by private technical or trade organizations, means a reference to the most current version of the publication.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.
Sec. 506.004. DEFINITIONS. In this chapter:

1) "Article" means a manufactured item:
   (A) that is formed to a specific shape or design during manufacture;
   (B) that has end-use functions dependent in whole or in part on its shape or design during end use; and
   (C) that does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use.

2) "Board" means the Texas Board of Health.

3) "Chemical name" means:
   (A) the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature; or
   (B) a name that clearly identifies the chemical for the purpose of conducting a hazard evaluation.

4) "Common name" means a designation of identification, such as a code name, code number, trade name, brand name, or generic name, used to identify a chemical other than by its chemical name.

5) "Department" means the Texas Department of Health.

6) "Director" means the director of the Texas Department of Health.

7) "EPA" means the United States Environmental Protection Agency.

8) "EPCRA" or "SARA Title III" means the federal Emergency Planning and Community Right-To-Know Act, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III, Pub. L. No. 99-499 et seq.

9) "Extremely hazardous substance" means any substance as defined in EPCRA, Section 302, or listed by the United States Environmental Protection Agency in 40 CFR Part 355, Appendices A and B.

10) "Facility" means all buildings, equipment, structures, and other stationary items that are located on a single site or on contiguous or adjacent sites, that are owned or operated by the same person, or by any person who controls, is controlled by, or is under common control with that person and that is operated by the state or a political subdivision of the state.

11) "Facility operator" or "operator" means the person who controls the day-to-day operations of the facility.

12) "Fire chief" means the elected or paid administrative head of a fire department.

13) "Hazardous chemical" has the meaning given that term by 29 CFR 1910.1200(c), except that the term does not include:
   (A) any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
   (B) any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use;
   (C) any substance to the extent that it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the public;
(D) any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual; and
(E) any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate consumer.

(14) "Health hazard" has the meaning given that term by the OSHA standard (29 CFR 1910.1200(c)).

(15) "Identity" means any chemical or common name, or alphabetical or numerical identification, that is indicated on the material safety data sheet (MSDS) for the chemical. The identity used must permit cross-references to be made among the facility chemical list, the label, and the MSDS.

(16) "Label" means any written, printed, or graphic material displayed on or affixed to a container of hazardous chemicals.

(17) "Local emergency planning committee" means a committee formed under the requirements of EPCRA, Section 301, and recognized by the state emergency response commission for the purposes of emergency planning and public information.

(18) "Material safety data sheet" or "MSDS" means a document containing chemical hazard and safe handling information that is prepared in accordance with the requirements of the OSHA standard for that document.

(19) "OSHA standard" means the Hazard Communication Standard issued by the Occupational Safety and Health Administration and codified as 29 CFR Section 1910.1200.

(20) "Physical hazard" means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive in terms defined in the OSHA standard.

(21) "Public employer" means:
(A) the state and political subdivisions of the state, including state, county, and municipal agencies;
(B) public schools, colleges, and universities;
(C) river authorities and publicly owned utilities;
(D) volunteer emergency service organizations; and

(22) "State emergency response commission" means the state emergency management council or other committee appointed by the governor in accordance with EPCRA.

(23) "Threshold planning quantity" means the minimum quantity of an extremely hazardous substance for which a facility owner or operator must participate in emergency planning, as defined by the EPA pursuant to EPCRA, Section 302.

(24) "Tier two form" means:
(A) a form specified by the department under Section 506.006 for listing hazardous chemicals as required by EPCRA; or
(B) a form accepted by the EPA under EPCRA for listing hazardous chemicals together with additional information required by the department for administering its functions related to EPCRA.

(25) "Workplace chemical list" means a list of hazardous chemicals developed under Section 502.005(a).

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.005. APPLICABILITY OF CHAPTER. (a) Public employers shall comply with this chapter.

(b) This chapter does not apply to a hazardous chemical in a sealed package that is received and subsequently sold or transferred in that package if:

(1) the seal remains intact while the chemical is in the facility;
(2) the chemical does not remain in the facility longer than five working days; and
(3) the chemical is not an extremely hazardous substance at or above the threshold planning quantity or 500 pounds, whichever is less, as listed by the EPA in 40 CFR Part 355, Appendices A and B.

(c) This chapter does not apply to:

(1) any hazardous waste as that term is defined by the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. Section 6901 et seq.), when subject to regulations issued under that Act by the EPA;
(2) tobacco or tobacco products;
(3) wood or wood products;
(4) articles;
(5) food, drugs, cosmetics, or alcoholic beverages in a retail food sale establishment that are packaged for sale to consumers;
(6) food, drugs, or cosmetics intended for personal consumption by an employee while in the facility;
(7) any consumer product or hazardous substance, as those terms are defined by the Consumer Product Safety Act (15 U.S.C. Section 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. Section 1261 et seq.), respectively, if the employer can demonstrate it is used in the facility in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by consumers;
(8) any drug, as that term is defined by the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Section 301 et seq.), when it is in solid, final form for direct administration to the patient, such as tablets or pills;
(9) the transportation, including storage incident to that transportation, of any substance or chemical subject to this chapter, including the transportation and distribution of natural gas; and
(10) radioactive waste.

(d) The director shall develop an outreach program concerning the public's ability to obtain information under this chapter similar to the outreach program under Section 502.008.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.
Sec. 506.006. FACILITY CHEMICAL LIST. (a) For the purpose of community right-to-know, a facility operator covered by this chapter shall compile and maintain a tier two form that contains information on hazardous chemicals present in the facility in quantities that meet or exceed thresholds determined by the EPA in 40 CFR Part 370, or at any other reporting thresholds as determined by board rule for certain highly toxic or extremely hazardous substances.

(b) Multiple facilities may be reported on the same tier two form, with appropriate facility identifiers, if the hazardous chemicals or hazardous chemical categories present at the multiple facilities are in the same ranges. In multiple facility reporting, the reporting thresholds must be applied to each facility rather than to the total quantities present at all facilities.

(c) Each tier two form shall be filed annually with the appropriate fee according to the procedures specified by board rules. The facility operator shall furnish a copy of each tier two form to the fire chief of the fire department having jurisdiction over the facility and to the appropriate local emergency planning committee.

(d) A facility operator shall file the tier two form with the department not later than the 90th day after the date on which the operator begins operation or has a reportable addition, at the appropriate threshold, of a previously unreported hazardous chemical or extremely hazardous substance, but a fee may not be associated with filing this report. The operator shall furnish a copy of each tier two form to the fire chief of the fire department having jurisdiction over the facility and to the appropriate local emergency planning committee.

(e) A facility operator shall file a material safety data sheet with the department on the department's request.

(f) The department shall maintain records of the tier two forms and other documents filed under this chapter or EPCRA for at least 30 years.

(g) Documents filed under this chapter are subject to Chapter 552, Government Code.


Sec. 506.007. DIRECT CITIZEN ACCESS TO INFORMATION. (a) Except as otherwise provided by this section, a person may request in writing copies of the facility's existing workplace chemical list for community right-to-know purposes.

(b) Except as otherwise provided by this section, any facility covered by this chapter shall furnish or mail, within 10 working days of the date of receipt of a request under Subsection (a), either a copy of the facility's existing workplace chemical list or a modified version of the most recent tier two form using a 500-pound threshold.

(c) Any facility that has received five requests under Subsection (a) in a calendar month, four requests in a calendar month for two or more months in a row, or more than 10 requests in a year may elect to furnish the material to the department.

(d) Any facility electing to furnish the material to the department under Subsection (c) may during that same filing period inform persons making requests under Subsection (a) of the availability of the information at the department and refer the request to the department for that filing period. The notice to persons making requests
shall state the address of the department and shall be mailed within seven days of the date of receipt of the request, if by mail, and at the time of the request if in person.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.008. EMERGENCY PLANNING INFORMATION. (a) The fire chief or the fire chief's representative, on request, may conduct on-site inspections of the chemicals on the tier two form for the sole purpose of planning fire department activities in case of an emergency.
(b) A facility operator, on request, shall give the fire chief or the local emergency planning committee such additional information on types and amounts of hazardous chemicals present at a facility as the requestor may need for emergency planning purposes. A facility operator, on request, shall give the director, the fire chief, or the local emergency planning committee a copy of the MSDS for any chemical on the tier two form furnished under Section 506.006 or for any chemical present at the facility.
(c) The board by rule may require certain categories of facility operators under certain circumstances to implement the National Fire Protection Association 704 identification system if an equivalent system is not in use.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.009. COMPLAINTS AND INVESTIGATIONS. On presentation of appropriate credentials, an officer or representative of the director may enter a facility at reasonable times to inspect and investigate complaints.
Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.010. ADMINISTRATIVE PENALTY. (a) The director may assess an administrative penalty against an operator who violates this chapter, board rules adopted under this chapter, or an order issued under this chapter.
(b) If the department finds one or more violations of this chapter, the director may issue a notice of violation to the operator. The notice of violation shall specifically describe the violation, refer to the applicable section or subsection of this chapter, and state the amount of the penalty, if any, to be assessed by the director.
(c) An operator who receives a notice of violation may respond to the department in writing within 15 days of the date of receipt of the notice of violation in one of the ways provided by Subsection (d), (e), or (f).
(d) If the operator disputes the validity of the violation and has reason to believe that the findings of the department were based on inaccurate or incomplete information, the operator may request an informal conference with representatives of the department. The purpose of an informal conference is to permit the operator to meet with department representatives to discuss the basis of the violation and to provide information to the department. The department shall schedule the informal conference. A request for an informal conference made in bad faith is a violation of this chapter.
(e) The operator may correct the violation and certify to the department that the corrections have been made.
(f) The operator may request a hearing.
(g) Following an informal conference, the department shall respond in writing to the operator, stating whether the department intends to withdraw the notice of violation.
or pursue it. If the department intends to pursue the notice of violation, the operator may respond as provided by Subsection (h) or (i) within 10 days of the date of receipt of the department's correspondence.

(h) The operator may correct the violation and certify to the department that the corrections have been made.

(i) The operator may request a hearing.

(j) A request for an informal conference or a statement by an operator that the operator is in compliance with the provisions of this chapter does not waive the operator's right to a hearing.

(k) The director may not assess an administrative penalty for any violation that has been corrected within 15 days of the date of receipt of the notice of violation, the date of receipt of the department's response by the employer, or 10 days after the date of receipt by the operator of the department's response to the informal conference provided for in Subsection (d), whichever is later.

(l) In determining the amount of the penalty, the director shall consider:
   (1) the operator's previous violations;
   (2) the seriousness of the violation;
   (3) any hazard to the health and safety of the public;
   (4) the employer's demonstrated good faith;
   (5) the duration of the violation; and
   (6) other matters as justice may require.

(m) The penalty may not exceed $50 a day for each day a violation continues, with a total not to exceed $1,000 for each violation.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.011. ADMINISTRATIVE PENALTY ASSESSMENT PROCEDURE. (a) An administrative penalty may be assessed only after a facility operator charged with a violation is given an opportunity for a hearing.

(b) If a hearing is held, the director shall make findings of fact and shall issue a written decision regarding the occurrence of the violation and the amount of the penalty that may be warranted.

(c) If the facility operator charged with the violation does not request a hearing, the director may assess a penalty after determining that a violation has occurred and the amount of the penalty that may be warranted.

(d) After making a determination under this section that a penalty is to be assessed against a facility operator, the director shall issue an order requiring that the facility operator pay the penalty.

(e) If a penalty is assessed on a complaint, the department may allow the facility operator to make a grant to the local emergency planning committee or a member organization instead of paying the penalty. The department may specify that the operator join the local emergency planning committee and attend all meetings for one year or write an article, approved by the department, concerning community right-to-know laws applicable in Texas for a trade journal or other business publication.

(f) The director may consolidate a hearing held under this section with another proceeding.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.
Sec. 506.012. PAYMENT OF ADMINISTRATIVE PENALTY; JUDICIAL REVIEW. (a) Not later than the 30th day after the date an order finding that a violation has occurred is issued, the director shall inform the facility operator against whom the order is issued of the amount of the penalty for the violation.

(b) Except as provided in Section 506.011(e), not later than the 30th day after the date on which a decision or order charging a facility operator with a penalty is final, the facility operator shall pay the penalty in full, unless the facility operator seeks judicial review of the amount of the penalty, the fact of the violation, or both. The board may by rule provide for appeals by the state and political subdivisions of the state.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.013. REFUND OF ADMINISTRATIVE PENALTY. Not later than the 30th day after the date of a judicial determination that an administrative penalty against a facility operator should be reduced or not assessed, the director shall remit to the facility operator the appropriate amount of any penalty payment already paid plus accrued interest.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.014. RECOVERY OF ADMINISTRATIVE PENALTY BY ATTORNEY GENERAL. The attorney general at the request of the director may bring a civil action to recover an administrative penalty under this chapter.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.015. CIVIL PENALTIES. (a) A person who knowingly discloses false information or negligently fails to disclose a hazard as required by this chapter is subject to a civil penalty of not more than $5,000 for each violation.

(b) This section does not affect any other right of a person to receive compensation under other law.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.016. CRIMINAL PENALTIES. (a) A person who proximately causes an occupational disease or injury to an individual by knowingly disclosing false information or knowingly failing to disclose hazard information as required by this chapter commits an offense punishable by a fine of not more than $25,000.

(b) This section does not affect any other right of a person to receive compensation under other law.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.

Sec. 506.017. RULES; FEES. (a) The board may adopt rules and administrative procedures reasonably necessary to carry out the purposes of this chapter.

(b) The board may authorize the collection of annual fees from facility operators for the filing of tier two forms required by this chapter. The fee may not exceed:

(1) $50 for each required submission having no more than 75 hazardous chemicals or hazardous chemical categories; or
(2) $100 for each required submission having more than 75 hazardous chemicals or chemical categories.

(c) To minimize the fees, the board by rule shall provide for consolidated filings of multiple tier two forms for facility operators covered by Subsection (b) if each of the tier two forms contains fewer than 25 items.

(d) The department may use up to 15 percent of the fees collected under Chapter 505 and this chapter, or the amount of fees paid by the state and its political subdivisions under this chapter, whichever is greater, to administer Chapter 502.

Added by Acts 1993, 73rd Leg., ch. 528, Sec. 2, eff. Sept. 1, 1993.
L. Executive Order GWB 95-8

EXECUTIVE ORDER
BY THE
GOVERNOR OF THE STATE OF TEXAS

THE STATE OF TEXAS
EXECUTIVE DEPARTMENT
OFFICE OF THE GOVERNOR
AUSTIN, TEXAS

EXECUTIVE ORDER
GWB 95-8

RELATING TO WORKPLACE SAFETY AND HEALTH OF STATE
EMPLOYEES,
CITIZENS SERVED, AND PRESERVATION OF STATE PROPERTY

WHEREAS, it is the policy of the State of Texas to provide a safe and healthy
workplace for all state employees, citizens served, and to preserve state property; and

WHEREAS, workplace deaths, injuries and illness and destruction of property
produce human suffering, economic and social losses and impair the operating efficiency
of state government; and

WHEREAS, workplace deaths, injuries, illnesses, and loss of state property can be
reduced or eliminated by systematic planning, training, safe work practices and the
effective use of prevention and control measures; and

WHEREAS, occupational death, accident, illness, and property loss prevention
requires management and employee commitment, accountability, cooperation, and
leadership at all levels of state government; and

WHEREAS, laws, regulations and sound business practices pertaining to safety and
health in the workplace and preservation of property apply to the operation of state
government; and

WHEREAS, state government should lead by example by complying with all
applicable federal, and state laws, standards, rules, regulations and guidelines;

NOW, THEREFORE, I, GEORGE W. BUSH, Governor of the State of Texas, by the
authority vested in me by the Constitution and the laws of this state, do hereby:

Proclaim that all state agencies, institutions and universities of higher education must
develop and implement comprehensive written risk management/safety programs whose
purpose is to attain the following objectives:
1. Minimize the risk of accidental job related deaths, occupational injuries and illnesses, and state property losses by the use of recognized loss prevention and control techniques.

2. Establish written performance/accountability standards and objectives to reduce deaths of both employees and citizens served, injuries and illnesses, and to conserve property resources of the state.

3. Provide adequate safety and health and property preservation training and education for managers, supervisors and employees.

4. Establish risk management/safety and health committees consisting of representatives from all levels and functional areas of the organization.

5. Promote work practices that ensure preservation of state property and safety of employees and citizens.

6. Establish a procedure for conducting periodic risk management/safety and health inspections so that potential hazards are detected and corrected or controlled in a timely manner.

7. Comply with all state and applicable federal laws, standards, rules, regulations and guidelines regarding employee and citizen safety and health and property preservation.

8. Designate an individual to serve as the organization's risk manager/safety officer to assist in directing its loss prevention program.

9. Promote effective investigation and management of workers' compensation claims and the prompt return to work of injured employees.

   FURTHER, all state agencies' written risk management/safety and health programs must be reviewed and approved by the State Risk Management Division.

   The State Risk Management Division will report biennially to the Legislature for agencies within their jurisdiction on progress in achieving improved workplace safety and health and property preservation in state government.

   All state employees must be informed of the Executive Order, of its intent and requirements for fostering a safe and healthy workplace and preservation of state property throughout state government.
IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Texas to be affixed. Done at the Capitol in the City of Austin this 29 day of June, 1995.

GEORGE W. BUSH
Governor of Texas

By the Governor

ANTONIO GARZA, JR.
Secretary of State