

CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

FACILITIES AND RISK MANAGEMENT MANUAL

(Formerly Loss Prevention Manual)

**Components: Health
Safety
Property
Loss Prevention
Facilities Procedures and Maintenance**

September 2014

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**Department of Facilities and Risk Management
Organizational Chart**

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Mission

Central Louisiana Technical Community College Department of Facilities and Risk Management strives to offer a safe and healthy environment for students, faculty, staff and community to achieve educational excellence.

Facility Procedures and Maintenance Overview

CLTCC Facilities and Risk Management Department is responsible for the day to day operation of buildings and grounds for seven (7) sites:

□ Alexandria □ Cottonport □ Ferriday □ Jena □ Leesville □ Oakdale □ Winnfield

**CLTCC
Site Overview**

Number	Site/Campus	Address	Buildings	Square Footage (Approximate)
1	Alexandria	4311 South MacArthur Drive, Alexandria 71302	<ul style="list-style-type: none"> • Building A • Building B • Building C • Building D • Building E • Building F • Building I • IT Building 	<ul style="list-style-type: none"> • 20,400 • 8,400 • 10,468 • 6,720 • 14,490 • 25,416 • 3,120 • 1,160
Total square footage				79,706
2	Cottonport	508 Choupique, Cottonport, LA 71327	<ul style="list-style-type: none"> • Building A • Building B • Building C 	<ul style="list-style-type: none"> • 19,974 • 13,500 • 3,000
Total square footage				36,474
3	Ferriday	2100 E. E. Wallace Boulevard, Ferriday, LA 71334	<ul style="list-style-type: none"> • Building A • Shop Building • Building C 	<ul style="list-style-type: none"> • 10,880 • 14,762 • 1,891
Total square footage				27,533
4	Jena	521 East Bradford Street, Jena, LA 71342	□ Main Building	□ 16,638
Total square footage				16,638
5	Leesville	15014 Lake Charles Highway, Leesville 71446	<ul style="list-style-type: none"> • Main Building • Collision Repair • HVAC/Childhood • Adult Education 	<ul style="list-style-type: none"> • 39,736 • 5,920 • 7,200 • 2,400
Total square footage				55,256
6	Oakdale 1152,	117 Oakdale, LA 71463	Highway □ Main Building	□ 21,333
Total square footage				21,333
7	Winnfield	5960 Highway 167 North, Winnfield, LA 71483	□ Main Building	□ 53,417
Total square footage				53,417

**CENTRAL LOUISIANA TECHNICAL
COMMUNITY COLLEGE**

MANAGEMENT'S SAFETY STATEMENT

A major goal of Central Louisiana Technical Community College (CLTCC) is to provide safe and effective services to residents of the State of Louisiana. Employee and student safety is vital to our success. Therefore, each employee must accomplish this purpose through safe and efficient work practices. Our objective is to implement a comprehensive safety plan that meets all federal, state and local safety codes. Application of our objective establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

This objective can be reached if all employees and students accept personal responsibility for own safety and well-being. Safe work and learning habits are an essential element of satisfactory job performance. Each employee and student is responsible for immediately reporting potentially unsafe conditions and work practices while taking effective temporary actions to minimize the risk to oneself and others. Each individual is responsible for helping us reach our loss prevention goals by preventing personal injury and loss of property as a result of accidents.

It is the intention of (CLTCC) to provide good supervision, effective training, and safety equipment on the job and in the classroom. The success of our safety and loss prevention program depends upon the effort of all employees and students to minimize and eliminate potential hazards.

Dr. Rodney Ellis, Chancellor

SAFETY PROGRAM

Objectives

The objectives of the safety program for the Central Louisiana Technical Community College are as follows:

- To protect the health, safety, and well-being of employees and students of CLTCC through an awareness of safety: how the safety program can benefit the employees and students; and

- To lower the total cost to the State of Louisiana and the Central Louisiana Technical Community College by reducing Workmen's Compensation claims, leave pay to injured employees, lost productivity, etc.

Program Planning

The safety program for Central Louisiana Technical Community College is divided into two phases: General and Specific.

The general phase is aimed at the elimination of accidents that occur with significant frequency and that are assignable to a particular operation, process, or activity due to unsafe acts and/or conditions. Accidents and injuries concentrated in any particular area or section will be handled in this phase.

Program activities designed to reduce these types of accidents will include:

- Safety meetings;
- Inspections aimed at the correction of unsafe conditions and practices;
- Employee training programs;
- General use of educational materials; and
- Accident investigations to identify cause.

The Specific Phase will be aimed at finding and correcting hazards within specific operations or classrooms. Safety engineering and administrative procedures will be used to eliminate or reduce these hazards to the greatest extent possible.

ASSIGNMENT OF SAFETY RESPONSIBILITY

Central Louisiana Technical Community College has been mandated by the Louisiana Community and Technical College System to comply with the legislation establishing the Office of Risk Management and the Bureau of Risk Analysis and Loss Prevention (R.S. 39:1543-1544). In so doing, we have established a safety program with input from our faculty and staff, adopting rules and regulations governing safety procedures unique to our site.

Under the authority of this legislation, CLTCC has prepared and will continue to evaluate, revise, adopt, and enforce such rules, regulations, and practices as are deemed necessary and appropriate for the safety, protection, and well-being of students, faculty, and staff of Central Louisiana Technical Community College.

General Safety

The regulatory and enforcement body of the safety program for the Central Louisiana Technical Community College shall be the Department of Facilities and Risk Management. The Department of Facilities and Risk Management shall be composed of the following persons:

- Director of Facilities and Risk Management
- Safety Coordinator (Alexandria Site)
- Maintenance Supervisor
- Director of Human Resource
- Chancellor

Duties of the Director of Facilities and Risk Management

The Director of Facilities and Risk Management will have administrative responsibility for the safety program of CLTCC. Specifically the Director will:

- Reinforce CLTCC policy statement regarding accident prevention, a statement that will set out the need for accident prevention and local policy regarding the prevention program
- Assign responsibility for accident prevention, including describing the duties and responsibilities of CLTCC personnel
- Establish realistic goals and periodically revise to insure continuous and maximum effort
- Evaluate the results of the program annually
- Appoint a Safety Coordinator for each site
- Stimulating interest in safety
- Establishing procedures for accident reporting
- Preparing periodic reports indicating the status of accident prevention efforts
- Developing safety education programs
- Providing leadership in safety related matters
- Reviewing the accident reports and providing assistance with investigations as needed

- Assisting with safety inspections
- Ensuring current policies, procedures, documents are published via college email system and website

Duties of the CLTCC Safety Coordinator

The duties of the Safety Coordinator are given in the context of accident prevention specific to domicile but will be applied to all areas of administrative responsibility as follows:

- Communicating goals of the safety plan with staff and students
- Observing, evaluating, and counseling with staff and students and retraining where needed
- Training new employees
- Reviewing all accident reports and investigating where necessary
- Conducting regularly scheduled safety inspections
- Correcting unsafe conditions
- Establishing site safety training programs
- Communicating site safety problems to the Director of Facilities and Risk Management
- Stimulate interest in safe work habits through personal example
- Supervise and evaluate employee performance related to safety
- Observe and correct unsafe acts through training and, if necessary, disciplinary measures
- Inspect work sites for unsafe conditions and ensure correction
- Report and investigate all injuries

- The Safety Coordinator should be authorized to ensure that the procedures of the Emergency Evacuation Plan are adhered to by all personnel
- In an Emergency Evacuation Situation, the Safety Coordinator will be the last to leave the floor after Director has checked all areas, including the restrooms
- The Safety Coordinator will attend all meetings called by the Director of Facilities and Risk Management concerning emergency evacuation
- The Safety Coordinator will evacuate at least 50 feet away from the building and will ascertain that all streets and driveways are clear
- The Safety Coordinator will ensure that rooms, halls, and exit doors remain free from obstruction at all times. Any obstruction should be reported to the Director of Facilities and Risk Management and/or Maintenance Supervisor.
- The Safety Coordinator will ensure that fire extinguishers, hoses, and other safety appliances remain free from obstruction.
- The Safety Coordinator will check all rooms to make sure that all students and visitors are out of the building during an emergency evacuation.
- The Safety Coordinator will coordinate the formulation of plans and procedures with all areas of the site, not only for security of personnel, but also for the safety of valuable documents.
- The Safety Coordinator will inform new employees of the emergency safety program and provide necessary instruction as to Director duties during an emergency.
- Periodic emergency evacuation drills shall be held to familiarize all personnel with procedures and conduct. Emphasis shall be placed upon orderly evacuation, proper discipline, and action, not speed. No running or horseplay will be permitted.
- The Safety Coordinator shall make sure that all personnel in the building participate in the drill. Fire alarm facilities shall be used regularly in the conduct of fire drills. Fire drills will be conducted each semester for inclusion of new students/personnel of CLTCC. Fire drills will not include any actual fire extinguishing operations.

CLTCC Department Head/Lead Instructor

- Inspects work areas for compliance with safe work practices and safety rules.
- Trains employees to work safely.
- Corrects unsafe conditions and unsafe acts.
- Obtains prompt first aid for the injured.
- Reports and investigates accidents and works with CLTCC Loss Prevention □
Assists Safety Coordinator to determine cause of and correct any problems.
- Conducts quarterly departmental safety meetings.
- Discusses safety with individual employees.

Duties of the CLTCC Employee

With special reference to safety, employees will be required to:

- Perform jobs in accordance with established safe procedures, recognizing responsibility for Director own safety and that of fellow employees, students and visitors
- Report all injuries
- Report all observed hazards
- Actively participate in the safety program.

Duties of the CLTCC Maintenance Personnel

- Perform supervisory jobs in accordance with established safety procedures, recognizing responsibility for safety and that of fellow employees, student and visitors;
- Report all injuries;
- Report all observed hazards; and
- Actively participate in the safety program.

ACCOUNTABILITY SYSTEM FOR SAFETY RELATED OFFENSES

The following guidance is provided for Supervisors and/or Appointing Authorities for safety related offences.

- The severity of any action applied within a three year period shall be based on the circumstances and conditions of the safety violation and may lead to cumulative suspension, demotion or termination.
- The provisions listed below shall be considered the recommended action (s). The severity of the action applied under this policy is at the discretion of the Appointing Authority (Chancellor). However, any deviation by the Appointing Authority from these provisions listed below shall be in writing and shall state the specific reason for such deviation and kept on file for auditing purposes.

INCIDENTS, ACCIDENTS, OR INFRACTIONS INCLUDED IN THIS POLICY SHALL BE CONSIDERED WITHIN A THREE YEAR PERIOD.

ALL VIOLATIONS OF SAFETY RULES, SAFETY POLICIES AND PROCEDURES OR SAFETY RESPONSIBILITIES SHALL RESULT IN THE FOLLOWING ACTION:

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 3 and Step 4.

- Step 1: A first time violation will require an oral counseling between the immediate supervisor and the employee. This will be done as soon as possible and documented.
- Step 2: A second violation will require a formal counseling session by the immediate supervisor and documentation of the session will be entered into the employee's personnel folder.
- Step 3: A third violation will require a formal written reprimand by the Appointing Authority, and a copy of this written documentation will be entered into the employee's personnel folder.
- Step 4: A fourth violation will be at the discretion of the Appointing Authority. This may lead to cumulative suspension, demotion or termination.

SAFETY RULES

The following are the safety rules for all CLTCC sites. Additional guidelines should be developed for each instructional/shop/office area as needed to ensure site safety. These rules shall be posted in your assigned area(s) at all times. All new students/employees shall be immediately oriented to these general rules, as well as your specific guidelines.

- CLTCC is a tobacco-free agency. No tobacco products are permitted on site.
- Horseplay and fighting will not be tolerated anywhere on this site.
- Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect your work area for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
- Immediately report any recognized potentially unsafe condition or act to your supervisor.
- If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
- Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
- Supervisors should obtain special safety permits when required (e.g., hot work or confined spaces).
- Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
- Report any smoke, fire, or unusual odors to your supervisor.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor shall determine specific methods for safe lifting.
- Do not attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately.
- Use safety tape to block the area before leaving it unattended.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Comply with all traffic, designated parking, fire lanes and speed limit signs.
- Adhere to departmental rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to departmental rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

- Possession of firearms, alcoholic beverages, illegal drugs, or unauthorized medical prescribed drugs will not be tolerated on CLTCC sites.
- Inform your supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Do not permit unauthorized live work projects in your shop.
- Do not leave class or shop areas unsupervised.
- Properly handle, store and dispose of hazardous materials. Be certain Material Safety Data Sheets (MSDS) are available in the work area.
- Keep all marked passage lanes/walkways clear.
- Do not block access to fire extinguishers, fire alarm pull stations, or electrical power panels.
- Wear employee/student identification badges while on site.

SAFETY MEETINGS

Safety meetings are required for supervisors and all employees of each department. It is strongly recommended that the meetings are consistently held at the same time each quarter. A record shall be maintained for audit/documentation purposes. Documentation components should include:

- Employees receiving the information
- Instructor's name
- Teaching aids used
- Date of training
- Total number of employees on staff
- Total number of employees in attendance at the training
- Original signatures of employees on attendance sheets, or verification of "received and read by" emails.
- Employee suggestions or follow up

The Safety Coordinator shall provide a means of ensuring that those employees who cannot attend the meetings have access to the material presented during the meeting.

Note: Safety meetings conducted electronically are acceptable as long as there is a record of receipt of the information by the employee (e.g., email return receipt). CLTCC Department of Facilities and Risk Management shall strive for 100% employee participation for each meeting to count toward the monthly/quarterly requirements of the ORM General Safety Audit. CLTCC Department Heads shall attend all safety meetings in order to show support of the loss prevention program.

Safety meetings may vary from formal presentations to informal discussions of safety problems. The meetings shall be educational and motivational, and demonstrate management's concern for safety. Employees' suggestions at safety meetings have often resulted in the implementation of new safety policies and procedures that have reduced hazards, increased productivity, and improved work methods. Safety meeting topics shall apply to all employees in attendance and documentation of all meetings shall be maintained for three (3) years.

Prepare for Meeting

- One idea to produce excellent topics for safety meetings is to conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
- Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. Another appropriate topic is a new job or procedure or changes in an operation. An annual review of the agency safety rules is recommended. A safety meeting can help identify and eliminate hazards before accidents occur.
- Under Section 1 of the Safety Meeting Report (SM-1-00), list the behavior or activity that should be changed.
- Complete Section 2 by anticipating the reasons the employees have for engaging in this unsafe activity. Determine what can be done to overcome each reason.

For example: Reason: My employees are choosing not to wear safety glasses because they become foggy when the temperature is high.

Meeting Objective: We will look at alternative choices for safety glasses and select one that is suitable for high temperatures/high humidity rise.

- Determine what can be done differently to eliminate the unsafe act or condition and record the idea in Section 3.

For example: Solution: The purchasing department should discontinue purchasing the present safety glasses. An alternative brand will be chosen within 30 days.

Conduct the Meeting

- Follow the format of the Safety Meeting Report (SM-1-00).
- Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
- Reach an agreement with employees on how to eliminate or control the situation.

- If consensus cannot be reached, the item should be referred to the Department of Facilities and Risk Management for further action and review.

Complete the Safety Meeting Report

- Complete Sections 1, 2, and 3 of the Safety Meeting Report (SM-1-00) before and during the meeting as instructed above.
- After the meeting, complete Section 4 (Follow-up) showing action that must be taken to ensure that the recommendation is implemented.

For example: Samples of alternative safety glasses need to be obtained and given to employees so that they can determine the suitability.

- Record additional comments in Section 5 (Remarks).

For example: Reaction to having new eye protection is positive. John Doe will test the different types of glasses.

Keep a Record of the Meeting

Copies of the completed safety meeting report forms will be maintained by the Site Safety Coordinators for three years.

LOSS PREVENTION/SAFETY COORDINATOR TRAINING

The CLTCC Site will designate a Loss Prevention/Safety Coordinator for each site. They will be scheduled for and trained in the following areas:

1. Incident/Accident Investigations
2. Safety Inspections
3. Safety Meetings
4. Supervisor Responsibilities
5. Job Safety Analysis

The Loss Prevention/Safety Coordinator must attend the ORM Loss Prevention Program Course when assigned and once every three (3) years thereafter.

NEW TASK/NEW EQUIPMENT TRAINING

CLTCC will provide specific training to all employees who must perform new tasks or operate new equipment, or whose safety performance is unsatisfactory. This training must be documented.

TRAINING

The Office of Risk Management, Unit of Risk Analysis and Loss Prevention, will assist Central Louisiana Technical Community College in implementing driver safety training programs that address the needs of the Site. Instructor preparation courses will be held periodically upon request by CLTCC free of charge. The Central Louisiana Technical Community College will designate employees who will be required to take the driver training courses taught by certified instructors.

SAFETY INSPECTIONS

Procedures for Safety Inspection

CLTCC Maintenance Supervisor shall complete and submit a Safety Inspection Form to the Safety Coordinator by the end of each quarter of the current calendar year.

- Safety inspection should be done periodically to not only maintain a safe working environment, but also to maintain operational efficiency.

The inspections should determine whether or not everything meets the desired standards. If a problem is detected, emphasis will be on corrective action. The inspection should target three outcomes:

1. DETECT: Examine the area and its activities for possible hazards and unsafe practices.
2. ANALYZE: Examine the hazards and unsafe practices detected in step 1 for potential accident producing capabilities.
3. CORRECT: Recommend measures to solve the problems.

The Site Safety Coordinator or a designated supervisor will conduct a quarterly inspection of the site using the following Safety Inspection Checklist. The individual who performs the Safety Inspection must be trained. Any discrepancies noted will be identified on the checklist.

If the violation is **minor in nature**, not a safety hazard, the following Safety Violation Sheet will be filled out stating the violation. Five copies required:

- 1) Individual who is responsible for the area where the violation occurred, 2) Supervisor of personnel in which violation occurred.
- 3) Site Coordinator,
- 4) Director of Facilities and Risk Management
- 5) The original copy will be retained as a suspense copy.

It is recommended that minor violations be corrected within thirty days.

If a **safety hazard** is detected at any time, the person in charge of that area should take the necessary steps to remove the hazard and document it on the following **Safety Hazard Report Form** and immediately inform the Safety Coordinator.

The steps should be as follows:

- Render the hazard non-operational.
- Cut off power.
- Put up barriers, lockout/tag out etc.
- Verbally notify the Safety Coordinator immediately. Complete the Hazard Reporting Form and e-mail a copy of the form to the Director of Facilities and Risk Management and Safety Coordinator.
- If the hazard requires the purchase of services or materials to be made operational, notify the Director of Facilities and Risk Management and upon approval take the appropriate action to correct the Hazard.
- If a hazard exists for more than thirty (30) days, the supervisor shall notify the Director of Facilities and Risk Management who will then notify the Loss Prevention Unit of the Office of Risk Management.
- The report of a hazard and subsequent corrective action shall be retained in the affected work area for at least three (3) years. The Safety Coordinator will maintain a master file for Safety Hazards.

- Blank Safety Hazard Report Forms will be maintained in each work area on site to be filled out and submitted immediately to the Site Director of Facilities and Risk Management and the Site Safety Coordinator upon identification of a Safety Hazard.

Although written inspections are required periodically, each employee should make daily inspections. When any discrepancy is located, fill out the appropriate form and notify the Safety Coordinator who will then document the discrepancy and suspense the corrective action.

Central Louisiana Technical Community College

Quarterly Building Inspection Form

Date:

Building:

Inspector's Name:

FIRE SAFETY AND EMERGENCY EQUIPMENT					
Item		Yes	No	N/A	Comments
1	Are all fire extinguishers visible & accessible? Are they fully charged? (check for needle in the green) Is the pin in place & secure?				
2	Are fire extinguisher tags in place and less than one year old? (check punched date for year & month)				
3	Are smoke alarms functioning correctly? (test each alarm, push test button)				
4	Are all exits marked with exit signs and illuminated? (if battery operated, push test button)				
5	Are evacuation plans posted near doors?				
6	Are all doors and hallways leading to an exit, free to access with no possibility of being locked in?				
7	Are exit routes kept free of obstructions?				

8	Do exit doors open outwards? Will fire & exit doors close and latch properly?				
9	Has a fire / evacuation drill been conducted within the past year?				
10	Do portable heaters have automatic shut off if tipped over? Are portable heaters operated away from flammable materials?				
11	Are emergency phone numbers posted? (ex: security, fire, ambulance)				
12	Are emergency lights functioning correctly? (test by pushing button)				
13	Are First Aid kits visible & accessible? Are they stocked? Are expiration dates current?				
14	Are BBP spill kits stocked and accessible?				
15	Are boxes, paper or other combustible items allowed to accumulate that would present a fire hazard?				

BUILDING AND OFFICE SAFETY

	Item	Yes	No	N/A	Comments
1	Are there any slip / trip / fall hazards located inside or outside of the building?				
2	In areas that may be wet, greasy or slippery are floor mats or other antislip material used and in good condition?				
3	Are service holes, man holes, drains, etc. properly covered?				
4	Is the building well lit, inside & outside?				
5	Are floors in good condition with no loose or broken flooring?				
6	Are stairways in good condition with handrails in place? Are stair treads in good condition?				
7	Does the building have any pest problems?				
8	Are all ceiling tiles in place and in good condition throughout the building?				
9	Is the building secure? Are all outside doors locked at the end of each day? Are all locks and other security devices functioning properly?				
10	If equipped, is the security system for the building working properly?				
11	Are all maintenance and mechanical areas secured? (i.e. boiler rooms, air handlers)				
12	Do any windows have broken panes? Do windows open & close correctly?				
13	Are all elevators working correctly? Are elevators equipped with an emergency phone?				
14	Is the parking lot in good condition? (I.e. no potholes, parking lines visible, etc.)				

15	Are there any water leaks in the building? Note exact location of leaks if it can be determined.				
16	Are all plumbing systems working properly? (Toilet flushing problems, drainage problems, leaks from faucets, pipes, etc.)				
17	Is the Safety Hazard Report Form available?				
18	Are safety rules posted?				
19	Do employees stand on chairs/desks instead of approved ladders/stepstools?				

ELECTRICAL SAFETY AND STORAGE METHODS

Item		Yes	No	N/A	Comments
1	Are all breaker boxes labeled correctly? Are empty breaker slots covered? Are there any hot spots? Are the doors closed?				
2	Check extension cords, are they properly grounded, adequately sized for the current being drawn, damaged in any way, and are they placed in a manner to prevent tripping?				
3	Are there any exposed wires, frayed cords or wires, torn or frayed insulation, loose or broken conduit, etc.?				
4	Are outlets & switches covered properly?				
5	Are storage areas neat? Are items stacked properly? Do top shelves have overhang? Are heavier items stored below shoulder height?				
6	Are all custodial areas in good condition? Are chemicals stored in appropriate container? Is this area secure?				
7	Are flammable items stored in proper cabinets and/or containers?				

Other Building Safety Issues & Concerns Noted by the Inspector

Item	Comments

Upon completion, any discrepancies noted will be annotated on the Safety Violation Form and routed as the Safety Inspection Policy Indicates.

Safety/Property Manager Signature

Date

Safety Violation/Unsafe Condition Report Form

Date:

Building:

Inspector's Name:

Instruction:

Information below states violations or conditions conducive to injury. Corrective/Correcting action should be taken immediately ensure safe conditions are restored. Please complete the required actions as listed below. Report to Safety/Property Manager upon completion.

Item		Comments
1	Corrective action taken	
2	Date	
3	Signature of personnel supervising completion of corrective action	
4	Signature of Department Head/Lead Instructor	
5	Signature of Safety/Property Manager	

HAZARD REPORTING

If a **safety hazard** is detected at any time, the person in charge of that area should take the necessary steps to remove the hazard and document it on the **Safety Hazard Report Form**.

The steps should be as follows:

- Render the hazard non-operational.
- Cut off power.
- Put up barriers, lockout/tag out etc.
- Verbally notify the Safety Coordinator immediately. Then complete the Hazard Reporting Form and e-mail a copy of the form to the Director of Facilities and Risk Management.
- If the hazard requires the purchase of services or materials to be made operational, notify the Site Director of Facilities and Risk Management and upon approval take the appropriate action to correct the Hazard.
- If a hazard exists for more than thirty (30) days, the supervisor shall notify the Director of Facilities and Risk Management who will then notify the Loss Prevention Unit of the Office of Risk Management.
- The report of a hazard and subsequent corrective action shall be retained in the affected work area for at least three (3) years. The Safety Coordinator will maintain a master file for Safety Hazards.
- Blank Safety Hazard Report Forms will be maintained in each work area on site to be filled out and submitted immediately to the Director of Facilities and Risk Management and Safety Coordinator upon identification of a Safety Hazard.

PROCEDURES FOR INCIDENT/ACCIDENT INVESTIGATION

Incidents/accidents will occur in spite of an emphasis on safety and regular inspections. When an incident/accident does occur, it must be thoroughly investigated in order to prevent a recurrence. An investigation must be conducted for any incident/accident. The investigation report must include information on the person injured, a description of the incident/accident, a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence.

The **Safety Coordinator** of the work area involved is primarily responsible for conducting the incident/accident investigation. CLTCC Department of Facilities and Risk Management may be involved depending upon the nature and severity of the incident/accident.

An accident is defined as “a series of unplanned events that **caused** personal injury or property damage”. An incident is defined as “a series of unplanned events that **could have caused** personal injury or property damage”.

All incidents/accidents, including those occurring to non-employees, should be investigated by the **supervisor** responsible for the area in which the incident/accident occurred. **All supervisors must be trained in Incident/Accident Investigation.**

When an employee is injured, the supervisor must complete the Employer’s Report of Injury/Illness, (LDOL-WC-1007). This form is also known as DA 1973. Because this is a carbon set form, it is not available from Office of Risk Management (ORM), but can be obtained from the State Office of Forms Management.

When an **employee** is injured, the **Safety Coordinator** of the area must complete a DA 2000 Incident/Accident Investigation Form. When a **non-employee** is injured, the **Safety Coordinator** of that area must complete a DA 3000 Visitor/Client Accident Reporting Form.

AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS, The Safety Coordinator should follow these steps in investigating the accident.

- If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
- Survey the accident scene for information. Assemble any objects that might have contributed to the incident/accident.
- Determine if there were any witnesses to the incident/accident and get direct accounts of the incident/accident.
- Take whatever steps are necessary to prevent recurrence until the condition can be permanently corrected.
- Complete the Incident/Accident Investigation Form (DA 2000) or the Visitor/Client Accident Reporting Form (DA 3000).
- Turn in the completed DA 2000 or DA 3000 to the **Director of Facilities and Risk Management** for review, and a more in-depth investigation if necessary.

Instructions for completing the Incident/Accident Investigation Form (DA 2000) and Visitors/ Client Accident Reporting Form (DA 3000).

Incidents/accidents do not just happen; they are caused. These forms are tools to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the forms are to be completed. Notations such as N/A (not applicable) are not acceptable.

These forms are available from ORM in the loss prevention portion of its website. It appears under the section called “Forms”. To access the Loss Prevention portion of the

ORM website, use the following address: "<http://www.doa.state.la.us/orm/lp.htm>". When an employee is **injured**, the Safety Coordinator will forward the DA 2000 to the Assistant Site Director of Facilities and Risk Management who will utilize that information to complete a DA 1973.

When an employee has an **incident**, the Safety Coordinator will forward the DA 2000 to the Assistant Site Director of Facilities and Risk Management who will complete the DA 1973, stating: INCIDENT ONLY, NO LOST TIME, NO MEDICAL REQUIRED.

Note: Forms DA 1973, LDOL-WC-1007 and Workman's Comp Form E-1 are all the same Form.

JOB SAFETY ANALYSIS

CLTCC Site will develop JSA's for incident/accident trends, death or change in job procedures or equipment. If JSA's are developed, training will be conducted and documented annually on each JSA. Developed JSA's will be posted in the workplace in an area accessible to all employees. All applicable JSA's will be reviewed in postincident/accident situations.

STATE AUDITS AND RECORD KEEPING

The Office of Risk Management Unit of Risk Analysis and Loss Prevention will assist the Central Louisiana Technical Community College in reviewing and analyzing the motor vehicle safe driving policies and procedures. Determination will be made indicating whether CLTCC's driver safety program is properly designed to have the intended impact. Data concerning the type, frequency, and amount of claims will be provided to the Department. By providing this data, the Unit assists CLTCC in identifying where losses are occurring and how the losses can be reduced or eliminated.

The cost of insurance coverage assessed to Central Louisiana Technical Community College budget is determined by considering three factors:

- CLTCC's exposure to risk,
- Frequency and severity of claims, and
- Implementation of a driver safety program.

Agencies that develop, implement, and adhere to a comprehensive safety and loss prevention plan, approved by Risk Analysis and Loss Prevention Department will be given a five percent (5%) credit on annual premiums. The Safety Coordinator will have on file no later than January 15 of each year, a completed and up-to-date State Loss Prevention Driver Safety Audit and a completed up-to-date School Driver Safety Program Audit.

ORM RECORD KEEPING

CLTCC will maintain all records pertaining to the Loss Prevention Program for a minimum of three (3) years. All documentation of ORM required training will be retained on file for a minimum of five (5) years.

BLOOD BORNE PATHOGEN POLICY

Purpose: The purpose of the BBP Policy is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to Central Louisiana Technical Community College personnel and other emergency personnel. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation.

Procedures: CLTCC will use the 911 Emergency Response System to render medical attention when there is an injury with a possible excessive exposure to bodily fluids. In case of minor cuts, the Certified First Aid/CPR personnel or employees may assist the injured person if at all possible without actually coming into contact with the wound.

All bodily fluids will be considered infectious regardless of the perceived status of the source individual. Procedures for providing first aid and disinfecting contaminated areas will duplicate those developed and used by the health industry.

In an effort to limit the potential for employee's exposure to blood borne pathogens, blood borne pathogen information/training will be made available to all Central Louisiana Technical Community College employees.

Personal Protective Equipment

Bodily Fluid Clean-Up Kits (Personal protective gear) will be located in each occupied building. The kits will contain:

- Disposable Gloves - which should be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes and when handling or touching contaminated items or surfaces.
- Disposable goggles, face masks, aprons and shoe covers - will be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Clean-up Absorbent Pack - Sprinkle over the spill to solidify the blood and bodily fluids to assist in safer handling.
- Scoop and Scraper - use to pick up the solidified blood and bodily fluids.
- Chlorine Concentrate - use to clean contaminated surfaces. Follow instruction in the kits. (If necessary, substitute with a 10/1 - bleach solution)

- Suitable Towelettes - use the towelette to clean your hands.
- Biohazard Labeled Red Plastic Bags - All contaminated materials used in the treatment of injuries and the disinfecting and cleaning of the area are to be kept in a separate biohazard marked, self-closing container with a biohazard marked plastic bay liner. These contaminated plastic bags will be sealed and handled only by trained personnel with latex rubber gloves and disposed of as required by law. The bags will be secured with no tears or leakage. Leaking and/or torn bags will be put into another intact plastic bag with biohazard markings.
- Only CLTCC employees possessing current certifications in either First Response or First Aid/CPR are allowed to use these devices.

Procedure to Follow If Exposed

- Wash the exposed area with soap and water, and then follow with suitable towelette.
- Report the incident immediately to the Safety Coordinator or the Site Coordinator.
- The appropriate "Incident/Accident investigation Form" will be completed by the Supervisor and filed by the Safety Coordinator. (Follow the Incident/Accident Investigation Policy). An "Employer's Report of Occupational Injury or Disease Form" will be completed by the Director of Facilities and Risk Management if necessary.
- The Safety Coordinator will notify the employee's hospital of choice that an employee is being sent for predetermined evaluation of the exposure. An exposed employee may seek the services of his own physician.
- Disposal of contaminated clothing, cleaning materials, sharps and bodily fluids will be prearranged with a vendor capable of complying with all applicable regulations.

Medical Provisions

All first aid providers, who have been identified as having exposure to blood or other potentially infectious materials during an emergency situation, will be offered the Hepatitis B Treatment at no cost to the employee. The employee may decline and sign a statement of refusal (See Following Form). If any employee initially declines Hepatitis B Treatment, but at a later date decides to accept the vaccine, the vaccination shall then be made available at no cost to the employee. The immunization series should be started as soon as possible, but in no event later than 24 hours after exposure.

EMPLOYEE'S REFUSAL TO TAKE HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have

been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline this vaccine, and understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

Signature _____ Witness _____

Employee's Social Security # _____ Date _____

Training

All employees will participate in a training program. The training shall be provided within three (3) months of employment for those individuals identified as **high risk** and annually thereafter. Those individuals identified as **low risk** will receive training within twelve (12) months of employment and every five (5) years thereafter. The Safety Coordinator will schedule appropriate sessions within the guidelines of this policy.

Responsibility

CLTCC supports and stresses the importance of following the guidelines of the Blood borne Pathogens Program.

A. Safety Coordinator.

- To oversee the program and audit it annually.
- Report, investigate, and document all exposure incidents.
- Request the purchase of bodily fluid clean-up kits and maintain replacements.
- Ensures that the training for all employees is provided at the time of initial employment and at the intervals indicated for high and low risk exposure.

B. First Aid/CPR Personnel

- Will use universal precautions in the treatment of all victims.
- Will follow the guidelines of this instruction.
- Will attend all training sessions.

Questions

Questions should be directed to the Central Louisiana Technical Community College Director of Facilities and Risk Management.

Accident Reporting and Emergency First Aid Procedures

During emergencies, a first aid station will be made available to administer treatment for minor injuries and sickness. The station will be manned by qualified and trained employees and will be set up in an appropriate area. Each of the Registered Nurses employed by Central Louisiana Technical Community College will serve to assist persons needing first aid.

Every Instructional program and each office on CLTCC instructional sites will have a First Aid Kit in Director area. A minimum of one Blood borne Pathogen Spill Kit will be in each occupied building on site. The contents of the First Aid and Spill Kits will be monitored monthly and replenished as needed. An inventory will be conducted quarterly utilizing the Building Inspection Form. When Spill Kits are utilized they will be replaced.

If an individual is injured, the individual must immediately notify the Safety Coordinator, and only basic first aid will be given by our personnel. No medication will be dispensed.

This includes eye wash, washing the wound, and applying a loose dressing until that person can obtain medical care. (Please refer to the Blood borne Pathogens Policy). If the injury is deemed emergent, an ambulance will be called (**Dial 9 to get off site then 911**). If non-emergent, the person will be referred to physician.

Personnel administering first aid will be **certified in First Aid** or have completed an **Emergency Response Course**. This training will be conducted by a Certified American Heart Association First Aid Instructor. Refresher training will be conducted every two years. If an employee is injured, an Incident/Accident Investigation Form (DA 2000) will be completed by the Safety Coordinator. If a student/visitor is injured, a Visitor/ Client Accident Form (DA 3000) will be completed by the supervisor of that area. If the situation requires cardiac or respiratory resuscitation, the following personnel are certified to administer CPR until the ambulance arrives:

All minor accidents are to be handled by the nursing instructors. Following assistance by the nursing instructor, a completed accident report is filed in the Administrative Office.

An accident or a sickness of a more serious nature (an accident that requires treatment by a qualified medical person or a sickness that requires that the student/employee have bed rest) is reported to the Administrative Office immediately.

- The Safety Coordinator and the instructor are notified of any injury.
- If first aid treatment is required, it is administered by qualified personnel.
- If further treatment is necessary, the injured student's parents/family member will be contacted to transport the person to his/her family physician or the nearest medical facility. If the parents/family member cannot be contacted, the Sheriff's Office, Fire Department, or ambulance service will be contacted to transport the injured person. School personnel will be allowed to transport the injured student only after all other transportation sources have been exhausted.

EMERGENCY PREPAREDNESS

Introduction

It is imperative that Central Louisiana Technical Community College students and employees be protected in case of an emergency. The mission of this emergency procedure plan is to provide, at a glance in flip chart format, a course of action to be taken. The use of this plan is for emergencies only (circumstances that affect both the safety of persons and the preservation of property). Common sense should dictate the reaction of staff to emergency situations. However, situations cannot always be neatly classified into a category for which hard and fast guidelines can be drawn. Individual judgment will need to be exercised in given situations. Continuing and meaningful efforts to prevent incidents that lead to emergency situations should be the areas of greatest concern.

Emergency procedures are designed to provide guidance to those having responsibility for dissemination of emergency procedures to Director staffs. In addition, they must set up a clearly defined chain of command so that the safety procedures are carried out in case of Director absence from the building.

Chain Of Command

1. If an emergency arises, notify the Safety Coordinator or Site Coordinator immediately.
2. If an emergency is of a severe or critical nature, such as a serious medical problem or fire, notify the Safety Coordinator or Site Coordinator to activate First Aid or 911 procedures.
3. If the Safety Coordinator or Site Coordinator is not available, contact the Director of Facilities and Risk Management.
4. For facility problems contact the Director of Facilities and Risk Management.

CLTCC UTILITY EMERGENCY

Electrical Power Outage

1. Notify the Site Coordinator or Director of Facilities and Risk Management.

Gas Line Break

1. Evacuate the building.
2. Do not use any electrical switches.
3. Notify Safety Coordinator and Site Coordinator who will notify:
 - CLTCC Alexandria
 - CLTCC Avoyelles
 - CLTCC Ferriday
 - CLTCC Jena
 - CLTCC Leesville
 - CLTCC Oakdale
 - CLTCC Winnfield

Water Main Break

1. Notify the Site Coordinator or Director of Facilities and Risk Management
 - CLTCC Alexandria
 - CLTCC Avoyelles
 - CLTCC Ferriday
 - CLTCC Jena
 - CLTCC Leesville

- CLTCC Oakdale 1-318-335-3629
- CLTCC Winnfield

EMERGENCY EVACUATION PLAN

Purpose

This plan provides instructions to be used during emergency evacuations. It is designed to ensure the protection and safety of students, employees, and visitors.

Scope

This plan is intended for emergency evacuations arising from the following events:

- Fire
- Bomb threat
- Civil disorder
- Natural disasters
- Other threats to the safety of life and property

EVACUATION PROCEDURES

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to, fires, storms, gas leaks, and drills.

- Never assume when the alarm sounds that the evacuation is just another DRILL. Follow proper evacuation procedures immediately each time an alarm sounds.
- Instructors are designated to ensure all persons are successfully evacuated and will assume the additional responsibility for escorting disabled individuals to safety.
- Remain calm. Your presence of mind is the key factor to a successful evacuation.
- If time permits, disengage electrical equipment, which you are currently using.

- All doors and windows should be closed.
- Leave all belongings in the classroom. There is no time to decide what to take with you.
- If a closed door is extremely hot, do not open it. Seek another exit.
- Immediately exit the classroom and building according to the posted route. (See the evacuation chart in your classroom.) Proceed in an orderly, safe fashion, walking at a steady pace.
- If you encounter a smoke-filled room or hallway, stay as close to the floor as possible to avoid noxious gases.
- Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
- Once outside the building and in the designated area, the roll must be called.
- During this time, remain quiet and calm. DO NOT SMOKE in case there is a gas leak.
- Everyone will remain outside the building until the all-clear signal is given by an official of the school. Then, and only then, may all individuals return to classrooms/departments.

Training

- Floor plans for evacuation of the building will also be posted in prominent places, with all students and school personnel informed of fire extinguisher and fire alarm activator locations.
- Instructors assume the responsibility for training students in proper evacuation procedures.

Training and Drills

All staff will be trained by the Safety Coordinator to develop proficiency in building evacuations and in the use of fire extinguishers. Periodic meetings will be held to inform the staff of the latest developments and policies affecting evacuation activities. There will be at least one evacuation drill per semester to test the evacuation plan. Evacuation drills are necessary for the safety of the students and faculty. When the alarm sounds, everyone should know the specific directions for reaching a point of safety from those

areas of the building in which Director may be located. This information is posted in each classroom. Special instructions may be announced over the loudspeaker.

1. Emergency evacuation drills are scheduled according to state requirements and are unannounced.
2. Evacuation routes, both primary and secondary, are posted in all classrooms/shop areas.
3. Students will follow designated exit instructions, will keep in single file, will walk (not run), will refrain from talking, and will proceed to a safe distance away from the building.
4. The instructor will call roll once the group has reached a safe distance from the building. For this reason, students must remain with class after leaving the building. There will be no smoking at this time.
5. When the all-clear signal is given, all will return to departments in an orderly fashion.

Evacuation

Notice to evacuate will be given by a continuous bell alarm. The bell indicates that the building should be cleared of all occupants immediately.

Responsibilities during an Emergency

Administration and Maintenance Staff

After an alarm signal, the administration and the maintenance staff will work with emergency officials upon arrival to apprise them of the location of the hazard.

Instructional Staff

- The instructional staff will have absolute authority over all students assigned to departments. There will be no exceptions.
- Designated personnel should be assigned to each physically handicapped student if necessary.
- Upon hearing an alarm signal, the instructional staff will oversee the orderly evacuation of all areas. Everyone should leave the building in an orderly manner by the designated routes found on the evacuation chart. Instructors will then make a check of department to be certain that they are empty. All doors will be closed as instructors leave. When all are safely away from the building, instructors must perform roll call and then inform the administration if anyone is not accounted for. Instructors should report any injuries that were sustained during the evacuation.

Alarm and Warning Signal

Accidents

An accident is defined as "a series of unplanned events that caused or could have caused personal injury or property damage." The Safety Coordinator responsible for the site in which the accident occurred should investigate all accidents, including those occurring to nonemployees. "Near misses: are incidents and should be investigated as thoroughly as an accident that results in injury or property damage.

An instructor or staff member, Certified in First Aid, in the vicinity of the accident will administer first aid and appraise the nature of the injury. The following reporting and investigating procedures should be taken:

- Notify the Administrative Office. The Administrative Office will make arrangements for transportation and will appoint someone to accompany the student to the emergency room of a hospital closest to the site.
- If injuries are severe enough to require an ambulance, the administrative office will call a local ambulance service.
- The Administrative staff will notify the hospital that a person is being brought in for emergency care.
- The Safety Coordinator will complete an Incident/Accident Investigation

Form (DA 2000) for employees or a (DA 3000) Visitors/Client Accident Form for students or visitors.

- A copy of the form is to be turned in to the Safety Coordinator and to the Site Director of Facilities and Risk Management. Duplicate copies of the form are to be maintained by the instructor in the department where the accident occurred and by Safety Coordinators.
- The Safety Coordinator and/or Department of Facilities and Risk Management reviews Incident/Accident Reports and investigates all incidents/accidents. Original Accident/Incident Reports are sent to the Assistant Director of Facilities and Risk Management to forward as needed to the Office of Risk Management. Copies are filed in the Safety Office. (See Incident/Accident Investigation Policy)

Illness

Students who become ill at CLTCC may check out to go home. In case of severe illness of a student or staff member, the same procedures outlined above for accidents will be followed.

Fire

- All instructors should review Fire Safety and the Fire Evacuation Procedures with students at the beginning of each semester.
- If the fire is easily extinguishable, an attempt should be made to do so. At the same time, the instructor in charge should direct someone to pull the nearest fire alarm and to call the fire department.
- At the sound of the fire alarm, all students and personnel are to immediately evacuate the building according to Emergency Exit Plans that are posted throughout the facilities.
- Before exiting, instructors are to pick up roll books.
- If time permits, disengage electrical equipment in use and close all windows and doors.
- Walk approximately 200 feet away from the building.
- Once outside the building, report to a predetermined area so that a head count can be taken.
- All students, instructors, custodial and office personnel are to remain outside the building until notice is given that it is safe to re-enter the building.
- Administrative and instructional personnel will then take all the steps necessary to assure that fire trucks and emergency vehicles can access the affected areas.
- If any injuries result, the accident procedures should be followed.

Fire Drills

- Fire Drills will be held a minimum of twice per year.
- The Safety Coordinator will initiate the fire alarm system to start the drill.
- Follow the same procedures stated above for exiting the building in case of a fire.

- Hall Coordinators are assigned for the buildings on the sites.

Natural Disasters

Severe Weather

Since severe weather and tornados can strike anywhere and anytime without notice, CLTCC will provide as much protection as possible to the students, employees, and visitors through the procedures described below:

Tornado/Severe Weather "Watch" Procedures:

A Tornado/Severe Weather "Watch" means that weather conditions are favorable for severe weather to develop.

When this facility is notified of Tornado/Severe Weather "Watch," the procedures described below shall be implemented.

- The Director of Facilities and Risk Management or designee will notify the Chancellor.
- All students and college personnel that are working outside are to be moved inside.
- Secure outside furnishings and equipment that may pose a hazard to people or property.
- Test emergency corridor lights.
- Remain calm! Reassure students that these are only precautionary measures.
- Continue daily routine activities, but be prepared to advance to another stage in emergency procedures.
- Upon cancellation of the Tornado/Severe Weather "Watch" by the college Director of Facilities and Risk Management or designee, the staff and students will return to normal routine activities and return any equipment to its proper position.

Tornado/Severe Weather "Warning" Procedures

A Tornado/Severe Weather "Warning" means that a tornado has been sighted in the immediate area, or that severe weather is rapidly approaching the site vicinity.

When a Tornado/Severe Weather "Warning" has been issued by the College Director of Facilities and Risk Management or designee, personnel shall implement the following procedures:

- Move all students to the corridors. Keep them away from windows or doors and have them sit against the wall on the floor.

- Be sure that all outside exits and classroom doors are clear.
- Remain Calm! Reassure students that these measures are for safety. Instructors are to stay with class in the corridor.
- Remain in the hallways until the College Director of Facilities and Risk Management or designee has signaled an "All Clear".

Evacuation Procedures:

1. Once the tornado/storm has passed and injuries and damages have been reported, it may be necessary to evacuate the area.
2. Exits to be used as evacuation routes should be inspected by the nearest instructor(s) to assure that they are clear and useable.
3. If possible, follow the same designated evacuation routes identified in the procedures for a fire.

Injuries:

Should damage occur to any of the buildings as a consequence of a tornado/storm, a search should be immediately initiated for injured persons. If there are injuries, the procedures specified for accidents should be followed.

One person shall be assigned the task of inspecting each area and obtaining an injury count and reporting such information to the Safety Coordinator.

Deactivation of Tornado/Severe Weather Watch or Warning:

When the Tornado/Severe Weather Watch or Warning has been cancelled by the Director of Facilities and Risk Management or designee, employees and students will return to respective rooms and resume routine duties, unless otherwise directed or the facility has been evacuated because of damages or safety hazards. Any emergency equipment used during the emergency situation shall be returned to its assigned location when it is no longer needed.

Lightning Safety:

Tornados and Severe Weather can bring strong lightning. When this occurs, follow these procedures:

- Do not use the telephone, except for emergencies.
- Stay away from the windows.
- If you are caught outside, adhere to the following procedures:
- Do not stand underneath a natural lightning rod, such as a tall, isolated tree in an open area.
- Stay away from metal objects.
- Avoid standing in small isolated sheds or buildings
- If you are in an automobile, traveling to or from the facility, stay in the vehicle.

- If you feel your hair stand on end-indicating that lightning is about to strike-drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground!!

First Aid treatment must be provided to those who have been struck by lightning as quickly as possible.

Hurricanes:

Hurricanes are very dangerous. Hurricanes move slowly and in a somewhat predictable path normally providing ample time for emergency preparation.

Communication before the Hurricane:

Every time that a hurricane is located in the Gulf of Mexico, faculty and staff will proceed with precautionary and safety measures. Director of Facilities and Risk Management will appoint various tasks to the appropriate personnel to assure that proper preparation is taken to protect the facilities and grounds. When the weather service advises that the communities served by the college have a high probability of being in the path of a hurricane, administration will announce that personnel and students will be dismissed from classes until further notice.

If danger of a hurricane becomes apparent over the weekend or at night, administration and available staff will secure the building and property. Personnel and students will be advised by means of one or more of the following:

- First Call
- Local Radio Stations
- Local Television Stations
- Facebook
- CLTCC website
- CLTCC student email system

Communication after the Hurricane:

Current contact information for personnel is maintained in the administrative office. It is the responsibility of each staff member to ensure up-to-date and valid contact information. All college personnel should acquire the current contact phone numbers from the administration office before leaving site during an emergency.

As soon as the administration deems it safe for classes to resume, notification to personnel and students will be posted by means of one or more of the media contacts listed above in the Communication Hurricane section.

Winter Storm/Warning Weather "Watch" Procedures:

A Winter Storm/Warning Weather "Watch" means that weather conditions are favorable for hazardous situations.

When this facility is notified of Winter Storm/Warning Weather "Watch," the procedures described below shall be implemented.

- The Director of Facilities and Risk Management or designee will notify the Chancellor.
- In the event that the development of a Winter Storm/Warning are activated during CLTCC operational hours, faculty and staff will proceed with precautionary and safety measures.
- Director of Facilities and Risk Management will appoint various tasks to the appropriate personnel to assure that proper preparation is taken to protect the facilities and grounds.
- When the weather service advises that the communities served by the college have a high probability of being affected by the Winter Storm/Warning, administration will announce that personnel and students will be dismissed from classes until further notice via the following announcement venues.
 - First Call
 - Local Radio Stations
 - Local Television Stations
 - Facebook
 - CLTCC website
 - CLTCC student email system

Communication after the Winter Storm/Warning

Current contact information for personnel is maintained in the administrative office. It is the responsibility of each staff member to ensure up-to-date and valid contact information. All college personnel should acquire the current contact phone numbers from the administration office before leaving site during an emergency.

As soon as the administration deems it safe for classes to resume, notification to personnel and students will be posted by means of one or more of the media contacts listed above.

Hazardous Waste/Chemicals

Hazardous waste and unexpected chemical releases can pose hazards to human health or the environment. The CLTCC Sites have instituted a detailed contingency plan and emergency preparedness policy which outlines specific steps and responsibilities of all staff to be instituted in the event of an emergency. The Hazardous Waste/Chemical Policy incorporates community wide recommendations and steps to follow as dictated by the Office of Emergency Preparedness. A Hazard Reporting Form will be available in all departments and to be completed with any hazard/chemical release exposure. Situations presenting immediate danger are to be presented to the Safety Coordinator

and Director of Facilities and Risk Management. The Site Coordinator will coordinate with the Safety Coordinator so that immediate temporary control is instituted, prioritized need is established, and a long-term solution is developed with a target date of completion. Original Hazard Report Forms are to be maintained in the originating area for a minimum of two years or until all hazards have been cleared.

Site Disturbances/Domestic Violence

All staff members are responsible for helping maintain a workplace free of violence, and to act reasonably, based on all the facts and circumstances involved.

In case of a fight or group disturbance, the nearest instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. When necessary, the City Police/Sheriff's Department is to be notified. The Administrative Office is to be notified immediately.

Post information on domestic violence and available local resources in inconspicuous locations including national domestic violence hotline telephone numbers (1-800-7997233 or 1-800-787-3224).

If there is an immediate threat, appropriate response to situations that may arise should include but are not limited to:

- Determine risk (behavior that constitutes significant violent behavior). Secure safety in department for students and staff to the best of your ability.
- Notify administration immediately of disruptive behavior.
- Administration will contact appropriate authorities.
- Administration will alert departments utilizing code system (Code Purple). Departments should secure locations by locking doors.

If there is a potential threat, appropriate response to situations that may arise should include but are not limited to:

- Determine a potential risk such as obvious abuse, restraining orders, verbal and physical threats towards staff/student.
- Notify administration office. Administration will act accordingly.

PROXIMITY THREAT:

EVACUATION

1. The manor and direction of hazardous gas evacuation is determined by the exact location of the accident.
2. Upwind or downwind evacuation is determined by the type of cargo onboard.
3. Follow the guidance of the Local Disaster Response Team, evacuate in the direction and to the distance specified.

LOCK-DOWN SHELTER IN PLACE

1. Initiate and follow the Emergency Lock-Down Procedures.
2. Close all windows and doors.
3. Shut down heating, ventilation, and air conditioning (HVAC) systems.
4. Follow the guidance of the Local Disaster Response Team.
5. Shelter in place, until All Clear is given.

Public Relations in an Emergency

If media personnel arrive in the area as a result of an emergency at Central Louisiana Technical Community College, all staff and instructors will refer them to the CLTCC Chancellor or Chief of Staff. Staff and instructors are not to give interviews or to make comments. The media should not be allowed to move about freely.

If the building is not able to be occupied, the Media personnel should be directed/escorted to the center of the parking lot.

If the building is useable, the Media personnel should be directed to the Administration Office.

Use and Evaluation of the Emergency Preparedness Plan:

When identified the Site Department of Facilities and Risk Management has the liberty of adding additional procedures addressing situations that are site specific and that have the potential of causing an emergency situation specific to students and faculty of that site. These additional procedures are to be presented to the CLTCC Chancellor for approval.

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits, incident report forms, safety drill report forms and the Safety Check Sheets completed by each department. The Department of Facilities and Risk Management Director will be responsible for coordinating the annual reviews of the plans.

TERRORISM

GENERAL INFORMATION FROM FEMA WEBSITE:

Terrorism

Throughout human history, there have been many threats to the security of nations. These threats have brought about large-scale losses of life, the destruction of property, widespread illness and injury, the displacement of large numbers of people, and devastating economic loss.

Recent technological advances and ongoing international political unrest are components of the increased risk to national security.

Bomb Threat and Other Subversive Acts

In the event of a bomb threat, the person taking the call should do the following:

- Get an accurate message. Try to write down each word.
- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller. Make these notes:
 1. Ask the caller where the bomb is located and when it is set to go off.
 2. Identify the caller's voice – whether male or female.
 3. Try to detect an accent or dialect.
 4. Try to determine sobriety.
 5. Note the caller's style of speech-erratic or firm or emphatic.
 6. Note any background noises or conversation.
 7. Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given.
 8. Try to determine the length of the call.
 9. After taking the call, do not broadcast the matter and cause panic.
 10. Dial *57 before hanging phone up, do not make or accept another call on that line, and call 911.
 11. When the call is completed, call the Director of Facilities and Risk Management that a bomb threat has been received. It will be the responsibility of the Director of Facilities and Risk Management to determine the need to evacuate.
 12. Evacuation procedures are set out on page 45-46 of this manual.

Bomb Search Report

- After a thorough search of all areas has been completed, the Safety Coordinator will report to the Director of Facilities and Risk Management indicating the results of the search;

- The Director of Facilities and Risk Management will prepare a written, comprehensive report to the Safety Coordinator outlining any difficulties encountered during the incident;
- The Director of Facilities and Risk Management will alert other agencies as deemed necessary.
 - EMS
 - State Police ○ Sheriff's Department ○ Fire Department
 - Other State Agencies
- The Director of Facilities and Risk Management will ensure that the Bomb Search Report has been completed;
- The Director of Facilities and Risk Management will help maintain order, prevent panic, provide for safety of personnel, and avoid destruction of facility property.

Other Threats

Explosion

In the event of an explosion occurring on the premises of Central Louisiana Technical Community College Sites the building(s) will be evacuated immediately. Evacuation procedures can be found on page 45-46 of this manual.

Chemical Releases

In the event of a spill or release, the following actions are to be taken:

1. The Director of Facilities and Risk Management and Safety Coordinator are to be notified immediately.
2. The Director of Facilities and Risk Management /Safety Coordinator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent exposure.
3. The local Fire Department will be notified.
4. The Office of Risk Management and D.E.Q. will be notified as required.
5. If evacuation becomes necessary, the site evacuation chart and procedures set out on page 45-46 of this manual are to be followed.

Biological Threats

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans and by contaminating food and water. Delivery methods include:

- Aerosols - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- Animals - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- Food and water contamination - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- Person-to-person - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Specific information on biological agents is available at the [Centers for Disease Control and Prevention's Web site](#).

Chemical Threats

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

SUSPICIOUS LETTER/PACKAGE;

IF YOU RECEIVE OR FIND A SUSPICIOUS LETTER OR PACKAGE

- Handle it with care
- Don't shake it or bump it
- Isolate it and look for indicators
- Don't open, smell or taste it
- Treat it as suspect
- Notify the Safety Coordinator on site at that time
- Call 911 (9-911 from a site phone)

IF A PACKAGE OR LETTER IS OPEN AND/OR A THREAT IS IDENTIFIED:

For a bomb;

- Evacuate immediately
- Notify the Safety Coordinator on site at that time
- Call 911 (9-911 from a site phone)

For Radiological;

- Limit exposure-don't handle it
- Evacuate the area
- Shield yourself from the object
- Notify the Safety Coordinator on site at that time
- Call 911 (9-911 from a site phone)

For Biological or Chemical;

- Isolate-don't handle it
- Notify the Safety Coordinator on site at that time
- Call 911 (9-911 from a site phone)
- Wash your hands with soap and water

SUSPICIOUS SUBSTANCE IN A SITE BUILDING:

- Clear and isolate the contaminated area. Do not touch or disturb anything
- Notify the Safety Coordinator on site at that time

- Call 911 (9-911 from a site phone)
- Wash your hands with soap and water
- Identify individuals who may have been exposed to the material
- Do not leave the premises until dismissed by authorities

How to identify Suspicious Letters and Packages:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations, or odors
- No return address
- Excessive weight
- Protruding wires or aluminum foil
- Lopsided or uneven envelope or package
- Excessive security material such as tape, string, etc...
- Visual distractions
- Ticking sound
- Marked with words "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address
- Powdery substance felt through or appearing on the package or envelope

Fighting and Riots

In the event of a fight or disturbance, the instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. The Administrative Office will be notified immediately, and the police department will be contacted when necessary. In case of a group disturbance or indication of a riot, attempts will be made by the instructor or staff member to quiet it if possible. If not, the Administrative Office will be notified immediately, and the police will be contacted.

Fire Protection

A fire protection program must have the understanding and cooperation of every employee and student in order to be effective. Although the overall program is under the supervision

of the Director of Facilities and Risk Management, each employee and student will have direct interest in and responsibility for the fire protection program.

- Instructors, because of knowledge of craft and shop areas, assume responsibility for most fire prevention measures necessary in departments. Instructors should be able to recognize the need for specific fire protection equipment and should take the necessary steps, in cooperation with the Assistant Director of Facilities and Risk Management, to see that such equipment is provided, furthermore, instructors should become thoroughly familiar with the use of fire equipment assigned to area while providing adequate instructions for the use and operation of fire prevention equipment to students.
- Everything necessary to start a fire is present in our training facility: fuel, such as gasoline; hydrogen generated during battery charging; packing and cleaning materials; paints and solvents; plastics, trash, and many other items; oxygen from the air; heat, produced in the form of flames or sparks; and electrical equipment.
- Maintaining a clean and orderly building can prevent fires produced by these elements. Scheduled maintenance checks of electrical machinery and ventilation systems and periodic facility inspections will provide additional safeguards to the fire prevention effort.
- Prevention is the best policy in regard to fire protection; however, in the event of a fire the primary concern becomes safe evacuation of people from the scene of the fire. Because of this concern, all students and employees will be informed of the appropriate evacuation routes to be used in case of an emergency.

Fire Extinguishers

All fire extinguishers will be inspected monthly by the safety coordinator to ensure that they:

- Are in designated locations
- Have not been tampered with or activated
- Do not have corrosion or other impairments

Fire Extinguisher Classification

CLASS A

- Fires in ordinary combustible materials, such as wood, paper, or clothing, where the quenching and cooling effects of water or of solutions containing large percentages of water are of prime importance.

CLASS B

- Fires in flammable liquids, greases, and similar materials, where smothering or exclusion of air and interruption of the chemical reaction is most effective.

CLASS C

- Fires in or near live electric equipment where the use of nonconductive extinguishing agent is of first importance. The material that is burning is, however, Class A or Class B in nature.

CLASS D

- Fires that occur in combustible metals such as magnesium, lithium, and sodium. Special extinguishing agents and techniques are needed for fires of this type.

HAZARDOUS MATERIAL CONTROL

Policy and Procedures for Handling Compressed Gas Cylinders

The following policy and procedures are used by Central Louisiana Technical Community College. It should be noted that any person handling compressed gas cylinders should be informed of the potential health and safety hazards. The cylinder label should state clearly the hazards and the appropriate precautions to be taken. The compressed gases used by Central Louisiana Technical Community College fall into three basic categories with two of the gases falling into more than one classification:

Flammable Gases

Acetylene

Oxidizing Gases

Oxygen

Carbon Dioxide/Argon

Inert Gases

Argon

Carbon Dioxide/Argon

The cylinders are stored outside the Welding Shop in a fenced area. The acetylene is kept separated from the other gases by a solid metal wall.

The following are some general rules for safe handling of compressed gas cylinders:

- Know a cylinder's contents. Never remove or deface a cylinder's identification label.
- Know the hazardous properties of a cylinder's contents.
- Regularly inspect compressed gas cylinders for obvious sign of defect, deep rusting or leakage.
- Keep material safety data sheets in the immediate area.

- Handle cylinders carefully.
- Fasten cylinders securely in use, transit, and storage.
- When storing cylinders, they should be chained with valve caps attached.
- Store cylinders in a ventilated area away from heat or ignition sources. Never smoke around cylinders.
- Transport large cylinders only on a wheeled cart.
- Do not use lasers near cylinders.
- Never tamper with any part of a valve such as the safety nuts or packed nuts.
- If leaks or damaged cylinders are found, they should be reported immediately to the instructor who will report the problem to the Safety Coordinator. The Safety Coordinator will then arrange for safe keeping of the cylinder until it is picked up by the vendor.
- Do not strike an electric arc on cylinders.
- Use cylinders only with equipment suitable for the contents. Do not force connections and/or use adapters.
- Cylinders, cylinder valves, couplings, regulators, hoses, and welding apparatus should be kept free of oily and greasy substances.
- Do not use cylinders without a regulator.
- Close cylinder valves when not in use.
- Never attempt to refill a cylinder.
- Close valves on empty cylinders and mark the cylinder “empty” with the initials “M.T.”
- Be sure to promptly return empty cylinders to appropriate vendors. □ Never accept or use a leaking cylinder.

Policy and Procedure for Handling Gasoline

Gas for lawn mowers and weed eaters is kept stored in a metal, non-flammable building that is kept locked at all times. The building is located behind the mechanic shop. The maintenance supervisor and appropriate staff have keys to the building to check and refill the cans as needed.

HAZARDOUS MATERIAL PROGRAM

GENERAL

In order to comply with the Office of Risk Management, the following written Hazardous Materials Program (HMP) is to be implemented for personnel of CLTCC Alexandria Site. A copy of this program will be kept on file by the Safety Coordinator. It is to be used by all personnel. The Safety Coordinator will be responsible for ensuring the program is current and enforced.

A copy of this program is to be made available to employees upon initial assignment, and will be supplied to any employee(s) upon request. The Safety Coordinator shall be responsible for the program's availability.

This program will be updated when new chemicals or hazards are introduced into the work environment, and reviewed annually.

CLTCC's Vice Chancellor of Finance will check all chemical purchase requests (PR) to be sure a statement requesting a Material Safety Data Sheet (MSDS) appears on the purchase request before being processed. When a MSDS is received, a copy will be given to the Safety Coordinator who will enter it into MSDS Online. It will identify the Site and the Site Storage Location.

CONTAINER LABELING

The employee who requested the hazardous chemical will be responsible for those containers of hazardous chemicals entering the workplace and will ensure that all chemical containers are properly labeled with the following:

- chemical name;
- hazard warnings; and
- name and address of the manufacturer, importer, or responsible party.

No container shall be used until it has been checked by the requesting employee. If the chemical is to be transferred into an in-house container, the employee doing the transfer will ensure that the new container is properly labeled. A proper label is a copy of the manufacturer's original label, or an inhouse label containing the chemical identity and appropriate hazard warnings. For help with labeling, please contact the Site Safety Coordinator. The Site Safety Coordinator will review the labeling system annually and update it as required.

MATERIAL SAFETY DATA SHEETS (MSDSs)

All employees who have items in location that require MSDSs are responsible for obtaining MSDSs for each item. A copy of each MSDS will be given to the Site Safety Coordinator. The Safety Coordinator will enter the MSDS into MSDS Online, and retain a paper copy on file. The CLTCC Safety Coordinator upon notification of a new MSDS will enter the MSDS into the MSDS E-Binder and identify the Site and the location on that site for the MSDS item.

The Site Safety Coordinator will be responsible for maintaining the MSDS system for Director Site. CLTCC Alexandria Site is utilizing MSDS Online. The Site Safety Coordinator will review incoming MSDSs for new and significant health/safety information and will ensure that the new information is given to the affected employees.

Copies of all MSDSs will be kept by the user and the Site Safety Coordinator and reviewed annually for accuracy and completeness.

The MSDS system shall include:

- A current MSDS Online E- Binder that list all of the MSDSs by site and location;
- the identity used on the MSDS shall be the same as that used on the container label;
- the chemical and common name of all ingredients determined to present a hazard shall appear on all MSDSs. The MSDSs shall list:
- the physical and chemical characteristics of the chemical including vapor pressure, flash point, etc.;
- the fire, explosion, and reactivity hazard(s) of the chemical mixture including boiling point, flash point and auto-ignition temperature;
- health hazards of the chemical mixture including signs and symptoms of exposure and medical conditions recognized as aggravated by exposure with primary route(s) of entry;
- permissible exposure limits (PELs) or other exposure limits used or recommended by the manufacturer, importer or employer;
- whether the chemical is listed as a carcinogen or a suspect carcinogen by the National Toxicology Program (NTP), International Agency for Research on Cancer (IARC), or OSHA;
- control measures including fire, engineering controls, and personal protective equipment;
 - general precautions for safe handling and use including protective measures during repair and maintenance procedures for clean-up of spills and leaks;
 - emergency and first aid procedures;
 - date prepared or updated;
 - the name, address, and telephone numbers of the responsible party to call in an emergency.

The originals will be kept on file by the Site Safety Coordinator. The MSDSs will also be part of the program for use by employees. Each storage location will keep a current and up to date copy of the program on file. New chemicals shall not be used until a MSDS has been obtained.

EMPLOYEE TRAINING AND INFORMATION

Employees will be provided with information and training at the time of initial assignment and whenever a new hazard is introduced into work area. The Site Safety

Coordinator will conduct the training. Lecture, Policy Handouts and a Training DVD will be utilized.

The minimum requirements for orientation and training for a new employee are as follows:

- an overview of the requirements contained in the Hazardous Materials Program;
- chemicals present in the workplace operations;
- location and availability of the written HMP;
- physical and health effects of the hazardous chemicals listed on the inventory list of this program;
- methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- how to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- steps taken by site to lessen or prevent exposure to the chemicals on the inventory list;
- emergency procedures to follow if exposed to any chemicals;
- location of the MSDS file and location of hazardous inventory list (E-Binder);
- proper labeling requirements for containers;
- explanation on how to read and interpret each MSDS.

Prior to a new chemical being introduced into any area of the workplace, each affected employee will be given the necessary information and training as outlined above.

After attending a training session, each employee is required to sign an acknowledgement form stating that the training session was attended, the written HMP was made available for review, and the employee understands the hazardous material program.

NON-ROUTINE TASKS

Before any non-routine task is performed, employees shall be advised and/or they must contact the Site Safety Coordinator for special precautions to follow, and the Site Safety Coordinator shall inform any other personnel who may be exposed.

In the event such a task is required, Site Safety Coordinator will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:

- specific chemical name(s) and hazard(s);
- personal protective equipment required and safety measures to be taken;
- measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employees, and emergency procedures.

OTHER PERSONNEL EXPOSURE (CONTRACTORS)

It will be the responsibility of the Site Safety Coordinator to provide other personnel or outside contractors with the following information:

- hazardous chemicals to which they may be exposed to while in the workplace;
- measures to lessen the potential exposure;
- location of MSDSs and labeling requirements for all hazardous chemicals;
- procedures to follow if they are exposed.

The Site Safety Coordinator will also be responsible for contacting each contractor prior to the work starting to gather and disseminate any information concerning chemical hazards the contractor may be bringing into the workplace.

Employer Signature

Date

EMPLOYEE TRAINING GUIDELINES

I. Prepare Objectives

- A. Develop safety attitude.
- B. Make employees aware of the hazardous chemicals.
- C. Motivate employees to protect themselves by preventing exposure to hazardous chemicals.
- D. Learn how to read and understand labels and MSDSs.

II. Design Training Program

- A. Identify what and where hazardous chemicals are found in the work areas.
- B. The nature (odor and visual appearance) and hazard of the chemicals, including local and systemic toxicity.
- C. The specific nature of the operation involving hazardous chemicals that might result in employee exposure.
- D. Specific information to aid the employee in the recognition and evaluation of conditions and situations which may result in the release of hazardous chemicals.
- E. Purpose for and description of detection and monitoring devices.
- F. The purpose for and application of specific first aid procedures and practices.
- G. The type, use, and limitations of personal protective equipment. This includes location and availability.
- H. Review of the Hazard Communication Program.

III. Techniques Used in the Training Program

- A. Handout material-examples of labels, MSDSs, etc.
- B. Audiovisual
- C. Demonstration of protective equipment. What is it? How is it worn?
Where is it located?
- D. Test or quiz.
- E. Attendance records.

IV. Assessing Effectiveness

- A. Were training objectives met?
- B. What part of the training program needs to be revised?

- C. What part of the program was already known and consequently unnecessary?
- D. What material was confusing?
- E. What material was missing?
- F. How often should training be repeated?
- G. Did the employee learn and/or fail to learn?

EMPLOYER CHECKLIST FOR HAZARD COMMUNICATION PROGRAM REQUIREMENTS

The key elements that each employer must implement are a written program, employee training, and record availability and storage.

The Written Hazard Communication Program

- Have you prepared a written list of all the hazardous chemicals present in the workplace?
- Are you prepared to update your hazardous chemical list?
- Do you have up-to-date material safety data sheets (MSDSs) for those materials on the hazardous chemical list?
- Is the list of hazardous chemicals cross-referenced/indexed so that identifiers on the list refer to the MSDS and warning labels?
- Have you developed a system to ensure that all incoming hazardous chemicals are received with proper labels and MSDSs?
- Do you have procedures in your workplace to ensure proper labeling or warning signs for bulk storage or secondary usage containers that hold hazardous chemicals?
- Do you have a complete list of the chemical hazards and precautions that you can give your outside contractors?
- Do you have written procedures on how you will inform your employees of the chemical hazards associated with unlabeled pipes?
- Have your employees been informed of the hazards associated with performing non-routine tasks (i.e. confined space, repair and maintenance operations)?
- Is your hazard communication program in writing and available to your employees?

Information and Training

Have you developed an employee information and training program which includes the following:

- Does the training cover all types of harmful chemicals with which the employees may come into contact under normal usage and unforeseeable emergency?
- Are your workers familiar with the different types of chemicals and the major hazards associated with them (i.e, solvents, corrosives, etc.)?

- Are your employees aware of the specific requirements in the Hazard Communication Program (HCP)?
- Does your program train employees in: (a) operations where hazardous chemicals are present; (b) location, and availability of your written HCP including lists of chemicals and MSDSs?
- Does your training program include an explanation of the label and warning system that has been established in the work areas?
- Do your employees understand methods to detect presence or release of chemicals in the workplace?
- Does your training program provide information on the appropriate first aid procedures in the event of an emergency?
- Are employees trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?
- Does the training include an explanation of the MSDSs, Director location and availability?
- Have you worked out a system to ensure that new employees are trained prior to initial assignment?
- Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?
- Do you have a system to ensure that the current (up-to-date) MSDSs are in work areas where the chemicals are used?
- If you become aware of new hazards relating to the chemical in use, do you have a system for informing the employees?

Safe Housekeeping

- Combustible materials should be present in work areas only in quantities required for the job and should be removed to a designated, safe storage area at the end of each workday.
- Quick-burning and flammable materials should be stored only in designated locations. Covered metal receptacles are good for storage of these materials.
- Passageways, fire exits, and fire extinguishers will be kept clear and unobstructed.

Management Responsibilities

CLTCC –Site shall comply with federal and state statutes, rules and regulations and or guidelines in making reasonable efforts to:

- Hire, train, supervise and discipline employees;
- Intervene in situations of harassment in the workplace where the employers is aware of the harassment;
- Ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;
- Provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- Maintain an adequate level of security;
- Establish and implement a written police and plan dealing with violence in the workplace;
- Provide employee training on the agency plan, warning signs of potential for violent behavior, and precautions which may enhance the personal safety of the employee at work;
- Warn an employee of a credible threat made by another to do harm to that employee;
- Support the application of sanctions and/or prosecution of offenders, as appropriate;
- Accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- Cooperate with law enforcement agencies;
- Establish a uniform violence system with regular review of submitted reports;
- Initiate procedures to protect from retaliation on employees who report credible threats; and
- Keep up-to-date records to evaluate the effectiveness of administrative and work practice changes initiated to prevent workplace violence.

Management Commitment

CLTCC Administration's commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:

- Organizational concern for employee emotional and physical safety and health;
- Commitment to the safety and security of all persons at the workplace;
- Assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand roles and responsibilities;
- Allocation of authority and resources to all responsible parties;
- Accountability for involved supervisors and employees;
- Debriefing/counseling for employees experiencing or witnessing assaults and other violent incidents;
- Support and implementation of appropriate recommendations from violence prevention committees; and
- Treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

Employee Responsibilities

Central Louisiana Technical Community College employees are required to report to the Safety Coordinator all threats or incidents of violent behavior in the workplace that they observe or of which they are informed. Examples of inappropriate behavior which shall be reported include:

- Unwelcome name-calling, obscene language and other abusive behavior,
- Intimidation through direct or veiled verbal threats;
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and

- Physically intimidating others including such acts as obscene gestures, “getting in your face,” fist shaking, throwing any object.

Employee involvement and feedback enable workers to develop and express own commitment to safety and security and provide useful information to design, implement, and evaluate the program. CLTCC employee involvement includes, but is not limited to:

- Understanding and complying with the workplace violence prevention program and other safety and security measures;
- Participating in employee complaint or suggestion procedures covering safety and security concerns;
- Providing prompt and accurate reporting of violent incidents;
- Cooperating with the safety and security committee that reviews violent incidents and security problems and makes security inspections; and
- Participating in continuing education covering techniques to recognize and abate escalating agitation, assaultive behavior or criminal intent.

Workplace Analysis

The process of workplace analysis involves a step-by-step, common sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes; but is not limited to:

- Analyzing and tracking records;
- Monitoring trends;
- Analyzing incidents; and
- Analyzing workplace security.

The initial workplace analysis for CLTCC is located in the office of the Safety Coordinator.

Hazard Prevention and Control

After the completed workplace analysis is reviewed and approved, workplace adaptations, engineering controls, administrative controls, and work practice controls shall be implemented by CLTCC Director of Facilities and Risk Management to prevent or control, to the extent possible, any discovered hazards. If workplace violence does

occur, the post-incident response and evaluation section of this policy shall be implemented.

Engineering controls and workplace adaptations remove the hazard from the workplace or create a barrier between the worker and the hazard.

Administrative and work practice controls affect the way jobs or tasks are performed and, therefore, affect the security of the workplace.

CLTCC recognizes the responsibility for hazard prevention and control is assigned to the Safety Coordinator.

Incident Response and Evaluation

Assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation as necessary in accordance with existing statutes.

An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the Safety Coordinator.

Written statements shall be obtained from all involved, including those who witnessed the incident. A statement for that may be used is found in Attachment 3, "Violence Incident Statement." The form is designed to answer the WHO, WHAT, WHEN, WHERE, HOW, and WHY of the incident while the event is still fresh. Concurrent with obtaining the written statements or as soon as possible thereafter, the Safety Coordinator shall interview all parties to the incident, including victims, subjects and witnesses, and prepare written summaries of the interviews. The summaries shall be the bases on which to determine the facts of the event.

The following actions should be taken in accordance with the severity of the incident:

The situation **is not dangerous:**

- Separate employees involved and isolate them until they are interviewed and Director statements are taken;
- Separate witnesses until they are interviewed and Director statements are taken; and
- Document all actions and statements.

The situation **is dangerous:**

- Call 911.
- Order all those presenting the danger to leave the facility immediately (unless this action must be taken by police);
- Do not attempt to physically remove an individual (leave it to the police); and
- Document all actions and statements.

Additional information concerning post incident response and evaluation can be found in Attachment 1, "Incident Response."

Records

Records associated with violence in the workplace need to be kept in a permanent, secure, and confidential manner. It shall be the responsibility of the Safety Coordinator to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program;

- Report of work injury, including workers' compensation injuries, if necessary;
- Report for each reported assault, incidence of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
- Police reports of any incident occurring in the workplace;
- Minutes of safety meetings, records of hazards' analyses, and corrective actions recommended;
- Violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
- Other appropriate reports.

Evaluation

Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. Evaluation shall be the responsibility of the Safety Coordinator.

The evaluation program consists of:

- Reviewing reports and minutes from staff meetings on safety and security issues;

- Analyzing trends in illness/injury or fatalities caused by violence;
- Measuring improvement based on lowering the frequency and severity of workplace violence;
- Surveying employees before and after making job or workplace changes or installing security measures or new systems to determine effectiveness;
- Requesting periodic outside review of the workplace for recommendations on improving employee safety; and
- Interviewing employees who experience hostile situations about the medical treatment received (initially, several weeks later, and several months later).

Communication

CLTCC recognizes that to maintain a safe, healthy and secure workplace, open communication among employees, including all levels of supervision, is essential on these issues. The open communication process includes, but is not limited to:

- Periodic review of this policy with all employees;
- Discussions of violence in the workplace during scheduled safety meetings;
- Posting or distributing information on violence in the workplace; and
- Procedures to inform supervisors about violence in the workplace, hazards, or threats of violence.
- The Safety Coordinator shall provide an appropriate place for employees to discuss security concerns with assurance that necessary confidences will be maintained.

Training and Education

All employees of CLTCC, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;

- Training and instruction shall be provided within one year of policy implementation and regularly thereafter, and
- Training shall begin with orientation of new employees within three months of employment and regularly thereafter;

- Workplace violence training shall be the responsibility of the Safety Coordinator. (Assistance is available from the Office of Risk Management, Loss Prevention Unit).

General violence in the workplace training and instruction address, but are not limited to, the following areas:

- Explanation of the violence in the workplace policy as established by CLTCC.
- Measures for reporting any violent acts or threats of violence;
- Recognition of hazards including associated risk factors;
- Measures to prevent workplace violence, including procedures for reporting workplace hazards;
- Threats to appropriate supervision;
- Ways to defuse hostile or threatening situations;
- Measures to summon others for assistance;
- Routes of escape available to employees;
- Procedures for notification of law enforcement authorities when a criminal act may have occurred;
- Procedures for obtaining emergency medical care in the event of a violent act upon an employee; and
- Information on securing post-event trauma counseling for those employees desiring or needing such assistance.

Additional Information Concerning Workplace Violence

Attachment 1, "Workplace Violence Checklist," may be used in identifying present or potential workplace violence problems.

Attachment 2, "Recognizing Inappropriate Behavior," may be helpful in identifying the types of behavior this policy forbids.

Attachment 3, "Personal Conduct to Minimize Violence," may be helpful to an individual in understanding what Director might do to prevent violence.

Definitions

Assault – Assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Battery – Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.

Credible Threat – A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that another person does, in fact, cause such fear.

Intentional – Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.

Violence – Violence is the commission of an assault or battery or the making of a credible threat.

Workplace – The workplace is any site where an employee is placed for the purpose of completing job assignments.

Workplace Violence – Workplace violence is violence that takes place in the workplace.

Attachment 1 INCIDENT RESPONSE

Incident response and evaluation are essential to an effective violence prevention program. In accordance with existing statutes, all workplace violence programs should provide comprehensive assistance for victimized employees and employees who may be affected by witnessing a workplace violence incident.

Victims of workplace violence may suffer a variety of consequences in addition to Director actual physical injuries. These could include short and long-term psychological trauma, fear or returning to work, changes in relationships with co-workers and family, feelings of incompetence, guilt, powerlessness, and fear or criticism. Consequently, a strong follow-up program for these employees will help them to deal with these problems.

There are several types of assistance that could be incorporated into the post-incident response. For example, trauma-crises counseling, critical incident stress debriefing, or employee assistance programs may be provided to assist victims. Certified employee assistance professionals, psychologist, psychiatrist, clinical nurse specialists, or social workers could provide this counseling; or the employer can refer staff victims to an outside expert. In addition, an employee counseling service, peer counseling, or support groups may be established.

In any case, persons assigned to respond to incidents of violence must be well trained and have a good understanding of the issues and consequences of assaults and other aggressive, violent behavior. Appropriate and promptly rendered incident debriefings and counseling should reduce psychological trauma and general stress levels among victims and witnesses. In addition, appropriate response educates staff about workplace violence and positively influences the workplace.

Attachment 2 WORKPLACE VIOLENCE CHECKLIST

The following items serve merely as an example of what might be used or modified by employers to help prevent workplace violence.

This checklist helps identify present or potential workplace violence problems. Employees also may be aware of other serious hazards not listed here.

Designated competent and responsible observers can readily make periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence. These inspections should be scheduled on a regular basis; when new, previously unidentified security hazards are recognized; when occupational deaths, injuries, or threats of injury occur, when a safety, health and security program is established; and whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards include identifying and evaluating potential workplace security hazards and changes in employee work practices which may lead to compromising security. Please use the following checklist to identify and evaluate workplace security hazards. **TRUE** notations indicate a potential risk for serious security hazards:

- T F This industry frequently confronts violent behavior and assaults of staff.
- T F Violence occurs regularly where this facility is located.
- T F Violence has occurred on the premises or in conducting business.
- T F Customers, clients, or coworkers assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks.
- T F Employees are NOT required to report to the employer incidents or threats of violence, regardless of injury or severity.
- T F Employees have NOT been trained by the employer to recognize and handle threatening, aggressive, or violent behavior.
- T F Violence is accepted as “part of the job” by some managers, supervisors, and/or employees.
- T F Access and freedom of movement within the workplace are NOT restricted to those persons who have a legitimate reason for being there.
- T F The workplace is inadequate – e.e., door locks malfunction, windows are not secure, and there are no physical barriers or containment systems.
- T F Medical and counseling services have NOT been made available to employees who have been assaulted.
- T F Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are NOT being used for prompt security assistance.
- T F There is no regular training provided on correct response to alarm sounding.

- _____ T _____ F Alarm systems are NOT tested on a monthly basis to assure correct function.
- _____ T _____ F Security guards are NOT employed at the workplace.
- _____ T _____ F Closed circuit cameras and mirrors are NOT used to monitor dangerous areas.
- _____ T _____ F Metal detectors are NOT available or NOT used in the facility.
- _____ T _____ F Employees have NOT been trained to recognize and control hostile and escalating aggressive behaviors, and to manage assault behavior.
- _____ T _____ F Employees CANNOT adjust work schedules to use the “Buddy system” for visits to clients in areas where they feel threatened.
- _____ T _____ F Cellular phones or other communication are NOT made available to field staff to enable them to request aid.
- _____ T _____ F Vehicles are NOT maintained on a regular basis to ensure reliability and safety.
- _____ T _____ F Employees work where assistance is NOT quickly available.

Attachment 3 RECOGNIZING INAPPROPRIATELY BEHAVIOR

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and disciplined in accordance with the organization’s policies:

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled threats.
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.

- Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking.

PERSONAL CONDUCT TO MINIMIZE VIOLENCE

Follow these suggestions in your daily interactions with people to defuse potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, withdraw from the situation.

DO

- Project calmness: move and speak slowly, quietly, and confidently.
- Be a good listener: encourage the person to talk, and listen patiently.
- Focus your attention on the other person to demonstrate your interest in what has to say.
- Maintain a relaxed yet attentive posture and position yourself at an angle rather than directly in front of the other person.
- Acknowledge the person's feelings by gestures such as nodding your head.
- Ask the person to move to a less public, quiet area, if appropriate.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be reassuring and point out choices. Identify and deal with specific issues.
- Accept criticism in a professional manner.
- Ask for his/her recommendations. Repeat back to him/her what you feel Director is requesting of you.
- Position yourself so that a visitor cannot block your access to an exit.

DO NOT

- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.

- Invade the individual's personal space. Make sure there is a space of 3' to 6' between you and the person.
- Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotic, going strictly by the rules, or giving the runaround.
- Reject all of an individual's demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger-pointing, or long periods of fixed eye contact.
- Make sudden movements which can be seen as threatening. Notice the tone, volume, and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.

DRIVER'S SAFETY

Central Louisiana Technical Community College Policy

Title: DRIVER'S SAFETY

Effective Date: _____

Donnis Poe, Director of Facilities and Risk Management

Introduction

Because of the high cost of insurance purchased from private companies, the State of Louisiana through the Office of Risk Management devised a self-insurance program for its motor vehicles in 1980. Driver safety is designed to reduce the number and severity of accidents and thereby minimize the financial impact on state government.

The Office of Risk Management has developed a comprehensive Loss Prevention Program as required by R.S. 39:1543.10 for statewide implementation. The Driver Safety Program is part of the overall program. Its purpose is to address safety, control use of vehicles, reduce the State's exposure, reduce the loss expenses, achieve accountability, and meet the requirements of R.S. 39:1543.1F.

Program Goal

CLTCC is committed to a continuing, aggressive program of driver safety at all levels of state government. Driver safety is intended to increase safety awareness among drivers of state vehicles, to minimize the State's exposure to liability and financial losses, and to develop agency accountability for safe driving.

Components of Louisiana's Driver Safety Program

The Safety program of CLTCC shall include rules concerning who should be permitted to operate motor vehicles under the agency's control. These policies outline the roles and responsibilities of managers, supervisors, and employees in driver safety. These policies are issued to all drivers and form the basis for the CLTCC Driver Safety Program. Only employees authorized by Director agency head or designee should operate vehicles for agency business. Employees should only operate those vehicles for which they are licensed. The Loss Prevention Unit will provide guidance and direction to agencies in the development of effective driver safety policies.

High Risk Driver Policy

CLTCC will designate which employees are authorized to drive vehicles on state business. The authorization process shall include a review of the employee's motor vehicle driving record and his/her respective class of license. CLTCC Director of Facilities and Risk Management will also determine when driving responsibility must be taken away from an employee because of reckless operation of a vehicle or traffic violations. Only individuals possessing a current and proper class driver's license may be authorized by an agency to drive a motor vehicle on state business. High-risk drivers shall not be authorized to drive vehicles. High-risk drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

All drivers of state vehicles must attend a driving course within three months of entering the program and must attend a refresher course at least once every three years unless Director class of license requires other training or testing. Drivers who have violations on Director motor vehicle records should be required to retake an approved driving course within 3 months of receiving the violation.

Communication/Organization

The Loss Prevention Unit will work with CLTCC in setting up the program within the agency and in training instructors who may teach the driving course for agency personnel. The Unit will also assist this agency in identifying positions and individuals who can assist in the driver safety program. The Department of Facilities and Risk Management of CLTCC will communicate the need for safe driving. The committees may also assist in the review and implementation of the agency's driving program.

Training

The Loss Prevention Unit will assist this agency in implementing a driver safety training program that addresses the needs of the agency. Instructor trainer courses, held periodically around that state, are free of charge. CLTCC must designate employees who will be required to take the driver training course taught by the agency-certified instructors. The Unit will assist CLTCC in identifying training aids and resources that can be used for driver safety.

Any employee who drives state vehicles or personal vehicles while performing state business must attend a driving course within three months of entering the program and must attend a refresher course once every three years unless class license requires other training or testing.

Accident Analysis

The Loss Prevention Unit will assist CLTCC in conducting investigations into claims resulting from accidents involving vehicles used on state business. The Unit also assists the Office of Risk Management's Claims Unit, upon request, in investigating accidents resulting in a claim.

Safety Audits and Record Keeping

The Loss Prevention Unit will assist CLTCC in reviewing and analyzing its motor vehicle program to ensure it is properly designed to have the intended impact. Data concerning the type, frequency, and amount of claims will be provided to the agency. By providing this data, the Unit assists this agency in identifying where losses are occurring and how the losses can be reduced or eliminated. The cost of insurance coverage assessed to each agency's budget is determined by considering three factors: 1) the agency's exposure to risk, 2) the frequency and severity of claims, and 3) the implementation of a driver safety program.

Responsibility for Safety

The Loss Prevention Unit will assist CLTCC in organizing, directing, implementing, controlling and providing training for a driver safety program that minimizes the adverse impact of motor vehicle accidents.

The Safety Coordinator is responsible for implementation of the driver safety program and must stress the importance of CLTCC driver safety program to all employees. The Safety Coordinator is responsible for reviewing driver records and identifying employees authorized to drive state vehicles. Director is also responsible for conducting annual reviews of all drivers to determine whether they should continue to operate state-owned vehicles and to verify that each driver has a valid and properly classed driver's license. Employees, who drive personal vehicle on state business, shall be required to show proof of insurance.

The Safety Coordinator plans, organizes, directs, and controls the driver safety program for the agency as required by PPM-63: Title 34, Part XI. The Safety Coordinator ensures that policies and procedures are established, that training courses are conducted, that driving records are maintained, and that reports reflecting the impact of the program are provided to the department head and supervisors. The Safety Coordinator must furnish a list of employees authorized to drive to each audit location. The departments shall make time available for each employee to attend the driver training course. The Safety Coordinator is responsible for seeing that all vehicles provided to employees are in safe operating condition through a vehicle checklist and must insure the driver has the proper class license for the vehicle operates.

The Safety Coordinator must ensure that all motor vehicle policies and procedures are followed and that reports are submitted on a timely basis. Employees who are authorized to drive state vehicles are responsible for the safe operation of those vehicles and maintenance of all necessary records, especially those as required by the CDL driver. They should report any unsafe condition or accident involving state vehicles to the Safety Coordinator and are responsible for having a valid driver's license for the class of vehicle they are operating. Employees must immediately report accidents involving vehicles used on state business. An employee must immediately report a revocation of his/her driver's license or driving citations received. Immediately, in this instance, means on or before the end of the next scheduled workday. Failure to timely report an accident, citation, or revocation may be caused for disciplinary action.

Accident Reporting and Investigation

An explanation of the procedures for reporting accidents occurring while a State employee is operating a State vehicle is given below:

- An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal

injury, or property damage, regardless of who was injured, what was damaged, or to what extent, where it occurred, or who was responsible.

- All accidents in state-owned vehicles shall be reported to the Safety Coordinator by the employee having the accident on the day of the accident or as soon thereafter as possible. Section 1, Page 2, of the accident form (DA2041), Attachment 10, shall be mailed or delivered to the Office of Risk Management and to the Department's Insurance Section by the Safety Coordinator within 24 hours. The remainder of the form shall be completed and forwarded to the Safety Coordinator by the individual having the accident not later than the first day after the accident. If the driver is not able to complete the accident report, the driver's Safety Coordinator will complete the report for him/her.

Note: CDL drivers must report directly to the Federal Department of Transportation in Dallas if the accident involves a fatality.

- Failure of an employee to report any license revocation, citation, or state-owned vehicular accident in which Director is the vehicle operator may be cause for disciplinary action, such as the loss of authorization to continue to drive on State business.
- The Safety Coordinator or the individual having the accident should review the accident report within two working days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or correction. It may be necessary for Safety Coordinator to aid the individual in completing the report. The DA2024 form must be dated and initialed when the review is completed.
- Investigating complex accidents, the Safety Coordinator should request assistance from the Office of Risk Management. (If assistance is needed, the coordinator should send ORM's portion of the Accident Report form to the Claims Division immediately.)
- The Safety Coordinator will, after reviewing the accident report, complete his/her portion of the report and make a determination of whether the accident was preventable. The Coordinator must consider what corrective action(s) is necessary for accidents thought to be preventable. The correction action(s) may include temporary suspension of driving privileges, special training, physical examination, etc. The recommendation for corrective action should be noted immediately on the report. The remainder of the report should be forwarded to the Director of Facilities and Risk Management .
- The Safety Coordinator will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report), if one was completed, and the Authorization/Driving History Form (with Operator Driver Record attached), and forward the accident reports to the Office of Risk Management and a copy

to the CLTCC Director of Facilities and Risk Management. This entire process should be completed within five (5) working days.

Procedures for Enrolling Drivers

Upon approval by the Safety Coordinator, the employee fills out the Authorization/Driving History Form (DS2054). The information on this form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety. The Authorization/Driving History Form and the ODR are then reviewed and signed by the Safety Coordinator. If the employee is authorized to drive, then can be enrolled in the Louisiana Safe Drivers Course. The ODR must be obtained from the Department of Public Safety annually and reviewed by the Safety Coordinator. The completed Authorization/Driving History Form (DA2054) must be dated and initialed by the Safety Coordinator when the review is completed. The Safety Coordinator will maintain a current file of all completed driver safety program forms in his/her office.

For Additional Information

For additional information, call the Office of Risk Management, unit of Risk Analysis and Loss Prevention at (225) 342-8415.

Common Sense Driving

Employees of the Central Louisiana Technical Community College who use automobiles or other motorized vehicles in the course of Director duties are expected to observe “the rules of the road.”

- Wear your seat belt or restraint at all times when driving. This is the LAW!
- Don't tailgate. Observe the two-second following distance;
- Report any functional problems with your vehicle immediately so that corrections can be made. Important areas that you should be aware of are brakes, lights, signals, steering, exhaust system, mirrors, horn, battery, tires, oil and safety belts;
- On wet streets, especially at the start of rain, slow down to avoid skids. Hydroplaning will increase if tires are worn or under-inflated;
- Be a courteous driver, you may end up “dead right”;
- Don't exceed the posted speed limit. Drive according to present conditions such as weather, road, time or day, and amount of traffic;
- Drive defensively. In traffic, keep track of other vehicles on the side and to the rear;

- Be prepared to act in an emergency. Expect other drivers to do the unexpected;
- Be alert. Keep your vehicle properly ventilated;
- Drinking and driving don't mix. Drinking alcoholic beverages prior to driving is a prime factor in the cause of traffic accidents. An employee charged with a DWI citation while on duty shall face appropriate disciplinary action.

The Most Common Causes of Driving Accidents

- Driving while intoxicated
- Refusing to yield the right-of-way
- Tailgating
- Violating speed limits
- Driving too fast for road and weather conditions
- Ignoring a stop sign or signal

Reporting Vehicle Accidents

There are times when even the most careful driver will be involved in an accident. Should an accident occur in the course of conducting official state business, whether in a state or personally owned vehicle, the driver should comply with the procedures given below:

- Call the State or local police;
- Obtain the name, residence address, and phone number of any witnesses;
- Notify the Safety Coordinator and the Director of Facilities and Risk Management as soon as possible; and
- See medical attention immediately, if warranted.

Revisions

Any changes or additions to these policies and procedures will be issued from CLTCC Director of Facilities and Risk Management.

CLTCC supports the concept of safety as a functional part of job performance. It is recognized that any formal safety program is only as good as the support and acceptance it receives from administrators, employees, and students.

One effort currently in practice is that of reporting every injury which occurs on the job, no matter how minor. This makes employees more aware of job-related injuries and provides basic information that will be used by the Department of Facilities and Risk Management, in its initial work.

The Department of Facilities and Risk Management will hold periodic meetings throughout the year. Ideas for discussion and recommendation will be presented to the committee by the Safety Coordinator.

CLTCC DRIVER SAFETY PROGRAM

- Only individuals possessing a current and proper class of driver's license may be authorized to operate Director personal vehicle or a state owned or leased vehicle on state business.
- High risk drivers shall not be authorized to drive vehicles on state business from the date of discovery for a minimum of (12) months. High risk drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous twelve (12) months or having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.
- All authorized drivers shall successfully complete an ORM recognized defensive driving course **within 90 days** of entering the program and shall attend a refresher course **at least once every three years unless Director class of license requires other training or testing**. Drivers who have convictions on motor vehicle records shall be required to retake an approved driving course **within 90 days** of notification of a conviction.
- A State Vehicle is defined as: Any licensed vehicle owned, leased and/or rented by the State of Louisiana.
- All employees must report receiving a ticket while on or off duty no later than the **next work day after receipt**, or disciplinary action may be taken.
- Employees shall not use a Wireless Telecommunication Device while driving in a state owned, leased, or private vehicle that is being driven on state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a Wireless Telecommunication Device is permissible for passengers in such vehicles.

Exceptions:

1. Report a traffic crash, medical emergency, or serious road hazard.
2. Report a situation in which the person believes his/her personal safety is in jeopardy.
3. Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
4. Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.

All accidents while on state business shall be reported to the employee's immediate supervisor, Drivers Safety Coordinator and the Director of Facilities and Risk Management by the vehicle driver having the accident **on the day of the accident**.

If the driver is not able to complete the Louisiana State Driver's Accident Report Form (DA 2041), then the driver's supervisor will complete the report to the best of his/her ability for the employee. The DA 2041 must be completed **within 48 hours** after any vehicle accident while on state business and forwarded to the Claims Unit. A copy of the Uniform Motor Vehicle Traffic Accident Report (Police Report) shall accompany the DA 2041 or should be sent to the Claims Unit as soon as it is received by the agency. **Do not delay submission of the DA 2041 waiting on the police report.**

A DA 2041 must be maintained in all State-owned vehicles and in leased/personal vehicles when on state business. In addition to the DA 2041, employees who drive a state-owned vehicle or a leased/ personal vehicle on state business, shall complete a Request for Travel Authorization and submit it to the Chancellor for approval.

Failure of an authorized driver to report any accident may be cause for suspension of Driver Authorization. The supervisor of the individual having the accident shall review the accident report **within two working days** of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may have to aid the individual in completing the report.

If the employee is injured in the accident, the information from the DA 2041 must be entered into iCOW. E- Mail the DA2041 to ORM-DA2041@la.gov or fax it to 225342-4470 Attn. Transportation Unit Supervisor. This must be completed within 48 hours of the accident.

The Safety Coordinator has been appointed the responsibility for monitoring the Drivers Safety Program. The Safety Coordinator has been designated the responsibility for reviewing the Driver Records, and identifying employees authorized to drive State Vehicles. Director is also responsible for conducting annual reviews of all drivers to determine whether they should continue to operate state-owned vehicles and to verify that each driver has a valid and properly classified driver's license.

The procedures for enrolling drivers start upon the approval by Director supervisor. The employee fills out the Authorization and Driving History Form (DA 2054). The information on this form is used to acquire the Operator Driver Record (ODR) from the

Department of Public Safety. The Authorization and Driving History Form and the ODR are then submitted to the Safety Coordinator who will review the driving record and sign the Authorization and Driving History Form (DA 2054). If the employee is authorized to drive then they can be enrolled in a driving course, and upon successful completion they can be added to the Authorized to Drive State-Owned Vehicles List.

The Safety Coordinator will request an Operator Driver Record (ODR) of all employees from the Department of Public Safety annually **within 12 months**. The Safety Coordinator will prepare the DA 2054's and obtain a copy of each employees current driver's license and forward these along with the ODR's to the Safety Coordinator. The Safety Coordinator will check the current driver's license and will date and initial the ODR and date and sign the Authorization and Driving History Form (DA 2054) when the review is completed. A list of employees authorized to drive state-owned or leased vehicles will be prepared and signed by the Safety Coordinator. This list will be put on file with the ODR and the DA 2054, and a copy will be given to the Maintenance Foreman.

The CLTCC Director of Facilities and Risk Management or his/her designee is allowed to deem contractors as authorized travelers for official state business only. An executed DA2055 form is required, along with the driver's ODR, in advance of the travel. If an employee is not authorized to drive, that employee, his/her supervisor, and the CLTCC Fleet Manager shall be notified in writing that the individual shall not drive on state business.

Note: Employees can take the Office of Risk Management Defensive Driving Course Online. See the Safety Coordinator for the procedures. All employees must be trained on this policy in addition to taking the Defensive Driving Course, this Training must be documented.

Security

Key Control

Each employee, upon hiring, will be issued, and must sign for, keys to his/her classroom, office, desks, and any file cabinet where keys are available, or where applicable. These keys will be used by the employee to protect school property such as books, computers, furnishing, etc. Upon separation from the School, these keys must be returned to the Safety Coordinator, Director of Facilities and Risk Management , or Assistant Director of Facilities and Risk Management .

Master keys will be issued to the following persons:

- Director of Facilities and Risk Management
- Maintenance Supervisor Facilities and Risk Management
- Safety Coordinator
- Maintenance Personnel

A set of all keys to the school is locked in a key box in the Director of Facilities and Risk Management 's office. When the Director of Facilities and Risk Management is not accessible, the Maintenance Supervisor is in charge. Maintenance personnel report to Maintenance Supervisor.

Key Control Procedures

Limited and controlled access of keys for State Owned Property is to provide maximum site security without infringing on daily operations. Site security includes parking lot gates, sidewalk gates, exterior doors of all buildings, interior doors for areas containing equipment and supplies, storage rooms and closets. Site security further takes into consideration human and property safety.

Possession of a key to State Owned Property is a **privilege** and **NOT A RIGHT** of employment. Therefore, all individuals in possession of a key(s) agree to the following conditions:

- The Site Director of Facilities and Risk Management or Maintenance Supervisor will determine who and which keys will be issued to each employee. The employee will sign for the key (s) prior to Director receipt.
- No key will be duplicated without the express prior consent of the Director of Facilities and Risk Management, Maintenance Supervisor or Chancellor.
- The employee agrees to assume responsibility for the safe-keeping of any key (s) in Director possession. The employee further agrees to notify the

Director of Facilities and Risk Management or Maintenance Supervisor immediately should his/her key (s) become lost or stolen.

- Keys assigned to a Site employee will not be loaned or given to anyone without the express prior consent of the Director of Facilities and Risk Management or Maintenance Supervisor.
- All guidelines currently in effect for the use, storage, etc. of keys to State Owned Property will be adhered to by the employee.
- All keys, and any duplicates approved by the Director of Facilities and Risk Management or Maintenance Supervisor, will be returned to the Safety Coordinator when employment with this agency terminates, whether through retirement, job change, class ending, etc.
- Keys assigned to site personnel are to be used for **OFFICIAL SITE BUSINESS ONLY.**
- The installation, changing or removal of locks, or any other access control devices shall only be performed with the knowledge and approval of the Director of Facilities and Risk Management or Maintenance Supervisor.
- The Agency regards any violation of this policy as a serious threat to security. This includes security compromises caused by failure to retrieve keys and access cards upon the termination of an employee, as well as any keys or access cards that may have been lost or stolen. Failure in maintaining possession and control of keys will result in the re-keying of all locks to which the keys operate. This cost shall be borne by the department. At the discretion of the Director of Facilities and Risk Management , this financial burden may be passed on to the individual employees who repeat such action.
- A 100% inventory will be conducted annually.
- The Safety Coordinator is designated as the person responsible for issuing, inventorying, and replacement of keys through the authority of the Director of Facilities and Risk Management or Maintenance Supervisor.
- **STATEMENT BY SITE EMPLOYEE:** I have read this policy and agree to abide by these, and any future site guidelines relating to issuance, submission and/or use of keys to State Owned Property.

Employee Signature: _____

Date: _____

LISTING OF KEYS ISSUED

<u>Key issued</u>	<u>Issued by & Date</u>	<u>Date returned</u>	<u>Received by</u>

COMPUTER DATA SECURITY

All site computers are password protected.
All vital programs are password protected offsite at the source.
Content filters are installed on the network system of CLTCC by IT personnel.

PROPERTY Management

Responsibilities of Property Control

All employees of the CLTCC are responsible for safeguarding property belonging to this agency. Whenever an employee has knowledge of or reason to believe property belonging to CLTCC is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other acts of God Director shall immediately notify his/her supervisor. The supervisor shall immediately notify the Property Control Manager and follow up with a written report.

Property Control Manager

- It is the responsibility of the Property Control Manager to assure that State Property control procedures are followed.
- The Director of Facilities and Risk Management will designate an individual at each site to be responsible for the overall inventory. The property control manager will be responsible for tagging, surplus, taking physical inventory and certifying the inventory annually.
- When the inventory is entrusted to an employee, the Property Control Manager shall secure a receipt for such property from the employee receiving the property. Upon return of the property the Property Control Manager shall return the receipt.
- If property has been stolen, the local police should be immediately notified. A report must be made of the items stolen. This report along with other pertinent information (description of item, tag number, serial number, etc.) should be forwarded to the Property Control Manager.

Property Control Liaison Person:

The property control liaison person is responsible for:

- The location and disposal of all equipment (fixed or movable) in his/her particular area.
- Recording the movement of any equipment from his/her department on the proper form.
- Supervising the Annual Physical Inventory in his/her area.

- Reporting any equipment leaving his/her department to the Property Control Manager.
- Conducting periodic checks during the year to be sure all equipment is accounted for.
- Keeping record of all equipment purchased under \$1,000.
- Receiving a receipt from technicians taking equipment from the school for repair.
- Notifying the Property Control Manager when equipment is moved.
- Reporting any equipment that is thought to be missing or stolen to the Property Control Manager immediately.
- Reporting any equipment to be disposed of to the Property Control Manager.

New Acquisitions/Inventory Reporting

- All items of movable property having an acquisition cost of one thousand dollars (\$1000) or more and other property having an appraised value of one thousand (\$1000) or more must be tagged and placed in an inventory.
- Upon receipt of an item by the accounting department, the property manager will be notified and provided with a copy of the invoice. The property manager will then assign tag numbers to the items. The tag will be assigned within 45 days of receipt. The items shall not be moved or used until the property tag has been assigned.
- The Property Control Manager will tag the property accordingly and will also mark the tag number on the item with indelible ink. The tag will be placed in a location easy to see. The tag will not be placed on a disposable part of the item.
- If the item cannot have a State of Louisiana identification tag placed on it for any reason (item too small, cloth, leather, etc.), the tag should be kept on file and the identification number written on the item with an indelible ink.
- The Property Control Manager will transmit all information to the Louisiana Property Assistance Agency.

DONATED ACQUISITIONS

See LTC Policy Number FS1930.316 Donations/Contributions for established/approved procedures for Donated Property and Funds.

Transfer, Movement and Disposition of Property

- All property that is to be moved, transferred or disposed of may only be done so with the approval of the Property Control Manager. Movement or transfer or property is defined as the relocation of a piece of equipment from one location code to another, regardless of distance or duration. A Request for Transfer form must be submitted before any property can be moved. This form is used for the permanent transfer of an item. When temporary removal of an item is required, a Request for Temporary Removal of State Movable Property form must be completed.
- Property to be loaned or sent out for repairs must be approved by the Property Control Manager. A Request for Removal of State Property form and an Authorization to release property for repairs form must be completed and forwarded to the Property Control Manager before any action is taken.
- The Property Control Manager will handle all property dispositions. A AssetWorks System is used by the Property Control Manager to request the removal of movable property from our inventory. This form will be used to dispose of all property regardless of whether or not it has been assigned a property tag number. No property shall be scrapped or dismantled for parts without completion of the BF-11 form and approval from the LPAA.
- All forms required to transfer, move or dispose of property may be obtained from the office of the Property Control Manager.

Internal Transfers

The following procedures will be used to transfer property from one location to another.

- A Movable Property Transfer Request will be filled out and signed and dated by both individuals, the one losing and the one gaining the property.
- The completed Movable Property Request will be given to the Property Manager, Who will complete the transfer utilizing AssetWorks. The location code will reflect the new location of the property, the new physical location of the property, and who is responsible for the property.
- Once AssetWorks is updated with the new information, a copy will be printed. The Property Manager will the sign and date the Movable Property Request and attach it to the AssetWorks printout indicating the transfer is complete and both copies will be maintained in the Internal Transfers Folder.

TRANSFERS TO ANOTHER AGENCY

The following procedures will be used to transfer property to another agency.

STATE TAGGED ITEMS

- Utilizing AssetWorks, the Property Manager will click on contacts to identify the Gaining Agency's Number and will complete a request for transfer. The method for the physical movement of the property will be worked out between the two agencies. Once the transfer has been approved, a copy of the approval will be printed.
- Upon the physical transfer of the property, have the Gaining Agency sign and date the Approval of Transfer Printout. The Gaining Agency, will then go on to AssetWorks and accept the transfer. The Loosing Agency, will go on to AssetWorks and printout the Accepted Transfer and staple it to the signed and dated Approval of Transfer and file it in the Transfer to Another Agency Folder.

TEMPORARY REMOVAL OF STATE MOVABLE PROPERTY

- Obtain a **Request for Temporary Removal Of State Movable Property Form** from the Property Manager.
- Fill out this form Completely Department Name
- Agency Number
- Read Statement on the form and sign and date it.
- Enter the date required and the estimated date of return.
- State the reason for removal.
- Enter the Items description, tag #, current location and requested location.
- Have the Agency Head or Director of Facilities and Risk Management sign the form indicating approval.
- Give the form to the Property Manager for his signature and filing.
- Upon return of the property, Notify the Property Manager who will verify the return.
- The remover and the Property Manager will the sign and date the section of the form indicating the property was in fact returned to its original location.

ITEMS TRANSFERRED TO LPAA SURPLUS WAREHOUSE, DISMANTLED FOR PARTS, or SCRAPPED (TAGGED)

The following procedures will be used to remove movable property with an original acquisition cost of \$ 1000.00 or more from CLTCC Property inventory.

- **Transfer to surplus.** Using AssetWorks, create and send a request for a transfer to surplus. Indicate whether you will deliver or will need the property picked up. Upon approval, attach an obvious tag to the item indicating the Transfer Number. Using the approval copy of the transfer, Insure the item is signed for upon delivery or pickup.
- **Transfer for disposal.** Using AssetWorks, create and send a request to transfer for disposal. Indicate the type of disposal you are requesting: Dismantle for parts or scrapped. Upon approval, fill out the Equipment Information Sheet specifying

the type of disposal and the reason for disposal. During disposal, remove the State of Louisiana Property Tag and affix it to the Approval for Disposition Printout. When the disposal is complete, fill in the date of disposal. These forms will remain on file until the removal process is reflected on the annual inventory.

ITEMS TRANSFERRED TO LPAA SURPLUS WAREHOUSE, DISMANTLED FOR PARTS, or SCRAPPED (NON TAGGED)

The following procedures will be used to dispose of movable property with an original acquisition cost of less than \$1000.00 from CLTCC Property inventory.

- **Non Tagged Transfer to surplus.** Using AssetWorks, create and send a request for a Non-Tagged Asset transfer to surplus. Indicate whether you will deliver or will need the property picked up. Upon approval, attach an obvious tag to the item indicating the Non-Tagged Number assigned and the Transfer Number. Using the approval copy of the transfer, Insure the item is signed for upon delivery or pickup.
- **Non Tagged Transfer for disposal.** Using AssetWorks, create and send a request for a Non-Tagged Asset transfer for Disposal. Indicate the type of disposal you are requesting: Dismantle for parts or scrapped. Upon approval, fill out the Equipment Information Sheet specifying the type of disposal and the reason for disposal. When the disposal is complete fill in the date of disposal. These forms will remain on file until the removal process is reflected on the annual inventory.

Procedure for Conducting the Annual Inventory

1. Responsibilities of the Property Control Manager

The Property Control Manager will:

- Conduct a physical inventory the second week in March of each year.
- Printout list of equipment on hand by location and by tag from the AssetWorks System.
- Number from the Division of Administration approximately 2-3 weeks prior to the time of taking inventory.

2. Responsibilities of the Property Control Liaison

The property control liaison person shall:

- Receive from the Property Control Manager a copy of the computer printout sheet by location for the inventory that is in his/her location.
- Utilize the computer printout sheet to check off all equipment that is located in the department.
- At the same time, the Property Control Manager will utilize the current year computer printout sheet to check inventory. By using last year's Certification of Departmental Inventory Form (list of missing items), check to see if any of this equipment has been located during this year's physical inventory.
- Complete the certification of departmental inventory form and submit it to the Property Control Manager.

NOTE: Items that the Property Control Manager is unable to locate and believe are missing will take three (3) years before being permanently removed from the inventory. This will be placed in a suspended location during this three-year period.

Completing the Physical Inventory

Upon completion of the Physical Inventory, the Property Control Manager will do the following:

- Compile the Certification of Departmental Inventory Reports and develop a current year discrepancy report. The current year's discrepancy report will become part of the Property Control.
- Submit a certification of annual property inventory to the Division of Administration Property Control Section and State Legislative Auditor.
- Wait for the approval of the certification of annual property inventory, which officially ends the physical inventory.

Periodic Audits

The Division of Administration Property Control Section will perform periodic unannounced audits of our physical inventory. The Property Control Manager and Liaison Person should have on hand an up to date computer printout of property and a copy of the last inventory's "Certification of Departmental Inventory."

Location Codes/Agency Use/Agency Code

A number designates each CLTCC location. All items that are received are assigned a specific location code. The index of this code is on file in the Property Control Managers office.

Procedure for Disposing of Surplus Items

The Property Control Manager must first request to dispose of property through the LPAA AssetWorks before actually disposing of it. An item can be disapproved on the AssetWorks System for insufficient reason to dispose of it. You must have adequate justification on the form to dispose of property.

Maintenance of Files and Records

The Property Control Manager has on hand the following files and records:

- BF-11 (pending file) – Files of BF-11's that will await approval for disposal or scrap
- Interim Files – Files of BF-11's that have been approved, but the equipment has not been sent to surplus.
- Completed Files – Files of BF-11's that have been approved and are sent to Surplus
- Correspondence File – This file contains records of correspondence relating to property control.
- Certification Files – This file contains the certification of annual inventory and approval letters.
- Transmittal forms (pending files) – Transmittal forms awaiting approval.
- Inventory – The term “moveable” distinguished the type of property.

Certification

After reconciliation of inventories, the Property Management Coordinator will forward the necessary documents to State Property Control and Assistance for certification of the Site moveable property.

Reference

Louisiana Revised Statute 39:324-325.

PLAN FOR ELECTRICAL AND EQUIPMENT MAINTENANCE PROCEDURES

Introduction

CLTCC has developed a comprehensive equipment management loss control and maintenance program to insure maintenance operations within our facility. The program will assist agencies in lowering the high cost of insurance, reducing the number of unplanned outages and extending the life of machinery equipment and all other equipment owned, leased, or maintained by the agency.

Program Goal

The primary goal of an equipment management program is to ultimately decrease the amount of unscheduled equipment maintenance by increasing the efficiency in managing the scheduled equipment maintenance. Central Louisiana Technical Community College is committed to a continuing, aggressive program for maintenance of equipment owned and maintained by the agency. An effective program will reduce losses of equipment, decrease operational down time and extend the life of the machinery and other equipment. In order to maintain equipment in peak operating condition, the organizations production facilities demand more attention today than ever before. The size, nature and complexity of the operation will dictate specific maintenance requirements. All systems have to be maintained in such a manner that temperature, humidity, plumbing, lighting, air quality, emergency, and safety equipment are kept at an acceptable level as well as stringent building and safety codes.

EQUIPMENT MANAGEMENT PROGRAM

Maintenance Policies and Procedures

- **Responsibilities:**
- **Director of Facilities and Risk Management:** The D F&RM has the responsibility of implementing a comprehensive equipment management loss control and maintenance program to assist in conducting effective maintenance management within the facilities. The program's effectiveness is directly related to management's commitment and diligence. The Director of Facilities and Risk Management must take an active role in assuring the goals, policies, and responsibilities of the program are discharged.
- Full responsibility for overseeing the Equipment Management Program.
- Authorizes necessary expenditures to provide maintenance on equipment.
- Authorizes repair or replacement of all deficiencies and code violations

- **Program Leads/Faculty/Staff:** The program leads/faculty/staff members have the responsibility of implementing a comprehensive equipment management loss control and maintenance program within Director designated area to assist in conducting effective maintenance management. The program's effectiveness is directly related to commitment and diligence. CLTCC personnel must take an active role in assuring the goals, policies, and responsibilities of the agency are discharged.
- Program leads, faculty, and staff members are with assigned maintenance management program equipment and required to assure preventative maintenance program goals, policies and, procedures are discharged. In appropriate circumstances, programs are also encouraged to develop a departmental equipment maintenance program consistent with manufacturer's guidelines.
- Responsible for safeguarding of property belonging to the college.
- Implements an effective equipment maintenance management program consistent with recommended manufacture's guidelines and/ or site policies.
- Maintains a regular maintenance schedule on designated equipment.
- Maintains a regular inspection schedule on designated equipment.
- Keeps maintenance records on designated equipment.
- Assists maintenance staff in maintaining equipment in assigned area.
- Reports all equipment problems to the maintenance supervisor.
- Adheres to safety procedures and performs other duties as assigned by the Site Administrator.
- **CLTCC Facilities and Risk Management Department:** It is the responsibility of maintenance personnel to assure proper care of the buildings, grounds, and equipment. Maintenance personnel should be familiar with all the equipment designated in the Equipment Management Program. The CLTCC Maintenance Supervisor is responsible for material and cost estimates for minor repairs. Supplies and equipment requisitions are to be submitted in accordance with state policy. Inventory of these supplies and equipment are also responsibility.
- Responsible for safeguarding of property belonging to the college.
- Assigns daily maintenance and repair work.
- Executes work orders for equipment maintenance promptly.
- Supervises performance of maintenance and repair work.
- Implements an effective equipment maintenance management program consistent with recommended manufacture's guidelines and/ or site policies.

- Maintains a regular maintenance schedule on designated equipment.
- Maintains a regular inspection schedule on designated equipment.
- Keeps maintenance records on designated equipment.
- Adheres to safety procedures and performs other duties as assigned by the Site Administrator.

Specific Inventory: The Director of Facilities and Risk Management will develop a specific inventory of all mechanical and electrical equipment in the program, indicating the name of the Equipment, location of the equipment, and model and serial number of the equipment.

Preventative Maintenance Procedures: The Site will develop preventative maintenance procedures for each piece of mechanical and electrical equipment included in the program. It will include:

- Tasks to be completed
- Trade skills needed to accomplish the task
- Estimated time required to complete the task

If the Site has a preventative maintenance contract, the contract will specify the work to be performed and a copy of the contract will be available for review during the audit.

- **Preventative Maintenance Schedule:** The Director of Facilities and Risk Management will develop a preventative maintenance schedule(s) for each piece of equipment. It is recommended that personnel follow the suggested manufacturer's preventive maintenance (PM) on its equipment; however, should the manufacturer's information not be available, ORM's program contains some suggested schedules. When using a preventative maintenance contract, the site, will specify therein how often the work is to be performed.
- **Testing Procedures:** The Director of Facilities and Risk Management will develop testing procedures for each piece of equipment that requires testing. The Program will specify the test(s) to be performed and the frequency. It is recommended that the manufacturer's testing procedures be followed on its equipment; however, should the manufacturer's information not be available, ORM's program contains some suggested tests and schedules.
- **Documentation:** The Director of Facilities and Risk Management will document its preventative maintenance and/or repair procedures, schedules, and testing procedures performed on the mechanical and electrical equipment. The Site will use a non-handwritten method of documentation, including computer-based programs. (Tables or other forms of checklists developed in Microsoft Word, Excel, or equivalent

would be an acceptable alternative). Handwritten notations deemed unreadable by the Loss Prevention Officer will require clarification. The following documentation provides the Site with an equipment history and the following will be included, if applicable:

- What work was performed on the equipment?
- Who performed the work?
- How long did it take to perform the work?
- What replacement parts were used and cost.
- Whether the work was billed to a tenant.
- If CLTCC was using a contractor to perform preventive maintenance, repairs, testing, etc., the Director of Facilities and Risk Management will require the contractor to provide clear, concise documentation of the work performed.
- Date work was performed/completed.
- **Training:** The Department of Facilities and Risk Management will provide documented training for all employees trained in areas related to the program, whether formal or on-the-job training to include training on:
 - The written Equipment Management Program.
 - The operation of equipment included in the program.
 - The preventive maintenance of the equipment included in the program.
 - The testing procedures for equipment and the operation of the testing equipment.
 - The safety precautions to be aware of when performing the preventive maintenance as well as the PPE needed before starting the procedure.
- **Coordination:** The Loss Prevention Unit will, upon request, assist CLTCC in setting up program. The Unit will also assist sites in identifying equipment to be included in the program. The Loss Prevention Unit will, upon request, assist the department in reviewing and analyzing equipment management maintenance program to determine if it is properly designed to have the intended impact.
- **Record Keeping:** Records will be maintained for the life of the equipment on all program equipment including, but not limited to: preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents. The documentation may be listed on the work order comments if using a computer based Maintenance Management Program designed specifically for maintenance management such as work orders, inventory, preventive maintenance and time management.

PERSONAL PROTECTIVE EQUIPMENT

The purpose of the Personal Protective Equipment Policies is to protect the employees of CLTCC from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso), respiratory and hearing protection. **(State the section or location in your Loss Prevention Program where they are found)**

CLTCC Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard Assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE □ PPE Disciplinary Policy

Responsibilities: CLTCC Director of Facilities and Risk Management is responsible for the development, implementation, and administration of PPE policies. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Reviewing, updating, and conducting PPE hazard assessments whenever:
 - a job changes
 - new equipment is used
 - there has been an accident
 - a supervisor or employee requests it
 - or at least every year
- Maintaining records on hazard assessments.
- Maintaining records on PPE assignments and training.
- Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.

- Periodically re-evaluate the suitability of previously selected PPE
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Supervision

The Director of Facilities and Risk Management/Maintenance Supervisor/Site Coordinator/Safety Coordinator has the primary responsibility for implementing and enforcing PPE use and policies. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that PPE training certification and evaluation forms are signed and given to Safety Coordinator.
- Ensuring that employees properly use and maintain Director PPE, and follow PPE policies and rules.
- Notifying Program Leads when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

The PPE user is responsible for following the requirements of the PPE policies. This involves:

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following PPE policies and rules.
- Informing the supervisor of the need to repair or replace PPE.
- Selecting, pricing and purchasing PPE. (Funds come from Program Budgets.)

Employees who repeatedly disregard and do not follow PPE policies and rules will be disciplined. See section E.

Procedures

A. Hazard Assessment for PPE

CLTCC Safety Coordinator, in conjunction with Site Coordinators, will conduct a walkthrough survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazard, and date of the survey. The Safety Coordinator will keep the forms in the Hazard Assessment Folder in Director office. In addition to sending one form to the Director of Facilities and Risk Management.

The Safety Coordinator will conduct, review, and update the hazard assessment for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it Or at least every year

Any new PPE requirements that are developed will be added into CLTCC written loss prevention program.

B. Selection of PPE

Once the hazards of a workplace have been identified, the Safety Coordinator will determine if the hazard can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, then the Safety Coordinator will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follow:

- Eye and Face Protection ANSI Z87.1-1989

- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards of gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by CLTCC at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

C. Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented and kept of file. The document certifies that the employee has received and understood that required training on the specific PPE Director will be using.

Retraining

The need for retraining will be indicated when:

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

D. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain Director PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain Director PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

Note: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

E. (P.P.E.) Disciplinary Policy

CLTCC Alexandria Site believes that an Accident Prevention Program is unenforceable without some type of disciplinary policy. Our agency believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all Agency, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all P.P.E. Violations.

INCIDENTS, ACCIDENTS, OR INFRACTIONS INCLUDED IN THIS POLICY SHALL BE CONSIDERED WITHIN A THREE YEAR PERIOD.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 3 and Step 4.

1. First violation: First time violation will be discussed orally between the immediate supervisor and the employee. This will be done as soon as possible.
2. Second violation: Second violation will require a formal written counseling by the immediate supervisor and a copy of this written documentation will be entered into the employee's personnel folder.
3. Third violation: Third violation will require a formal written reprimand by the Site Director of Facilities and Risk Management, and a copy of this written documentation will be entered into the employee's personnel folder.
4. Fourth violation: Fourth violation will be at the discretion of the Appointing Authority (CLTCC Chancellor). This may lead to cumulative suspension, demotion or termination.

WORK ORDER PROGRAM

The CLTCC electronic Work Order Form will be used to schedule and document maintenance at all sites. Work orders will be routed through the Director of Facilities and Risk Management, who will upon approval, route the work order to the appropriate section for assessment and action, if necessary.

Maintenance Work Orders for equipment identified as part of the CLTCC Equipment Maintenance Program will be maintained for the life of the equipment on all program equipment including, but not limited to: preventive maintenance schedules, testing results, repair documents, replacement documents and all completed service documents.

Work Request

In order for the Department of Facilities and Risk Management to be more efficient at CLTCC, all requests are submitted to via the CLTCC electronic Work Order Form for evaluate and correction of issue as soon as possible. If Chancellor approval is needed the request is completed by the Director of Facilities and Risk Management and processed as per CLTCC purchasing procedures.

LOCKOUT/TAGOUT PROCEDURES

Purpose

CLTCC procedure states that any individual engaging in the maintenance, repair, cleaning, servicing, or adjusting of machinery or equipment on site facilities and grounds will follow the procedures outlined in this document. These procedures are designed to meet or exceed applicable OSHA standards and ORM guidelines for safe work practices. The primary purpose is to help ensure that all individuals on the site are protected from injury or death resulting from the accidental or unexpected activation of equipment during maintenance, repairing, cleaning, servicing, or adjustments.

Definitions

Lockout – The practice of using keyed or combination security devices (“locks”) to prevent the unwanted activation of mechanical or electrical equipment.

Tagout – The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed. Tags will be non-reusable, attachable by hand, selflocking, and not easily removed.

Affected employee – an employee whose job requires him/her to operate or use equipment on which servicing or maintenance is being performed under the lockout or tag out. The job requires that this individual work in the area in which the servicing or maintenance is being performed. Affected employees must have received training on proper lockout/tagout work procedures.

Authorized employee – an employee who locks out or tags out equipment in order to perform servicing or maintenance and who has received training on lockout/tagout procedures.

Procedure

Remove equipment from service:

1. An authorized employee must determine which equipment will need to be locked out or tagged out.
2. The initial lockout/tagout log entry must be made.
3. Affected equipment must be shutdown. All hazardous energy sources will need to be controlled. Ensure the correct piece of equipment is shutdown. Potential energy must also be dissipated or minimized so that injury will not occur if released.

4. After the equipment is verified to be shut down and hazardous energy source(s) isolated, test the equipment to ensure that it will not run or start. Ensure that no one is exposed to the equipment when testing. After testing, return power switches to the off position.
5. Locks and/or tags used to indicate that equipment is not to be operated must be put in place.
6. Assistance is used to assure switches, breakers, etc. are not accidentally turned on in addition to Lock-out/Tag-out devices.

Return equipment to service

1. Verify that all work is complete. Ensure that everyone working on the equipment is notified that work has been completed and that equipment is to be returned to service. Area should be checked to ensure that no one would be exposed to hazards when restarting equipment. Ensure all tools/materials have been removed from equipment and area around equipment.
2. After all parties have been notified of work completion, lock(s) or tag(s) can be removed.
3. Equipment may be restarted. Once again ensure that no one is near enough to the equipment to be exposed to any hazards.
4. Clean area and pick up any remaining tools.
5. Make final lockout/tagout log entry.

Training and Record Keeping

Training

- A. Affected Facilities Services employees and all supervisors will receive annual lockout/tagout training and testing on basic procedures. Initial and refresher training is to be provided so that employees will understand the procedures and purpose as well as the skills and knowledge to perform work safely. Refresher training is to be provided annually by the maintenance supervisor.
- B. Training is the responsibility of the Maintenance Supervisor. For training requirements, refer to 29CFR, specifically 1910.147 (c)(7)(i),(ii), & (iii) and SORM guidelines.

- C. Training and basic knowledge testing documentation will be maintained by the Department of Facilities Services for audit and institutional compliance review purposes, for a minimum of three years following the close of the active fiscal year. Training records will include an outline of topics covered, a sign in sheet of those employees attending, and copies of basic test documents.

Logout/Tagout Inspection Log

- Department of Facilities and Risk Management will maintain a record of all logout/tagout actions.
- At a minimum, the log will include the following information: Initial date of Lockout/Tagout; Description of machinery or equipment being secured; Hazard/Malfunction; Date that Lockout/Tagout Removed; Comments (if any); Initials of person making log entry.

Documentation

- Maintenance Supervisor shall annually review this procedure with the Safety Officer and make any changes as directed by OSHA or ORM.
- This procedure will be maintained in the CLTCC website under the Facilities and Risk Management section.

Maintenance Procedure (Applicable sites)

Roof Top Units

Every 3 months

- Clean the evaporator air filter

Annually

- Lubricate the fan motor
- Clear the evaporator and condenser coils (more often for severe conditions)
- Inspect for leaks throughout the system
- Clean the condensate drain
- Check the electrical connections for looseness and tighten if necessary
- Check the fan belts, adjust or replace as necessary
- Check the Freon charge in the system

Window Units

Annually

- Lubricate the fan motor
- Clean the evaporator and condenser coils (more often for severe conditions)
- Clean the condensate drain
- Check for leaks throughout the system
- Check the electrical connections for looseness and tighten if necessary.
- Winterize the system if necessary.
- Check the Freon charge before summer use

Walk Behind

Before Every Use

- Check engine oil level
- Check Safety System

Every 8 hours

- Check blades
- Grease wheel bearings
- Grease castor wheels

Every 25 Hours

- Clean foam air filter

Every 50 Hours

- Change engine oil

Every 100 Hours

- Change spark plugs

Every 200 Hours

- Replace fuel filter

Every 300 Hours

- Replace air filter

After Every Use

- Clean engine cooling system
- Clean mower housing top and bottom

Riding Mower**Before Every Use**

- Check engine oil level
- Check safety system

Every 5 Hours

- Check blades
- Grease blade spindle bearings

Every 25 Hours

- Grease chassis
- Oil link bushings

Every 50 Hours

- Service air cleaner
- Check belts for wear and cracks
 - Check tire pressure

Every 100 Hours

- Change spark plugs
- Change engine oil
- Check fuel system

Every 200 Hours

- Replace fuel filter

After Every Use

- Clean engine cooling system
- Clean mower housing top and bottom

Electric Panels

- Periodic visual inspection for discoloration of wiring, loose connections and cleanliness

Appendix