

**SAFETY PLAN**

**FOR**

**PANOLA COLLEGE**

**CARTHAGE, TEXAS**

**PANOLA COLLEGE  
SAFETY PLAN**

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# **PANOLA COLLEGE INSTITUTIONAL SAFETY PLAN**

## **Introduction:**

The daily activities that occur within an educational institution are diverse and present multiple challenges and potential dangers. Whether in the office environment, educational laboratory, or maintenance department of the College, opportunities for accidents are present. Although some areas of the institutional operation may have been inadvertently overlooked in the formulation of this plan, the intent is to be as comprehensive as possible while presenting a plan that is concise, easily read and comprehended, and designed to enhance safety awareness throughout the College.

## EMERGENCY GUIDE

### **When giving first aid**

- Introduce yourself
- Ask permission to help (if victim responds)
- Check to make sure scene is safe
- Wear protective equipment
- Call 911 if someone is seriously ill or hurt or you are not sure what to do
- Check victim for injuries or illnesses

### **Checking the Victim**

If the victim does not respond or only moves or groans

- Call 911 and get first aid kit and AED
- Start steps of CPR if you know how
- Look for bleeding and medical information jewelry

If the victim responds – ask what the problem is

### **Mouth-to-Mouth Resuscitation (CPR)**

When someone stops breathing, you must act quickly!

1. Check for response, if no response, phone 911.
2. Open airway, check for normal breathing.
3. Give 2 breaths, then 30 compressions.
4. Repeat sets of compressions and breaths.
5. When AED arrives turn ON and follow commands.

### **Burns and Electrical Injuries**

Call 911 immediately if there is a fire, a large burn, high-voltage electrocution, or a chemical burn.

#### **WHAT YOU DO:**

##### **Burns Caused by Fire**

- If the victim's clothes are on fire, have the victim "stop, drop, and roll"
- Help put out the flames by covering the victim with a blanket or soaking the victim with water or both

##### **Burns Caused by Heat**

- Cool burn immediately – hold burned area under cool, but not ice cold water
- Cover the burn with a dry, nonstick sterile or clean dressing
- DO NOT put anything on a burn unless a healthcare provider tells you to do so

##### **Electrocution and Electrical Injuries**

- Turn off power at its source before touching victim

- Don't enter a high-voltage area
- If victim stops responding, start the steps of CPR if you know how and use the AED

### Chemical Burns

- Carefully brush chemical off skin with a gloved hand or a piece of cloth
- Remove clothing touched by the chemical
- Flush skin with large amounts of water
- Chemical in eye: Flush eye with lots of water for at least 20 minutes and roll eye as much as possible

### Choking

#### WHAT YOU SEE

- Victim can make sounds and cough loudly

#### WHAT YOU DO

- Allow victim to cough
- Watch victim

#### WHAT YOU SEE

The victim

- Cannot breathe
- Has a cough that is very quiet or has no sound
- Cannot talk or make a sound
- Has high-pitched noisy breathing
- Has bluish lips or skin
- Makes the choking sign

#### WHAT YOU DO

Give abdominal thrusts until

- Object is forced out and victim can breathe, cough, or talk
- Victim stops responding

If victim stops responding, state steps of CPR if you know how (look in the mouth and remove any object you see before giving breaths)

### Bleeding You Can See

- Use pressure over dressing
- If bleeding continues, add more dressing and press harder
- Check for signs of shock
- Phone or send someone to phone 911 if
  - There is a lot of bleeding
  - You cannot stop the bleeding
  - You see signs of shock
  - The injury is from a fall and you suspect a head, neck, or spine injury
  - You are not sure what to do

#### NOSE BLEED

- Ask victim to lean forward
- Pinch nose firmly
- If Bleeding continues, press harder

#### PENETRATING OBJECTS

- Call 911
- Do not remove object
- Stop any bleeding you can see
- Try to keep victim from moving
- Check for signs of shock
- 

### **Chemical Burns of the Eye**

If someone gets a chemical in an eye, put the eye under gently running water that is neither very hot or very cold as soon as possible. Have the victim hold the eyelids open, or hold them open with your fingers so the water will run into the eye.

### **Bad Allergic Reaction**

#### **WHAT YOU SEE**

- Trouble breathing
- Swelling of tongue and face
- Fainting

#### **WHAT YOU DO**

- Call 911
- Help get and use epinephrine pen

### **Heart Attack**

#### **WHAT YOU SEE**

- Chest discomfort (uncomfortable chest pressure, squeezing, fullness, or pain)
- Discomfort in other areas of upper body
- Shortness of breath
- Sweating, nausea, lightheadedness

#### **WHAT YOU DO**

- Have victim sit quietly
- Call 911
- Get AED

### **Diabetes and Low Blood Sugar**

#### **WHAT YOU SEE**

- Change in behavior such as confusion and irritability
- Sleepiness or even not responding
- Hunger, thirst, weakness
- Sweating, pale skin color
- Seizure

#### **WHAT YOU DO**

- Give victim sugar (soda, fruit juice, or packet of sugar), NOT sugar substitutes and NOT diet drinks
- Call 911 if victim does not feel better within a few minutes

### **Stroke**

### WHAT YOU SEE

- Sudden numbness or weakness of the face, arm, or leg, especially on one side of the body
- Sudden confusion, trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden severe headache with no known cause

### WHAT YOU DO

- Call 911

## **Seizures**

### WHAT YOU SEE

- Loss of muscle control
- Falling to the ground
- Jerking movements of arms, legs, and other parts
- No response

### WHAT YOU DO

- Protect the victim from injury:
  - Move furniture and other objects out of the victim's way
  - Place a pad or towel under the victim's head
- Phone or send someone to call 911 and get first aid kit
- If victim stops responding, start steps of CPR if you know how
- Roll victim to side once seizure ends

## **Shock**

### WHAT YOU SEE

A victim in shock may

- Feel weak, faint, or dizzy
- Have pale or grayish skin
- Act restless, agitated, or confused
- Be cold and clammy to the touch

### WHAT YOU DO

- Call 911 and get the first aid kit
- Help victim lie down and raise legs above the level of the heart if it does not hurt victim to do so
- Use pressure to stop bleeding you can see
- Cover with a blanket
- If victim stops responding, start steps of CPR if you know how

## **GENERAL EMERGENCY PROCEDURES**

**Crisis Team/Emergency Numbers**

**Campus Crisis Team**

Vice President of Fiscal Services	903.693.2023
Vice President and Dean of Instruction	903.693.2028
Vice President of Student Services	903.693.2055
Facilities Director	903.693.1113
Director of Institutional Advancement	903.693.2044
Director of Athletics	903.693.2062
Director of Administrative Services	903.693.2021

**ADDITIONAL EMERGENCY NUMBERS**

Panola College Campus Police Officer Ernie Davis	903.693.1112 or 903.754.1693
Panola College Campus Police Officer Sheila Ritter	903.693.1111 or 903.692.2815

Texas Poison Control Center	1.800.222.1222
Drug and Alcohol Abuse Hotline	1.800.262.2463
Centers for Disease Control and Prevention	1.800.232.4636

**PERSONAL RESPONSIBILITY FOR SAFETY**



No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgement must be used in every situation. Each person is responsible for the following:

### **Individual Responsibility**

Follow the approved practices and procedures or standards which apply, on any work you perform for the College.

Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your Supervisor.

It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

Report to your Supervisor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.

Any injury which occurs at work, no matter how slight, or any accident which causes damage to property shall be reported immediately to the person in charge. All injuries and accidents should be reported to the Supervisor by the end of the day and to the Controller of the college within 48 hours.

If anyone observes another who is about to endanger themselves, another person, or property while at the College, they should intervene immediately.

Alcoholic beverages are not allowed on College property and the use of such is prohibited. No one is to report for work evidencing any effects of alcoholic consumption.

Smoking is not allowed in any building on any campus of Panola College.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on College property.

Water, oil or other liquids or excessive dust, dirt or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

In addition to the above, follow these safety guidelines:

- Lifting improperly is a major factor in the tremendous number of back injury claims. The following procedures must be followed:
  - Stand properly when lifting. Bend your knees and bring your body up with the load. Keep the load close to your body, keeping your back straight.
  - Request assistance when lifting or moving heavy loads.
  - Take care when lifting. Lift properly and stay within your limitations.
- Only qualified, designated employees should work with electrical wiring and equipment.
- Horseplay or practical jokes will not be tolerated.
- Good housekeeping is a safety aid. All employees shall keep tools, equipment, and work areas clean and orderly.

- Each employee should know the location of fire extinguishers in the work area. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area. Make sure students and other employees in the immediate area are aware of the danger.
- Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent. (i.e. paint thinner, filter cleaning solvent, etc.)
- Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
- Any employee, while on duty or on college property, who possesses, sells, or receives any illegal drug or who is under the influence of illegal drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
- Smoking is not allowed in any facility/building.
- Slipping hazards should be cleaned immediately.
- Use caution when opening doors which serve two-way pedestrian traffic.
- Use a stepladder or a step stool for reaching above your head.
- Aisles and stairways are to be kept free and clear of boxes and tripping hazards. Make sure that hallways and evacuation routes are clear at all times.
- While in a college or rental vehicle, seat belts are to be worn at all times.
- Obtain instructions for all equipment before attempting to operate any machinery with which you are unfamiliar; read operating instructions carefully and/or get help from someone experienced with the equipment.
- After use put all tools/equipment back in their proper place.
- Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank the cord to disconnect.
- Use handrails when using the stairways.
- Material Safety Data Sheets must be available, at the point of use, to any person who requests this information. Anyone using chemicals should have data sheets available.

### **Accident Investigation and Reporting**

Anyone who suffers an injury during work shall promptly report such injury to their Supervisor no later than end of the work period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made.

The department in which an injured person works shall notify as soon as practicable the Business Manager of all injuries. Details of the injury and required reports should be in the Controller's office within 48 hours.

### **Firearms**

Firearms, ammunition, explosives or other weapons are prohibited on College property.

**Exceptions** to this policy are limited to the following instances:

Panola College campus police, City of Carthage Police, Panola County Sheriff's Department, Texas Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on College property.

### **Good Housekeeping**

Good housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. Oil and chemical spills should be cleaned up promptly to eliminate slipping and fire hazard. All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards. Cleaning up the area where you are working is part of the job. A job is not completed until the area is cleaned up.

### **Tornado**

If, in the judgment of the President or administrator in charge, the threat of impending danger warrants it, the following actions may be taken:

Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.

Everyone should remain in these "safe" areas until, in the opinion of the President, the threat of danger is past. If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

### **Flooding**

Because of the elevation of the College, buildings at Panola College are not likely to flood. However, during periods of flooding, the President or administrator in charge, will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

### **Ice and Snow**

In the event that ice and/or snow threatens to make highway travel hazardous, the President or administrator in charge may dismiss classes to allow commuters to return home safely.

### **Closing the College as the Result of Severe Weather**

Only the President or administrator in charge has the authority to close the college. When this action is to be taken, the President will notify the college deans, other affected administrative officials, and other persons with a need to know. In addition, the radio stations in Carthage, Marshall, Center, Longview and Shreveport will be notified and asked to broadcast the notice of closing.

### **Self-Determination Policy**

No student will attempt to attend classes and no employee will report to work if, in their opinion or on the warning of law enforcement officials, travel conditions in their area are unsafe or if other circumstances would place their lives or health in jeopardy.

## **EVACUATION PROCEDURES**

### **Emergency Evacuation**

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

Instructors should know the shortest route from the classroom to the nearest exit. All classrooms have been supplied with maps showing the nearest routes to exits.

When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.

The instructor should be the last to leave in order to check that all students are out of the classroom and to close the door.

Never return to the building until instructed to do so by the appropriate authorities.

## **SAFETY WITHIN INSTRUCTIONAL AREAS**

Panola College is first and foremost an educational institution whose customers are involved in various educational processes. The following safety rules and regulations have been developed by administrators and instructors to prevent accidents in specific instructional areas. Naturally, various safety rules will be repeated to students as the potential for similar dangers may occur.

### **Biology**

1. Wash desks with furnished disinfectants.
2. Place all books under desks, or on shelves, except those pertinent to lab.
3. No chewing gum, smoking, candy, cokes, etc., allowed in lab.
4. Treat all microorganisms as potentially pathogenic (which they are).
5. Ask lab instructor any time lab procedures are not clear.
6. Check Bunsen burners and hoses for leaks. Be careful of long hair and open flames to prevent injury.
7. When disposing of microorganisms, be sure and autoclave them prior to disposal.
8. Wash hands as instructed.
9. Store hazardous chemicals in proper containers.
10. Check weekly for gas leaks and daily for properly-turned-off gas jets.
11. Know the location of fire extinguishers and fire blankets for each lab.
12. In case of fire, leave the building by the nearest safe door.

### **Chemistry**

1. Safety rules are gone over during first lab period and include student-prepared diagrams of eye-wash station, fire extinguisher sites, and hood locations.
2. Eye protection and protective aprons are to be worn at all times.
3. No food, drinks, or smoking allowed in classrooms or labs.
4. No unauthorized experiments are to be performed.
5. Keep work area neat and uncluttered. Store books and coats in designated area.
6. Store chemicals and equipment when not in use.
7. Disposal of chemicals will follow normal practices for dry, water-soluble, halogenated organic, and organic species.
8. Chemicals will be properly stored.
9. Ventilation of lab will meet safety standards.
10. Instructor will be in or near lab during instructional operation of the laboratory.
11. In case of small fire, use fire extinguishers. If fire is large, exit by nearest safe door.
12. In case of tornado, proceed to designated area.
13. Provide list of most commonly used hazardous or incompatible chemicals for display on lab bulletin board for reference by students. MSDS sheets are available in lab for all chemicals.

### **Cosmetology**

Most accidents in the beauty salon are preventable. They are caused either by ignorance, carelessness or neglect on the part of one or more persons. The remedy lies in the continual use of caution and common sense to prevent disease or accidents. Safety education for cosmetologists will also help to eliminate accident hazards and establish safe working habits.

1. **Electrical Equipment:**

- a. Check all electrical appliances for proper grounding. If it has a metal casing, it must have a three prong plug. Blow dryers made of all plastic are automatically grounded. Any faulty appliance should be taken back to the dealer. (Check connecting screws on blow dryers).
- b. Check appliances of "U.L." approved. The U. L. (Underwriters Laboratories) approval seal means the appliance has been tested and judged safe. It should not overheat or cause accidental electrical shocks.
- c. Never try to clean a clogged electrical outlet nor clean or oil a machine when it is connected to an electrical current. It will cause an electrical shock.
- d. To disconnect electrical equipment when not in use, grasp PLUG and pull GENTLY.
- e. Wires of an electrical device must not be left trailing when not in use. Wind cord up and store away until the next use.
- f. When moving a heavy portable machine such as a hair dryer, hold it at the top and bottom to prevent it from falling.
- g. Styling chairs must not be tipped on their side when moving. The chair contains hydraulic fluid and can leak out if improperly moved.
- h. Inspect your appliances periodically for worn cords.
- i. If an electrical appliance produces an odor of burning, pull out plug immediately if safe to do so.
- j. If an electrical appliance goes out while in operation, pull out plug immediately if safe to do so. Some appliances have safety cut-offs. Let the appliance cool off.
- k. Do not turn wig dryer temperature above medium. High heat will cause the manikins to swell and the hair to loosen.
- l. Do not direct heat lights on heat lamp except by moving flexible arm. NEVER adjust lamp by moving heat bulb shield.
- m. Never direct lamp bulbs closer than 20 inches from patron's head. When finished with lamp, place back against wall out of path.

2. **Electrical Shock:**

- a. Use dry hands in connecting and disconnecting electrical equipment.
- b. Avoid wetting electrical cords.
- c. Never use an ultra-violet ray machine on a damp head.
- d. Locate breaker box for the lab in case of electrical failure. Some equipment can overload the circuit.

3. **Fire:**

- a. If a fire should start in a lab, fire extinguishers are available for instructors use only. All students will be asked to file out of the building in the same manner as for a school fire drill; use the nearest exit in an orderly manner.
- b. Keep all flammable materials capped and safely stored away from heat; alcoholic solutions, cosmetics, hair spray.
- c. Avoid overheating manicure lotion, it may cause a fire if the paper cups become overheated. There is no automatic cut-off on this appliance.
- d. Shake soiled towels before cleaning to avoid foreign objects from clogging lint filter or hose of washing machine.
- e. The lint filter in the clothes dryer must be cleaned after each load of towels.

4. **Burns and Abrasions:**

- a. Do not test curling iron for temperature with your fingers, use a perm paper or end paper.
- b. If you are accidentally burned from a curling iron, ask an instructor to get ice immediately, aloe vera plant cutting, or other compress.

5. **Cleanliness and Infections:**

- a. Hands must be washed after returning from lavatory and before and after giving beauty service.
- b. Students must be attired in clean uniforms.
- c. All chemical services must be applied in the shampoo room to avoid spilling liquids on furniture.

- d. Soiled linens must be kept in closed containers. These containers are kept in the lab.
  - e. Students having colds or infectious diseases will not be permitted to serve patrons. Inform your instructor if this occurs.
  - f. All jars and bottles must be properly labeled, covered and kept in a cool place. NOTE: All water bottles must be labeled of its contents.
  - g. Food or drinks are not allowed in the lab or classrooms. If ants, roaches or crickets are sighted, the instructor should contact maintenance for extermination.
  - h. Any electrical applicator coming into contact with patrons must be cleaned and sanitized after each use with 70% alcohol.
  - i. Place cape over back of chair. Some chemicals will remove fabric color.
6. **Skin Injuries and Eruptions:**
- a. First aid treatment can be given for cuts and abrasions; use seabreeze antiseptic, alcohol, "Prep."
  - b. Stop minor bleeding from cuts by applying pressure to the area. Band-Aids are kept in the dispensary for students' use.
  - c. All sharp instruments must be used carefully. When not in use, sharp points are to be protected or kept in a closed case.
  - d. Do not use contents of a broken jar or bottle.
  - e. Avoid scratching skin or scalp with sharp nails, teeth of combs, bristles of brushes, scissors or razor.
  - f. Use rubber gloves when working with all strong chemical solutions. Frequent rinsing of hands will prevent irritation resulting from the use of chemical solutions.
  - g. Alcoholic solutions tend to strengthen with age and must be carefully used on the skin.
  - h. Blow dryers melt combs and burn patron's hair and scalp when held too close.
7. **Miscellaneous:**
- a. Do not leave combs and brushes in wet sanitizers overnight. They are easily stolen.
  - b. All personal equipment should be locked up and marked.
  - c. Wet sanitizers on work stations are easily tipped over and broken.
  - d. Do not place curling iron under cold water to cool it off. It will burn out the heating element and can cause shocking.
  - e. Be careful of the extension cords and plugs on the lab floor. Store extra cords away when not in use.
  - f. Hand mirrors are easily broken. Lay mirror face down when not in use.
  - g. No medication may be given to any student by an instructor. This includes aspirin and tylenol.
  - h. Read all manufacturers' directions before giving a service.
  - i. Be sure patron does not have high blood pressure or heart condition before turning temperature on high when using hair dryer.
8. **Personal Injuries:**
- a. Close all cabinet doors immediately after use to avoid head or other injuries.
  - b. Be pleasant and courteous at all times. This prevents irritating other's nerves and may prevent accident.
  - c. Footrests on shampoo chairs must be kept down when not in use.
  - d. No running, water fights, riding on manicure stools, spinning or sitting on equipment that is not designed for such horseplay.
  - e. Do not leave jewelry or other valuables near shampoo area.
  - f. When disabled clients come into the lab with wheelchair, crutches or cane, make sure these are placed out of the pathway when patron is seated at your station or in shampoo area.
  - g. Locate emergency phone numbers in reception area. (Hospital, police, fire, etc.)
  - h. Avoid placing your hands on walls or doors and knobs while using chemicals. (Chemical reaction to the skin.)

Even though you are a student, and you are in a learning situation, this is still a place of business and shall be conducted as one. The employer is represented by the instructor, and you, the students, are the employees.

## **Music**

Students in the music department at the College who use electronic equipment are given individual and/or group safety instruction before they are allowed to use the equipment. Equipment must be used during scheduled class time. The instructor must be present during usage.

## **Nursing**

All students enrolled in nursing courses which contain a practicum or clinical component are required to familiarize themselves with the safety regulations of the center where they are doing their practicum/clinical work and abide closely by the regulations of their center of assignment.

1. Accidents or Injury on Duty  
In the event of accident or injury on duty, contact your instructor, who will follow through.
2. Accidents or incident reports must be completed for any injuries incurred on hospital property.
3. Neither the college or the hospital has hospitalization insurance coverage for students, nor will they be responsible for any injury to the student. You are encouraged to carry your own hospitalization insurance.

## **Physical Education**

Participation in physical activities classes involve the inherent risk of injury. To minimize this risk the following guidelines will be applied:

1. Knowledge of rules is required for safe participation.
2. Instructors will warn classes of specific situations that may present a hazard.
2. Directions for use of equipment and facilities will be followed at all times.
3. Protective equipment will be worn when deemed appropriate.
4. Instructors may require stretching, warm-up, and/or cool-down activities.
5. Instructors will consider individual skill and fitness levels when grouping or matching students for participation.
6. Students will wear clothing appropriate for the activity.
7. Horseplay and display of temper will not be tolerated.

## **Physics**

1. Electricity: Students will be allowed to handle only low voltages. Any high voltage electricity source will be handled by the instructor, and all circuits will be examined by the instructor before switches are closed.
2. Lasers: Lasers used in the physics lab are Class II heliumneon lasers and are identified by a yellow "CAUTION" label. The United States Department of Health, Education, and Welfare regulates the manufacturing of the lasers, and they have been "judged to be eye-safe, except possibly in case of deliberate, long-term direct staring into the beam." Students are reminded to keep the lasers below eye-level and not to look directly into the beam.
3. Open Flame: Any open flame experiments will be conducted at the instructor's station, by the sink, under the close supervision of the instructor. The nearby existence of the fire extinguisher is pointed out to all personnel.

## **Welding**

A welding shop is not a place for fun and games. We can still enjoy our stay here without the chance of injuries. Rules are made for your protection. Most safety rules are made because someone did have an accident. Protect yourselves and your fellow students, please follow the safety precautions below:



1. Personal Protection
  - a. Safety glasses (tinted if available)
  - b. Heavy gloves
  - c. Long sleeve, buttoned shirts
  - d. No rings on fingers
  - e. High-top shoes
  - f. Welder's cap
2. Shop Bench Grinders
  - a. Do not wear loose clothing; ties; unbuttoned sleeves; shirt tails out.
  - b. Check tool rest, maximum clearance 1/8"
  - c. Pay attention to what you are doing.
  - d. Do not bother the operator.
  - e. Use your safety glasses or shield.
3. Shop Portable Grinders
  - a. Check grinding disc for chips or cracks
  - b. Keep it clean
  - c. Watch where you send the sparks, try to aim them down or against a shield
  - d. Use safety glasses
4. Power Band Saw
  - a. Make sure material is secured in vise
  - b. Check width of roller guides
  - c. Use lubricant
  - d. Do not feed too fast
  - e. Keep hands clear of blade (on or off)
5. Abrasive Cutoff Saw
  - a. The operator will be the only person standing in the area
  - b. Secure material in vise
  - c. Do not force blade
  - d. If blade breaks, hold down push stop, hold down until completely stopped
  - e. Do not use for grinder
  - f. Wear safety glasses
6. Work Areas
  - a. Keep areas clean
  - b. Mark hot projects "HOT"
  - c. Use ventilation
7. Arc Welding Safety Precautions

Carelessness and lack of knowledge costs many lives and a partial ,or total, loss of limbs or sight each day. Short cuts in safety often result in lost man hours or even a life. Blindness is caused by strong ultraviolet rays which are emitted from the electric arc. Through years of study and experience, the following safety precautions and personnel protection have been designed and handed down to you:

- a. Personal protection – (1) Jackets, aprons or sleeves should be worn to prevent fires in clothing or flash burns during welding. (2) The operator's trousers should be without cuffs and should be long enough to prevent hot globules of metal from falling into his/her shoes.
- b. Gloves and Sleeves - (1) Leather sleeves and heavy gloves should be worn to protect the hands and arms from the heat of welding, molten hot metal spatter, and injurious rays of the arc. The leather should be of good quality and the gloves should be heavy enough not to burn through easily.
- c. Helmet and Shield - (1) A helmet should be used to protect the operator's eyes, face, and neck from the direct rays of the arc. Do not weld with cracked or defective helmets as stray radiations from the arc may cause serious burns. (2) Be sure that the colored glass plates are not cracked and are of the proper shade for arc welding (#9, 10, 11, 12, 14). Always use a protective cover glass over the colored glass plates to avoid damage from the spatter. These cover glasses should be replaced when excessively damaged or spotted by molten splatter. (3) Never look at an electric arc with the naked eye. Not only is the intense visible light too strong, but the invisible radiation of ultraviolet and infrared will cause very painful burns and also serious eye trouble.

- d. Screens - (1) When welding is done near other people, screens should be used to protect their eyes from the arc.
  - e. Ventilation – Adequate ventilation is a requirement to work in confined spaces.
8. Welding Machines
- a. All checking of circuits on electric welding machines must be performed on dead circuits. The high power feed voltage of the machine may cause severe injury or even death under certain circumstances. All equipment troubles should be investigated by a trained electrician.
  - b. Do not operate the polarity switch while the machine is working under the load of a welding current. Arcing at the switch causes severe burning of the contact surfaces of the switch and may also burn the person throwing the switch. The polarity switch should be operated while the machine is idling.
  - c. Do not operate the rotary switch for current settings while the machine is operating under the load of a welding current. Severe burning of the switch contact surfaces will result. Operate the rotary switch only while the machine is idling.
  - d. A motor generator type of arc welding machine should not be operated without a power ground on the machine. Current may cause a severe shock if the operator should contact the machine and become grounded.
9. Electric Circuits
- a. Place the electrode on an insulated hook or on any insulated material when not in use. A dead short circuit between the electrode holder and welding ground will result in overload and damage to the fuses.
  - b. Perform all welding operations within the rated capacity of the welding cables. Excessive heating due to overload will overheat the insulation and damage the cable leads.
  - c. Inspect the cables at the joints periodically for looseness, defects due to wear or other damage. Defective or loose cables are a fire hazard and operate ineffectively.
  - d. Defective electrode holders should be replaced and loose cable connections to the holder should be tightened to avoid burning the operator and to permit control of the welding operations.
10. General Precautions
- a. Wear safety goggles when chipping, removing slag or grinding metal surfaces of welds. Never strike an arc without having the eyes protected with welding goggles or helmets.
  - b. Remove all inflammable material from the vicinity of welding. (Wood, waste, oil, gasoline, etc.)
  - c. Always have proper ventilation.
  - d. Do not strike an arc or weld on compressed gas cylinders. A serious explosion may result.
  - e. Never strike an arc or weld on sealed containers or enclosed structures without first checking the nature of their contents.
  - f. Do not leave hot rejected electrodes stubs, steel scrap or tools on floor or in the booth. These interfere with good progress in welding and may cause accidents or fires.
11. Fumes and Gases
- a. The welder should keep his/her head out of the welding plume whenever possible.
  - b. Local exhaust ventilation may be necessary to control gases and fumes, especially for the welding of alloys other than carbon steel or when welding in confined spaces.
  - c. When relying on natural draft ventilation, the welder should assume a position at a right angle to the wind.
  - d. Respiratory protection may be necessary when ventilation is inadequate or when welding alloys other than carbon steel.
12. Ultraviolet, Infrared, and Visible Light
- a. Except for submerged arc welding which only requires safety glasses, all welders should wear eye, face, neck, and hand protection.
  - b. Other personnel working in the vicinity of welding should also wear eye protection and use welding curtains.

### **Learning Resource Center**

Safety in the Microcomputer Labs involves monitoring a controlled environment which is essential to the protection of the users, the computers, the electrical circuits, and the software. Safety devices control humidity, dust,

smoke, unregulated electrical voltages, theft, fire vandalism, heat, water, and static electricity with a free flow of air around the computers. Static-free carpeting and furniture minimize damage to data and circuits.

Free space beneath the floor provides a flexible system of maintaining cable connections between computer units allowing for periodical moves of equipment. Under-floor space supports the needed air flow around these cables, but more importantly, it prevents people from tripping over them. Cables which are not under the floor are wrapped around table legs and secured under the table, or encased in the flat cable protectors.

Computers are "powered up" during periods of constant use, but they are turned off during thunderstorms. Equipment and data have adequate shielding and distance from magnetic or electromagnetic devices. Recording media, and other combustible support materials are retained in metal fireproof/magnetic proof file cabinets. Emergency doors are easily accessible.

Trained personnel supervise the equipment and safety apparatus. Halon-filled hand-hose extinguishers which will not damage computers and electrical circuits are installed within 50 feet of the computers. Personnel are trained to identify a possible smoldering fire within electrical wiring, and the computer area is protected with smoke-sensing devices instead of heat sensors. Ionization detectors, installed in the air space below the floor and above the suspended ceilings sound audible and visual alarms.

Only qualified personnel are permitted to carry computers, connect peripherals, make repairs, or perform data program maintenance. Security devices and programs prevent unauthorized use of the computers. A service and repair area is close to the computer lab to minimize the transporting of equipment and parts. Securely locked work and storage areas, intrusion devices which detect motion or open doors, and carefully restricted access to keys discourage vandalism and theft.

In addition to training personnel to handle fire extinguishers, the College trains personnel are trained to respond to other emergency situations by evacuating the building, turning off all electrical power, turning off air conditioning in the area, and alerting the fire department, the police, and appropriate college officers.

### **Off-Campus Classes**

Off-campus courses are to be conducted with the same safety procedures as on-campus classes.

### **Workforce and Continuing Education Classes**

Any Workforce or Continuing Education classes are required to follow the same safety guidelines as those prescribed for credit classes.

### **Wellness Center**

#### Emergency (Non-Life Threatening) Procedures

In the case of emergency situations where there is no eminent danger of serious injury or death, the following guidelines should be followed:

1. Assess the situation and determine if immediate action is required before taking any actions.
2. If immediate action is required and you believe that you are capable of handling the problem, address the situation.
3. If immediate action is required and you do not believe that you are capable of handling the situation, contact your immediate supervisor:

Use the following criteria to determine whom to contact:

- a) Contact the Wellness Center Manager if he/she is on duty;
  - b) If the Wellness Center Manager is not on duty, contact the Director of Workforce and Continuing Education;
  - c) If the Director of Workforce and Continuing Education is not on duty, contact the Wellness Center Manager at home;
  - d) If the Wellness Center Manager cannot be reached and the Director of Workforce and Continuing Education is not on site, contact the latter at his/her home;
  - e) If neither the Wellness Center Manager nor Director of Workforce and Continuing Education can be reached, contact the campus police.
4. If the Wellness Center Manager is not contacted when the event occurs, then he/she should be informed of the incident as soon as possible.
  5. All staff members involved in the incident are responsible for generating an incident report.

Emergency (Life-Threatening) Procedures  
(Dial 9, then 911)

1. If a victim is in need of life support, the staff member that is first on the scene should give the emergency command to another staff member or by-stander as follows:  
  

“We have someone down. Call 911. You will have to dial 9 to get an outside line, then dial 911. Come back to me after you have made the call.”
2. The staff member first on the scene should then give the following emergency command to another staff member or by-stander:  
  

“ Go find any other staff members and bring them here.”
3. If necessary and you are capable, administer CPR and first aid.
4. All qualified staff members on duty should assist with life support measures.
5. A staff member not directly involved in life-support or first aid should immediately contact the Campus Police, Wellness Center Manger, and Director of Workforce and Continuing Education.
6. Staff members not directly involved in life support should focus on crowd control.
7. The staff member who was the first on the scene should remain with the victim until the EMS arrives.
8. Each staff member on the scene should complete an incident report.

## RESIDENCE HALLS

### SAFETY PROCEDURES

1. Fire Evacuation maps are placed on every room door, including lobbies and restrooms.
2. Safety Regulations and Fire Evacuation Procedures are reviewed in Residence Hall meetings the first week of each semester.
3. Periodic Fire Evacuation Drills take place at random times. Residents are required to participate in all fire drills and must evacuate the residence hall whenever an alarm sounds.
4. All Fire Alarms and Smoke Detectors are tested thoroughly twice a year. This includes cleaning the system.

### EVACUATION INSTRUCTIONS:

1. **If you door is hot to the touch, DO NOT OPEN IT.**  
**\*Roll up a towel and place it at the base of the door to prevent smoke penetration.**  
**\*Go to the window, open it a crack, crawl through or stay there until help arrives. Do not jump unless it is the last resort.**
2. **If the door is cool to the touch, open it slowly. Proceed down the hall to the nearest exit. If the hall is filled with smoke, stay low to the floor and crawl.**
3. **Once outside the building, move far away from the building and attempt to locate your roommate. Wait outside until recalled by authorized College officials.**

### SAFETY ISSUES AND POLICIES

The following situations pose an immediate threat to the safety and well-being of students and other members of the residence hall community and may subject a resident to termination of his/her housing contract. Violations of such policies will be automatically referred to the Director of Student Activities for disciplinary action.

- I. FIRE SAFETY RULES: Prohibited actions include but are not limited to the following:
  - A. Student Rooms:
    - a. Overloading electrical extension cords or multiple adapters,. If a multiple outlet plug or extension cord is used, the wire on it should be as large, or larger, than the wire on the single appliance that it is plugged into it.
    - b. Materials which could obstruct the room door, window, contribute to the spread of fire; including ceiling hangings and other decorations that, because of their flammability or physical nature, are violations.
    - c. Hanging paper and other combustibles (including hats) on or near incandescent bulbs or fixtures.
    - d. Cooking and/or the use of popcorn poppers, woks, toasters, broilers, hot plates, candles, deep fat fryers, incense, lanterns, heaters, slow cookers, Halogen lamps, and ovens. **If any of these are brought into the residence hall, they will be subject to confiscation.**
    - e. Use of any open flame device, setting a fire or attempt to set a fire is prohibited and will result in College disciplinary action as well as local criminal action.
  - B. In Common Use Areas (bathrooms, halls, lobbies):

- a. Damage to, tampering with, unauthorized use, possession, or alteration of fire fighting equipment (fire alarm boxes, fire extinguisher, smoke detectors, signaling devices, etc.), safety devices exit signs, campus security property, or other emergency, safety, or security equipment is prohibited. Violations subject a resident to termination of their housing contract as well as potential criminal prosecution.
- b. Unauthorized use of the fire exits is prohibited by the College. Blocking open or otherwise interfering with the intended smoke-barrier purpose of fire doors is prohibited.
- c. Causing or reporting a false alarm is a violation of State law and will be punishable by State and local authorities.
- d. Exits, corridors, stairs, and stairwells must be kept clear of obstacles.

## II. OTHER RULES:

- a. Though not defined as an illegal drug, tobacco products may not be used inside a residence hall. Panola College does not permit smoking, chewing, or dipping in any campus building or in any College vehicles. A building is defined as the interior spaces of any building plus any attached, protective covering at entrances, exits, or other parts of any building. Non-resident visitors are expected to abide by the above policies.
- b. Panola College enforces a zero tolerance policy concerning alcohol and drugs. Students found violating the following policies will be immediately suspended from the residence halls.
- c. Residence hall doors must not be propped open for any reason.
- d. The storage of gasoline or any other flammable substance is not permitted in the residence halls.
- e. Barbecue grills and such devices should be used a safe distance from buildings and cars.
- f. **No weapons of any kind, whether operable or not, are allowed in the residence halls or on campus.** This includes firearms, BB guns, slingshots, bows and arrows, pellet guns, or anything that has the ability to propel an object through the air. Explosives, ammunition in any form, smoke bombs, firecrackers, etc. are also prohibited. In addition, all knives listed as illegal, throwing stars, mace, billy clubs, martial arts weapons, etc. are prohibited. **Possession of any of the above mentioned weapons either on the person or stored in a room or closet or anywhere else on campus could result in immediate suspension from the residence hall.**
- g. Windows are not to be opened for any reason other than emergencies. Throwing things out of windows or using your window as an entry or exit will result in disciplinary action. Window screens are not to be removed or altered in any way.
- h. Panola College is not responsible for stolen property. Residents are urged to report all losses, thefts or suspicious persons to the Campus Police. Theft, larceny, embezzlement, bribery, or the temporary taking of the property of another or possession of stolen goods or attempted theft is a violation of campus policy. Unauthorized or illegal entry into anyone's room, automobile, or personal property is a violation. This includes, but is not limited to, using someone's phone to make long distance calls and not paying at the time of billing. Students are urged to purchase personal property insurance for any valuable items in their rooms.
- i. **Residents should lock their dorm room every time they exit.**
- j. Students are not permitted to climb onto roofs.
- k. Responsible for their visitors' actions. Visitors must comply with all College and residence hall rules and regulations.

## III APPLIANCES IN ROOMS

- a. **REFRIGERATORS:** A resident may have a refrigerator in his/her room provided the following requirements are met:

\*Operated at 118 volts (+ or -5%);

\*Maximum 3.0 cubic feet;

\*During extended holidays and between semesters, it is emptied and unplugged;

\*Refrigerators are subject to inspection.

**\*MUST BE USED IN CONJUNCTION WITH A SURGE PROTECTOR.**

- b. MICROWAVE: If you have a microwave in your room, you are required to use a surge protector. This is due not only to a limited electrical system but also to prevent fires.

IV. CAMPUS PARKING:

- a. Any resident driving a vehicle on campus must have that vehicle registered with the Campus Police Department.
- b. Students are prohibited from parking in “**Reserved**” areas. Green curbs designate reserved parking.
- c. Handicapped parking spots are only for handicapped students. If illegally parked in a handicap spot your vehicle may be towed at your expense.
- d. Always lock your car and park in well-lit areas at night.

V. HOLIDAY DECORATIONS:

- a. Only fire resistant, artificial trees are permitted in residents’ rooms.
- b. All decorations must be fire resistant.

## OFFICE SAFETY

Safety within the office environment is essential. It is the responsibility of each employee and supervisor to abide by the safety rules that are included in this office safety checklist.

This checklist should be the basis for regular inspections and should not be considered all-inclusive, but a representation of the most common office hazards.

### Office Inspection Checklist

- \_\_\_\_\_ Is there litter or spilled liquid on the floor?
- \_\_\_\_\_ Are floor surfaces chipped; does carpeting show worn spots or holes?
- \_\_\_\_\_ Are warning signs posted near repair work or redecorating? Are aisles free of boxes, wastebaskets, chairs and other obstacles that impede traffic?
- \_\_\_\_\_ Are restrooms kept clean, with dry floors?
- \_\_\_\_\_ Are cords placed where they might trip passersby?
- \_\_\_\_\_ Do cords look frayed?
- \_\_\_\_\_ Are flimsy extension cords in use?
- \_\_\_\_\_ Are all appliances connected with three-pronged plugs?
- \_\_\_\_\_ Are electric outlet boxes or bonnets exposed so that they pose a tripping hazard?
- \_\_\_\_\_ Do employees stand on chairs, desks, boxes, drawers or other improvised ladders?
- \_\_\_\_\_ Do employees run in the office?
- \_\_\_\_\_ Are desk or file drawers left open?
- \_\_\_\_\_ Are files, lockers, and cabinets secured?
- \_\_\_\_\_ Is more than one file drawer open at the same time?
- \_\_\_\_\_ Are files top-heavy, with empty drawers at the bottom and full drawers on top?
- \_\_\_\_\_ Are boxes, papers and books stored on top of files, storage cabinets, window sills?
- \_\_\_\_\_ Are transparent glass doors marked so they can be seen? Are floors marked under solid doors to indicate the striking radius?
- \_\_\_\_\_ Do self-closing doors have too much spring tension?
- \_\_\_\_\_ Is machinery turned off when not in use? Do employees wear dangling jewelry or floppy clothing around moving machinery? Are employees still using spike files or pencil holders with pencil points up?
- \_\_\_\_\_ Is the paper cutter placed in a safe location?
- \_\_\_\_\_ Are razor blades or pins mixed in with paper clips?
- \_\_\_\_\_ Are fire exits clearly marked?
- \_\_\_\_\_ Are fire extinguisher locations marked so they are visible from a distance?
- \_\_\_\_\_ Have fire extinguishers been inspected recently? Are both A and B-C extinguishers readily available?
- \_\_\_\_\_ Do all employees know the location of exits, alarms and extinguishers?
- \_\_\_\_\_ Are nonflammable liquids used whenever possible?
- \_\_\_\_\_ Are flammable liquids properly stored in safety cans?
- \_\_\_\_\_ Are emergency numbers posted for doctor, fire department, and ambulance?
- \_\_\_\_\_ Are fire drills conducted frequently?
- \_\_\_\_\_ Are combustibles stored near machinery or heat sources-.,
- \_\_\_\_\_ Are adequate first-aid supplies available?
- \_\_\_\_\_ Are all accidents properly recorded?



### **Ten Commandments of Safety for all Employees:**

1. Follow instructions, if you don't know, ask.
2. Help keep everything clean and orderly. No job is complete until cleaned up.
3. Use the right tools and equipment for the job, use them safely.
4. Correct or report any unsafe condition.
5. Use, repair and/or adjust equipment only when authorized.
6. Report all injuries to your supervisor and get first aid treatment promptly.
7. Use prescribed or established protection equipment.
8. Don't horseplay; avoid distracting others.
9. When lifting, bend your knees, get help for heavy loads.
10. Comply with all safety rules and signs.

## MAINTENANCE

### Ten Commandments of Safety for Supervisors:

Your job places you in a unique position of utmost responsibility; for not only does the College rely on you as its direct representative to apply its policies wisely and fairly, but it also entrusts to you the obligation to safeguard the well-being of the people in your charge. No responsibility transcends this in importance. Accident prevention calls for your constant vigilance. Therefore, if you would guide your employees safely through their daily work, be yourself guided by these precepts:

1. You are a supervisor and thus, in a sense, you have two families. Care for people under your supervision as you would care for your people at home. Be sure each employee understands and accepts their personal responsibility for safety.
2. Know the rules of safety that apply to the work you supervise. Never let it be said that an employee whom you supervise was injured because you were not aware of the precautions required on the job.
3. Anticipate the risks that may arise from changes in equipment or methods. Make use of the ready safety advice that is available to help you guard against such new hazards.
4. Encourage your employees to discuss with you the hazards of their work. No job should proceed where a question of safety remains unanswered. When you are receptive to the ideas of employees, you tap a source of first-hand knowledge that will help you prevent needless loss and suffering.
5. Instruct your employees to work safely, as you would guide and counsel your family at home, with persistence and patience.
6. Follow up your instructions consistently. See to it that persons under your supervision make use of the safeguards provided them. If necessary enforce safety rules by disciplinary action. Do not fail the college which has sanctioned these rules, or your people who need them.
7. Set a good example. Demonstrate safety in your own work habits and personal conduct. Do not appear as a hypocrite in the eyes of your employees.
8. Investigate and analyze every accident, however slight, that befalls any of your employees. Where minor injuries go unheeded, crippling accidents may later strike.
9. Cooperate fully with those in the organization who are actively concerned with employee safety. Their dedicated purpose is to keep your employees fully able and on the job, and to cut down personal toll of accidents.
10. Remember, not only does accident prevention reduce human suffering and loss, from the practical viewpoint, it is no more than good business. Safety, therefore, is one of your prime responsibilities, to your fellow employees and your employer.

By leading your employees into thinking "Safety" as well as working safely day-by-day, you will be able to develop and maintain a good safety attitude which is probably most important to us in our day-to-day jobs.

### Ten Commandments of Safety for all Employees:

1. Follow instructions; if you don't know, ask.
2. Help keep everything clean and orderly. No job is complete until cleaned up.
3. Use the right tools and equipment for the job; use them safely.
4. Correct, or report, any unsafe conditions.
5. Use, repair and/or adjust equipment only when you are capable and authorized to do so.
6. Report all injuries to your supervisor and get first aid treatment promptly. Report all injuries to the College official responsible for handling employee workers compensation incidents.
7. Always use prescribed or established protection equipment.
8. Don't engage in horseplay; avoid distracting others.
9. When lifting, bend your knees and use back support devices; get help with heavy loads.
10. Comply with all safety rules and signs.

## CHEMICAL SAFETY

Chemicals found in various cleaning supplies:

**Acid-Sulfuric:** This material is very dangerous if improperly handled. It is highly corrosive to most metals and dangerously reactive. When it attacks metal, a highly flammable gas (hydrogen) is generated. It will react with water and generate heat. It is not flammable by itself but will generate enough heat for ignition by contact with combustible materials, which makes sulfuric acid a fire hazard. Inhalation of concentrated mist or vapor from hot sulfuric acid can cause loss of consciousness, with serious damage to lung tissue. The vapors from this chemical are heavier than air and will therefore pocket in low areas. When handling sulfuric acid, the following protective clothing must be worn: eye protection, chemical goggles; hand protection, chemical gloves; respiratory protection, fresh air supply mask; and body protection - acid suit, equipped with acid hood if acid is being handled in such a manner that liquid acid spillage is eminent.

**TREATMENT:** Speed in removing sulfuric acid from the body is very important. Delay can result in very serious injury. This material will affect the body tissues immediately on contact. Start flushing contaminated portion of the body with running water to remove acid. Prolonged application of running water is necessary. Remove contaminated clothing. Do not attempt to neutralize the acid in contact with the skin until all contact areas of the body have been thoroughly irrigated with running water. If acid burns are severe, keep patient quiet and warm (not hot). If acid has been taken internally, do not attempt to induce vomiting but get medical help as soon as possible.

**Anhydrous ammonia:** This material presents a fire and explosion hazard. It is very irritating to the eyes, skin and respiratory tract. Eye irritation starts at 698 ppm, coughing starts at 1720 ppm. If ammonia fumes are strong enough to induce coughing, intoxication and unconsciousness may soon occur if employee remains in the gas or liquid concentration area. The vapors from anhydrous ammonia are lighter than air and will pocket in high, enclosed locations. When handling anhydrous ammonia the following protective clothing must be worn: Eye protection, chemical goggles; hand protection, chemical gloves; respiratory protection, all purpose gas mask for low concentration and fresh air mask for high concentration; body protection, body protection, if liquid spray is eminent.

**TREATMENT:** Irrigate contaminated parts of the body thoroughly with water. Remove contaminated clothing. If patient is unconscious move patient into fresh air and start artificial respiration.

**Aqua Ammonia:** The rules set forth for Anhydrous Ammonia will apply to Aqua Ammonia.

**Caustic:** This material both in solid and solution will cause burns and lacerations with destructive effects on all tissues of the body. Wherever this material is handled, used or stored, an abundant supply of water should be available for emergency washing. If dry caustic is spilled, it should be shoveled up immediately and the area flushed with water, then use dilute acetic acid to neutralize the final remaining traces. If caustic solution has been spilled, it should be mopped up with remaining traces covered with bicarbonate of soda or washed down well with water. No spillage of caustic materials should be left unattended since personnel who are unacquainted with the spillage may come in contact with the material, resulting in serious injury. This material when in contact with organic materials will generate heat which makes caustics a fire hazard. When handling caustics the following protective clothing must be worn: Eye protection, chemical goggles; hand protection, chemical gloves; respiratory protection, respirator for organic vapors and gases; body protection, acid suit, if caustic is in solution or powder form.

**TREATMENT:** Irrigate affected parts of body thoroughly with water. Remove contaminated clothing. Speed in removing caustic from the skin is very important.

## MECHANICAL EQUIPMENT SAFETY

When cleaning or repairing a piece of electrically motivated equipment, such as pumps, dryers, conveyors, etc., it shall be the responsibility of the technician to de-energize the main breaker; place a lock-out device on the breaker in such a manner as to prevent the breaker from being energized. Each technician thereafter, who must clean or make repairs to this equipment, must place their lock on the lock-out device. The keys to each of the installed locks shall be kept by the person installing the lock.

### **Excavation Permits**

An excavation permit is required before any digging shall start, regardless of work location or the size of the job, and may be secured by contacting the Maintenance Department.

### **Fire Safety**

In the case of an emergency, dial 911 immediately. In non-emergency situations, call Campus Police, Director of Administrative Services, Vice President of Fiscal Affairs, and President in that order.

### **Prevention of Fires**

The prevention of fires is of utmost importance. Good housekeeping and equipment maintenance should be followed to keep fire hazards at a minimum.

### **Fire Extinguishers**

Fire extinguishers represent the first level of control to be used on small fires. Maximum protection dictates that all fire fighting equipment must be instantly available and in sound working condition. Also, areas adjacent to hand-held fire extinguishers should be kept clear of obstructions at all times.

### **Smoking Regulations**

No Smoking regulations are necessary at Panola College. Smoking or the use of any tobacco products are not allowed in any building on or off campus or various other sites of the college.

### **Housekeeping**

#### **BASIC RULES:**

1. A clean college is a safe college. Always keep your work area @lean. Any spills of oil, liquid or dust must be cleaned up immediately. All leaks should be repaired or reported immediately to your supervisor.
2. Keep aisles clear. Access to exits, fire fighting equipment, electrical controls and sprinkler system controls must not be blocked.
3. Stack materials in an orderly manner.
4. Put trash and other waste materials in the proper receptacles marked for their disposal.
5. Broken glass should be handled with gloves.
6. Waste material should not be allowed to accumulate, but should be cleaned up and hauled away.
7. Do not leave loose material on elevated locations where they can fall and injure someone. Always clean up after job completion.
8. Bend down all protruding nails. Do not bend down nails by stepping on them.

### **Personal Conduct**

1. All injuries, no matter how slight, must be reported to the supervisor and subsequently to the College official responsible for handling workers compensation incidents.
2. Any employee who is substantially exposed to oils or chemicals must wash the affected parts with water and report the incident.
3. Do not leave loose materials on top of pipe lanes, scaffolds or other elevations, in such a manner as to create a tripping hazard so they will dislodge and fall.
4. Horseplay of any type is strictly forbidden.
5. Do not use compressed air to clean clothing or skin.
6. Keep clear of suspended loads as much as possible.
7. Avoid walking on pipe lanes as much as possible.
8. Do not use defective equipment of any kind.
9. Use leg muscles to lift, not your back. Keep back as near upright as possible when lifting. Do not attempt to lift more than can be safely handled. Use back support devices while lifting.
10. Do not pass under scaffolds or other elevations where work is being performed.
11. Walk, do not run, except in case of emergency.
12. Do not drop materials from elevations unless the area is guarded to keep anyone from passing underneath.

### **Personnel Returning to Work After Non-Occupational Injury or Surgery**

Any employee, regardless of time absence from work, who has suffered a non-occupational injury or has undergone surgery must secure a doctor's release and clear through your supervisor before returning to work. The above procedure is necessary be certain that the employee is physically able to perform his/her duties without injury to his/her health or well-being.

### **Physical Plant Working Rules**

Certain rules for personal conduct must be invoked when a large number of persons is gathered for any purpose. This is true in any institution such as ours where the safety and welfare of many may be jeopardized by a thoughtless act of a single employee. These rules are not to restrict the rights of anyone, but rather to define and protect the rights of all, and to maintain proper discipline so necessary to the successful functioning of any organization.

Because we may not have an opportunity to discuss these rules with you personally, we have adopted this means of conveying this information to you. It is our sincere hope that we shall receive your full cooperation and that a penalty is never assessed for the infraction of these rules of personal conduct.

The rules for personal conduct shall include, but may not be limited to the following:

1. Rules which when violated will be sufficient cause for discharge:
  - a. Sleeping while on duty.
  - b. Possession of, or drinking, liquor or any alcoholic beverage in the plant or facilities, or found working under the influence of intoxicating liquors or narcotics.
  - c. Fighting during working hours or within the plant or facilities or on the job, except in case of self-defense, when it is proven that the defender in no way immediately provoked the fight.
  - d. Possession of weapons or explosives in the plant or facilities without permission.
  - e. Removal of college property without permission, or theft of property of other employees or the college from the plant or facilities.
2. Rules which when violated will be sufficient cause for disciplinary action or warning, layoff, or discharge, depending upon the circumstances involved and the seriousness of the offense:
  - a. Leaving the plant without the supervisor's permission, and leaving the facilities, or job assignment, during working hours without the supervisor's or his duly authorized representatives permission.
  - b. Horseplay while inside the plant, facilities, or on the job.
  - c. Deliberate or negligent abuse of company property, tools, equipment or products.

- d. Violating the property rights of other employees within the plant or facility.
- e. Willful, deliberate or continued violation of, or disregard of, safety rules or common recognized safety practices, such as:
  - (1) Failure to use welding and/or entry permits.
  - (2) Failure to immediately report to supervisor an injury or accident to oneself, or failure of supervisor to report same within 24 hours of occurrence.
  - (3) Failure to use safeguards provided by the college.
  - (4) Unsafe attire or clothing.
  - (5) Abuse of safety equipment.
  - (6) Use of tools in unsafe condition (when safe tools are available); Use of improper tools when proper tools are available; improper use of tools.
  - (7) Speeding or reckless driving on college property or in college vehicle.
  - (8) Using vehicle in dangerous area without permission.
  - (9) Use of gasoline for cleaning purposes.
  - (10) Failure to replace or report the use of fire extinguishers.
  - (11) Violating sanitary standards by failing to use toilets for the disposal of human waste.
- f. Neglect of duty.
- g. Falsification (such as records, verbal information given to supervisors, etc.)
- h. Smoking in restricted areas.

### **Reporting of Industrial Injuries**

The proper procedures for handling injuries requiring First Aid and/or the services of a physician or other healthcare provider are outlined below and must be followed in order to prevent confusion and provide proper treatment of injuries:

1. The injured employee must report any injury to their immediate supervisor.
2. The injured employee will be relieved of their duties as soon as relief can be provided by their supervisor.
3. Should the injured employees, after receiving first aid treatment, feel that additional treatment is needed it shall be their responsibility to make this request through their immediate supervisor.
4. Any employee receiving a physician's services for an industrial injury without filing the required workers compensation incident report, may be required to pay for these services.
5. It shall be the responsibility of the involved supervisor to conduct an investigation of the accident requiring the services of a physician, as soon after the occurrence as is possible.
6. In the event of serious injury where delaying treatment might result in the loss of the injured employee's life or limb, disregard all procedures mentioned above and call 911 to secure the services of an ambulance, if necessary, to transport the injured employee to the hospital. As soon as the ambulance has been notified by phone, then notify the following as listed below, explaining that an emergency exists:
  - Campus Police
  - Director of Administrative Services
  - Vice President of Fiscal Affairs
  - President of the College
6. In case of a lost-time injury, the employee must have a release from a physician before returning to work.

### **Safety Appliances**

Safety appliances will be defined as relief valves, fuel gas automatic shut-offs, governors, over speed trips, etc.

1. Only authorized personnel will make adjustments to safety appliances.
2. Safety appliances shall not be fastened in such a manner as to render the safety appliance inoperative.

#### **Chemical Gloves:**

1. Always use them when handling acid or acid containers.
2. Must be worn during any procedure involving possible exposure with injurious materials.

#### **Face Shields:**

1. A face shield should be worn during procedures which are hazardous to the face as well as the eyes.
2. When the surface of the face shield becomes scratched it should be replaced if it interferes with vision.
3. This shield must not be used for heavy grinding, chipping or other procedures where resistance to severe impact is necessary.

#### **Goggles:**

Proper eye protection is an important part of our safety program. Goggles should be used in the following cases:

1. Around equipment containing dangerous chemicals or in a designated goggle area.
2. During all grinding, drilling or chipping operations.
3. When in area where compressed air is being used for equipment cleaning purposes.
4. Working around or viewing other employees whose work requires the wearing of goggles.
5. Doing any work requiring specialized eye protection, such as welding, sandblasting, etc.
6. Chipping concrete and brick.
7. When operating grinders or buffers.
8. When using picks.
9. Cutting, breaking or chipping glass.
10. Machine operations where flying chip hazards are present.
11. Using air, steam or water pressure for cleaning.
12. Gas welding or cutting or electric welding.
13. Doing overhead work.
14. Painters scraping, using paint spray and all overhead work.
15. Knocking materials from chambers.

#### **Work Clothing:**

Certain types of clothing are furnished for your protection when working under abnormal conditions. However, the type of clothing you wear each day while performing your normal duties can be an important factor in your continued safety and well being. Always observe the following rules:

1. Wear sufficient well-fitted clothing to cover the body.
2. Working without a shirt will not be permitted.
3. Safety shoes are recommended.
4. Employees - must not wear loose clothing around moving conveyors, tail pulley, machinery, etc.

#### **Respiratory Protection:**

If it should become necessary to work in places where pollutants in the atmosphere will interfere with normal breathing, there are several types of protective respiratory equipment provided to cope with such conditions, and they are as follows:

##### Canister Type Mask

1. Test the mask before using to see that it is free of obstructions.
2. Be sure atmosphere is clear and breathing is normal. Place mask on face with wind blowing into your face.
3. Adjust headpiece to head properly so that headpiece is air tight. Test mask before commencing work, being sure canister is purifying the air. If gases can be detected, the concentration is too high. Leave the area at once by walking, as nearly as possible, with the wind in your face and back to the point where you started.
4. For normal work assignment all personnel will secure canister mask from the Maintenance Department.

## Chemical Cartridge Respirator

This respirator may be used for all operations where annoying or irritating gases or fumes are present in such small quantities that the canister mask is not needed. Spray painting is an example. The correct cartridge should be used. The cartridges are identified by the same color system as is used in the canisters and should be used in open areas. The cartridge should be changed at once if fumes are detected or the cartridge should become wet.

## Dust cartridge respirator

1. This respirator must be worn for all operations where there is an excessive amount of dust in the air. Examples are handling chemicals, lime, soda ash, sulphur and filter clays.
2. Filters must be changed as is required to maintain ease of breathing.
3. Do not use this respirator against gases, fumes, vapors or smoke.

## General Safety Rules (for all personnel)

1. Any hazardous mechanical or physical condition or arrangement shall be reported to your supervisor immediately.
2. If working under conditions that you think are dangerous, consult your supervisor, especially when working alone.
3. Standing or walking under material suspended by ropes, chains, or cables will not be permitted. Stay in the clear until material is well secured.
4. Use the main roadways and keep away from operating areas as your work allows.
5. Technicians shall not open or close any valves, except under direct orders from the supervisor or the operator in charge of the equipment.
6. Repairs to electrical equipment or appliances shall be made by qualified electricians only.
7. Tools and materials shall not be dropped from elevations. They must be carried or hand lined down.
8. Extreme care shall be exercised in making the initial opening in lines, pumps, etc. Any indication of excessive pressure must be called to the attention of your supervisor.
9. Working over hot liquids or a large quantity of gases without proper protective equipment is prohibited.
10. Defective tools shall not be used and shall be called to your supervisor's attention.
11. When using chisels, cold cuts, striking wrenches, hammers, or punches, examine the striking surfaces frequently for burrs and other foreign matter.
12. Use proper tools for the work involved, i.e., do not use a file for a bar, a hand wrench for a hammer, wrench, etc.
13. Overstressing tools or equipment has frequently caused serious injuries. If you have any reason to believe that you are overstressing a tool or piece of equipment, visualize what will happen if it fails and take necessary precautions to prevent injury to yourself or others.
14. Safety belts or life lines shall be used when working 10 feet or more above ground, where it is not practical to make other provisions to prevent falling.
15. If an employee's clothing becomes saturated with acids, ammonia, or any chemical solutions, remove clothes immediately and irrigate the affected areas well.
16. Falls are the second largest cause of accidental deaths. Don't take the following chances.
  - a. Failure to look where you are going.
  - b. Running or jumping in work places.
  - c. Standing on boxes, chairs, and makeshifts instead of using ladders or platforms.
  - d. Neglecting to use handrails and running on stairs.
  - e. Failing to face ladder when carrying objects on same.
  - f. Getting too close to edges of elevated platforms, docks, and stagings.
  - g. Getting on and off vehicles in motion.
17. Place tools and materials where they cannot slip, roll, or otherwise fall.



18. Clean oil and grease off the skin carefully. If allowed to stay it serves as an agent for maintaining dust, dirt, and harmful bacteria on the skin. Wash the hands and skin with soap and water.
19. No matter how healthy you are, you cannot afford to take chances with infection. A small scratch or wound may seem unimportant at first, but delay in caring for it can make it serious. Report to first aid promptly.
20. Smoking is not permitted in any buildings on any campus of Panola College.
21. You may be as strong as an ox, but be careful what you lift. Size up the load before you lift it. Get help if necessary. Lift with your legs and not your back. Bend your knees and keep the back as nearly vertical as possible.
22. Protection against chemicals - acids and alkalis.
  - a. If there is danger of spills, splashing, etc., wear acid hood, rubber coverall, gloves, and boots. Tuck the glove gauntlet inside your sleeve. Keep your trouser legs outside of boots.
  - b. If minor splashing is the only hazard, wear goggles, rubber boots, apron, and gloves.
  - c. If concerned with flying particles, wear goggles, gloves, and apron when necessary.

Remember the best of clothing is only partial protection. Complete safety depends on your proper handling of any chemicals with which you work.

### **Specific Rules and Procedures For Tools, Equipment and Specific Functions**

#### Bars (Pry or Nail):

1. Bars will not be used as hammers.
2. Never use a bar to pry open a flange, manway sewer opening, etc., that may contain flammable gases or liquids unless bar is made of non-sparking material.
3. Never grasp a bar when prying in such a manner that if the bar slips, your hands will be caught between the bar and other obstructions.
4. Keep bars free of oils and grease.
5. Do not use bent or chipped bars.
6. Do not use cheaters on bars.
7. Employees working with bars must be spaced far enough apart so as not to strike another employee if bar slips.
8. If a bar is needed, use a bar - not a makeshift tool such as a pin wrench, pliers handle, etc.

#### Bench and Stand Grinders:

1. Wear goggles or face shield.
2. Goggles or face shield must be stationed near grinders at all times for use.
3. Do not use grinder without safety guard in place.
4. Do not stand in front of wheel when starting grinder.
5. Feed work to wheel gradually. Give a cold wheel a chance to warm up.
6. Keep wheel dressed down. Do not use an unbalanced wheel.
7. Turn off motor when you leave grinder.

#### Chain Hoists:

1. Do not use any hoist for a load greater than its rated capacity.
2. Be sure hoists are in good condition before using.
3. Do not use pipe on handle of any hoist for extra leverage.

#### Chisels:

1. Use only tools in good condition. Never use a chisel with a burred or mushroomed head.
2. Return defective chisels to tool room.
3. Wear goggles when using hammer and chisel to protect your eyes from flying particles.
4. Protect your hand as much as possible when using hammer and chisel.
5. Protect other employees from flying chips.

#### Compressed Gas Cylinders:

1. Handling compressed gas cylinders is a two-person job. Always consider each cylinder as full, and handle accordingly.
2. If handling oxygen cylinders with gloves, be sure the gloves are free from oil or grease.
3. Stand acetylene cylinders always on end, and when transporting them, block or tie them securely.
4. Lift, rather than slide, each cylinder from a truck. Avoid bumping the valve-protecting cap. Rolling cylinders is dangerous. Use a carrier.
5. Never use compressed gas cylinders as rollers for moving heavy material.
6. Store the gas cylinders securely so that they cannot fall over or be struck, and where they cannot come in contact with salt or corrosive chemicals or fumes.
7. Avoid exposing cylinders to heat or sun and do not place them near flammable materials.

#### Drill Presses:

1. Wear goggles. Do not wear loose or torn clothing. Use the safeguards provided.
2. Be sure you are using the proper size drills.
3. Do not hold work under drill by hand. Always clamp work under drill.
4. Run drill at proper speed. Do not force feed drill.
5. Stop machine to make adjustments or repairs.
6. Do not leave chuck wrench in chuck.
7. Use a brush or hook to remove chips from drill. Never use your fingers.

#### Electric Equipment:

1. Do not tamper with electrically driven equipment. This is work for an electrician.
2. Do not remove light bulbs and leave the socket open.
3. All electric equipment must be properly grounded.
4. Using an unapproved flashlight is prohibited.
5. An electric extension cord must not be used if it is in bad condition, laid through water or in such a manner as to allow motorized equipment to travel over it.
6. Employees should regard all electrical wires as live and dangerous.
7. Any dangling electrical wire should be reported immediately to your immediate supervisor.
8. Report all electric equipment that is in an unsafe condition to your supervisor.
9. Never close a switch or breaker that has been opened unless authorized to do so by your supervisor.
10. All electrical breakers must be thrown and locked-out before equipment can be worked on.
11. All live fuse, lighting and power cabinets must be kept closed at all times.
12. If electrical power motivates moving machinery and it is necessary to make repairs to same, then refer to and follow the electrical lock-out procedure.

#### Equipment Guards:

1. All excavations must be guarded or covered with planks.
2. Replace covers or guardrails before leaving a job.
3. Permanent chains or guardrails must be replaced immediately after the need of the opening is ended.
4. Do not use handrails as a support for materials such as manhole cover plates.
5. Any employee removing manhole covers from pits in floors or in the ground must replace them or see that the openings are covered.
6. All guards on equipment must be replaced when job is finished.
7. All "V" belts, drive chains, tail and head pulleys (where needed) must be guarded.
8. Do not drive around or move road barricades to enter any area. When area is clear, barricades will be removed.

#### Flexible Shaft Tools:

1. Check equipment before using.
2. Wear goggles.
3. Do not wear loose or torn clothing.
4. Do not straddle or drape shaft over body. Avoid kinks or bends.
5. If grinding wheels are used, be sure wheel is rated for proper speed of motor.

#### Hand Shovel and Spade:

1. When shoveling, be sure there is plenty of room between you and others to avoid striking them with the tool or with material.
2. See that tool has a strong smooth handle and grip, free from splinters, chinks, and splits; and be sure the blade is smooth, sharp, and free from twists.
3. Use the ball of your foot, not your instep, to press the tool into clay, dirt, or other material.
4. Avoid strains. Dig and lift loads by using your leg muscles as much as possible.
6. Never throw or toss a shovel or spade toward another person.
7. Never leave a shovel or spade where others may stumble over it or strike against it. Hang it up, stick the blade securely in the ground, or stand it in a corner.

#### Impact Wrenches:

1. Wear goggles.
2. Use equipment in good condition only.
3. Use correct size sockets.
4. Use correct size pins (no wire or nails).
5. Be sure socket is fully seated on nut before operating wrench.
6. Hold impact wrench firmly when main air supply valve is open. Turn air "off" when wrench is not in use.

#### Ladders and Stairways:

1. Ladders must be in good condition.
2. Must be equipped with safety shoes or secured to prevent slipping.
3. Do not place ladders in front of doors unless door is locked and/or guarded.
4. Always face the ladder when descending or ascending.
5. Do not carry large or heavy materials up and down ladders, use a hand line.
6. Be sure to have one hand free when carrying materials up and down stairways.
7. Do not run up and down stairway.
8. When working on extension ladder, lash it securely.
9. Always use the handrail on stairway.
10. Never stand on the top two rungs of the ladder.
11. Never splice two ladders together.
12. Boards must be placed under ladder if used on soft ground.
13. Place the top of a ladder against a solid wall - never a window pane or sash.
14. Place the base of a ladder one-fourth (1/4) the ladder's length away from the object against which it is leaning.  
Example: The base of a 12-foot ladder should not be less than 3 feet from the object against which the ladder is leaning.
15. Do not paint ladders except for necessary identifying marks.
16. Keep ladder close to work. Do not reach more than arm's length.

#### Ramset (cartridge-fired) Stud Gun:

1. This piece of equipment requires a safety permit before use and may be used only by an employee thoroughly trained in its use.
2. The gun must never be loaded until employee is ready to use gun.
3. Never point muzzle of gun towards another person.

4. Never leave gun where other untrained employees can handle it.
5. Be sure you are using the proper size cartridge for the job. You may fire through a wall, etc. and injure an innocent bystander.
6. Keep excess personnel out of area where gun is being used.
7. Always wear goggles.

#### Safety Belts or Life Lines:

1. An altitude hazard exists whenever persons are required to work from any sort of scaffold, platform or other elevations which are at least ten feet above ground level and does not provide sufficient protection to the  
Under such conditions, safety belts shall be required.  
EXCEPTIONS:
  - a. Persons working on approved scaffolds.
  - b. Persons working on approved carriages.
  - c. Persons working on flat roofs (all other roofs require safety belts - also any roof when one is working within six feet of the edge)
2. When safety belt is worn, the safety belt line must not be supported or tied to the scaffold, ladder carriage or platform from which the employee is working.
3. All safety belts and ropes must be inspected before being used.

#### Scaffolds and Scaffold Platform Boards:

1. For protection on scaffolds which are 4 to 10 feet from ground, scaffolds must be provided with a single handrail 42 inches above the scaffold platform boards and toe boards.
2. When it is necessary to place materials on scaffold platform, the scaffold platform boards must be placed close together to prevent materials from falling through.
3. Wire or nail down scaffold boards to supports.
4. Always use a well-balanced scaffold.
5. A safe means of access should be provided to all scaffolds.
6. Use at least three scaffold platform boards at all times except where it is impossible.
7. Scaffold platform boards **must** be as follows:
  - a. Knot free.
  - b. Cleated with 2" x 4" at each end.
  - c. Not to exceed 8 feet in length.
  - d. Must be of 2" x 10" material in good condition
  - e. Must not be used for any purpose other than scaffold platform boards '
8. Before a newly constructed wooden or erected steel scaffold is used, it must first be inspected and meet the approval of the supervisor in charge of the project.
9. No part of a scaffold shall be removed without approval of the supervisor in charge or until such scaffold is ready for complete disassembly.
10. Platform boards and all material from the scaffold platform must be lowered to ground level by hand line or other safe lowering methods.

#### Screwdrivers:

1. Never use a screwdriver with a split or splintered handle.
2. Always use a screwdriver that fits the screw head.
3. Do not use screwdrivers for prys, chisels, punches, nail pullers, hammers, etc.

#### Trenches and Ditches:

1. Before any digging shall start, receive permission from your supervisor. The supervisor must be certain that the area to be trenched is well identified regarding utility lines, water and sewer lines, etc. before digging.

2. Do not jump into a trench. Sit on the shoulder and slide in. If the trench is over 3 feet deep, use a ladder.
3. Keep the shoulders of the trench free from tools, materials, stones, and loose earth.
4. If the walls of the trench contain glass, wire, and other sharp objects, remove them carefully and promptly.
5. Trenches must be braced whenever sand or other loose soil is encountered. Keep the soil bank far enough from the edge of the trench to avoid excess weight and cave-ins.
6. When making tunneled openings, make sure the soil is compact enough to prevent cave-ins, or that it is suitably braced.
7. Proper shoring of trenches is especially important where near traffic.
8. Be careful not to strike electric conduits or other underground systems when working in a trench.

#### Wheelbarrows:

1. Avoid using a wheelbarrow with cracked or broken handles, damaged or wobbly wheel, loose legs, or ragged edges.
2. Keep wheel axle bearings well oiled.
3. Balance all loads carefully, placing the center of the weight well forward to save lifting strain. Lift with your leg muscles, keeping the back nearly upright.
4. When wheeling a heavy load, take special care if the load should tip over not to get caught by the handles.
5. See that plank runways are well supported and not apt to shift or tip over.
6. Watch for insufficient clearances. Wear gloves to protect your hands.
7. Do not leave a wheelbarrow in a position where it may tip over.
8. Never run with a wheelbarrow. This leads to serious stumbling and falling injuries.

#### Wrenches:

1. Use wrenches that are the right size and type for the job.
2. Never use a piece of pipe on a wrench handle to get more leverage.
3. Use only wrenches in good condition.
4. Keep wrench jaws clean.
5. Never use a shim to make wrench jaws fit.
6. Do not use a wrench as a hammer.
7. Always place a wrench on a nut so it tends to close the jaws on the nut.
8. Pulling on a wrench is safer than pushing. If you must push, keep your knuckles clear. Avoid falls by ensuring that your footing is good before you pull.

#### Tractor Mower:

It shall be the responsibility of the operator of this equipment to see that these safety procedures are followed:

1. Only the operator shall ride this equipment, and the operator must be seated.
2. When mowing along roadways, drive the tractor so that the cut materials will be directed away from the roadway.
3. If cutting in a new area and you are not completely familiar with the area, proceed very slowly, being cautious of loose materials, protruding pipes, etc.
4. Be sure chain guard around cutter blade guard is in proper place and no chains missing.
5. Do not attempt to make adjustments to cutter blade, cutter blade guard, chain guard or cutter blade drive shaft without first shutting off mower tractor engine.
6. Vehicle will be refueled at fueling station. Motor shall not be running during refueling process.
7. Should vehicle have faulty wiring or exhaust system, the vehicle shall not be operated until proper repairs are completed.
8. When replacing shear pins obtain correct shear pin. Do not use any other material for shear pin.
9. Horseplay with vehicle will not be permitted.
10. Be positively alert before attempting to cross railroad tracks and/or road ways.
11. **MOST IMPORTANTLY – READ THE INSTRUCTION MANUAL FOR THE EQUIPMENT.**

#### Power Mowers:

1. Read and understand the instruction manual.
2. Wear properly fitting work clothes, no shorts, sandals or bare feet.
3. Clear the area of any persons not working with mower. Pick up foreign objects that might be thrown by the blade.
4. Start the mower only where your footing is firm and the machine will be stable while you're adjusting its speed. Never use any mower where grass is wet.

#### Gasoline Power Mowers:

Add gasoline **before** you start the mower. A fire could result if you put gas into a hot or running engine. If the mower runs out of gas, let the engine cool before adding more. Fill the tank outdoors. Warn smokers to stay away.

Put mower in neutral before starting the engine and stand clear of the discharge chute. Never allow others to approach too close while the mower is in operation.

#### Electric Power Mowers:

Use a brightly colored extension cord that will be easily visible against the grass to avoid mowing over it. The wire should be of suitable size for the amount of current, and the plug must be grounded through an outlet. When you finish mowing, turn off the switch; don't just unplug it. Never allow others to approach too close while the mower is in operation.

#### Mowing Operations:

- Push the mower, don't pull it; you might pull it right into your foot.
- Never leave the mower running, unattended.
- Never run the mower in an enclosed space. Deadly carbon monoxide may build up.
- If you have a walk-behind mower, mow lengthwise across the face of a slope, instead of up and down as the mower could either fall back on you or go flying away down the hill.
- Do not try to unclog the mower while it is running.
- If you must work on the underside of a mower, first remove the spark plug after disconnecting it. So long as the spark plug remains installed, an engine can always fire one more time. If the equipment being used is of the rotary type, special attention shall be given to the condition of the blade mounting bolt or nut.

#### Pickups and Trucks:

These rules and procedures apply specifically to pickups, but may apply to trucks also. It shall be the responsibility of the operator of this equipment to see that the following safety rules and practices are followed:

1. The posted speed limits and traffic signs must be observed.
2. All riders must be seated on vehicle bed, arms and legs must not extend past or over any part of the vehicle..
3. No more than three (3) employees shall ride in cab of pickup.
4. Do not operate vehicle off roadways. Enter other areas with your supervisor's approval only.
5. Place load on vehicle bed so that it is properly balanced.
6. Keep a safe distance from materials being blocked or jacked.
7. Inspect timbers before using them for blocking to see that the edges are square, sufficiently long, and in good condition.
8. Inspect equipment thoroughly before operating.

The rules and procedures below apply specifically to all trucks (winch, float, flatbed, dump, etc.). It shall be the responsibility of the operator of this equipment to see that the following rules and practices are followed:

1. Loads on the "A" frame gin pole of truck shall not be moved without first having load properly secured.
2. Personnel are not allowed to ride in dump bed of dump truck.
3. When spooling line on winch drum, use a guide bar or exert pressure on the winch line hook to properly spool the line. Keep hands clear of moving cables.
4. Before traveling with a suspended load, check the load to see that it is properly balanced and secured.
5. Familiarize yourself with the load limits that can be exerted against the gin poles, gallows, frames, etc.
6. Be sure tail-board and "A" frame sheaves are the proper size for the winch line cable and the sheaves are not worn, cracked or out of alignment.
7. Should it be necessary to rig "guy lines" do not secure the "guy lines" to operating equipment, operating equipment supports or operating equipment foundations without first having secured approval of the supervisor.
8. Material or equipment must not be hoisted over "on-stream" operating equipment. Only in extreme emergencies may this be done and then only with the approval of the supervisor.
9. The equipment operator shall keep all parts of the equipment at least eight (8) feet away from any electrical conductor. Should contact be made with an electrical conductor, the equipment operator should remain in his present operating position and should not attempt to leave the unit until the electrical power supply has been "killed."
10. Take full account of your surroundings before making a lift. See that the proper hitch has been made, the load properly balanced. Closely observe your hoisting load at all times.
11. Do not pull a winch line around a piece of equipment or structural steel without using a snatch block.
12. Use cable slings of the proper size for making lifts, attaching snatch blocks, hooks, etc. Do not use chains or ropes.
13. It is not permissible for anyone to ride a load being hoisted.
14. Do not reel or unreel cable or rope at excessive speeds.
15. The operator will be responsible to see that the truck load is properly secured.
16. Do not stand under or allow your fellow worker to stand under a suspended load.
17. Do not carry a suspended load either too large or in such a manner as to over-balance vehicle.

#### Painters:

Some spray coating and painting ingredients are toxic or harmful to workers' health if excessive amounts are breathed, swallowed or absorbed by the skin. By using the following precautions, your health should be protected:

1. Use adequate ventilation or exhaust system.
2. Use proper respirators or masks where ventilation is not adequate.
3. Cleanse the skin thoroughly of any paint material. Use only suitable creams, soap or cleaner. Never use thinners or solvents for this purpose.
4. Always wash the face and hands before eating.
5. Keep all open wounds properly protected.

#### Welders:

The following rules and procedures will prove helpful when employees are engaged in welding:

1. You are your own inspector of your welding equipment. If something is wrong, you should be the first to find and report it. Do not depend upon the observation of others to keep your equipment in prime condition.
2. Wear good gloves and good shoes. It is suggested not to wear low-quarter shoes while welding. Torn or badly worn gloves may result in severe burns.
3. Make sure your shield or helmet fits tightly. Sore or damaged eyes can result from a leaky helmet. Leaky helmets or shields should be repaired at once.
4. Watch your own arc through the protective devices provided. Avoid looking at other arcs when helmets are up or goggles are off.
5. Keep dry wherever and whenever possible.
6. When chipping slag, use your hammer and wear your goggles.

7. Notify your supervisor of scaffolding that appears unsafe due to loose, split or warped planks, faulty guard rails, or other reasons.
8. If you are using cartridge type respirator, renew the cartridge at the first smell or taste of fumes.
9. Keep welding and 440 volt cables clear of ladders, passageways, door and driveways. Run cables under ladder, stairways and guardrails and not over or through them. Keep the cables out of walkways and aisles in the shops.
10. Report any welding cable breaks or weak spots in the lines and have them repaired at once. See that your welding cables are free of power supply cables at all times.
11. Remove stub ends or unused portions of electrodes from the holder when you lay the holder down or hang it up. Keep the holder free from contact with the body or wet clothing when moving from one welding location to another.
12. Make sure your holder is in good condition and the insulation intact.
13. In laying down holders or hanging them up, when not in use, put them in places where they will not come in contact with other workers or other holders.
14. Treat all electric currents connected with the welding operation with the utmost respect. This includes the welding circuit, portable lights, electric blowers, grinders, etc. Exposing yourself to electric voltage does not develop "immunity." Keep dry wherever possible and be especially careful if the body or clothing is wet from perspiration or other moisture.
15. Falls are second largest cause of accidental deaths. When working off ladders, scaffolds and platforms, don't take chances.
16. When necessary to do lifting, be sure and lift with the legs, not the back.
17. No matter how slight a scratch, burn, or wound may seem, report it to your supervisor and then seek medical treatment. Be sure to report it to the College official who reports Workers Compensation claims.
18. Housekeeping is an important part of every job. Keep your place of work clean. Clean up after each job.
19. Report any fire immediately. If serious, call 911 immediately.
20. All oxygen lines and fittings must be kept clear of all oil and grease.
21. Cylinders must have cap in place over valve when regulator is not in use.
22. High pressure cylinders should not be dropped, tampered with, or handled roughly.

## **Campus Security**

The Panola College Campus Police Department has primary jurisdiction over all security or criminal matters that occur on College property or property that is owned or maintained by the College. College Police personnel who interrupt crimes in progress shall make lawful arrests where authorized by law using all lawful means.



With regard to assistance and notification of personnel, the following rules shall apply:

1. Campus Police Officers will contact the Carthage Police Department or Panola County Sheriff's Department if immediate assistance is necessary to suppress crimes or maintain peace on the campus.
2. If College property is damaged, the Campus Police Chief and the Dean of Fiscal Affairs will be notified at the earliest practical time.
3. If students are involved and the matter is not of a criminal nature, the Director of Student Activities will be notified at the earliest practical time.
4. Records regarding cases and calls made will be maintained by the Campus Police. Reports will be forwarded as deemed necessary to the Director of Administrative Services by the campus Police Chief.

In the event of fire, the Carthage Fire Department will immediately be notified as well as the Campus Police Chief. The Director of Administrative Services will be notified at the earliest time practical.

Campus Police Officers will make note of any security concerns deemed hazardous to personnel or students and make necessary requests for repairs or modifications to the Director of Administrative Services.

### **Guidelines for Handling Bomb Threats or Suspicious Packages**

Bomb threats are usually made via telephone, but they may be received by other means. Persons receiving bomb threats by telephone **must remain calm and courteous**, and,

1. **Listen** to the caller and do not interrupt, except to prolong the conversation to get as much information as possible.
2. **Attract the attention** of another employee, and have him/her stand by to assist you.
3. **Immediately inform** your supervisor who will activate the notification procedure, or, if no supervisor is available, call Campus Security.
4. **Stay on the line** until the caller is finished if at all possible, or until you believe your safety is compromised. **Refer to the Bomb Threat Checklist.**

**Bomb threats received in written format** should be handled as follows:

1. Immediately report the incident to your supervisor.
2. Do not raise a general alarm.
3. Save all material for forensic examination by Police, including the envelope or container, and avoid unnecessary handling.

**Suspicious Packages** should be handled as follows:

1. If you observe a suspicious package or object, report it immediately to Campus Security.
2. Advise your supervisor and/or Department Head.
3. Do not touch or move the suspicious object or package under any circumstances.
4. Be aware of the possible existence of additional suspicious objects or packages.
5. Do not operate cellular phones within 30 yards of the object.
6. Open all windows in the immediate area.
7. Evacuate the immediate area.

**Evacuation** for bomb threats or suspicious packages should be handled as follows:

1. If instructed to evacuate, move to your department's designated emergency evacuation site.
2. Do not re-enter the building until instructed to do so by Campus Security or the Police Officer in charge.

### **BOMB THREAT CHECKLIST**

**Remain calm and courteous and attempt to answer the following questions:**

- a) When is the bomb going to explode? \_\_\_\_\_
- b) Where is it now? \_\_\_\_\_
- c) What does it look like? \_\_\_\_\_
- d) What will cause it to explode? \_\_\_\_\_

- e) Did you place the bomb? \_\_\_\_\_
- f) Why? \_\_\_\_\_
- g) What is your address? \_\_\_\_\_
- h) What is your name? \_\_\_\_\_
- i) Exact wording of the threat \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other facts to make note of:**

Sex of the caller: \_\_\_\_\_ Accent or Dialect: \_\_\_\_\_ Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

No. at which call is received: \_\_\_\_\_ Time of call: \_\_\_\_\_ Date: \_\_\_\_\_

**CALLER'S VOICE:**

Calm – Angry – Nasal – Excited – Slow – Rapid – Soft – Loud – Normal – Laughter – Crying – Deep –  
 Distinct – Slurred – Stutter – Lisp – Raspy – Ragged – Disguised – Clearing Throat – Familiar – Heavy Breathing –  
 Cracked Voice

If the voice is familiar, who did it sound like? \_\_\_\_\_

**BACKGROUND SOUNDS:**

Static – Clear – Street Noises – Music – Motor – Animal – Voices – P A System – House Noises – Booth – Local –  
 Long Distance – Factory Machinery – Office Machinery – Others: \_\_\_\_\_

**THREAT LANGUAGE:**

Foul – Well-Spoken (educated) – Irrational – Message being read – Taped – Incoherent –  
 Other remarks: \_\_\_\_\_

**CAMPUS SECURITY INCIDENT REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Location or Building Room Number: \_\_\_\_\_

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Incident: \_\_\_\_\_

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Action Taken: \_\_\_\_\_

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Vehicles and/or Persons Involved: \_\_\_\_\_

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Reporting Police Officer: \_\_\_\_\_

Director of Administrative Services: \_\_\_\_\_

Director of Student Activities: \_\_\_\_\_

Date: \_\_\_\_\_