

University and College Insurance Consortium

ACCIDENT AND ILLNESS PREVENTION PROGRAM MANUAL

Allegheny College

UCIC Furnished December 2005
**Review by legal counsel suggested

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ACCIDENT & ILLNESS PREVENTION PROGRAM

INTRODUCTION

Why an Accident and Illness Prevention Program Manual?

All major campus operating efforts, such as plant operations, transportation, food service, maintenance, cost control, etc. must have guidelines (called standards or procedures) to assure that the work being performed to accomplish these efforts is performed in a specific manner. These procedures are normally specified in writing to assure understanding, thus minimizing confusion and possibly even conflict as to exactly how work is to be completed.

How do we create an awareness of the University & College Insurance Consortium's loss control goals and objectives? Simple – the goals and objectives are reduced to writing in the form of an Accident and Illness Prevention Program Manual.

This Manual should be considered the Consortium member's "game plan" to reach required loss control objectives. **To be effective, all personnel from the President to each hourly Employee must realize and accept that loss control is a vital part of the education process.** The philosophy of Allegheny College, a member of the University & College Insurance Consortium dictates that loss control be incorporated as a significant part of the education structure and is essential to the protection of the member's employees, students, guests and property.

In composing the Manual, we have attempted to provide a simple yet comprehensive guide that offers the most modern and effective loss prevention tools. Through experience, it is evident that loss control procedures must be carried out in a consistent manner to be successful, and will not be successful unless the procedures are accomplished by working with and through all levels of our educational institution.

These are considered to be our foundation or minimum safety standards. Locations and departments are free to, and encouraged to build upon and design and implement their own safety operating procedures to better meet their own specific needs.

We would like to extend a special note of thanks to the Pittsburgh Public School District and AON for providing a template on which to build. We would also like to thank our member schools for their input and improvements as we consider this a work in progress.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Safety Policy Statement (Accident and Illness Prevention)	Policy No. 1
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Statement:		

It is the mission of the Board of Trustees of the University & College Insurance Consortium to provide an active Accident and Illness Prevention Program, to promote and to provide at all times a safe and healthy environment for all Consortium member employees, students, and the general public.

Purpose:

(1) The University and College Insurance Consortium's (UCIC) Accident and Illness Prevention Program is dedicated to the reduction of occupational injury and disease. **Allegheny College** as a member of the UCIC shall take every reasonable action to promote continuous safety awareness as an appropriate mode of behavior to minimize accidents and occupational injuries at all times. A written statement regarding the Accident & Illness Prevention Program that contains the Group Self-Insurance Funds philosophy regarding accident and illness prevention. The Safety Program Policy Statement serves as the foundation for all program activities. The statement is to be signed by the Chief Executive Officer and communicated to all employees.

- **Allegheny College**, as a member of UCIC, recognizes that safety functions must be effectively managed to obtain the desired results.
- **Allegheny College**, as a member of UCIC, recognizes that all members share responsibility for occupational safety and injury prevention.

A Safety Committee shall be implemented (unless already in existence) to facilitate the ongoing achievement of these objectives. **Allegheny College** recognizes that the responsibility for occupational safety and injury prevention are shared, and affirmatively aligned with **Allegheny College's** overall accountability plan. **This is an inclusive process that involves all member schools of the University and College Insurance Consortium and their employees.** The scope of the UCIC Accident and Illness Prevention Program committee(s) shall include, but not be limited to:

- Implementation of any/all safety program(s) in compliance with applicable state and federal laws and/or mandates.
- **Allegheny College** Accident and Injury Prevention activities will involve representatives of all employee groups within **Allegheny College**

- Safety Committee Members will insure that safety inspection of school buildings and grounds are performed.
- Arrange for or provide a safety/training program for committee members and staff.
- Review appropriate procedures and recommend changes and improvements as necessary.
- Review Accident Investigation/Incident Analysis, Reports of Occupational Injury, and make recommendations for accident prevention.

Policy:

(1) **(Designated Person(s) SELECTED BY MEMBER SCHOOL), assisted by the administrators of UCIC**, are responsible for the foundation and leadership of the Accident and Illness Prevention Program; for its effectiveness, growth and development as an integral part of the **Allegheny College** as a member of UCIC; and for providing the support required to ensure safe working conditions.

(2) Administrators and supervisors at **Allegheny College** are responsible for developing proper attitudes toward safety awareness and accident prevention in both them and in those they supervise, to ensure that all work activities are performed with the utmost regard for the safety and health of all personnel involved.

(3) **Allegheny College** employees are responsible for dedicated cooperation with all aspects of the Safety and Accident and Illness Prevention Program, compliance with all safety protocols and regulations, and continuously practice safe work behaviors during the performance of their assigned duties.

(4) Semi-annual reports including minutes, may be requested by the UCIC Board of Trustees, regarding the status of the **Allegheny College's** safety program.

(5) UCIC Third Party Vendors shall be utilized as a service provider for the implementation of the above stated Mission and Purpose and will provide quarterly reports regarding the program status.

(6) UCIC expects each member and its individual employees to actively support and personally use safe work practices and to follow good accident prevention methods.

The success of the **Allegheny College's** Accident and Injury Prevention Program depends on the commitment and cooperative effort of the entire organization. **Allegheny College** expects each individual employee to actively support and personally practice accident prevention.

****The UCIC will secure the services of third party vendor(s) to provide assistance wherever required by its members in order for the member to meet the requirements outlined in this accident and illness prevention program. The vendors may be indicated throughout this A&IPP as risk manager, risk control, loss control, loss prevention, environmental specialist, safety specialists, insurance or claims specialist(s) or other similar titles.*

Cost for these services will be borne by the Board of Trustees under normal circumstances. The costs may be shared when an unusual situation is determined to exist requiring the use of specialized equipment or professional(s). UCIC members should request financial assistance by forwarding an email to the UCIC Insurance Program Manager and/or Executive Officer and a copy to the risk control third party vendor.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Designated A& IP Program Coordinator & Assignment of A&IP Program Responsibilities	Policy No. 2 & Policy No. 3, part 1
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 5
Definition:		

This policy assigns responsibility to Designated Individual(s) for specific safety and health functions, also referred to as Accident & Illness Prevention (A&IP). In October 1998 OSHA (Occupational Safety and Health Administration) released a draft proposed Safety and Health Program Rule 29CFR 10900.1. While this is only a draft; it should be reviewed as it requires all employers to hold managers, supervisors and employees accountable for safety in the workplace.

Guidelines for UCIC Members Responsibilities and Accountabilities:

Policy:

Like other **Allegheny College** management functions, safety must be effectively managed to obtain the desired results. Necessary planning, organizing, leading and controlling are required management actions. Since no one person can get the job done alone, this section outlines safety responsibilities for key **Allegheny College** personnel.

Actions Required: Person(s) to be Determined By School

Designated A&IP Program Coordinator

Responsibilities

The Designated A&IP Program Coordinator has the full authority and total responsibility for maintaining safe and healthful working conditions within his/her jurisdiction whether it is on the campus, out in the field, in the shop or in the office. Although personnel exposure to hazards varies widely from location to location, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material. Therefore, the Designated A&IP Program Coordinator will:

1. Hold each Department Head (if applicable) fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his employees.
2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Call upon the Consortium's (OR MEMBER SCHOOL)'s Risk Manager or Environmental Specialist for any assistance needed in promoting aggressive and effective loss control.

4. Demonstrate a personal concern in departmental losses on each worker who has lost time from an on-the-job injury.
5. Will have authority to designate person(s) who will be responsible for implementing the various policies contained in the Accident & Illness Prevention Program are implemented and complied with.
6. See that all portions of the Accident & Illness Prevention Program are implemented and complied with.

Department Head's Responsibilities

Each Department Head, if applicable, will be fully responsible and accountable to the Designated A&IP Program Coordinator for compliance with the provisions of the plan within their department.

The Department Head will ensure that:

1. All personnel are briefed and fully understand safe work procedures and existing policies that enforce their use.
2. All employees, new and old are trained and retrained, when necessary, in the accepted way each hazardous job must be accomplished.
3. All employees are instructed in the use and need for protective equipment for specified hazardous jobs.
4. Necessary safety equipment and protective devices for each job are available, used and used properly.
5. Monthly department safety meetings are conducted to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.
6. A method exists to encourage safety suggestion and written comments from employees.
7. All lost-time or major medical incidents as well as any major near misses are thoroughly investigated, recorded and promptly reported.
8. Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
9. Each Department Head, if applicable, is held accountable for the preventable injuries, collisions and liabilities incurred by employees.
10. Proper equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
11. The Designated A&IP Program Coordinator and/or Risk Manager are consulted when assistance is needed in implementing the safety program.
12. All injured persons, regardless of how minor the injury, receive prompt medical treatment; the incident is promptly reported per the workers' compensation guidelines; circumstances causing injury are investigated and required accident reports are submitted and acted upon.
13. Safety committees are used for continuity of the safety program.
14. Formal safety training is scheduled for employees, required on-the-job training is administered and job qualification requirements are in compliance when applicable.
15. On the job training records along with established safety training records are to be maintained.

Supervisory Personnel Responsibilities

A supervisor is responsible for the safe actions of their employees and the safe performance of machines and equipment within their operating area. They have full authority to enforce the provisions of this plan to keep losses at an absolute minimum.

Each supervisor and foreman will:

1. Assume responsibility for safe and healthful working areas for his/her employees while they are under his/her jurisdiction
2. Be accountable for preventable injuries, collisions and liabilities caused by his/her employees.
3. Insure that all safety policies and regulations are implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts.
5. Be firm in enforcement of work policies and procedures by being impartial in directing those who fail to conform and by being prompt to give recognition to those who perform well.
6. Insure that each employee is fully trained for the job he / she is assigned to do and that he/she is familiar with published work rules.
7. Insure that periodic safety training classes are conducted for all employees as needed.
8. Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
9. Insure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
10. Instruct all employees on the prompt reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injuries. In addition, promptly report these employee incidents per workers' compensation guidelines.
11. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.
12. Use safety checklists for hazardous operations.
13. Properly maintain all protective devices and safety equipment.
14. Ensure that all employees are physically qualified to perform their work along with the training of employees on the proper use of the equipment.
15. Use the "buddy" system for tasks, which involve hazardous work.
16. Use proper signage in all areas prescribed as dangerous with the type of hazard involved.
17. Ensure that only qualified persons are permitted to enter hazardous work area.

Employee Responsibilities

Employees are required, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials.

Each employee will:

1. Promptly report all unsafe conditions and acts to his / her supervisor.
2. Be individually responsible to keep himself/herself and fellow employees and equipment free from mishaps.
3. Keep work areas clean and orderly at all times.

4. Follow prescribed procedures during an emergency.
5. Report all accidents promptly to his /her supervisor, and follow the Consortium's accident reporting procedure.
6. Be certain that he /she understand instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Learn and utilize proper ergonomic measures.
9. Avoid engaging in any horseplay and avoid distracting others.
10. Review the safety educational material posted on bulletin boards, web site or work areas.
11. Know how and where needed medical help may be obtained.
12. Not alter damage or destroy any warning or safety device or interfere in any way with another employee's use of them.

Each employee working at hazardous jobs will:

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he / she will STOP and promptly get instructions from his supervisor before continuing work.
2. Operate only machine equipment that they have been trained for and authorized to operate by their supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required personal protective equipment (PPE) when working in hazardous operation areas. Dress safely and sensibly.

Risk Manager's Responsibilities (And/or with Assistance from Risk Control Vendor)

Like any other phase of education, safety activities must have leadership and guidance. One person must be responsible for the control and coordination of the safety program.

Briefly, the Risk Manager's duties are to see that the following are accomplished:

1. Assists in the administration of the self-insurance programs.
2. Participates in the development, implementation and maintenance of comprehensive Consortium workplace safety and loss prevention program.
3. Accepts responsible for implementing programs and updating Allegheny College safety procedures and manuals covering it.
4. Coordinates workplace safety activities of all departments on a Allegheny College Campus-wide basis. Provides technical assistance and training to administrators and supervisors for use in education all employees.
5. Facilitates consultative processes regarding occupational health and safety issues between employees and the administration, including workplace safety committees.
6. Incorporates occupational health and safety considerations into the design specification, purchase, hire, lease and supply of new operations including equipment, materials, products, and substances used in the workplace.
7. Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the University & College Insurance Consortium's self-insurance program.
8. Analyzes and interprets data, identifies trends and recommends corrective actions based on action needed forms, first notice of injury reports, loss runs and other associated reports.

9. Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to Allegheny College safety programs and governmental regulations.
10. Provides assistance in the review of related insurance plans and programs, as assigned.
11. Serves as liaison between Allegheny College and governmental, community, and private sector safety agencies.
12. Supervises assigned personnel.
13. Performs all other duties as assigned.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Development-Implementation-Program Evaluation Methods	Policy No. 3, part 2
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

The Designated A&IP Program Coordinator is responsible for coordinating the development of the **Allegheny College's** Accident & Illness prevention program and implementation on their campus, with the help of the individuals listed in Policy No. 2. At least annually, the A&IP Program Coordinator, Risk Manager, and/or a school designee, shall complete a safety and health report and an injury and illness trends analysis.

Policy:

These reports are distributed to the A&IP Program Coordinator, Risk Manager, other designated individuals in the Safety committees along with Administration. These reports are used to evaluate the overall effectiveness of the **Allegheny College's** safety and health program, also referred to as the Accident & Illness Prevention Program. Departments should use these reports to measure the effectiveness of their safety programs. The A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. The safety and health report may include the following department specific information:

- Number of injury reports, including lost time, medical treatment and report only.
- Total incurred costs for each injury that occurred in the present quarter.
- Body part, cause of injury and type of injury.
- Number of lost and restricted workdays.
- A description of each accident.
- Injury trends and recommendations for future injury prevention.

Other methods that may be used to measure the effectiveness of our safety and health program include:

- Contracted Safety Consultation Services
- Employee Safety Suggestions
- Education/Training
- Safety Committee Review of Safety Policies and Procedures

NOTE: A copy of this report should be forwarded to the UCIC Insurance Program Manager and/or Executive Officer and a copy to the Risk Control Third Party Vendor.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.1-.18	
Policy Title:	Program Goals & Objectives	Policy No. 4
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 1
Definition:		

To be most successful, every management function – to include safety – must have established goals. The related objectives and activities must also be developed, implemented and monitored to help ensure that established goals are obtained.

Policy:

Allegheny College will develop annual safety and health program goals as agreed upon by the Designated A&IP Program Coordinator and/or Risk Manager in conjunction with the various Safety Committees or Department Heads. The Designated A&IP Program Coordinator shall be responsible for the implementation of this policy. These goals can either be results oriented, activity oriented or a combination of both. The goals should be attainable, measurable and managed effectively.

Goals need to be effectively communicated to those who will have input into attaining them.

Results also need to be shared with all appropriate parties so that any deficiencies can be identified and corrected.

It is suggested that on an annual basis, the safety committee conduct a short, i.e. 2 (two) hour meeting with the focus on developing goals for that year.

Note: A copy of this report should be forwarded to the UCIC Insurance Program Manager and/or Executive Officer and a copy to the Risk Control Third Party Vendor.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.94; 1910.141-.145	
Policy Title:	Employee Involvement Methods & Safety Committee	Policy No. 5
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

Safety Committees act to bring every department together on a regular basis in a non-adversarial, cooperative effort to study, examine or research a particular problem or problems and recommend one or more courses of action based on their findings. Safety Committees serve as a valuable forum to gain input from all levels of employees.

Policy:

Safety Committees are a key component of **Allegheny College's** overall efforts to maintain a safe and healthy workplace. The Safety Committee will focus on identifying workplace hazards and making suggestions for change or improvement. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Actions Required:

- (1) Many factors can contribute to the success of the Safety Committee. Listed below are those that should be incorporated into the committee.
 - The purpose, objectives and goals of the committee should be clearly defined.
 - There should be a commitment between all involved to achieve accident prevention.
 - Mutual trust, support and respect needs established.
 - Establish effective communications.
 - Establish an effective problem solving system.
 - Establish a conflict resolution system, which is non-adversarial.
 - Involve all member resources in the decision making process.
- (2) The Safety Committee, at a minimum, should:
 - Be composed of an equal number of administrative and labor representatives unless each side agrees differently.
 - All committee decisions should be made by majority vote.
 - The Committee should meet at least once every six (6) months. The Committee can meet more frequently if it so chooses. For example, certified safety committees must meet once per month.

A written agenda should be prepared for each committee meeting.

- Minutes should be taken, posted and maintained for each committee meeting.
- Promote safety and health activities.
- Monitor compliance activities.
- Review all lost time accidents for causes and remedial steps.
- Recognize outstanding safety and health performances.
- Conduct periodic self-audits to determine committee effectiveness.
- Conduct periodic self-inspections of the campus.

(3) Sub-committees: Temporary

Temporary sub-committees may be appointed by the chairperson or by a majority vote of the members of the Safety Committee. The sub-committee(s) will meet monthly until the next safety committee's meeting at which time they shall furnish a written report to the committee. Any extension of a sub-committee appointment must be approved at each subsequent safety committee meeting.

(4) Sub-committees: Permanent

Permanent sub-committees may be authorized by either the Designated A&IP Program Coordinator or the Administration, especially in specific departments. If assistance is required, consult with the UCIC Third Party Vendor(s).

Documentation Required:

The following documentation must be maintained at each facility and made available for review upon request.

- Safety Committee meeting agendas for the past year.
- Safety Committee meeting minutes for the past year.
- Copies of self-audits.
- Copies of committee inspection reports.
- Copies of correspondence between the committee and the Administration in regard to committee suggestions for improvement.

Note: For those safety committees having or seeking Pennsylvania Labor and Industry Safety Committee Certification, follow the requirements outlined by the Pennsylvania Bulletin Dated September 14, 2001 including any further revisions. The UCIC Third Party Vendor(s) assistance shall be secured. See additional information.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

SAFETY SUB-COMMITTEES - (Permanent)

Policy:

Allegheny College establishes this permanent safety sub-committee policy. It shall be the mission of a permanently established safety sub-committee to provide an employee safety and health focus in a specific campus department and/or operation/area.

A permanent safety sub-committee may be authorized by either the Safety Officer or the Administration. When authorized the department head or designated person(s) shall be responsible for the implementation of this policy. The department head and/or supervisor(s) retain the primary responsibility for department employee safety and health.

The permanent safety sub-committee employee members will be requested to serve for a one (1) year term by the department head or designated person(s). These employees may be re-selected yearly if the department head or designated person(s) so elect.

Meetings will be conducted at least quarterly or more frequently if authorized by the department head or authorized person(s).

Actions Required:

- 1) To take immediate corrective action whenever the safety sub-committee becomes aware of any safety concern where an imminent danger exists to either the safety of any employees, students or visitors and/or the destruction of property.
- 2) To take corrective actions on any other safety or health concerns where the costs are below a dollar amount established by the department head or designated person(s).
- 3) To report to the main safety committee on a monthly or otherwise established basis on all safety issues and concerns and corrective actions taken in their department.
- 4) To report to the main safety committee any safety items requiring a sizeable expenditure, above the department dollar amount, along with proposed corrective actions and estimated costs. These actions will first require the prior approval of the main safety committee and/or the administration.
- 5) Unless appointed previously by the department head or designated person(s), to elect both a chairperson and secretary. The secretary shall serve as the chairperson in that person's absence. The chairperson will be responsible for conducting the meeting. The secretary will be responsible for recording the minutes and other actions of the meeting.
- 6) A meeting member quorum will be required and is considered as 51% in attendance.
- 7) Any actions will require a majority vote of those members in attendance.
- 8) The safety sub-committee will assign a representative to the main safety committee. This person will be the main contact between two (2) groups. In the absence of the normally assigned representative an alternate member will be chosen to report.

If the main safety committee is Pennsylvania Department of Labor and Industry certified, the representative and the alternate member shall both be required to attend the mandatory annual PA L & I safety committee certification training session.

Suggested Meeting Format:

It is suggested the format of the meetings and minutes be as follows:

Allegheny College
 (Department Name) Sub-Committee Meeting
 Date of meeting -
 Location of meeting -
 Chairperson -
 Secretary -

- 1 – Call to order
- 2 - Attendance – record present/absent
- 3 - Minutes approval
- 4 – Main Safety Committee - feedback
- 5 - Old Business – review outstanding items
- 6 - New Business - new safety concerns
- 7 - Recommendation – review/update running list/status
- 8 - Accidents/Incident Analysis – review any recommendations
- 9 - Training Topic or Lessons Learned from others – if applicable
- 10 - Open Forum
- 11 - Date/Time of Next Meeting
- 12 - Adjournment

Suggested Recommendation Running List Format (Example):

Allegheny College	(Department Name)	(Report Date)		
	Recommendations List			
Rec #	Description	Responsible	Status	Comments
(Yr-#)	(Briefly list concern)	(Name)	(O/C)	
04-01	Repair main hall torn carpet	Tom Smith	Open	Ordered - Pend until 05/04
04-02	Wet Floor Caution signs	Bill Jones	Closed	Purchased – 04/04
04-03	Replace damaged sidewalk	Bill Jones	Open	Referred to Main S/C – 05/04

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Employee Safety Suggestion Program	Policy No. 6
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

This policy provides a means for all employees to forward workplace safety and health suggestions for improvement to **Allegheny College's** administration for action.

Policy:

The **Allegheny College's** employees have the opportunity to participate in our safety and health program through our Safety Suggestion Program. A copy should be forwarded to the safety committees. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Attachment 1 is the form that employees should complete (anonymously if preferred) and return to their supervisors. Departments must have a process in place to make these forms readily available to employees and for regular supervisory review and follow-up on the suggestions. If a decision cannot be reached on the applicability or feasibility of a safety suggestion, the Designated A&IP Program Coordinator and/or safety committee should be consulted.

Attachment 2 is the Health and Safety Action Needed Form. This form must also be made available to all employees so that unsafe conditions may be reported promptly to the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and/or the Employee Safety Committee.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Attachment #1

**U.C.I.C.
Allegheny College
Employee Safety Suggestion Form**

Name of Employee: (optional)		
Hazard Identification		
Hazards	Location	Recommendation
Suggested Training Topics		
Personal Protective Equipment		
Type	Location	Exposure

**NOTE: Forward form to your supervisor.
CC: Safety Committee**

Attachment #2

U.C.I.C

Allegheny College

HEALTH AND SAFETY ACTION NEEDED REPORT

Originators to complete sections 1-4 and then forward this form by e-mail or inter-office mail to the Designated A&IP Program Coordinator.

Use additional sheets if necessary and include any additional information that might help define the hazard or solution.

SUBMITTED BY _____ PHONE NUMBER _____ DATE _____ LOCATION _____ DEPARTMENT _____	
1-DESCRIPTION OF HAZARD	
2-EFFECTS OF HAZARD	
3-CAUSE OF HAZARD	
4-SUGGESTED CORRECTIVE ACTION	

SEE REVERSE SIDE

INVESTIGATION STAGE

ASSIGNED TO	DUE DATE	REASSIGNED TO	DUE DATE
RECOMMENDATION			

CORRECTIVE ACTION AND RECOMMENDATION STAGE

CORRECTIVE ACTIONS NECESSARY	ASSIGNED TO	DUE DATE	STATUS

CC: Safety Committee

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Accident Investigation & Reporting & Recordkeeping	Policy No. 7
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 8
Definition:		

When a work-related accident occurs, it is **Allegheny College's** policy that the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist or Supervisor conducts an accident investigation. This may also be referred to as an "Incident Analysis". Incident analysis is the newer terminology for accident investigation. The main purpose of an accident investigation is to collect facts. Based on the information collected, the investigators should draw conclusions to identify the causes of accidents and provide corrective action to prevent future accidents. The attachment displays **Allegheny College's** Accident Investigation Form.

Policy:

Fact-finding:

It cannot be stressed enough that at **Allegheny College** accident investigation is the process of fact-finding and not faultfinding. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Avoid general statements such as "employee was careless" or "employee should be more careful". These types of statements do not help prevent accidents and may be offensive and unfair to an injured employee. These terms lack definition and will not give much insight on how to prevent future accidents.

Reporting vs. Investigating:

There is a difference between simply reporting accidents and investigating accidents. To report an accident, one must collect information such as the injured employee's name, date and time of injury, department, the employee's address, social security number, and date of birth. All accidents should be reported promptly to the work comp claims administrator. To investigate an accident, the investigator must obtain more detailed information, including a description of the accident and its potential causes, and analyze all causes contributing to the accident. In other words, an accident investigation should answer the following questions: WHO, WHAT, WHERE, WHEN, WHY AND HOW.

Causal Factors:

To find out why and how an accident may have occurred, one should consider the task being performed, the equipment used, the surrounding environment, experience of the employee, and management policies that exist. Focusing on these areas helps investigators to resist the temptation to place blame on an injured employee.

Task performed at time of accident:

- Ergonomics Controls in place (or not in place)
- Safe Work Procedures in place (or not in place)
- Condition Changes
- Tools/Materials Used
- Safety Devices used (or needed)

Material and Equipment:

- Presence of and Equipment Failure
- Machinery Design Flaws
- Hazardous Substances
- Substandard Material

Environment:

- Weather Conditions/Temperature
- Housekeeping
- Noise Levels
- Lighting
- Air Contaminants Present
- Personal Protective Equipment Provided/in Use

Human Factors:

- Level of Experience
- Level of Training
- Length of Work Shift

Management Policies:

- Safety Policies in place (or not in place)
- Enforcement of Safety Policies (adequate or inadequate)
- Supervision (adequate or inadequate)
- Knowledge of Hazards

Investigation reports should include photographs, sketches or other information to help clarify the circumstances of the accident. Reports should also contain statements from witnesses and detailed descriptions of how the accident occurred.

Plan of Action:

The final step in an accident investigation is developing a plan of action. This section should contain the investigator's recommendations to management and the Safety Committee on how the accident could have been prevented. The Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and/or Safety committee should be consulted when making these determinations.

About 95% of accidents are preventable, so there should almost always be a plan of action written. Sometimes a corrective plan of action requires some thought by the investigator and may

not be obvious. When recommending corrective action, resist the temptation to generalize. Statements such as “Be more careful” are too general and not acceptable corrective plans of action. For assistance, contact the Designated A&IP Program Coordinator, Risk Manager, the Environmental Specialist and/or the Safety Committee.

Accident Reporting Procedures:

The **Allegheny College**’s guidelines for promptly reporting accidents must be followed to help employees receive treatment in a timely manner, and also to control Workers’ Compensation costs.

Responsibilities:

Employees

- Report accidents to his/her supervisor promptly.
- After accident is reported: Follow procedure of **Allegheny College**
- Complete the Employee Accident Report. Unless it is an emergency, contact one of the physicians listed on the posted Panel to schedule an appointment.

Supervisors

- If emergency medical treatment is required, arrange immediate transportation to nearest ER, or call 911.
- If not an emergency situation, make sure the employee completes the accident report and signs the appropriate forms. Complete section 2 of the accident report, and call the appropriate posted telephone number. This should be done within 24 hours, or sooner to report the occurrence.
- Instruct the employee of their obligation to treat with a Designated Health Care Provider (Panel Physician) for 90 days.
- If the injury results in medical treatment and/or lost time the supervisor must conduct an accident investigation. (Sometimes, it may take a few days to complete an investigation.)
- If there were any witnesses, attempt to interview or get a written statement.

Workers’ Compensation Contact Person

Review all accident reports for completeness and forward a copy to the Workers’ Compensation third party claims (TPA) vendor’s office. Do so promptly! An initial telephone call as soon as possible after the incident to alert the TPA is a preferred step. The Workers’ Compensation person in charge should individualize per your procedures.

Required Postings:

Workers’ Compensation Rights and Responsibilities and the **Allegheny College**’s Designated Health Care Providers List should be posted in common areas for employee review.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

INCIDENT ANALYSIS REVIEW REPORT – UCIC

1. Name of injured employee: 	2. Occupation at time of incident: 	3. Employees usual occupation:
4a. Date of incident: 4b. Day of incident: 4c. Time of Injury: AM PM	5b. Part of shift: <input type="checkbox"/> [B] Beginning (1 - 2 hrs) <input type="checkbox"/> [M] Middle (2 - 6 hrs) <input type="checkbox"/> [NE] Near end (6 - 8 hrs) <input type="checkbox"/> [O] Overtime (8+ hrs) 5c. Type of Schedule: <input type="checkbox"/> [R] Regular <input type="checkbox"/> [C] Crew 5d. Type of Shift: <input type="checkbox"/> 8 hour <input type="checkbox"/> 12 hour	6. Time in occupation at time of injury: <input type="checkbox"/> Temporary fill in <input type="checkbox"/> < 1 month <input type="checkbox"/> 1 - 6 months <input type="checkbox"/> 7 - 12 months <input type="checkbox"/> 1 - 2 years <input type="checkbox"/> 2 - 5 years <input type="checkbox"/> 5 - 15 years <input type="checkbox"/> 15+ years
7. Employment category: <input type="checkbox"/> Regular, full-time [RFT] <input type="checkbox"/> Regular, part-time [RPT] <input type="checkbox"/> Temporary [T] <input type="checkbox"/> Seasonal [S] <input type="checkbox"/> Non-employee [NE]	8. Injured employee was working: <input type="checkbox"/> Alone [A] <input type="checkbox"/> With co-worker [WCW] <input type="checkbox"/> Other, specify [O]	9. Phase of employee's workday at time of injury: <input type="checkbox"/> During break [DB] <input type="checkbox"/> Entering facility [EP] <input type="checkbox"/> Leaving facility [LP] <input type="checkbox"/> Regular duties [RD]
10. Witnesses at time of injury: 	11. If applicable: Was machinery guarded: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Was PPE used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	12. Were safety rules followed: <input type="checkbox"/> Yes <input type="checkbox"/> No If no specify:
13. Department: Dept.Head/Mgr./Supervisor:	14a. Location within department where incident occurred: 14b. Item, material or instrument contacted that resulted in injury:	15a. Specific Body Part : 15b. Nature of Injury: 15c. Type of Injury :
16. Were Standard Operating Procedures observed: <input type="checkbox"/> Yes <input type="checkbox"/> No If no specify:		
18. Was employee sent to Doctor / Hospital? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, When and Where?		

19. Causal factors. Events and conditions that contribute to the incident.		
<u>Unsafe Actions</u>	<u>Unsafe Conditions</u>	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
20. Corrective actions. Those that have been, or will be, taken to prevent recurrence.		
<u>Action</u>	<u>Target Date</u>	<u>Person Responsible</u>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
Incident Review Prepared By: Title: Department: Date:	Safety Committee: Work Comp Coordinator: Designated A&IP Program Coordinator: Human Resources Manager: Department Head: Department Manager: Department Supervisor:	
Follow-Up: Evaluation Team (when necessary) List Members:		
HR DATA: DOB: Date of Hire: SS #: Marital Status:	# Dependants under 18: Address:	Phone #:
Distribution List: Work Comp ___ Safety ___ Dept. Mgr. ___ Dept. Supervisor ___	Human Resource ___ Dept Head ___ Safety Comm. ___	NOTE: NOT A WORK COMP REPORTING FORM

**List of Some Possible Entries for
Specific Body Parts, Nature of Injury, and Type of Injury**

<u>Specific Body Parts</u>	<u>Nature of Injury</u>	<u>Type of Injury</u>
Scalp / Skull	Cut	Struck Against
Eyes	Bruises / Contusion	Struck by Flying Object
Ears	Sprain / Strain / Hernia	Struck by Moving Object
Mouth / Teeth	Fracture / Dislocation	Caught in Between
Nose	Burns (heat & chemical)	Fall to Different Level
Cheek / Chin	Amputation	Trip - Slip / Fall
Neck / Shoulder	Puncture	Lift or Lower
Upper Arm	Dermatitis	Push or Pull
Elbow	Ganglion	Trip-Slip (not a fall)
Forearm / Wrist	Electrical Shock	Stepped on
Fingers / Thumb / Hand	Abrasion / Scratch	Contact with temp. extreme
Back	Muscle Torn	Contact with elect. current
Chest	Visual Irritation	Repetitive Motion
Abdomen / Groin	Hearing Loss	Twisting
Hips / Buttocks	Heat Stroke	Reaching / Stretching
Thighs / Calves	Respiratory	Extreme / Abnormal Movement
Knee	Inflamed or Irritated	Contact with Toxins
Ankle / Feet / Toe	Muscles, Tendons	Chemical Splash

REMEMBER - Prior to conducting an Incident Analysis, proper medical treatment should be given to the injured employee(s).

1. SECURING THE FACTS

- a. Look at the Situation
- b. Record General Information
- c. Take Photos or make a drawing
- d. Collect Evidence
 - 1) Don't throw it away
 - 2) Put it in a plastic bag
 - 3) Tag and date it
 - 4) Lock or tag it out of service
 - 5) Try not to contaminate it
 - 6) A subrogation action might be possible,
keep it until the insurance adjuster OK's its disposal.
 - a) Dispose of it properly, so it can't be used again.
- e. Interview Witnesses
- f. Review Records of Past Claims

2. REVIEW THE FACTS TO FIND THE CAUSE

- a. Review all Information
- b. Clarify the Facts
- c. Analyze Information
- d. Examine Contributing Factors
- e. List Possible Causes
- f. Identify the "Root Cause"

3. TAKE CORRECTIVE MEASURES

- Short Term and Long Term
- Training, Engineering Controls, Personal Protective Equipment (PPE), Guarding Equipment, Installing New Process, New Building, Etc.

4. DOCUMENT FINDINGS AND ACTIONS

- a. General Information
- b. Description or Incident/Injury
- c. Analysis
- d. Preventive Corrective Actions
- e. Dates for Completion

5. FOLLOW – UP

- Have Corrective Measures Been Implemented?

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.1-.18	
Policy Title:	Site Surveys & Hazard Identification Methods	Policy No. 8
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Using a facility and/or other department inspection checklist identifies hazardous conditions. This is a planned and organized process to identify and correct unsafe conditions that could lead to employee injuries or illnesses and/or property damage.

Policy:

The **Allegheny College** facility and/or other department inspections are considered to be an integral part of our safety management program. This will be a continuing safety activity to help maintain acceptable standards of control over ever changing physical conditions. The Designated A&IP Program Coordinator or designated person(s) shall see that this policy is implemented.

At a minimum, facility inspections will consist of a scheduled inspection using the inspection checklists. Checklists are offered to serve as a reminder of what to look for and as a record of what have been covered. You can also design your own checklist as long as it provides thorough documentation.

Actions Required:

- (1) Each Building should be inspected at least annually.
- (2) Establish specific dates for inspections to be conducted.
- (3) Determine who will complete the facility inspection(s) (i.e., Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist, Supervisor, Department Head, Safety Committee).
- (4) Inspectors should have the following qualifications:
 - Knowledge of the facilities accident experience
 - Familiarity with accident potentials and related safety standards
 - Authority to make suggestions for corrective action(s)
 - Diplomacy in handling personnel and situations
 - Knowledge of facility operations.
- (5) Review all pertinent previous inspections for outstanding items to determine where failures in hazard control may exist
- (6) Consider all changes in the working environment to include new facilities, processes, materials and equipment

- (7) Whenever possible, speak to the employees in the area to gain their input
- (8) Correct anything under your control immediately or take temporary precautions when correction is delayed
- (9) Promptly report conditions beyond your authority and suggest solutions
- (10) Maintain the completed facility inspection report in file for at least seven (7) years
- (11) Ensure that the hazards found are reported and assigned for correction. Ensure that a timetable is established.
- (12) Follows up to determine items have been corrected.

Documentation Required:

- A. Copies of internal inspection report(s)
- B. Copies of external inspection report(s)
- C. Correspondence related to hazard correction

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Analysis of the Causes of Accidents and Illnesses	Policy No. 9
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

This policy provides a means for the **Allegheny College's** to determine the causes of its accidents and illnesses. There are several means to accomplish this which are listed below. The main requirement is to take a look at data over an extended period of time, with a focus on specific work site areas to determine if any trends are developing which need to be addressed. Data by department, type of injury and cause of injury will assist in properly addressing the incidents causing the greatest number of employee injuries. Data compared versus the same time frame for prior years will also assist in determining trends.

Policy:

The **Allegheny College's** accident and illness trends need to be identified and corrective action taken to address those areas in order to prevent accident history from repeating itself. A review of employee injuries is mandatory. Employee injury data that has been captured can be converted into incident rates to be compared for many statistical items including Total Cases, Total Lost Workday Cases, and Days Away from Work, Medical Only Cases, and Record Only Cases. In addition the member school may wish to complete a review of non-mandatory items such as Property incidents (fires, windstorms, etc.), Liability (falls, pollution, etc.), Vehicle (auto accidents, mobile equipment accidents, etc.), Crime (building break-ins, assaults on employees/students/others, etc.) and other incidents (government inspections, OSHA, EPA, etc.). The Accident and Illness Prevention Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

- 1) Monthly do a review of all employee injury incidents which caused lost-time, medical or record only incidents. Grouping data into department will permit focusing on the area developing adverse loss trends needing attention.
- 2) Monthly, if desired, do a review of non-mandatory items (property, liability, vehicle, crime and other). It should be noted that grouping this data into department will not necessarily develop data which will be as effective as (1) above.
- 3) Quarterly do a tally of the three prior months and compare the results versus the quarterly results for the same time frame for the last two years. Determine if results are improving or deteriorating. Address trends via appropriate action.
- 4) Semi-annually do a tally and compare results versus the results for the same time frame for the last two years. Determine if results are improving or deteriorating. Take any appropriate action to address the trends.

5) Annually do a tally and compare results versus the results for the same time frame for the last two years. Determine if results are improving or deteriorating. Take any appropriate action to address the trends.

6) In addition to the above, annually utilize at least one (1) method below, or if preferred utilize another similar method, to perform a review versus at least the previous two (2) years data. (Note – Statistically it has been found that longer periods of time - 5 years, 10 years, 20 years of data will result in more accurate and sound results):

- A) OSHA/BLS (Occupational Safety and Health Administration/Bureau of Labor Statistics) comparison of your incident rate versus the OSHA/BLS published rates for other education institutions in the nation. This is based on the SIC (Standard Industrial Classification) code.

Number of Recordable Injuries (X) 200,000 / Hours Worked = Incident Rate

- B) FIRST REPORTS filed (Employer's Report of Occupational Injury or Disease – Form LIBC-344) is a comparison of your rate versus the rates published for education institutions in the PA Work Injuries and Illnesses, current edition.

Number of "First Reports" filed (X) 1,000 / Average Number of Employees = Incident Rate

- C) E-MOD FACTOR (Experience Modification Factor) data should be available from the work comp administrator and should be used to compare year to year to determine incident trends.

- D) LOSS RATIO (Insurance Loss Ratio) should be available from the work comp administrator and should be used to compare year to year to determine incident trends.

All the above will assist in the analysis of the causes of accidents and illnesses at the worksite. An action plan is then needed. Prioritize the causes and then goals set in place to address these causes to reduce or eliminate these incidents in the future.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.19	
Policy Title:	Industrial Hygiene Services	Policy No. 10
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Industrial hygiene is the art and science of anticipation, recognition, evaluation and control of those environmental factors or stresses arising in or from the workplace that may cause sickness, impaired health or significant discomfort among our employees, students or guests.

Policy:

Allegheny College will address any industrial hygiene exposure for the protection of employees, students and guests. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Occupational health hazards may mean conditions that cause legally compensable illnesses, or it may mean any conditions in the workplace that impair the health of employees enough to make them lose time from work. Both are undesirable and both are preventable. Their correction is an ongoing responsibility of both employees and administrators.

Actions Required:

To combat the four primary types of occupational health hazards (chemicals, physical, ergonomic and biological) central procedures will include the following:

1. Substitution of harmful or toxic materials with less dangerous ones.
2. Changing of work processes to eliminate or minimize work exposure.
3. Installation of exhaust ventilation system(s).
4. Good housekeeping.
5. Provision and use of personal protective equipment.

Training:

Employees will receive, as needed periodic training in order to become actively involved in protecting their health. The following procedure will be followed for development of effective training programs.

1. Determine if training is needed.
2. Identify training needs.
3. Identify goals and objectives.
4. Develop learning activities.

5. Conduct training.
6. Evaluate the program.
7. Improve the program.
8. Document the training.
9. Retain training documentation for a period of employment plus thirty (30) years.

Training can be provided by any capable in-house employee, a reputable vendor, or qualified personnel from the University & College Insurance Consortium to provide at least the minimum standard.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.94; 1910.141-.145	
Policy Title:	Industrial/Occupational Health Services	Policy No. 11
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Occupational Health Services are those services necessary or required by the nature of our workplace environment that are necessary to identify and control any related occupational disease exposure(s).

Policy: Allegheny College will promptly respond to any known or suspected occupational disease exposure through appropriate testing for accurate measurement. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Test results will help dictate the course of action taken that could include engineering control, administrative controls, use of personal protective equipment or an appropriate combination.

Known occupational disease exposures include but are not limited to:

- Asbestos
- Noise
- Radon
- Ergonomics
- Lead in Drinking Water
- Toxic Mold
- Indoor Air Quality
- Bloodborne Pathogens

Training:

Employees will receive specific training as needed in order to recognize and protect themselves from occupational disease related exposures. Any capable in-house employee, reputable vendor, will provide this training or a qualified person(s) from our insurance broker or the Consortium. Training will provide at least the minimum but hopefully more than the minimum required standard.

Appropriate report and training documentation will be maintained for a minimum of employment plus thirty (30) years.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Accident & Illness Prevention Program Training	Policy No. 12
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

An accident and illness prevention (also referred to as safety and health) education program must be provided as part of each employee's job training. Training must include the safety and health policies and procedures. This is necessary to help employees understand and identify the hazards they are exposed to in their work environment. Each department's safety and health education program must be updated as new employees enter the work place and changes in equipment and processes occur. In addition, special attention should be given to student employees' training needs.

Policy:

The following general subjects and job-specific subjects are part of each **Allegheny College's** individual employee's training as deemed appropriate by the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and or the Safety Committee. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

General Subjects:

- Safety and Health Policy
- Employee Suggestions and Communication Procedures
- Emergency Action Plan
- Fire Safety
- Safe Lifting / Back Safety
- Substance Abuse
- How to report a workers' compensation claim, i.e., prompt reporting
- Accident Reporting and Investigation (also known as incident analysis)

Job-Specific Subjects:

- Bloodborne Pathogens
- Hazardous Materials
- Personal Protective Equipment
- Confined Space
- Lockout / Tagout
- Mobile Equipment / Vehicle / Forklift Safety
- Electrical Safety

- Construction Safety
- Hazard Control Measures
- Material Handling
- Excavations
- Machine Guarding
- Hand and Power Tool Safety
- Lab Safety
- All other applicable safe work practices

Actions Required:

1. New Employee Orientation:

A good safety orientation program will help shape a new employee’s perspective on safety. In addition to standard orientation subject matter, departments are responsible for conducting safety training for new employees and job transfers. Do not assume a new employee knows how to perform a job safely because of prior work experience. Treat each new employee as if he or she knows nothing about safety on the job. Also, job transfers should be treated as new employees until they are familiar with the new operations or equipment.

New employee orientation, at minimum should include our safety policy, accident reporting, general safe work practices and your department’s safety programs and job-specific safe work procedures. Each supervisor should have a procedure for educating employees in their area. Cross training is recommended if your employees are temporarily transferred to other jobs often.

2. Supervisor Safety Meetings:

Supervisors should conduct short safety meetings or “tool box talks” frequently with their employees. These meetings must also be used as time to give employees the chance to voice opinions, talk about recent situations and ask questions. Safety meetings may cover many topics, from fire safety to off-the-job safety. Departments should create a training schedule for each year, planning out the various topics to be discussed. Contact the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and/or the Safety Committee to assist you in selecting meeting topics.

3. Refreshers:

Refresher training will be necessary on an as needed basis for major safety programs. In this type of training, the main points of a subject, such as lockout/tagout, personal protective equipment, hazardous chemicals, confined space entry, forklift safety, bloodborne pathogens, electrical safety plus any others necessary should be covered.

Documentation Required:

Departments must keep records of all safety and health training conducted. Records must include dates, subjects covered and names/signatures of attendees and be retained for at least (7) seven years.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Consultations Regarding Specific Safety & Health Problems & Hazard Abatement Programs & Techniques	Policy No. 13
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

This policy provides a means for the **Allegheny College** to determine the procedure to be utilized for consultations to address safety and health issues as well as placing abatement programs in place along with any necessary techniques to properly address these issues. One of the main requirements is to see that action plans are prepared and goals established along with reasonable dates of completion. Periodic monitoring of progress on the action plan until completion is necessary.

Policy:

The **Allegheny College** in the administration of its accident and illness prevention program will, as needed, use qualified in house individuals and/or outside consultants or consultant firms for assistance in certain risk control, loss control or loss prevention activities.

These consultants will provide proof of qualification when requested. These include qualifications in fields such as Occupational Medicine, Industrial Hygienist, Certified Safety Professional, Associate Safety Professional, Bachelor’s – Master’s – Doctoral Degrees in Safety – Science – Engineering, Occupational Health Nurse, Occupational Health and Safety Technologist, National Safety Council Advanced Safety Certificate, Associate in Loss Control Management, Associate in Risk Management, World Safety Organization Certified, Professional Ergonomist Certified or Qualified by the Commonwealth of PA - Department of Labor and Industry – Bureau of Worker’s Compensation – Division of Safety and Health for safety assistance including safety committee training based on one of the above or based on past/prior experience. In addition, Industry – Specific Qualifications will be recognized as meeting this requirement.

The services of these various consultants shall include safety training, safety committee involvement, safety meetings, job site and facility surveys, assistance with accident investigation, claims/loss reviews and additional safety services. In addition assistance in securing audio –visual aids, payroll stuffers, wall posters, booklets, brochures, pamphlets, regulations, standards, sample forms or programs, awards and other safety materials.

Working with the consultant an action plan will be developed to address safety and health problems, concerns and issues. Goals to accomplish hazard abatement with reasonable dates will be included in the action plan. Where required a budget shall be established and budgeting approvals shall be secured. Necessary techniques to be utilized shall be included in action plans. Periodic reports shall be provided until completion of the safety and health concerns.

The Accident and Illness Prevention Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Pre-Operational Process Review	Policy No. 14
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 1
Definition:		

The purpose of the Pre-Operational Process Review Policy is to prevent future safety and health problems before major purchases and equipment installations are completed.

Policy:

It shall be **Allegheny College's** policy that before major equipment purchases and/or process/equipment installation, the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist, Safety Committee and/or reputable safety or risk control vendor should be consulted to identify applicable safety requirements and equipment specifications. The Administration should consult with the employees who must do the job or use the equipment when making purchases or implementing change.

When new equipment or products are purchased where safety and health issues are involved, the Purchasing Department should consult with the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and/or the Safety Committee to review applicable safety requirements. The Designated A&IP Program Coordinator and/or the Safety Committee will also analyze potential safety problems that could arise from a new process or piece of equipment.

The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.301-.308; 1910.211-.244	
Policy Title:	Electrical and Machine Guarding	Policy No. 15-i
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

This policy applies to any area on campus that has electrical and machine guarding equipment/exposures.

Policy:

Employees working on **Allegheny College** equipment with moving parts, pinch points or nip points are not permitted to reach past a guard for any reason without shutting down the machine and locking/tagging out the main power source. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. This policy must be enforced by Department Heads and supervisors and continuous departmental supervision.

Actions Required:

Types of Machine Guarding:

- Fixed Guards – machine guards that are designed to be fixed (or attached) to the machine. All fixed guards that are removed during equipment maintenance must be put back on the machine as soon as maintenance is finished. Fixed machine guards are usually used for compressors, flywheels, rotating blades, motors, and part or full revolution equipment.
- Safety Interlocks – interlocking device will automatically shut off machine when the guard door is opened. Employees are not permitted to tape down or in any way override an interlocking device, and “trick” the machine into thinking the guard door is closed.
- Double Palm Buttons – operator must depress both palm buttons at the same time to activate machine cycle, so that neither hand can enter the point of operation. Double palm buttons are a sufficient guarding system for part-revolution machines and equipment, meaning that the equipment will not finish its cycle when the palm buttons are released (full revolution means that the equipment will go through one full cycle upon activation of the controls). Employees are not permitted to tape down or in any way override the palm controls to free one or both hands of the operator. If other employees are in close proximity to the equipment, a second form of guarding must be used, such as a fixed guard, interlock or light beam.
- Light Beam – machine will automatically stop its cycle when anything crosses the light beam barrier. This form of guarding is acceptable for part-revolution type machinery.

Safe Work Practices:

1. Employees must never remove guards unless granted permission by a supervisor, a person is trained in the procedure, or adjusting machinery is a normal part of his/her job.
2. Do not start machinery unless guards are in place and in good condition.
3. Report missing guards immediately to your supervisor.
4. When removing guards for repair or adjustment turn off the power and lock and tag the main switch.
5. If maintenance is performed, guards must be returned before power is restored to the machine and lockout/tagout devices are removed.
6. Do not permit employees to work on or around equipment while wearing loose clothing, jewelry, neck ties or long hair that is not tied back.
7. Instruct machine operators in safe work practices.
8. If material must be placed in a machine's point of operation to alter or re-work it, a tool should be used instead of your hands when possible.
9. Each machine should have a power control device at the point of operation.
10. If guards are frequently removed review their operability to see if a better guard can be designed.

Electrical Safety

As part of their everyday activities, almost all **Allegheny College's** employees are exposed to electrical hazards to some degree on a regular basis. Employees must respect the potential hazards of electricity, by following the safe work practices listed below when using or working around electrical equipment. Only authorized, trained employees are permitted to work on live electrical equipment.

Basic Principals of Electricity

Electrical equipment is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. Electricity travels through electrical conductor that may be in the form of wires or parts of the human body. Most metals and moist skin offer very little resistance to the flow of electrical current and can easily conduct electricity. Other substances such as dry wood, porcelain, or pottery offer a high resistance and can be used to prevent the flow of electrical current. If a part of the body comes in contact with the electrical circuit, a shock will occur.

The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death. Factors influencing the effects of electrical shock include the type of current, voltage, resistance, amperage, pathway through body, and the duration of contact.

The longer the current flows through the body, the more serious the injury. Injuries are less severe when the current does not pass on or near nerve centers and vital organs. Electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment on the part of workers.

Electrical Hazards:

- Ungrounded Equipment – Grounding is a method of protecting employees from electric

equipment shock. By grounding an electrical system, a low-resistance path to earth through a ground connection is intentionally created. When properly done, this path offers sufficiently low resistance and has sufficient current-carrying capacity to prevent the build-up of hazardous voltages. Most fixed equipment such as large, stationary machines must be grounded. Cord and plug connected equipment must be grounded if it is located in hazardous or wet locations, if operated at more than 110 volts to ground, or if it is of a certain type of equipment. Smaller office equipment, such as typewriters and coffee pots, would generally not fall into these categories and therefore would not have to be grounded. In such cases, the equipment must be used in accordance with the manufacturer's instructions. Never remove the third (grounding) prong from any three-prong piece of equipment.

- Overloaded Outlets – Insufficient or overloading of electrical outlets is not allowed. A sufficient number of outlets will eliminate the need for extension cords. Overloading electrical circuits and extension cords can result in a fire. Floor mounted outlets must be carefully placed to prevent tripping hazards.
- Unsafe/Non-Approved Equipment – The use of poorly maintained or unsafe, poor quality, non-approved equipment, including office equipment and appliances (often provided by or used by employees) is not allowed. Such equipment can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and a qualified individual should make repairs.
- Defective, frayed or improperly installed cords – When the outer jacket of a cord is damaged, the cord may no longer be water-resistant. The insulation can absorb moisture, which may then result in a short circuit or excessive current leakage to ground. If wires are exposed, they may cause a shock to a worker who contacts them. These cords must be repaired or replaced. Electric Cords should be examined on a routine basis for fraying and exposed wiring. Damaged cords must be reported to the supervisor, put out of use and repaired/replaced.
- Improper Placement of Cords – A cord cannot be pulled or dragged over nails, hooks, or other sharp objects that may cause cuts in the insulation. In addition, cords should never be placed on radiators, steam pipes, walls, and windows. Particular attention must be placed on connections behind furniture, since files and bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug.
- Electrical Cords across Walkways and Work Areas – An adequate number of outlet sockets should be provided. Extension cords should only be used in situations where fixed wiring is not feasible. However, if it is necessary to use an extension cord, never run it across walkways or aisles due to the potential tripping hazard. If you must run a cord across a walkway, either tape it down, or purchase a cord runner or if possible take it overhead.
- Live Parts Unguarded – Wall receptacles should be designed and installed so that no current-carrying parts will be exposed, and outlet plates should be kept tight to eliminate the possibility of shock.
- Pulling of Plugs to Shut Off Power – Switches to turn on and off equipment should be provided, either in the equipment or in the cords, so that it is not necessary to pull the plugs to shut off the power. To remove a plug from an outlet, take a firm grip on and pull the plug itself. Never pull a plug out by the cord.
- Working on “Live Equipment” – Disconnect electrical machines before cleaning, adjusting, or applying flammable solutions. For equipment other than cord and plug, lockout/tagout practices must be used. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the machine to service.
- Blocking Electrical Panel Doors – If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors

should always be kept closed, to prevent “electrical flashover” in the event of an electrical malfunction. A thirty-six (36) inch clear space should be kept in front of all electrical panels.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.132-.138	
Policy Title:	Personal Protective Equipment (PPE)	Policy No. 15-ii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

General industry safety standards exist which address the use of personal protective equipment (PPE). Those standards include those containing general requirements for all PPE as well as standards that set design, selection and use requirements for specific types of PPE. OSHA requires that an employer shall assess the workplace to determine if hazards are present or are likely to be present. This assessment is then used to determine the type of PPE that might be required.

Policy:

Application and use of PPE is applicable to all **Allegheny College** locations. This section is meant to offer a procedure to assist departments and locations with choosing and utilizing the right PPE. The Designated A&IP Program Coordinator or designated persons(s) shall be responsible for the implementation of this policy. Costs associated with providing PPE shall be borne by **Allegheny College**.

It is important to remember that compliance with use of PPE does not minimize our obligation nor is it a substitute for engineering, work practices or other administrative controls that provide a more permanent solution to employee safety hazards or exposures in the workplace. **Allegheny College** shall institute all feasible engineering, work practice, and administrative controls to eliminate or reduce hazards below the PEL (Permissible Exposure Limit), before using PPE to protect employees against hazards.

Our safety management program for PPE should consist of an in-depth evaluation of the PPE needed to protect against hazards in the workplace. The results of the evaluation should lead to establishing a standard operating procedure for use of PPE, training employees on the protective limitations of PPE as well as use and maintenance.

This policy must be enforced by Department Heads and supervisors and continuous departmental supervision.

Actions Required:

- PPE is to be provided, used and maintained in sanitary and reliable condition as necessary, to protect employees from workplace hazards.
- All PPE must be of safe design and construction for work to be performed.

- A workplace hazard assessment is to be completed to determine the hazards that exist or are likely to exist, that require the use of appropriate PPE. This assessment may be accomplished in a variety of ways, including the completion of a detailed Job Safety and Health Analysis that address PPE needs.
- Documentation is required to substantiate that a hazard assessment has been completed. This certification must identify:
 - ◆ the workplace evaluated,
 - ◆ the person certifying that the evaluation has been performed, and
 - ◆ the date(s) of the hazard assessment and which identifies the document as certification of hazard assessment.
- If the assessment identifies hazards necessitating the use of PPE, we must select and have each affected employee use the PPE, communicate the selection decisions to each affected employee, and select PPE that properly fits each affected employee.
- Defective and Damaged PPE used by employees must be repaired or replaced as necessary for the protection of each affected employee. Visible defects or damage, as well as performance test results or employee complaints after use, must be addressed.
- Training or retraining of each employee required to use PPE, should consist of at least the following:
 - ◆ When PPE is necessary,
 - ◆ What PPE is necessary,
 - ◆ How to properly don, doff, adjust and wear PPE,
 - ◆ The limitations of PPE, and
 - ◆ The proper care, maintenance, useful life and disposal of the PPE.
- Measurable training objectives must be determined and employees should be able to demonstrate that they have reached those objectives by showing that they understand the information provided and that they can use the PPE properly. One method might be through testing or recorded observations. Evidence that each affected employee has received and understood the required training is necessary. This can be accomplished by means of a written certification record that must identify each employee trained, the date(s) of the training and identifies the document as a certification of training in the use of PPE.
- We have a responsibility to maintain employee proficiency in the use and care of PPE. Retraining is therefore necessary when:
 - ◆ Changes in the workplace conditions occur,
 - ◆ Changes in types of PPE to be used render previous training obsolete, or
 - ◆ Employees have not retained initial level of skill or understanding.
- Training objectives and requirements may be accomplished through existing “Job Specific Hazard Analysis”, hazard communication, respirator, or confined space entry training. Also, safety contacts, observations, and monthly safety meetings may be utilized to fulfill PPE training requirements.
- Periodic audits of PPE practices to assure that PPE use is appropriate for the hazards identified should be completed annually.

Other Considerations:

- Limitations
 - ⇒ Limitations of PPE must be determined. Refer to applicable safety policies and procedures and equipment literature to determine limitations of specific PPE.
- Inspection/Maintenance
 - ⇒ PPE should be inspected and maintained at regular intervals so that the PPE provides the requisite protection. Examples include:
 - ◆ Earmuffs with cracked, cut or missing gaskets may reduce protection.
 - ◆ Dirty or scratched eyewear could limit vision.
 - ◆ Periodically, the suspension of hard hats should be checked. Look for loose rivets, broken sewing lines or other defects.
 - ◆ Replace hard hats or eye protection as necessary, or after a major impact.
- Care and Storage
 - ⇒ PPE should be decontaminated or disposed of in a manner that protects employees from exposure to hazards.
 - ◆ PPE must be maintained in a sanitary condition.
 - ◆ Employees should be instructed on how to clean and sanitize their equipment and proper storage procedures.
 - ◆ If equipment is damaged, it should be repaired or replaced.

Documentation Required:

- Workplace hazard assessments.
- Records of employee training and certification on PPE.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Resource	OSHA 1910.95	Pennsylvania Workers' Compensation Act 1 (1995)
Policy Title:	Hearing Conservation Program	Policy No. 15-iii Part 1
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Hearing conservation programs (HCP) are procedures and practices established to prevent occupational hearing loss. Hearing conservation programs are to be instituted where employee exposure to noise are equal to, or exceed, an 8 hour time-weighted average sound level (TWA) of 85 decibels.

Policy:

Allegheny College has established a hearing conservation program (HCP) as over exposure to noise can result in permanent hearing loss. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Noise-induced hearing loss normally takes years of exposure to daily noise levels above 85 decibels. When information indicates that any employee's noise exposure may equal or exceed an 8-hr TWA of 85 decibels, **Allegheny College** shall develop and implement a monitoring program. This information includes but is not limited to:

- Current and/or previous noise measurements
- Employee complaints
- Employee difficulty in understanding close range conversation
- New employee prior hearing loss or ringing in the ears

Employees found to be exposed to daily noise levels at or above 85 decibels must be placed into a hearing conservation program in order to prevent noise-induced hearing loss.

Action Required:

- Initial noise monitoring should be conducted in all areas where employees have potential exposures to high noise levels on a regular basis. Noise monitoring should be repeated whenever conditions change which can affect the employee's exposure level. Examples are changes in machinery, job duties and production schedules. As a minimum, a sound level meter is required to conduct the monitoring. In areas where noise exposure varies over the work shift, a noise dosimeter test will provide exposure data directly.

- Place all affected employees in a hearing conservation program
- Conduct baseline and annual audiometric examinations. A baseline or pre-placement hearing test should be provided for all new or transferred employees who will work in areas with high noise levels. Also conduct a final audiometric examination at the time of employee's separation from employment for any reason.
- Analyze audiometric examinations for standard threshold shifts (STS)
- Notify employees of monitoring results, audiogram results and standard threshold shifts (STS)
- Enforce the wearing of hearing protection
- Train employees annually on hearing conservation.

Training should include:

- ✓ The reasons for the HCP, and how noise affects hearing
- ✓ How audiometric tests are conducted and what they show
- ✓ The purpose, advantages, and disadvantages and noise reduction of the hearing protection devices and offer the fitting and use of hearing protection devices
- ✓ The care and maintenance of hearing protection devices
- ✓ Perform follow-up activities for employees showing standard threshold shifts

Documentation Required:

- Noise survey and employee exposure results
- Audiograms
- Notification to employee(s) of standard threshold shifts
- Documentation of yearly training
- Documentation of follow-up activities on standard threshold shifts
- Retain all records from employment plus (4) four years, (based on PA's Work Comp Act 1)

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations which makes compliance with this policy a department responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.133; 1910.96-.97	Pennsylvania Workers' Compensation Act 1 (1995)
Policy Title:	Sight Conservation Program	Policy No. 15-iii Part 2
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Vision conservation or eye protection, is part of our overall program for personal protective equipment (PPE). It is our continuing effort to identify hazards or exposures to employees eyes and then make appropriate engineering changes or provide adequate eye protection equipment.

Policy:

Allegheny College has established a vision conservation program. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Eye protection equipment shall be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary by reasons of hazards, processes, environment, chemical hazards, or other exposures known to cause eye injuries.

Actions Required:

Allegheny College will ensure that each affected employee uses appropriate eye protection when exposed to hazards from dust and blood or OPIM (other potentially infectious materials) flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or any potential injurious light radiation.

Employees must use impact resistant safety glasses with side shields or impact resistant goggles whenever there is a hazard from flying objects.

Allegheny College will ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in the design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

As appropriate, goggles with indirect venting shall be utilized to provide effective eye protection when a risk of splash exists.

A full-face shield is most appropriate for use around potential chemical splashes. Face shields are available to fit over a hard hat or to wear directly on the head. A face shield should always

be used with other eye protection such as goggles or glasses.

Providing emergency eyewash stations is important, as the first fifteen seconds after an eye injury can be critical. Emergency eyewash stations shall be tested periodically, but at intervals not greater than one (1) month per ANSI [American National Standard Institute] standards. Eyewash stations can include eyewash fountains, drench showers, hand held drench hoses or emergency bottles. Emergency eyewash stations must be provided where the eyes may be exposed to injurious corrosive materials. This is part of the first aid standard.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.147	
Policy Title:	Lockout/Tagout Program	Policy No. 15-iv
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

The lockout/tagout standard establishes minimum performance requirements for the control of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, stored energy (springs, gravity, etc.) or other energy so that the unexpected energization or release of any stored energy cannot cause injury to employees.

This applies to the control of energy during servicing and/or maintenance of machines and equipment. Examples include: lubrication, cleaning, unjamming, and making adjustments, inspecting and installing.

Policy:

All **Allegheny College**'s locations will establish safety requirements for the control of hazardous energy sources by means of lockout and tagout (LOTO) procedures to disable machinery or equipment during maintenance and servicing. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. An active program will include preparation for shutdown, equipment isolation, LOTO application, release of stored energy, verification of isolation, and training for authorized and affected employees.

Actions Required:

- Develop an energy control program
- Use locks when equipment can be locked out.
- Ensure that new equipment or overhauled equipment can accommodate locks.
- Employ additional means to ensure safety when tags rather than locks are used by using an effective tagout program.
- Identify and implement specific procedures (in writing) for the control of hazardous energy including preparation for shutdown, equipment isolation, lockout/tagout application, release of stored energy, and verification of isolation.
- Institute procedures for release of lockout/tagout including machining inspection, notification and safe positioning of employees, and removal of the lockout/tagout device.
- Obtain standardized locks and tags, which indicate the identity of the employee using them, and which are of sufficient quality and durability to ensure their effectiveness.

- Require that the employee who applied the device remove each lockout/tagout device.
- Conduct inspections of energy control procedures at least annually.
- Train employees in the specific energy control procedures with training reminders as part of the annual inspections of the control procedures.
- Adopt procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.

Training Requirements:

- Organized training is necessary to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following for **each authorized employee**:
 - ⇒ The recognition of applicable hazardous energy sources.
 - ⇒ The type and magnitude of the energy available in the workplace.
 - ⇒ The method and means necessary for energy isolation and control.
- Each **affected employee** shall be:
 - ⇒ Instructed in the purpose and use of the energy control procedure.
- **All other employees** whose work operations are or may be in an area where energy control procedures may be utilized shall be:
 - ⇒ Instructed about the procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- **When tagout systems are used, employees shall also be trained in the following limitations of tags:**
 - ⇒ Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock;
 - ⇒ When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for the tag, and it is never to be bypassed, ignored, or otherwise defeated;
 - ⇒ Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective;
 - ⇒ Tags and their means of attachment must be made of materials, which will withstand the environmental conditions encountered in the workplace;
 - ⇒ Tags may evoke a false sense of security, and their meaning need to be understood as part of the overall energy control program;
 - ⇒ Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- **Retraining shall be provided for all authorized and affected employees whenever:**
 - ⇒ There is a change in their job assignments;
 - ⇒ A change in machine, equipment or processes that present a new hazard;
 - ⇒ When there is a change in the energy control procedures;
 - ⇒ Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever there is reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control techniques.
 - ⇒ Retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures as necessary;

⇒ The employee training shall be certified as having been accomplished. **The certification shall contain each employee's name and dates of training.** *(A record of material covered is also recommended).*

Documentation Required:

- Written energy control procedures
- Documentation of yearly training
- Documentation of follow-up re-training
- Documentation of training shall be kept for the duration of employment +

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.101-.126; 1910.1000-.1052; 1910.1200-.1450	
Policy Title:	Hazardous Material & Waste Program	Policy No. 15-v
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 9
Definition:		

The **Allegheny College** Hazardous Material & Waste Program also known as Hazard Communication Program is designed to inform employees of potential health and safety hazards associated with hazardous substances being either used or produced at a facility. This policy is in compliance with the OSHA Hazard Communications Standard that requires employers to establish a Hazard Communication Program by compiling a Hazardous Chemical List, by using material safety data sheets (MSDSs), by ensuring that containers are labeled and by providing employees with training.

Note: A central repository for MSDS and the inventory may be maintained or departmental repository for MSDA and the inventory may be utilized.

Policy Title: Hazard Communication Program

Documentation Required:

1. *Policy Statement*
2. *Information Page*
3. *Written Program (including Hazard Communication Standard)*
4. *Workplace Chemical and Substance List*
5. *Material Safety Data Sheets*
6. *Labels and Other Forms of Warning*
7. *Health and Physical Hazard Classification*
8. *Non-Routine Tasks*
9. *Outside Contractor Notification*
10. *Employee Training and Information*
11. *Summary*
12. *Hazardous Waste Disposal*
13. *Request for Material Safety Data Sheets*

1. Policy Statement: (Sample)

The **Allegheny College** facilities will fully comply with the requirements of the OSHA Hazardous Communications Standard by establishing and maintaining a Hazard Communication Program. The Designated A&IP Program Coordinator, the Risk Manager and/or the Administration will appoint program coordinator(s) also referred to as the designated person(s) in the Hazard Communication Policy Document.

2. Information Page: (Sample)

Name: **Allegheny College**
Facility Address: (Building Name)
Program Coordinator (Designated Person(s) :
Location of written program:

Location of MSDSs: Electronics Copies –
 Paper Copies –

Emergency Response Telephone Numbers:

Fire:

Medical:

Spill Response:

Program Implementation: (Date):

Revisions to Program:

1. (Date) (Section)

3. Written Program: (Sample)

All sections of this document constitute **Allegheny College's** written Hazard Communication Program. The **(designated person)**, will have this program, chemical/product inventory, and corresponding material data sheets (MSDSs) available to all employees on a 24 hour basis. This information will be located in the **(Location)** s.

School employees, their representatives, OSHA, or NIOSH may request a copy of the written program. The request must be in writing, dated, and signed by the individual or agency. The **(designated person)** will satisfy the written request with fifteen (15) working days.

4. Workplace Chemical/Substance List: (Sample)

The **(designated person)** will establish, maintain, and have available a master chemical list, chemical inventory listing, and work area listing of hazardous chemicals/substances used at the **Allegheny College**. The lists shall be updated and revised as necessary to maintain a current and accurate Hazard Communication Program. Department Heads are responsible for updating chemical/substance lists when requested.

The **(designated person)** will insure the master chemical list, chemical inventory listings, and work area listings are retained for a minimum of thirty (30) years.

5. Material Safety Data Sheets (MSDSs): (Sample)

A Material Safety Data Sheet (MSDS) is a document that describes the physical and chemical properties of products, substances, and chemicals, their physical/health hazards, and precautions for their safe handling and use in the workplace. The **Allegheny College** relies on the chemicals/substance they produce. The manufacturer, distributor, or importer is responsible to ensure the MSDS conforms to OSHA requirements, and to provide a Material Safety Data Sheet for each hazardous chemical/substance purchased by the school. If there is a revision or change in the MSDS information, then the manufacturer, distributor, or importer is required by Federal law to issue an updated MSDS to the school.

The **(designated person)** will maintain a master file of Material Safety Data Sheets.

In addition to the master file, the **(designated person)** will have binders with chemical/product inventory lists and corresponding MSDSs in each work location where

employees are routinely exposed to hazardous chemicals/substances. Employees may access this information, without supervisory approval, at any time.

An employee or their representative may request a copy of a Material Safety Data Sheet from the **(designated person)**. The employee or representative will be required to complete a request form. The original completed form will be retained in the **(designated area)**. A blank request form (for information purposes) is included in *Section 13*.

Department Heads and individuals that purchase or authorize the purchase of hazardous chemicals/products for use by employees are responsible to obtain MSDSs for those chemicals. If the individual responsible for the purchase of the chemical or product is unable to obtain a Material Safety Data Sheet, that individual must contact the **(designated person)**, for assistance, to contact the manufacturer, distributor, or importer to obtain the MSDS. Documentation of efforts to obtain MSDSs will be maintained/retained by the **(designated person)**. Whenever possible, MSDSs are to be obtained/reviewed prior to purchase of the chemical or product.

Chemicals, or products, which introduce a new hazard into the work area, are to be held in storage until the MSDS is received and the employees using the chemical/product are trained. Supervisory personnel are responsible to train affected employees on use of and hazards associated with the new chemical/product.

Supervisory personnel are responsible to add new/revised/updated copies of the MSDSs and chemical/product inventory lists to the work area binders and/or files where the chemical or products will be used. If a central repository is utilized, when a new or revised MSDS arrives with shipment of the chemical/product, it is the supervisor's or a designated staff member's responsibility to forward the original document to the **(designated person)** who will update the central MSDS files and hazardous chemical list whenever a new/revised MSDS is received. If departmental repository is utilized, this action may not be necessary.

6. Labels and Other Forms of Warning: (Sample)

Labels provide an immediate warning to employees regarding workplace chemical hazards. Labels also furnish a link to a more detailed information base available through Material Safety Data Sheets. The **Allegheny College** will rely on manufacturers, suppliers, or importers of hazardous chemicals/products to conform to the OSHA labeling requirements for purchase made by **Allegheny College**. Employees are prohibited from removing, defacing, or altering manufacturer labels on incoming chemicals or products.

Federal regulations require all containers (original as well as transfer/temporary storage containers) used in the storage and transportation of hazardous/toxic chemicals and products must be labeled, tagged, or marked with the following information.

- Identity of the hazardous or toxic chemical/product(s).
- Appropriate hazard warning, and;
- The name and address of the manufacturer/supplier or individual responsible for the hazard information.

In some cases, this regulation is satisfied by the warning information that is printed on the chemical/product label. However, there are some older chemicals/products that do not contain this information on the label. In this situation, the supervisory personnel or a designated employee will be responsible for the identification and labeling of these chemicals/products. Labeling information for the chemical/product can be found on the MSDS. Do not assume that

all employees will be aware that a chemical/product contains a hazardous substance even though it is labeled.

All transfer or temporary storage containers are to be labeled. Labels must be in English (plus other languages if desired) and prominently displayed and should list the chemical identity (or product name), appropriate hazard warnings, and (when possible) the name and address of the manufacturer, supplier, or importer. Any employee who transfers chemicals/products from a labeled container to an unlabeled container is responsible to mark the unlabeled container with the information required in the Hazard Communication Standard. An exception to this rule is when an employee will be using the transferred chemical/product in the container immediately for his/her own use and there will be no liquid or residue left in the container after the initial use. In situations where transfer/temporary containers are too small to accommodate a legible label, a tag, sign, or ticket with the required information should be attached to the containers. If this is not possible, containers should be grouped together by hazard class and identified with markings or some form of identification that satisfies the OSHA requirements. Supervisory personnel or their designated employees are responsible for ensuring that all transfer or temporary containers are properly labeled.

The contents of unlabeled stationary containers, pipes, or piping systems will be described further in training sessions.

There are several systems and standards accepted by OSHA to satisfy labeling requirements. Each system and standard has unique advantages and limitations. To fulfill government regulations for labeling, manufacturers, suppliers, and importers use different systems/standards. The following listing identifies each system or standard used today.

ANSI Z129.1 – Precautionary labeling for hazardous materials has been developed by the Chemical Manufacturers Association (CMA) and the American Conference on Chemical Labeling. This system has been adopted as American National Standards (Z129.1) by the American National Standards Institute (ANSI).

NFPA 704 – The National Fire Protection Association (NFPA) has developed a color-coded system called NFPA 704. The system uses a color coded diamond with four quadrants in which numbers are used in the upper three quadrants to signal the degree of emergency – health hazard (blue), fire hazard (red), and reactivity hazard (yellow). The bottom quadrant is used to indicate water reactivity, radioactivity, biohazards, or other special hazards. This system does not adequately inform of occupational hazards or precautionary information. The NFPA system is especially good for alerting fire fighting personnel to the degree of the hazard associated with the chemical and helpful in alerting personnel to emergency equipment and storage needs.

DOT – The Department of Transportation (DOT) hazard labeling system uses a color-coded diamond in which there is a symbol and a term describing the major hazard of the material. Most chemicals are rated by what the DOT considers to be the single major hazard; but many chemicals have subsidiary hazard categories as well. The DOT system is for the transportation of hazardous materials.

HMIS – The National Paint & Coatings Association (NPCA) Hazardous Materials Information System (HMIS) is one of the most widely used systems for labeling hazard chemicals. The system, whose intended audience is employees who must handle hazardous chemicals in the workplace, uses standard labels to communicate hazards through the use of colors, numbers, letters of the alphabet, and symbols. The HMIS is a five-part rectangle that provides

identification of the chemical, acute health hazards, flammability, reactivity, personal protective equipment designations, and chronic health hazard data.

7. Health and Physical Hazard Classification: (Sample)

Health Hazards

Materials that have one of more of the following characteristic properties are covered by the Hazard Communication Standard:

• Irritations	• Highly Toxic Agents	• Blood Acting Agents
• Corrosives	• Reproductive Toxins	• Hematopietic System Agents
• Cutaneous Hazards	• Sensitizers	• Hepatoxins
• Nephrotoxins	• Toxic Agents	• Eye Hazards
• Carcinogens	• Neurotoxins	
• Agents that damage the lungs, skin, or mucous membranes		

Health hazards are divided into two categories – acute and chronic health hazards. There have been attempts to categorize health effects and to define them in various ways. Generally, the terms acute and chronic are used to delineate between health effects based on severity and duration. Acute hazards usually occur rapidly as a result of a short-term exposure to a chemical or substance. Chronic hazards have a long-term effect, essentially permanent. Their effects may be slow to develop, and often result from repeated or continuous exposure over an extended period of time.

Physical Hazards

A chemical or substance is considered a physical hazard when there is scientific valid evidence that it is one of the following and as such is included in the Hazard Communication Standard:

• Combustible Liquid	• Compressed Gas	• Explosive
• Flammable Aerosol	• Flammable Gas	• Flammable Liquid
• Flammable Solid	• Orgniz Peroxide	• Oxidizer
• Pyrophoric	• Unstable Reactive	• Water Reactive

Refer to OSHA Hazard Communication Program for a more detailed explanation on health and physical hazards.

8. Non-Routine Tasks: (Sample)

Employees who are required to perform hazardous, non-routine tasks or projects (duties that are not specified in their position descriptions) will be given training sessions by supervisory personnel prior to starting this type of work. The non-routine training session will include: specific chemical exposure hazards of the task or activity, protective and safety measures to follow, spill or leak cleanup procedures, and proper precautions used to avoid or reduce exposure.

9. Outside Contractor Notification: (Sample)

Allegheny College utilizes various outside contractors to assist in maintaining buildings, grounds, and equipment. When this occurs, Allegheny College is considered a “multi-employer workplace”.

The **(designated person)** is responsible to develop and implement a system whereby contractors are informed of the hazardous chemicals in use in areas where the contractors' employees may be exposed.

To ensure that outside contractors work safely in any owned or operated facility, the **(designated person)** will be responsible to provide the contractor with the following information upon request:

- A copy of the **Allegheny College's** Hazard Communication Program along with a copy of the Workplace Chemical Lists;
- The location of the MSDS files; and
- Information and location for any hazardous substances to which they may be exposed while working on the job site.
- Information on the labeling system used in the workplace

Outside contractors are required to review this information with their employees prior to the start of work. It will be the responsibility of the contractor to notify the designated person(s) overseeing the job site of any hazardous chemicals or substances that may be brought onto the job site. This information will need to be provided to any **Allegheny College** employee working at the job site.

Purchasing agents of **Allegheny College** are responsible to convey this information to all outside contractors.

10. Employee Training and Information: (Sample)

Employee training is an integral part of the **Allegheny College** Hazard Communication Program. All staff members who work with or are potentially exposed to hazardous and/or toxic chemicals/substances will receive initial training on the Hazard Communication Standard.

Training Requirements

The **(designated person)** is responsible for the employee-training program, with the following topics emphasized:

- The provisions of the Hazard Communication Standard and written program;
- Any operations in the employee's work area where hazardous chemicals/products are present;
- The location and availability of the written Hazard Communication Program, including the required list(s) of hazardous chemicals/substances and MSDSs.

Training Content

Training content will include the following information:

- Methods and observations used by employees to detect the presence or release of a hazardous chemical/substance into the work area, either by visual appearance or by odor of the chemical when released;
- The physical hazards of chemicals in the work area (e.g. potential for fire, explosion, etc);
- Health hazards of the chemicals, including signs and symptoms of exposure to the chemicals in the workplace, and any medical condition known to be aggravated by exposure to these chemicals;

- The chemical and physical properties of hazardous materials (e.g. flash point, reactivity);
- Measures employees can use to protect themselves from chemical, physical, or health hazards, including information on safe work practices, emergency procedures, and personal protective equipment.
- Details of the **Allegheny College** written Hazard Communication Program, including an explanation of the use of material safety data sheets (MSDS), and where the MSDSs are located at the work area, labeling requirements, and how employees can obtain and use this information.

Employee training will consist of a Hazard Communication training/information guidebook, this guidebook will be developed by the (designated person). In addition, audiovisuals will explain, in detail, each section of material safety data sheet, and review various labeling systems used by manufacturers/suppliers or importers. Classroom, small group, work team, and individual training will be utilized when appropriate.

The **(designated person)** is responsible to ensure those new employees and internal transfer employees receive Hazard Communication training. The **(designated person)** will identify job titles that require Hazard Communication training and will provide the appropriate training materials. Supervisory staff members will provide initial training to employees who work with or are potentially exposed to hazard chemicals/substances in their work areas.

Supervisory staff will train employees on the hazardous chemicals/substances that they work with, or are exposed to in performing their duties or as a result of hazardous chemicals/substances being introduced into the work area by another employer.

Supervisory staff will re-train employees when new hazards are introduced into the work area.

The **(designated person)** will review the training program(s) and update/revise as necessary and will monitor employee work habits/performance to determine the effectiveness of the training. The **(designated person)** will maintain/retain documentation of employee training records. These records will be retained for a minimum of thirty (30) years.

11. Hazardous Waste Management

Hazardous wastes are regulated by federal and state public health and environmental safety laws. These materials can cause serious problems if not handled and disposed of properly. This includes injury or death and pollution to land, air or water areas.

EPA has a list of over 700 hazardous wastes currently (9/04). Additionally, wastes are considered hazardous if they are ignitable, reactive, corrosive, or toxic.

Allegheny College will have a written hazardous waste disposal plan. It will be the responsibility of the Designated A&IP Program Coordinator or designated person(s) to see that this plan is implemented.

12. Summary of (Designated Members) Hazard Communication Program:

The Hazard Communication Program is designed to transmit information regarding the proper use of, and hazards associated with chemicals or products in the workplace. The written program

is designed to provide a brief summary of information that is covered in detail in the guidebook distributed to employees covered under the Hazard Communication Standard.

The written program consists of the following elements:

- Purpose, policy, and scope of Hazard Communication;
- Information page;
- Explanation of written program;
- Workplace chemical/substance list;
- Material Safety Data Sheets (MSDSs);
- Labels and other forms of warning;
- Health and physical hazard classification;
- Non-routine tasks;
- Outside contractor notification;
- Employee training and information;
- Hazardous waste requirements
- Summary of Hazard Communication Program

The Hazard Communication Program will be a continuing education and information process. Compliance with the Hazard Communication Standard is not a one-step technique but rather an ever-evolving procedure that incorporated both government regulation and our policies/procedures to ensure a safer working environment for employees. For any health and safety program to be successful, a commitment is necessary from every level of our community. This is particularly true for the Hazard Communication Program since its success is based on required change in behavior and attitude of affected employees.

Following safe practices by reading labels and MSDSs before using new chemicals/products, using personal protective equipment when necessary, and consulting your supervisor if the information provided is still not clear will decrease the risk of accidents or injuries to all employees. Remember – safety begins with you!

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Although OSHA does not require HazCom record keeping, the following should be maintained for employment plus 30 years (preferably indefinitely):

Training Records
Employee Exposure and Medical Records
MSDS

13. Request For Material Safety Data Sheet(s): (Sample)

Date:		
Printed Employee Name:		
Department:		
Name(s) of MSDS(s) Requested:		
Copy of MSDS Provided:		
MSDS Not on File:		
Initials of Staff Providing MSDS:		
*Signature of Employee Making Request:		
Remarks:		

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.146	
Policy Title:	Confined Spaces Entry Program	Policy No. 15-vi
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 5
Definition:		

Confined spaces are enclosed areas or containers that employees may be required to enter to perform work. Common examples of confined spaces are fuel storage tanks, silos, furnaces, manholes, pits, vaults, tunnels, boilers, sewers, gas line trenches, and scrubbers.

A confined space exists if the answers to any of the following questions are yes:

- (1) Does the size and shape of the space allow a person to enter and perform assigned work?
- (2) Are there limited or restricted openings that make entry or exit difficult?
- (3) Is the space not designed for continuous worker occupancy?

Confined spaces with serious safety or health hazards are referred to as “permit required confined spaces.” This means that a written permit system must be implemented that allows employees to enter confined spaces to perform specified work tasks. A permit system must explain the hazards in the space and how the hazards will be controlled. A permit space is defined as a confined space that:

- contains or has the potential to contain, a hazardous atmosphere,
- contains material with the potential for engulfing an entrant,
- has a shape or an internal configuration that could trap or asphyxiate an entrant,
- contains any other serious safety or health hazard.

Policy:

A. **Allegheny College** has established the following confined space entry policy. The Designated A&IP Program Coordinator or (designated person) shall be responsible for the implementation of this policy. A confined space entry program will be established when employees are required to enter potentially hazardous confined spaces. A potentially hazardous confined space is a space which, because of its limited access (i.e., limited openings for entry and exit), meets one or both of the following two conditions:

- 1) The space has inadequate natural ventilation and could contain or produce hazardous atmospheres such as:
 - Hazardous levels of air contaminants, or

- Oxygen deficiencies or excesses.

2) The space could produce a safety hazard such as:

- Activation of electrical or mechanical equipment, or
- Introduction of liquids or solids.

- B. Confined Space Entry Programs will utilize established, written procedures, or Confined Space Entry Permits (or a combination of these), to assure employee safety and health.
- C. Every effort must be made to restrict employees from entering a confined space. Controls can include locking, covering, use of guardrails, fences and warning signs. A warning sign should read: “Danger Permit Required Confined Space, Do Not Enter”.
- D. Written procedures must be established by the Designated A&IP Program Coordinator or other designated person for employees to follow when entering confined spaces in the course of routine work. These procedures should be reviewed annually, or when there is a change in work procedures or when injuries or illnesses indicate a revision is necessary. Routine entry procedures must include descriptions of:
- personnel and their responsibilities
 - the permitting process
 - equipment to be used for monitoring and ventilating the space
 - personal protection equipment required
 - communication systems
 - instructions for summoning emergency assistance

Action Required: The Designated A&IP Program Coordinator or other designated person will complete the following:

1. Survey departments to identify potentially hazardous confined spaces. This survey should be conducted with the assistance of knowledgeable personnel who can help identify potential safety and health hazards associated with the confined space.
2. Post signs or otherwise identify potentially hazardous confined spaces. These should be permanently posted with a sign to prevent unauthorized entry. The sign can read:

“Danger! Confined Space, Entry Restricted”
3. Establish written procedures and precautions for entering confined spaces that address potential hazards.

In choosing written procedures, confined spaces can be categorized into classes according to their hazard potential. These classes can be high hazard or low hazard and are defined as follows:

- High-Hazard Confined Space - Confined spaces that are expected to contain hazardous conditions or have a high potential of hazardous conditions developing.
- Low-Hazard Confined Space - Confined spaces that have never been shown to contain

hazardous conditions and do not have a high potential of hazardous conditions developing.

A written Confined Space Entry Permit shall control entry into a high-hazard confined space. Regardless of the type of written procedure used, the following precautions must be addressed:

- Mechanical and electrical lockout,
- Mechanical ventilation,
- Pre-entry atmospheric testing,
- Continuous atmospheric testing,
- Protective clothing and equipment (including respirators),
- Standby personnel, and
- Emergency rescue equipment.

4. Employees involved in following confined space entry procedures **must receive periodic training**. This training should include reviews of established procedures or Confined Space Entry Permit designed to address the proper entry into the confined space along with additional training which includes the following:

- A. Emergency entry and exit procedures.
- B. Use of applicable respiratory equipment (hands-on training of self-contained breathing apparatus).
- C. Lockout procedures.
- D. Safety equipment use (i.e., lifelines, safety belts, wristlets, and hoists).
- E. Rescue drills.
- F. Fire protection and precautions (use of non-spark producing tools and communication devices in flammable or combustible atmospheres and electrical bonding and grounding techniques).
- G. Communications procedure used between the standby person and the person in the confined space.
- H. Air monitoring equipment used prior to and during, entry (i.e., calibration, use and care of instruments along with the meaning of the sample results).

5. The Designated A&IP Program Coordinator, designated person and/or the supervisor who has employees entering confined spaces must assure employee training is provided covering the above items. This should consist of classroom sessions, on-the-job training, or simulated conditions.

Descriptions of Safety & Health Hazards Found in Confined Spaces

A. Oxygen Deficiency

If the oxygen concentration is below 19.5%, serious health effects can result. These effects vary with the concentration and duration of exposure. For example, at 15-19% oxygen level, impairment of coordination, perception, and judgment occurs along with

increased stress on the heart and lungs. At approximately 10% oxygen levels or under, death can occur.

Oxygen deficiency in a confined space can be the result of either consumption or displacement of the oxygen. Consumption of oxygen occurs during combustion processes such as welding, cutting, or brazing. Oxygen can also be consumed during bacterial action, fermentation, or chemical reactions such as the formation of rust or a reaction of chemicals present in the space. Also, the presence of employees and their physical activity can result in oxygen consumption.

Oxygen displacement is also a problem in confined spaces. Heavier gasses such as carbon dioxide and argon, which can be used for purging operations, can displace oxygen. Carbon monoxide can be caused by gasoline, propane (etc.) equipment being operated in the area.

B. Excessive Concentrations of Hazardous Chemicals

Excessive concentrations of hazardous chemicals can include many different types of gases, vapors, and particulates. These can result from the following:

- 1) The material present in the confined space such as acids, gases, etc., or by a reaction of material left in the space.
- 2) The by-products produced by manufacturing processes that occurred in the confined space.
- 3) The production of air contaminants by operations performed in the confined space (welding or cleaning operations may produce fumes, vapors, or gases).

C. Excessive Concentrations of Flammable gasses and Vapors and Combustible Dusts

Flammable or combustible atmospheres in confined spaces also present a problem due to the possibility of an explosion and fire.

- 1) Flammable atmospheres usually occur from the evaporation of flammable liquids or the presence of flammable gases. These liquids and gases might be present as ingredients, by-products or cleaning agents. Flammable atmospheres can consist of methane (i.e., natural gas), gasoline, toluene, hydrogen or any other flammable gas or liquid.
- 2) Combustible atmospheres can consist of high concentrations of combustible dusts such as magnesium, aluminum, coal dust, grain dust or other combustible materials in a dust form.
- 3) The presence of an enriched oxygen atmosphere can also present a problem since this extends the flammability and combustibility limits of vapors, gases and dusts.

Normally, if the employee allowable exposure limits are not exceeded, the atmosphere inside the confined space will be below the flammable limits. However, there might be

isolated pockets within the confined space that can contain flammable levels of gases or vapors. Ignition could result despite the lack of high concentrations of these gases or vapors in the employee's breathing zone.

D. Introduction of Liquids or Gases During Employee Occupancy

Confined spaces can present a danger when liquids or gases are inadvertently introduced into the space while employees are present. The employees might be unable to escape the space in time to avoid overexposure to toxic chemicals, explosions, and displacement of oxygen or possible drowning.

E. Activation of Electrical or Mechanical Equipment During Occupancy

Injuries and fatalities have resulted when electrical or mechanical equipment was inadvertently activated in confined spaces. This can occur when a person who is unaware of another activates agitators or other moving parts.

Documentation Required:

- Written confined space program
- Records of employee training on confined spaces
- Work site analysis and assessment reports
- Confined Space Entry permits

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.155-.165	
Policy Title:	Fire Prevention and Protection Program	Policy No. 15-vii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

The Pennsylvania Department of Labor & Industry, OSHA (Occupational Safety and Health Administration) and National Fire Protection Association regulations on fire protection can have a considerable effect on the way in which we protect our employees and our campuses. Fire brigades, portable fire extinguishers, standpipe and hose systems, automatic sprinkler systems, fixed extinguishing systems and other fire protection systems are all dealt with in detail.

Policy:

At **Allegheny College**, next to our people, our property is our most important asset. Conservation of our property will not only save money, but will also protect the livelihood of our employees. All facilities will implement and manage a fire protection plan that complies with any local regulations in order to keep our schools and facilities fit and able to cope with any emergencies that may arise.

Actions Required:

- Constantly review your fire protection exposures and hazards and review and implement the control procedures that best meet your fire protection needs.
- Factors to consider when evaluating the need for a fire brigade to fight incipient stage fires as opposed to interior structural fires include:
 - the severity of the facilities fire hazards,
 - the presence of unusual structural configurations which might limit access to buildings, and the proximity and caliber of the public fire department.
 - the need for proper training must be provided to any fire brigade member.
- With reference to fire emergency, the first decision to be made is whether to fight the fire at all. Although you have the option of evacuating all your employees and leaving the fire fighting to the public fire department, it is recommended that you educate or train your personnel to take appropriate action to minimize the spread of fire when it first starts. Once you have elected to fight the fire, you must make a second decision as to whom you want to do the job.

- Approved portable fire extinguishers that are fully charged, operational and kept in their designated places will be used by only designated employees to fight incipient stage fires only. All other nonessential personnel will be evacuated from the facility.
- Standpipe and hoses (less than 2½” in diameter), reels and cabinets, hose outlets and connections to include nozzles must be installed and maintained in accordance with the National Fire Protection Code (NFPA) #14.
- All automatic sprinkler systems must be designed, maintained and tested in accordance with NFPA Code #13.
- All fixed extinguishing systems must be designed and approved for use on the specific fire hazards they are expected to control or extinguish. Trained, qualified personnel must properly correct any defects or impairments.
- Appropriate employee alarm systems must be used for all types of employee emergencies. The method of transmitting the alarm should reflect the situation found at the workplace.

Documentation Required:

- Copies of Fire Protection Inspections.
- Copies of Fire Protection Maintenance Records.
- Copies of written Fire Emergency Plans.
- Any other pertinent written correspondence.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Substance Abuse Awareness and Prevention	Policy No. 15-viii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

A Drug and Alcohol Free Workplace benefits all employees by providing a safer workplace. This sample policy is a guide toward that goal.

The following is for general information only.

NOTE:

Each school should develop their own substance abuse and awareness policy in conjunction with their solicitor and Human Resources personnel.

The following is a sample policy relating to the continued maintenance of an alcohol and drug-free workplace in a public school environment. Since you may not receive any public or federal funds, your solicitor and Human Resources personnel may need to rework this section to reflect that.

The Human Resource Department Head shall be responsible for the implementation of this policy.

Whereas, The Board of Trustees of the Allegheny College or University & College Insurance Consortium, hereinafter referred to as the "Board" has always been of the collective opinion that the workplace must be free, at all times, of both alcohol and drugs; and

Whereas, The Congress of the United States adopted the Drug-Free Workplace Act of 1988, which was amended in 1989 by adoption of the Drug-Free Schools and Community Act Amendment of 1989, to require all recipients of federal funds to certify that those recipients maintain a workplace that is alcohol and drug free; and

Whereas, the Board now wishes to adopt the following policy to memorialize their collective opinion, to comply with the requirements of both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989, and to replace with this policy the one that was adopted by the Board at its legislative meeting of (DATE). NOW, THEREFORE, BE IT RESOLVED, That the Board adopts the following policy relating to the continued maintenance of a workplace that is both alcohol and drug free.

1. Each employee of the Board and every independent contractor who is employed by the Board for any purpose shall not manufacture, distribute, dispense, possess, or use either alcohol or drugs in the workplace. For purposes of this policy, the workplace is all property owned by, leased by, or under the control of the Board.
2. The Chief Human Resources Officer or his or her designee shall be responsible for the

implementation of this policy in strict accord with the requirements of both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989, and shall continue to implement the existing alcohol and drug-free awareness program through the Employee Assistance Program (EAP), or some other similar Third Party Vendor, to educate all new and current employees about the dangers of alcohol and drug abuse and to make them aware of available alcohol and drug counseling programs, as well as this alcohol and drug-free workplace policy and the penalties that may be imposed for violation of this policy.

3. Every person employed by the Board from and after the effective date of this policy shall be advised by the relevant member of the Office of Human Resources that as a condition of employment, the employee must abide by this policy and must notify the relevant member of the Office of Human Resources within five (5) days of any conviction involving a controlled substance in the workplace.

4. Any employee who is aware that a fellow employee is using either alcohol or a controlled substance in the workplace shall immediately notify the Department head and/or Supervisor of that use. They shall then contact the Office of Human Resources who will then be responsible for the handling of the matter.

5. This policy shall become effective on the **(DATE)**, and shall remain in full force and effect thereafter until modified by a subsequent action of the Board. This policy shall also indicate that the use of illegal drugs outside of the workplace is also cause for discipline and/or discharge, and nothing in this policy is intended to limit that.

Procedures for implementation of Substance Abuse Policy Purpose

The purpose of these Procedures is to specify to whom the Substance Abuse Policy of the **Allegheny College** applies and to ensure that the Substance Abuse Policy is implemented and enforced in a uniform manner throughout the **Allegheny College**.

Applicability

The Substance Abuse Policy of **Allegheny College** applies to Construction Contractors and other Independent Contractors and their employees whose work with the **Allegheny College**. This will include tasks that are considered high risk or safety sensitive or includes tasks that genuinely implicate public safety.

Definitions

Alcohol Test – a “for cause” only test for alcohol performed according to the National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984 (and any amendments thereto). For purposes of these procedures, the cut off level for alcohol shall be .04%.

Appropriate Drug Test – a test for drugs that is performed according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988 (and any amendments thereto).

Certificate of Compliance – a notarized Certificate executed by the Contractor and submitted to the **Allegheny College**’s Compliance Officer declaring that the

Contractor has read and understands the Substance Abuse Policy of **Allegheny College** and will allow only those employees who have passed an appropriate drug test to work on **Allegheny College** projects.

Contractor – a Construction Contractor or an Independent Contractor.

Contractor's Substance Abuse Testing Program – the Pre-Access Testing Program and/or “for cause” testing program established, administered and enforced by the Contractor pursuant to Paragraphs 2 & 3 of the **Allegheny College's** Substance Abuse Policy. Such a program may include a rehabilitation component through a facility that has been accredited through the Committee on Accreditation of Health Care Organizations.

Employee – a Subcontractor or an employee of a Construction Contractor or an Independent contractor.

High Risk or Safety Sensitive Tasks – functions that include, but are not limited to:

1. Duties related to construction on **Allegheny College** property, including but not limited to tasks performed by ironworkers, plumbers, electricians, roofers, painters and those engaged in HVAC (heating, ventilation, and air conditioning) work.
2. Tasks that include the operation of all kinds of equipment and machinery.
3. The operation of vehicles that require the operator to hold a CDL (Commercial Driver's License)
4. Any type of work that requires an individual to climb or use any type of scaffolding, lifts, or ladders or would require an individual to work at a substantial height.

Pre- Access Testing Program – the portion of the Contractor's Substance Abuse Testing Program that requires a drug test to be performed on an employee and passed prior to allowing an employee access to **Allegheny College** workplaces.

Random testing – a drug testing program implemented and managed by a Third Party Administrator, at a cost to the Contractor, whereby participants are selected by social security number from the total program participation. Participants are selected by utilizing a computer with a random number generating software program. Twenty-five percent (25%) of the total program participation will be randomly tested. A participant may be tested more than once.

Substance Abuse – the use of drugs and alcohol at the workplace.

Testing “for cause” – alcohol testing necessitated by observed behavior indicating that the employee may be under the influence of drugs or alcohol and/or the involvement by the employee in, or cause of an accident which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to **Allegheny College's** property.

Third Party Administrator – the entity that will validate Contractor's Substance Abuse

Testing Program and will implement and manage a random testing program and develop and maintain a database for **Allegheny College**.

Procedures:

1. It is the policy of the **Allegheny College**; consistent with applicable laws and regulation to prohibit the use of illegal drugs and the use of alcohol at the workplace and to require that all Construction Contractors and other Independent Contractors certify that their employees engaged in the type of work covered by this policy have passed an appropriate drug test.
2. Prior to the bidding process for each contract subject to this policy, it shall be the duty of the Department Head or Administrator soliciting the bid to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must include **Allegheny College**'s Substance Abuse Policy and Certification Form in the Bid Documents.
3. During the negotiation process for each personal services contract subject to this Policy, it shall be the duty of the Director of the Division or Administrator to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must provide **Allegheny College**'s Substance Abuse and Certification Form to the individual who will execute the contract.
4. The list of high risk or safety sensitive task or tasks that genuinely implicate public safety are listed in the definition of the policy however, the list is not exclusive. The Designated A&IP Program Coordinator and/or his designee prior to the commencement of the policy shall review such list. Such list shall be periodically reviewed in order to determine if additional tasks should be added to the list.
5. Certificates of Compliance shall be directed to **Allegheny College**'s Compliance Officer. Such certificates will be maintained on file for one year beyond job completion in the office of the Designated A&IP Program Coordinator. Certificates of Compliance will be required for each contract with **Allegheny College** to which these guidelines apply.
6. Any construction Contractor, Independent Contractor or employee of same who observes behavior indicating that another person to whom this policy applies may be under the influence of drugs or alcohol shall immediately report such behavior to **Allegheny College**'s Designated A&IP Program Coordinator or designee.
7. Any Construction Contractor or Independent Contractor who violates this policy or its reporting requirements shall cause its contract with **Allegheny College** to be immediately terminated, and any employee who violates same shall immediately be removed from such project.
8. **Allegheny College** and/or its designees maintains the absolute right to examine and review from time to time, any and all records related to the Contractor's Substance Abuse Program and to have the Designated A&IP Program Coordinator or designee witness any inspection of suspicious activity which is conducted by the contractor.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.1030	PA Department of Health BPP Guidelines
Policy Title:	Bloodborne Pathogen Exposure Control	Policy No. 15-ix
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

An infection control plan must be prepared for all employees who handle, store, use, process or dispose of any type of human body fluid. As contact with body fluids and other potentially infectious materials (OPIM) can lead to serious disease, all efforts must be made to identify and control this exposure.

Policy:

It is the policy of **Allegheny College** for employees to treat all human fluids that they may by chance come in contact with as potentially infected. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. These procedures are known as Universal Precautions and include the following:

- Wearing protective equipment such as gloves, barrier mask, etc. when handling contaminated materials or administering emergency care.
- Regular hand washing after handling any materials contaminated with human fluids or other potential infectious materials.

Bloodborne pathogens are organisms transferred through body fluids and (OPIM) that can cause disease in people. Examples of these diseases are HIV and Hepatitis B and C.

Actions Required:

At-Risk Job Tasks:

There are job tasks within our workplace where employees are at risk of exposure to bloodborne pathogens and “OPIM”.

These jobs may include:

- Nurse/Nurses’ Aides
 - a. wounds, burns, abrasions, cleansing and preparation
 - b. examination and procedures involving the eyes
 - c. handling specimen bottles for urine analysis and drug screening
 - d. handling and disposing of sharps
 - e. starting IV or taking any blood samples
 - f. cleaning up of blood or body fluids

- Custodial Personnel
 - a. cleaning restroom
 - b. cleaning up blood or body fluids
 - c. emptying trash containers
- Maintenance Personnel – repairing broken plumbing
- Designated Emergency Personnel – handling injured or sick persons

Anytime there is blood-to-blood contact with infected blood or body fluids or OPIM there is a slight potential for transmission. Unbroken skin forms an impervious barrier against bloodborne pathogens. Infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any other sort of damaged or broken skin such as sunburn or blisters

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

Clean-Up Procedures:

Clean up is a top priority and should begin as soon as possible after the incident. Universal Precautions must be followed at all times to prevent contact with blood and bodily fluids.

1. Don protective gloves and other equipment.
2. Pick up any broken glass with a dustpan and brush, tongs. **Not by hand.**
3. Do not use a mop and bucket unless specifically directed to do so. This can spread the contamination.
4. Clean soiled area.
5. Use scoop to pick up any contaminated material.
6. Disinfect the area using a fresh mixture of an appropriate germicidal cleaner.
7. Place soiled disposable towels and disposable contaminated equipment in closed bag.
8. Sanitize hands each time gloves are removed. Scrub exposed skin thoroughly with soap and water and change soiled clothing before returning to work.
9. Contaminated instruments that are not thrown away must be disinfected and washed with soap and water.

Disposal of Contaminated Items:

1. Non-sharp waste (bandages, swabs, dressings) that does not meet the criteria of regulated wastes will be disposed of into domestic waste.
2. Non-sharp waste considered regulated waste is placed in red biohazard bags.
3. Place contaminated laundry in bags and mark as biohazard. Do not presoak or wash laundry by hand.

Exposure Procedures:

If you are exposed to human fluids or other potentially infectious materials, take the following actions:

- Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.
- If blood is splashed in the eye or mucous membrane; flush the affected area with running water for at least 15 minutes.
- Report the exposure to your supervisor promptly. The Supervisor should complete an Employee Accident Report and notify the workers' compensation claims coordinator.

Post Exposure Procedures:

- Document the route of exposure and exposure event circumstances.
- Identify and document the source individual.
- Contact the source individual. His/her blood must be tested for HBV and HIV immediately.
- Send exposed employee to have his/her blood tested.

Training:

Each department should identify the existence of at-risk job tasks within their department, and conduct bloodborne pathogen training for each affected employee. Training must include at least the following topics:

- Universal precautions
- Personal protective equipment
- Cleaning procedures
- Any other mandatory topics listed in the bloodborne pathogen standard

Assistance:

Often your local medical facility/hospital will be an additional source of information regarding bloodborne pathogens.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.134	
Policy Title:	Respiratory Protection Program	Policy No. 15-x
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

Respiratory protection programs involve practices and procedures where respirators are necessary to protect employees from overexposure to air contaminants.

Policy:

Respiratory protection programs will be implemented to protect employees from overexposure to air contaminants where other control techniques are not technologically or economically feasible or have not proven effective. Where respiratory protection programs are established at **Allegheny College** facilities to prevent employee overexposures, all applicable American National Standards Institute (ANSI) minimum standards will be met. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Actions Required:

A hazard analysis of the work area must be conducted before selecting respirators. This analysis must consider inhalation hazards under routine and foreseeable emergency conditions. Other factors to consider when choosing respirators include:

1. skin and eye exposure
2. effects of heat and cold
3. use of protective clothing
4. employee conditioning
5. workload
6. employee symptoms (irritation, odor)
7. notice of visible emissions (fumes, dusts, aerosols)

Hazard analysis data can be obtained by:

1. personal monitoring of employees
2. industry or laboratory study results as long as they apply to similar tasks or conditions at the work site
3. professional judgment of a Certified Industrial Hygienist or safety professional

A written program must be developed and implemented addressing the particular respiratory protection needs of **Allegheny College**.

The following elements must be included in any written program:

- selection of respirators
- employee medical evaluations
- fit testing procedures for tight fitting respirators
- use of respirators in routine and emergency situations
- maintenance and care of respirators
- breathing air quality and use for atmosphere supplying respirators
- employee training
- program evaluation

The assigned health care provider must also be supplied a copy of this written program.

A medical evaluation is required to be performed to determine the ability of the employee to wear a respirator prior to fit-testing and use. Follow-up medical exams are only required if the health care professional determines that an employee's health status or lifestyle could increase the burden of wearing a respirator. A copy of this medical evaluation must be kept on file and provided to the employee as well.

Fit-testing of respirators is required to reduce facial leakage. These include qualitative and quantitative fit tests, seal checks, and the availability of different types of respirators to assure a proper fit and ensure adequate protection. A fit-test is required prior to each use of a tight fitting respirator if facial hair, corrective glasses or dental changes affect the seal. No one respirator will fit everyone.

The new fit-testing protocol, referred to as the Controlled Negative Pressure (CNP) REDON protocol, requires three (3) different test exercises followed by two (2) redonnings of the respirator. The three (3) test exercises, listed in order of administration, are normal breathing, bending over and head shaking.

The procedures for administering the new CNP REDON protocol, with three (3) test exercises and the two (2) respirator donnings to an employee, and for measuring respirator leakage during each test, are summarized below:

Facing forward - In a normal standing position, without talking, breathe normally for thirty (30) seconds; then, while facing forward, hold breath for ten (10) seconds during sampling.

Bending over - Bend at waist for thirty (30) seconds and hold breath for ten (10) seconds during sampling.

Head shakes - Shake head back and forth vigorously several times while shouting for approximately three (3) seconds and, while facing forward, hold breath for ten (10) seconds during sampling.

First redoning - Remove respirator, loosen all face-piece straps, and then redon the respirator mask, face forward and hold breath for ten (10) seconds during sampling.

Second redonning: Remove respirator, loosen all face piece straps, and then redone the respirator mask; again, after redonning the mask, face forward and hold breath for ten (10) seconds during sampling.

A qualitative test involves introducing a harmless odorous or irritating substance into the breathing zone around the respirator being worn. If the wearer detects no odor or irritation, a proper fit is indicated.

A quantitative test is a more accurate test and involves introducing a harmless aerosol to the wearer while in a test chamber. The wearer then performs exercises that could induce face piece leakage and the air inside and outside the face piece is measured for the presence of the aerosol to determine any leakage into the respirator

Employee training to ensure that employees understand the hazards associated with respirators and how to use and care for their respirators is required every twelve (12) months. Re-training must occur sooner if work hazards change that requires a different type of respirator. Re-training is also required if employees demonstrate they do not understand how to properly use and care for their respirator. Employees who voluntarily use a respirator in working environments where none is required must also be annually trained on the use and limitations of respirators.

Training must include an explanation of the following:

1. Nature of the respiratory hazard and what may happen if the respirator is not used properly,
2. Engineering and administrative controls being used and the need for the respirator as added protection,
3. Reason(s) for the selection of a particular type of respirator,
4. Limitations of the selected respirator,
5. Methods of donning the respirator and checking its fit and operation,
6. Proper wear of the respirator,
7. Respirator maintenance and storage, and
8. Proper method for handling emergency situations.
9. Users should know that improper respirator use or maintenance might cause overexposure. They should know that continued use of poorly fitted and maintained respirators can also cause chronic disease or death from overexposure to air contaminants.

The employer is also required to designate program administrators to manage the program and ensure its integrity via continuous oversight and evaluations of program effectiveness.

Documentation Required:

- Written respiratory protection program
- Records of employee training on respirators
- Records of fit-testing results
- Results of medical evaluations
- Emergency-use respirator inspection records
- Records shall be retained for employment plus thirty (30) years

Responsibilities and Accountabilities:

Allegheny College believe that safety and health is an integral part of operations, which makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1926.500-.503	
Policy Title:	Fall Protection Program	Policy No. 15-xi
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

Fall protection is designed to prevent employees from falling off, onto, or through working levels and to also protect employees from being struck by falling objects. When **Allegheny College** employees are exposed to the hazard of falling, a fall protection program must be implemented to identify, manage and control the fall hazards by eliminating them with fall prevention methods, which are compatible with the work being performed.

Policy:

Allegheny College's fall protection programs will be implemented to protect employees where the possibility of an employee falling from a height of four feet or more above a lower level exists. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. Protection must also be provided for employees who are exposed to falling on or into dangerous equipment.

Fall protection measures can be provided through the use of guardrail systems, safety net systems, and personal fall arrest systems, positioning device systems or warning line systems. It is important to note that effective January 1, 1998, OSHA no longer permits body belts to be utilized under personal fall arrest systems. Only body harnesses are now allowed.

To determine if a falling hazard exists, a hazard assessment of the working area must be conducted. This assessment must determine if the walking/working surfaces on which employees are to work have the strength and integrity to support these employees. Once the working surface is determined to be safe for workers and if a fall hazard is present, the appropriate fall protection option must be selected and implemented.

Actions Required:

- When fall protection has been determined to be required, the appropriate fall protection system must be chosen and implemented.
- Use proper and accepted means to construct and install the fall protection system.
- Follow all safe work procedures.
- Supervise employees properly.
- Train employees in the proper use and maintenance of the fall protection measures being utilized. The training program should enable each employee to recognize the hazards of

falling and also the procedures to follow in order to minimize those hazards.
Training in the selection and use of personal fall arrest systems, including:

- a. application limits,
- b. proper anchoring and tie-off techniques,
- c. estimating free fall distance,
- d. determining deceleration distance,
- e. determining total fall distance especially with shock-absorbing lanyards,
- f. methods and use of all fall protection systems,
- g. inspection of system, and
- h. storage & maintenance of the equipment.

Training in the safe use of all fall protection systems.

1. The limitations of all fall protection systems in use.
2. Rescue procedures in the event an individual falls.

Certification of Training

The training of employees must be documented/certified, and a written record of this training must be maintained at the job. This documentation must contain the following:

1. The name of the employee trained.
2. The date or dates of the training.
3. The signature of the person who conducted the training or the signature of the employer.

Note: If relying on training that was completed by the employee's previous employer, then our training documentation must show the date that they determined the prior training was adequate rather than the date of actual training.

Retraining Requirements

Retraining may be required when we have reason to believe that any employee who has already been trained does not understand the training, hazards or corrective measures. If this becomes the case, we must re-train the effected employee(s).

Circumstances where retraining is required include, but are not limited to situations where:

1. Changes in the workplace render previous training obsolete or inadequate.
2. Changes in the type of fall protection systems or equipment being used that was not covered in the initial training.
3. Inadequacies in the employees' knowledge or use of fall protection systems or equipment indicate that the employee has not retained the appropriate understanding or skill.

Documentation Required:

- Written fall protection program
- Records of employee training on fall protection
- Work site analysis and assessment reports

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	PA Department of Agriculture Act 36	
Policy Title:	Integrated Pest Management Policy	Policy No. 15-xii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Philosophy:		

Allegheny College believes in maintaining and improving its Integrated Pest Management (IPM) program to minimize pest problems while providing a healthy environment for students, employees and other users of the facilities and those within close proximity to its campus.

Allegheny College realizes that pests can pose a significant health problem for students and other users of the facilities. **Allegheny College** also realizes the importance of minimizing the use of pesticides within its IPM program. Therefore, the applications of pesticides are to be performed only after alternative methods have been exhausted. In addition when the pesticides are needed they will be used in the safest manner possible with Federal and State Laws.

NOTE: THIS NEEDS PERSONALIZED BY SCHOOL: Allegheny College has provided ongoing pest control training for its employees to qualify and obtain and maintain pest control applicator's licenses from the Pennsylvania Department of Agriculture. The Board also acquired a Pest Control Business License, to operate its In-House Pest Control program.

The Environmental Protection Agency (EPA) recognizes that children are more vulnerable than adults to chemicals in their environment, that the long-term exposure effect is largely unknown, and that some chemicals, such as those used in pesticides, can have detrimental effects on a child's immature physiology.

Allegheny College shall continue improving its Pest Control education program with more thorough usage of preventive measures and strategic application of limited quantities of pesticide products approved for usage in school facilities within the bounds of State and Federal Laws.

Allegheny College Pest Management Policy

- A. All **Allegheny College** employees are required to support the "IPM" program policies, including taking the necessary actions to ensure harborage corrections through structural modification of facilities and elimination of conditions that result in food and a water supply for pests or other conditions conducive for pest infestations. Pesticides will only be used when other preventative measures are not sufficient to reduce pests to manageable levels.

- B. Structural and landscape pests can pose significant problems to people, property and the environment. Pesticides can also pose risks to people, property and the environment. It is therefore the policy of **Allegheny College** to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.
- C. **Allegheny College** will continue to intensify efforts to improve the Integrated Pest Management (IPM) Program, which use chemical controls only when other preventive measures are not sufficient to reduce pests to manageable levels.
- D. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Integrated Pest Management (IPM)

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. The decision-making process includes pest identification, monitoring of pest populations and measures. IPM programs take advantage of all pest management options possible including, but not limited to, the judicious use of pesticides.

Pesticide

The word pesticide is an umbrella term for all the subcategories of materials used to suppress pests. These include Insecticides, Rodenticides, Fungicides and Herbicides.

Pest Management

Approved pest management plans will be developed for the site and will include any proposed pest management measures.

Pest will be managed to:

- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent loss of or damage to school structures or property.
- Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- Enhance the quality of life for students, staff, and others.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, biological means or some combination thereof. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of Allegheny College to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, and all other measures have failed, the most appropriate pesticide may be applied in a school building or on the grounds. The pesticide application will occur when students are not expected for normal academic instruction or organized extracurricular activities for at least 24 hours following the application of pesticide, except for very limited usage of pesticide in an emergency. The authority will be vested in the school's Designated A&IP Program Coordinator or designee to consult with the pest control applicator of **Allegheny College** about pest problems and declare an emergency if deemed necessary. The main emphasis will always be to direct the pesticide into the harborage area or areas to minimize or eliminate the spread of any residue to other non-target areas.

IPM techniques will be adjusted to meet conditions as they arise or as new techniques are developed. **Allegheny College** will support the IPM program by:

- Providing staff development programs for all employees regarding storage of food, perishable instructional materials, cleaning techniques, and the operation of traps.

The IPM program will be administered to control pests in a sufficient manner to assure a safe and healthy environment for students to learn and grow.

Education

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Record Keeping

Records of pesticide use shall be maintained on a designated site to meet the requirements of the state regulatory agency (Department of Agriculture) and **Allegheny College**. Records must be current and accurate if IPM is to work. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations are to be maintained to verify the need for treatments.

Annual Report

Annual report will be produced that will include data on schools/sites with pest problems, and type of procedures utilized, such as structural modification, sanitary improvements and the application of pesticides. Successes and failures will be compiled for each procedure by location.

Notification

Students/parents/ guardians shall be notified by the Designated A&IP Program Coordinator or designated person of the school 72 hours prior to pesticide application, except in emergencies. The school's Safety Officer or designated person must maintain a record with the names of any students or individuals living in the community who are listed in the Pesticide Hyper-Sensitivity Registry of the Pennsylvania Department of Agriculture and always notify these individuals and or their parent/ guardians whenever pesticide application is made.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1926.650-.652	
Policy Title:	Excavation, Trenching and Underground Utility Lines	Policy No. 15-xiii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 4
Definition:		

Excavation/trenching/underground work can be a source of serious injuries to employees and must be properly addressed.

Policy:

This policy shall serve as a guide to safely handle utility installations, such as sewer, telephone, fuel, electric, data, water lines, or any other underground installations that reasonably may be expected to be encountered during excavation work at **Allegheny College**. This shall include work being done onsite, which are considered as “private” lines and the proper marking of those lines prior to work commencement. See OSHA Section 1926.651 for additional information. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. This person may be referred to as the “Competent Person”.

Utility companies or owners shall be contacted using the Pennsylvania “One Call” system and advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation within the time period required by state law.

The local utility/facility owners will not mark lines if excavation or demolition work is going to be done on private property. The local utility owner will only mark lines to the property line or transformer box in many cases.

Remember: “Private” lines must also be properly marked.

To prevent damage to a “private” underground line, or to prevent a catastrophe from occurring, you will need to make sure “private” lines are also properly marked.

Blueprints and drawings can assist you in locating the lines for marking. There are also locators who can be hired to locate and mark “private” underground lines.

Before you perform excavation or demolition, you should ensure that lines are marked appropriately by the utility/facility, you, or a hired locator.

Again, all OSHA standards shall be met; this should include the use of “box” protection devices to prevent employees from being entrapped by a cave-in of the walls of the excavated area.

Excavators shall have:

- (1) Structural ramps that are used solely by employees as a means of access or egress from excavations designed by a competent person. Structural ramps used for access or egress of equipment shall be designed by a competent person qualified in structural design, and shall be constructed in accordance with the design. Again, all OSHA standards shall be met.
- (2) Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.
- (3) Exposure to vehicular traffic. Employees exposed to public vehicular traffic shall be provided with, and shall wear; warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Vehicle control via traffic control personnel may be required.
- (4) Exposure to falling loads. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials. Operators may remain in the cabs of vehicles being loaded or unloaded when the vehicles are equipped with adequate protection for the operator during loading and unloading operations.
- (5) When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. The grade should be away from the excavation.
- (6) Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet (1.22 m) in depth.
- (7) Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation.
- (8) Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas.
- (9) Proper emergency rescue equipment shall be on hand.
- (10) Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a safety harness and lifeline.
- (11) If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from

entering the excavation and to provide adequate drainage of the area adjacent to the excavation. Excavations subject to runoff from heavy rains will require an inspection by a competent person.

(12) Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of employees.

(13) Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees shall not be permitted except when:

- a. a support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure, or
- b. the excavation is in stable rock, or
- c. a registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
- d. a registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

(14) Sidewalks, pavements and appurtenant structure shall not be undermined unless a support system or another method of protection is provided to protect employees from the possible collapse of such structures.

(15) Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection shall consist of scaling to remove loose material; installation of protective barricades at intervals as necessary on the face to stop and contain falling material; or other means that provide equivalent protection.

(16) Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet (.61 m) from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

(17) Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are only required when employee exposure can be reasonably anticipated.

Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

Responsibilities and Accountabilities:

Allegheny College believes that safety and health is an integral part of operations that makes compliance with this policy a responsibility of all departments. Organized accident & illness prevention/safety programs require a teamwork approach. No single department can do the job alone. Our teamwork approach means a proper division of responsibilities with every department doing what is necessary for our policies and procedures to be effective and rewarding.

Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Working in Adverse Weather	Policy No. 15-xiv
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

Weather conditions impact employee safety and health in many ways. Heat, cold, and wind speed all can have adverse effects on your employees' safety and health.

Policy:

The Designated A&IP Program Coordinator of designated person(s) shall be responsible for the implementation of this policy.

Weather Conditions

(1) Don't have your employees work in conditions which are outside the norm. For examples see below:

- a) If winds speeds are in excess of 20 mph, don't have your employees working with items being lifted by crane as the wind could cause the object to fall, causing an injury.
- b) If relative humidity is at 60% or greater and air temperature is at 95F/.35 C or greater, the workers has a potential for heat exhaustion, heat stroke or even death. Even lower humidity and temperature levels can cause employees to be overcome.
- c) If wind speeds are at 20 or more mph and air temperature is at 10F/-12.2 C, the worker has a potential for hypothermia which could result in permanent tissue injury or even death. Even higher wind and temperature levels can cause employees to be overcome.
- d) For additional information contact, www.osha.gov

(2) Snow and ice can be encountered at any time. Suggested actions include:

- a) Recommending employees keep a pair of adverse weather footwear at work and/or in their car for emergency use
- b) Provide central locations at exits, in parking lots, etc., for ice/snow melt and/or cinders to be scooped up and spread around by the first employee(s) to encounter unsafe conditions
- c) Having walk off rugs/carpets at entry into buildings so that ice/snow is not carried into all parts of the building
- d) Do not overdo physical activity in cold weather due to the potential health problems due to overexertion in adverse weather conditions.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.151-.152	
Policy Title:	Availability of First Aid and CPR	Policy No. 15-xv
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 2
Definition:		

There are two kinds of first aid treatment. One is emergency treatment and the other is medical treatment only.

First aid is the immediate or temporary treatment given in the case of accident or sudden illness before the services of trained medical personnel can be secured.

Policy:

Allegheny College require that all employees report for treatment immediately upon being injured, regardless of the extent of the injury, in order to receive proper medical care. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy. We will ensure that trained first aid responders will be available on campus during normal hours of operation, or you will be taken to an emergency medical facility.

Actions Required:

Allegheny College's First Aid Program will include:

1. An adequate First Aid Kit.
2. A First Aid Manual.
3. Posted instructions for calling 911, a physician and/or notifying the hospital that the patient is in route.
4. Posted instructions for transporting ill or injured employees and instructions for calling 911 and /or an ambulance.
5. An adequate first aid record system.

The First Aid Kits available in the workplace will consist of at least the following:

- Absorbent compress
- Adhesive bandage
- Adhesive tape
- Antiseptic
- Burn treatment
- Sterile pad

- Triangular bandage
- Protective disposable glove

Training:

Employees who are asked or volunteer to be first aid/CPR responders will receive training from the American Red Cross, American Heart Association, local fire departments or a qualified and authorized training organization.

Training guidelines will include the following elements:

- ✓ Principals of responding to a health emergency
- ✓ Methods of servicing the scene and victim
- ✓ Basic adult CPR training
- ✓ Basic first aid training
- ✓ Universal precautions
- ✓ First aid supplies
- ✓ Methods to contact medical professionals

Note: Some member schools have their employees report to their student health services for treatment and others do not. You will need to personalize that portion as it applies to your campus operation.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title:	Safety Rules and Enforcement Procedures	Policy No. 15-xvi
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 3
Definition:		

Safety rules are issued by **Allegheny College** to help standardize safe performance on the job and to alert employees to related hazards and exposures. Non-compliance with **Allegheny College** safety rules is not acceptable and will lead to progressive discipline procedures.

The **Allegheny College** will see that safety rules shall be established and enforced. The Designated A&IP Program Coordinator or designated person(s) shall be responsible for the implementation of this policy.

Policy:

1. It is the responsibility of each Department Head to require that these safety rules be communicated to employees.
2. Each employee shall be given a copy of the general safety rules and enforcement procedures by his or her supervisor and be made familiar with all other policies and procedures applicable to his or her work situation.
3. All supervisory personnel are required to observe the rules set forth and enforce compliance with these policies and procedures by their employees.
4. Each employee whether elected, appointed, permanent, temporary or seasonal is required and expected to follow these safety policies and procedures.
5. Employees who violate a safety policy/procedure, or knowingly permit violation, are subject to progressive disciplinary action.
6. If there is a difference of opinion as to the interpretation or applicability of any safety policy/procedure, the supervisor will make the decision. Appeal of a supervisor's decision may be made to the department head through normal channels. If the department head is unable to resolve the problem, he or she may refer it to the Designated A&IP Program Coordinator, Risk Manager, Environmental Specialist and/or Safety Committee for analysis.
7. Employees must use safe work methods in the handling, storing and transporting of materials, equipment and tools.
8. Employees who engage in horseplay are subject to progressive disciplinary action.
9. Employees are required to promptly report any emergency or unsafe situation to their supervisor.
10. If an employee feels unable to safely complete his/her assigned work duties, the employee must immediately report this information to his/her immediate supervisor.

Actions Required:

Clothing and Protective Equipment:

1. Employees are required to wear appropriate safe work shoes, according to their departmental guidelines.
2. Employees must wear suitable clothing to avoid danger from live electrical equipment, moving machinery, open flames, etc.
3. Jewelry, neckties, long hair, loose shirtsleeves, gloves, etc. are not permitted around moving part and machinery.
4. Departments will provide personal protective equipment (PPE) when appropriate to prevent employee injury. This equipment includes but is not limited to: eye and face protection, head protection, hand protection, protective clothing, respiratory protection, hearing protection, personal fall protection, reflective safety vests and signs and barriers.
5. Employees are responsible for the inspection, care and proper use of any personal protective equipment assigned to them.
6. Eye protection must be worn during any job duty that could be hazardous to the eyes, such as jobs involving flying particles, splashing liquids, hazardous light and infectious materials.
7. Eye protection must be American National Standards Institute (ANSI) Z87 approved. Prescription safety glasses must be approved and offer side protection.

Smoking:

1. Employees will observe all “No Smoking” signs and facility no smoking rules.
2. Smoking is not permitted in areas where flammable/combustible materials are used or stored.
3. Designated smoking areas must be free of, and be at least 50 feet away, from flammable/combustible materials.
4. Appropriate receptacles for waste material must be provided in designated smoking areas.
5. Matches, cigarette and cigar butts and pipe ashes shall be discarded into an appropriate receptacle and not be placed in a receptacle while still burning.

Housekeeping Policy:

1. A neat and orderly workplace is safer for employees. Employees must practice good housekeeping while performing work.
2. Liquid spills must be cleaned up immediately, to prevent injury of an employee or visitor to one of our schools. Wet floor signs should be utilized.
3. Aisles, walkways, electrical panels and emergency exits must be kept free of obstructions, debris and materials that create a hazard.

Reporting Unsafe Conditions and Defective Equipment:

1. Employees must promptly report unsafe conditions, defective equipment or any other situation they judge to be unsafe to their supervisor.
2. The supervisor will investigate these situations and take corrective action if necessary.
3. If the supervisor cannot complete the necessary corrective action unassisted, he or she

- must go through the proper channels to complete the corrective action.
4. All employees must have access to the "Health and Safety Action Needed Report" and the "Employee Safety Suggestion Form" (see Section 8 of this program). These forms will be used if other attempts of a resolution to a safety-related problem have failed.

Responsibilities and Accountabilities:

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Allegheny College

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Additional Reference	OSHA 1910.33-.39	
Policy Title:	Emergency Action Plan	Policy No. 15-xvii
Prepared by:	Insurance Program Manager	Date: September 2005
Applies to:	All Locations	Page 1 of 6
Definition:		

When evacuation is announced at any **Allegheny College** facility, all employees must immediately leave the building and go to their designated meeting location. It is critical that each department with staff in **Allegheny College**'s buildings have their own plans in place ahead of time, to minimize confusion and panic during an emergency.

Policy:

All **Allegheny College** Emergency Action Plans will include the following elements. The Designated A&IP Program Coordinator or the designated person(s) shall be responsible for the implementation of this policy.

1. Designated meeting places are assigned that are located at least 100 feet away from the building.
2. Employees know when and how to evacuate and are aware of primary and secondary exit routes.
3. Able employees are designated to assist individuals with impairments (mobility, visual, mental, hearing) during evacuation.
4. Employees are aware of the location of fire alarm pull stations and fire extinguishers, and how to operate them.
5. Employees may be designated to search private restrooms, private offices and other isolated areas during an evacuation.
6. Identify the chain of command so that in an emergency confusion will be minimized and employees will have no doubt about who has authority for making decisions.
7. Identify the method of communication that will be used to alert employees that an evacuation or some other action is required as well as how employees can report emergencies (such as automatic smoke or fire alarm, manual pull stations, public address systems, or telephones).
8. Identify the evacuation routes from the building, interior tornado shelter areas and locations where employees will gather.
9. Regular evacuation drills are to be conducted at least once per year.

Evacuating Personnel with Impairments:

Each department must have a plan to evacuate employees with physical/mental impairments and designate a sufficient number of escorts for each of these individuals. This plan involves designating escorts for employees that require assistance leaving the building during an emergency, and establishing a meeting location for accountability of these employees.

Pre-Evacuation Responsibilities:

- Assign one escort and one alternate to each employee that is visually, mentally or hearing impaired.
- Assign at least four escorts and four alternatives to each employee using a wheelchair.
- Assign two escorts and two alternatives to each employee having other mobility impairments (crutches, walkers, canes, etc.)
- Directors should encourage the use of the “buddy system”.

Visually Impaired:

- Describe the nature of the emergency to the person.
- Offer to guide the person and ask if he/she prefers to take your elbow or hand.
- Advise the person of the evacuation route.
- Take the person to your designated assembly area.

Hearing Impaired:

- Never assume a hearing impaired person can read lips.
- If the person did not hear or see the warning or alarm, write down the nature of the emergency.
- Offer to walk the person to the exit.
- Take the person to your designated assembly area.

Persons using Crutches, Canes or Walkers:

- Describe the nature of the emergency.
- Offer to guide the person and ask if he/she prefers to take your elbow or hand.
- Advise the person of the evacuation route.
- Take the person to your designed assembly area.

Persons Using Wheelchairs:

- Describe the nature of the emergency.
- Ask the person how you can help him/her exit the building.
- Always follow the instructions of the wheelchair user.
- Do not remove a person from their wheelchair unless he/she agrees to such a procedure.
- Some electric wheelchairs weigh up to 400 pounds. Four (4) injury-free, able employees are needed to lift the wheelchair without the battery. Even in an emergency, remember that correct lifting techniques must be used to avoid injury.
- Take extra precautions for wheelchair users attached to a respirator. If qualified, detach and test the portable respirator prior to disconnecting a battery-operated respirator.
- An alternate assembly point may be designated where help will arrive to provide

assistance.

Unconscious Person:

- Call 911
- Give your name, location and phone number.
- Describe the situation and where you will meet emergency personnel.
- If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.
- If immediate evacuation is required, do what is required to exit the building safely.
- Follow all instructions from the emergency dispatcher.

Mental Impairments:

- Describe the nature of the emergency to the person.
- Ask the person to take your arm or hand so you can safely escort him or her out of the building.

Fire Emergencies:

All fires that occur within a **Allegheny College** facility, regardless of size, must be reported immediately by activating the fire alarm pull station, calling 911, notifying the administrator in the building, whether or not that person is your immediate supervisor. Never assume that a fire is not serious, even if you are able to extinguish it yourself. Never assume that you will be disciplined or criticized for reporting unusual smells or the presence of smoke by reporting them as a fire. Never shout the word “fire” or act in a manner that could cause others to panic.

Time is very critical in responding to a fire. Fires can spread in minutes, even seconds in a very short period of time. The earlier a fire is detected and actions are taken to control its spread, the more likely it is that serious damage or personal injury can be avoided.

The fire plan is activated by your facility’s fire alarm system. Certain doors in corridors should automatically close to isolate areas and control the possible spread of smoke. For this reason, it is critical that stairwell doors never be propped open. The fire plan will remain in effect until Building Security, or authorized person, gives the “all clear” signal. While the fire plan is in effect, do not open doors without first checking for smoke beyond the door.

Do not go to the fire area unless you are assigned to do so. Unless you are actively engaged in your routinely assigned fire responses, moving from your regularly assigned area into the fire area will only make your whereabouts unknown to those who may need you before the end of the alarm, and may further complicate emergency fire operations. It is critical that all steps outlined by the acronym R.A.C.E. be followed in the event of a fire. This is particularly true with respect to activating the fire alarm system.

RESCUE – Remove persons requiring assistance from immediate, life threatening danger.

ALARM – Locate and activate the nearest manual fire alarm pull station. Contact building

administrator or security to report the exact fire location.

CONTAIN – If time permits, close doors and windows to contain the spread of smoke and fire to as limited of an area as possible.

EXTINGUISH – If the fire is small, attempt to extinguish it with a fire extinguisher. **DO NOT** attempt this alone or prior to completing all of the above steps. Make sure to keep your back towards the exit while making this attempt to extinguish the small fire.

In some buildings the alarm system can detect the presence of smoke, heat or the discharge flow from fire sprinkler heads automatically, and initiate the above actions without human interventions, but manual activation could buy additional time.

Fire Drills:

Fire drills are an important part of any fire plan and should be conducted on a regular basis. All drills should be treated as if they were the real thing and should be used as an opportunity for you to review proper fire procedures.

How to Evacuate During a Fire:

1. Stay close to the floor until you are sure there is no smoke. Smoke contains hot and toxic gases.
2. Check each door for heat before opening it. Open the door slowly and check for smoke.
3. Shut your room or office door and all fire doors between you and the fire. This will help prevent smoke and fire from spreading. Do not lock doors, as this will slow the work of firefighters and rescuers.
4. Only take essential personal belongings and medicine **if there is time**. Attempting to move equipment or other items wastes time and makes evacuating more difficult.
5. Go to the nearest exit. If blocked, proceed to your secondary exit.
6. Use the stairs. **Do not use elevators**. Power may fail causing elevators to stop between floors and elevator doors may open onto the fire floor. Most elevators become inoperable during a fire so do not waste time waiting for one.
7. When outside, move away from the building and go to your designated meeting place.
8. Observe all instructions from fire or police authorities.

If You Can't Evacuate:

1. Move to a safe location. In case of fire, try to find a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone or notify authorities of your whereabouts and how to locate you. Also, turn on lights and hang a towel or other materials outside a window to mark your location. Try to stay near fresh air.
3. Wet towels or other materials and place them at the bottom of doors to keep fire and smoke out.

Pre-Fire Responsibilities:

Be alert for signs of fire. If you see or smell smoke, report it immediately by pulling the nearest fire alarm station and contact building security. Early detection means prompt fire control. Form

habits of watchful care and be alert at night. Memorize the location of the fire alarm pull stations, fire extinguishers and exits. Never tamper with any fire or emergency warning devices. When needed, you'll want them to work properly. Immediately report deficiencies to facilities management. Know the fire procedures and remember that fire prevention is your responsibility, not only as an employee but also more importantly, as a trustee of human life.

The acronym P.A.S.S. will work for most extinguishers. You can operate most fire extinguishers following four simple steps:

Pull – Stand back and pull the pin.

Aim – Aim the nozzle at the base of the fire.

Squeeze – Squeeze the handle.

Sweep – Sweep the nozzle from side to side at the base of the flames.

Become familiar with all fire extinguishers in your work area. Know where they are located and what type they are (Class A, B, C or multipurpose). In kitchen areas a Class K extinguisher should be used. Use common sense. Sometimes a small fire-in a corridor trash can, for example- can be put out simply by pouring a glass of water on it or covering it with a blanket. Employees should only attempt to extinguish a fire after instructing another staff member to report it by notifying building security. A fire department representative will determine that it is completely extinguished. Never leave a smoldering fire. Make sure it is totally out.

Medical Emergencies:

It is **Allegheny College's** policy for employees to call 911 and contact building security when medical emergencies occur. In order to minimize confusion and panic, employees must be made aware of critical information before an emergency occurs, such as who to call and how to care for a victim until professional help arrives.

Due to the close proximity of emergency medical services, most facilities do not have on-site emergency response teams to respond to medical emergencies.

Some facilities may be equipped with Automatic External Defibrillators (AED). An AED is a hand-held device that weighs about six pounds. In the event of a cardiac or respiratory arrest, non-medical personnel in conjunction with cardio-pulmonary resuscitation (CPR) can use AEDs. If your facility has these devices, an education program and communication system must exist to inform people in the building that these devices are available. Remember, when qualified EMS personnel arrive, you must turn over your effort to these individuals per the Pennsylvania Good Samaritan Act.

Weather Emergencies:

When weather conditions warrant, a radio in the office area will be tuned to a local weather station to monitor the situation. If a severe weather warning is issued, the Designated A&IP Program Coordinator or authorized person will evaluate operations to determine if the operation should be canceled, until the threatening weather has passed. Whenever a tornado watch is issued, the radio will be turned on and monitored. If a tornado warning is issued, all operations

will be shut down immediately and employees shall go to the nearest tornado shelter.

Employees shall remain in the shelter area until told to return to work by their supervisor. In the event of a tornado without adequate warning, employees must take cover wherever possible, preferably in interior rooms or under heavy equipment. After the tornado has passed, all employees report to the assembly area and the supervisor will take a head count. If the building is damaged, designated maintenance personnel will shut down electricity and gas. EMS and/or the fire department will be notified immediately in case of injury or failure to locate all personnel and visitors.

Threats To Personnel:

Allegheny College will not tolerate any threat of physical violence to another person. If there is the threat of physical violence to an employee or visitor, then that threat must be reported to Allegheny College's management.

If the threat is determined to be valid, then management will take whatever steps are necessary to ensure that the person issuing the threat is denied access to the building. Management will notify the proper authorities of the threat immediately. If it is another employee who issues the threat, then disciplinary action will be taken. If a violent individual is in the facility, employees should attempt to cooperate with the individual until the police arrive.

Bomb Threats:

Recently, much more attention has been paid to biological agents such as Anthrax. If you receive a suspicious package or letter or open a package containing a strange substance, the following action should be taken:

- Immediately put down the package/letter and notify your supervisor. Do not handle, smell or further inspect the package/letter. Wash your hands, or any other part of your body that came into contact with the package/letter immediately.
- The supervisor will evacuate all employees in the area and contact the Police.
- Make a list of all the people that were in the area when the package/letter was received.
- If it is determined that there was an exposure to Anthrax or any other biological agent, arrangements will be made for testing, treatment, etc.

Note: Some of the above policies may require personalization based upon the procedures in effect at your school. An example might be “dialing 911”, as your phone system may operate differently.

Responsibilities and Accountabilities:

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