

# HEALTH AND SAFETY POLICIES AND PROCEDURES

## 1 TCATN Health and Safety Program

### Background

In an effort to improve the overall working environment and to provide, insofar as possible, every working person in the nation safe and healthful working conditions, the Federal Occupational Safety and Health Act of 1970 was enacted. This Act provided an opportunity for the various states to develop their own Occupational Safety and Health Programs. In Tennessee this was accomplished by the Tennessee Occupational Safety and Health Act of 1972. The Tennessee Department of Labor is responsible for administering the Act.

### Purpose

The primary purpose of the TCATN Health and Safety Program is to assure a safe and healthful working/learning environment, free from all recognized hazards that might cause serious injury or death, for all segments of the college community. This will be accomplished primarily by integrating an effective safety and health program into the normal operation of campus activities. To accomplish this, a vigorous program of education, enforcement, and evaluation to identify and eliminate conditions of actions, which create an unsafe environment, will be undertaken. The program's effectiveness will depend largely upon the cooperation and active participation of the people it protects and serves, i.e., the college community.

### Standards

The Tennessee Occupational Safety and Health Act serves as the basis for the TCATN Health and Safety Program. Specific college programs that have been developed to assist in meeting State requirements include:

- A. TCATN Bloodborne Pathogen Exposure Control Program
- B. TCATN Emergency Disaster Response Policy
- C. TCATN Hazardous Communication & Waste Management
- D. TCATN Institutional AIDS Policy
- E. TCATN Smoking Policy

F. TCATN Campus Safety

G. TCATN Personal Protective Equipment

H. Workplace Violence

### **Notification and Training**

TCATN employees are trained on the institution's safety and health program procedures during new employee orientation. TCATN students are informed of the TCATN Safety and Health program procedures during student orientation following initial registration. Visitors and guests of the institution may have access to the safety and health procedures upon request in the TCATN Student Services Office.

### **General Safety and Housekeeping Rules**

Good housekeeping plays an important role in the efficient and safe functioning of any organization. Everyone involved can assist in this important endeavor. It is, however, the direct responsibilities of supervisors, and classroom instructors to ensure that good housekeeping procedures are continually practiced within their respective areas of responsibility. Particular attention will be given the following:

- A. All classrooms, laboratories, offices, shops, storerooms, and passageways will be kept orderly and free from unnecessary debris.
- B. Floors will be cleaned and waxed in such a manner as to keep slipping hazards to a minimum.
- C. Flammable liquids will not be used to clean floors, clothing, or equipment.
- D. Trash containers in offices, laboratories, shops and other work areas will be emptied each working day, preferably at the end of normal working hours, or thereafter.
- E. Furnace, mechanical, and air handling rooms will not be used as storage areas.
- F. Worktables, stools, benches, tools, and equipment will be maintained in good repair.
- G. Electrical and mechanical equipment will have moving parts adequately guarded.
- H. All electrical equipment will be properly grounded.

- I. Appropriate personal protective equipment and/or clothing will be worn in all areas and/or during operations requiring such use.
- J. Unauthorized persons will not tamper with electrical fuse boxes, alter existing wiring, or install new electrical wiring.
- K. Electrical cords will be maintained in good condition.
- L. Extension cords:
  - 1. Must be the type that contains built-in overload circuit breaker.
  - 2. Must not be extended and used outside the room in which the fixture outlet is located.
  - 3. Must not be located in such a manner as to create a tripping hazard. Where cords must be placed across paths of travel, cord covers must be used.

## **Inspections**

The primary safety compliance inspection program will be conducted by the Facilities and Maintenance Coordinator. The frequency of the inspections will be determined by the nature of operations, with those operations involving the greater potential hazards receiving greater emphasis. All locations regardless of potential hazards will be inspected by the Facilities and Maintenance Coordinator or his designee at least monthly and by the administration at least annually.

Representatives of the Tennessee State Commissioners of Labor and Health and the State Board of Regents, upon presentation of proper credentials to the College President or his designated representative, are authorized:

- 1. To enter any College work place or area where an employee is performing work.
- 2. To inspect and investigate during regular working hours or at other reasonable times, within reasonable limits, and in a reasonable manner, any such work place and the equipment and materials therein and to privately question employees concerning the same.

3. College administration shall have an opportunity to accompany the designated officials or inspectors during any physical inspection of College property.

## **2 TCATN Safety Committee**

### **Purpose**

The purpose of the Safety Committee is to assure a safe and healthy working/learning environment, free from all recognized hazards through a vigorous program of education, enforcement, and evaluation. The Committee actively reviews and monitors the campus on an on-going basis to ensure that policies, procedures, and facilities comply with federal, state, and/or local code requirements.

The Tennessee College of Applied Technology Nashville has an Emergency Response Plan to assure the health and safety of the institution's employees, students, and guests. Included in this plan are procedures for emergency evacuations and the reporting and investigating of all incidents affecting the health and safety of the school community. A component of this comprehensive plan is written procedures for faculty and staff to follow in providing emergency health care to students in the event of sickness or injury. This plan is included as a stand-alone component in the TCATN Faculty and Staff Handbook and is available for student review in each program area. The plan will be evaluated by the Safety Committee on an annual basis.

### **Composition of the Committee**

The Committee will be composed of the Facilities & Maintenance Coordinator, Allied Health Coordinator, Student Services Coordinator, two faculty members, and a student. Individuals with particular expertise may be requested to attend meetings.

### **Meetings**

The Safety Committee will meet once per trimester to review matters of campus health and safety or as needed to address specific concerns. Written minutes of each meeting shall be maintained and forwarded to the President for appropriate action as necessary.

## **Objectives of the Safety Committee**

1. Evaluate each component of the Emergency Response Plan on an annual basis (each June) and provide recommendations for improvements as needed. This evaluation will specifically include the policy and procedures for student health and safety.
2. Identify needs and develop safety goals for the institution.
3. Monitor adherence to safety and health policies, procedures, and practices.
4. Review Accident and Injury Reports to develop a plan of action to prevent future incidences.
5. Evaluate potential hazards and unsafe conditions and recommend corrective action and safe practices.
6. Coordinate and/or develop health fairs, safety programs, and educational activities for faculty, staff, students, and the interested public.

## **3 Accidents and Injuries**

### **Workers' Compensation Program**

Injuries to College employees, visitors and students, while they are at work and/or while they are performing services for the College may be compensable; with claims submitted to the Division of Claims Administration of the State Treasury Department. Accidents to College employees including student workers should be reported to the Security Office, Facilities Coordinator, immediate supervisor, school President, Financial Aid Office, and the Office of Human Resources as soon as possible. Accidents to visitors and students, and/or damage to property should be reported immediately to the school President, Security Office, Facilities Coordinator, and Office of Human Resources.

The failure to file an accident report and/or a claim within a reasonable time may result in denial of the claim. Contact the Office of Human Resources for additional information on available benefits to injured State employees and how to file for benefits.

### **Reporting of Accident Involving Vehicles**

- A. All vehicle accidents occurring on campus will be reported to Facilities and Maintenance Coordinator, who will notify other offices or officials as appropriate.
- B. All accidents involving State vehicles must also be reported to the Facilities and

Maintenance Coordinator.

### **Reporting of Injuries and Illnesses**

All types of accidents occurring on TCATN campuses will be immediately reported to the Security Office and the Facilities Coordinator. Security personnel will ensure the appropriate accident/incident form is initiated. The form is completed by the responsible TCATN senior staff member maintaining supervisory control over the “involved individual(s) and/or the location of equipment”. The accident/incident form is turned into the TCATN Facilities Coordinator’s Office for appropriate action.

Upon receipt of the completed accident form, the TCATN Facilities Coordinator with input from the TCATN President will determine if an investigation is warranted to determine the most probable cause of the accident. The investigation facilitates suitable and comprehensive corrective actions to prevent reoccurrence. In addition, the investigation provides critical data for necessary reporting to outside agencies such as the Safety Office of the Tennessee Board of Regents.

### **First Aid**

For severe injury or illness dial 911, report the nature and extent of the emergency and await medical support. Render the appropriate first aid.

(1) Eye contact. Immediately flush eyes with water for at least 15 minutes. Hold eyelids apart to ensure adequate irrigation. Seek prompt medical attention.

(2) Skin contact. Immediately flush the affected area with water and remove contaminated clothing. Wash the area with hand soap or mild detergent to remove any residual contamination. Seek prompt medical attention.

(3) For noncorrosives. If the victim is conscience and not having convulsions, dilute by drinking a glass of water or milk. Discontinue dilution if it makes the victim nauseous. Seek prompt medical attention.

## 4 Physical Facilities Security Program

The purpose of this policy is to establish a Security Program with procedures for the physical security of these buildings and equipment, both the main campus on White Bridge Road, the extended campus on Cockrill Bend Road, and Instructional Service Centers. The following paragraphs outline procedures for implementation of the Physical Security Program.

1. The Facilities & Maintenance Coordinator has the overall responsibility of the program and its procedures.

2. TCATN main campus buildings will be open for business and class sessions between 6:00 a.m. and 9:00 p.m. daily Monday through Thursday and 6:00 to 3:00 Friday. Maintenance personnel will lock down each building and set the security alarm NLT 10:00 p.m. They will unlock each building and turn off the security alarm NLT 6:00 a.m. Access into these buildings outside of these designated times (including weekends) must be coordinated through the TCATN President and/or designated senior staff personnel as identified in this policy.

3. TCATN extended campus buildings except for Portland will be open for business and class sessions between 6:00 a.m. and 4:30 p.m. daily Monday through Thursday. Program instructors and the maintenance personnel physically located at the extension campus will lock down each building and set the security alarm NLT 4:30 p.m. The instructors and/or maintenance personnel will unlock each building and turn off the security alarm NLT 6:00 a.m. TCATN Portland campus buildings will be open for business and class sessions between 6:00 a.m. and 9:00 p.m. daily Monday through Thursday and 6:00 to 3:00 Friday. Access into these buildings {extension campus} outside of these designated times {including weekends} must be coordinated through the TCATN President and/or designated senior staff personnel as identified in this policy with the following exceptions.

Exception #1: When Aviation Maintenance Technology (AMT) students are completing their oral and practical examinations outside normal business and class hours, the AMT Program instructors will be responsible for locking/unlocking of the buildings and the operation of the security alarm during these scheduled times.

4. The security alarm codes for TCATN main campus buildings are established by the Facilities & Maintenance Coordinator and will be changed each trimester during the

scheduled breaks. Faculty and Staff personnel requiring access to the TCATN extended campus buildings have individually assigned security codes and are required to use them when opening/closing the buildings. These codes will remain the same during the length of their employment.

5. Security alarm code access list (TCATN main campus only) is determined by senior staff personnel and approved by the TCATN President.

6. The Facilities & Maintenance Coordinator will provide all required training on the security alarm system.

7. In the event of an alarm system violation, a Call List is established with the security alarm monitoring company for validating any alarm condition and notification of key personnel. The Call List is established by TCATN senior staff personnel and approved by the TCATN President.

8. TCATN Facilities & Maintenance Coordinator will update NSCC Security personnel with changes to the security alarm codes and building door locks.

9. In the event of criminal activity such as burglary, robbery, theft, or vandalism, regardless of whether the alarm system is activated, the Facilities & Maintenance Coordinator will ensure the following:

1. Police report has been filed by Metro Nashville Police Department.
2. Retrieve a copy of the report from Metro Nashville Police Department.
3. Provide a copy of the report to the Financial Aid Manager for filing with the Tennessee Bureau of Investigation (TBI).
4. Notify TCATN President and designated staff of all pertinent information concerning the criminal activity.

10. The Financial Aid Manager will report all criminal activity to the Tennessee Bureau of Investigation and provide a copy of the police report to the (TBR) designated representative.

## 5 Homeland Security

Threats of terrorism with the use of anthrax and other related explosive weapons can now be carried out within the U S. The Office of Homeland Security and the State of Tennessee has published a checklist of steps to follow involving suspicious parcel, suspected explosive devices, and anthrax threats by mail. These Checklists are provided below: REMAIN CALM – DO NOT GET EXCITED OR EXCITE OTHER Characteristics of a suspicious parcel:

1. Unexpected or from someone unfamiliar to you.
2. Addressed to someone no longer with your agency or an otherwise outdated address.
3. No return address or one that cannot be verified as legitimate.
4. Unusual weight, given its size, or lopsided.
5. Restrictive markings such as personal or Confidential.
6. Exhibits protruding wires, strange odors, or stains.
7. Postmarked from a city, which does not match return address.
8. Displays distorted handwriting or addresses with homemade labels or cut and paste lettering.
9. Unprofessionally wrapped or secured with combinations of tape.
10. Excessive postage.

What to do if you receive a suspected explosive device:

1. Do not try to open the parcel.
2. Isolate the parcel.
3. Evacuate the immediate area.

4. Notify your immediate supervisor and he/she will notify TEMA (615) 741-0001 or 1-800-262-3300.

What to do if you receive an Anthrax threat by mail:

1. Do not handle the mail piece or package suspected of contamination.
2. Double bag the letter or package in zipper type or zip-lock type plastic bags using latex gloves.
3. Wash your hands with soap and water.
4. Notify your immediate supervisor and he/she will notify TEMA (615) 741- 0001 or 1800-2623300.
5. Make sure that all suspicious packages are isolated and the immediate areas cordoned off.
6. Ensure that all persons who have touched the mail piece wash their hands with soap and water.
7. List all persons who have touched the letter and/or envelope, include contact information.
8. If the package or letter has been opened and powder spills out DO NOT ATTEMPT TO CLEAN IT UP, KEEP OTHERS AWAY FROM THE AREA.
9. TEMS will coordinate the response and notify all necessary emergency and law enforcement agencies.

## 6 Emergency Disaster Response

The Tennessee Occupational Safety and Health Act serves as the basis for the TCATN Health and Safety Program. Specific institutional programs that have been developed to assist in meeting State requirements include emergency disaster response. (Attachment Emergency Response Plan Index) Some special interest and high visibility procedures are listed below.

### Bomb Threats — General Guidelines

The purpose of this policy is to establish procedures to follow in case an employee at Tennessee College of Applied Technology Nashville receives a BOMB THREAT.

#### A. Notification Sequence

1. School President
2. Facilities Coordinator
3. Immediate Supervisor
4. Metro Police\*

Metro Police must be notified if none of the first three people are immediately reached.

\*Facilities Coordinator will notify police.

B. During school hours do not pull the fire alarm to evacuate the building. The decision to evacuate or not to evacuate in the event of a bomb threat is the responsibility of the President or his designated appointee. C. When a bomb threat is called in:

1. Keep the caller on the line as long as possible. Ask him/her the following questions:

- a. When is the bomb going to explode?
- b. Where is the bomb?
- c. What does it look like?

- d. What kind of a bomb is it?
- e. What will cause it to explode?
- f. Did you place the bomb?
- g. Why?
- h. Where are you calling from?
- i. What is your address?
- j. What is your name?

Assess the caller's voice and circle all appropriate descriptions:

- (1) Accent (2) Excited (3) Sincere
- (4) Angry (5) Giggling (6) Slow
- (7) Broken (8) Lisp (9) Squeaky
- (10) Calm (11) Loud (12) Stressed
- (13) Crying (14) Nasal (15) Stutter
- (16) Deep (17) Normal
- (18) Disgusted (19) Rapid If the voice

is familiar, whom did it sound like?

Were there any background noises?

Remarks: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

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

Report call immediately to Facilities Coordinator.

## Evacuation and Re-Entry Procedures to Be Followed When Fire Alarm Sounds

1. Instructor requests a student(s) to close windows.
2. Students are instructed to take valuables with them.
3. Instructor makes certain that classroom is cleared of all students.
4. Instructor and students exit according to floor plan.
5. Instructor is the last person to exit.
6. Instructor closes the door.
7. Persons who are handicapped are assisted by others to evacuate and re-enter the building.
8. Faculty, Staff, and students move to a minimum of one hundred (100) feet from the building.
9. No one is to re-enter the buildings until the alarm sounds again. The first faculty member, staff member, or administrator to leave an exit should remain outside that exit to prevent anyone from reentering the building until the alarm sounds.
10. Fire drills will not be announced. Evacuate anytime the alarm sounds.

## **7 Hazardous Communication and Waste Management**

### **Purpose**

The purpose of this policy is to establish procedures to follow in dealing with hazardous materials at Tennessee College of Applied Technology Nashville. As part of TCATN's overall Safety and Health program, a chemical hazard communication program (Right to Know) has been established. The Hazard Communication program is designed to comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard.

Protection under OSHA Hazard Communication Standard (HCS) includes all individuals exposed to hazardous chemicals in all workplaces. This policy is based on a simple concept: that individuals have a need and a right to know the hazards and the identities of the chemicals they

are exposed to when in school or working. They also need to know that protective measures are available to prevent adverse effects from occurring.

It shall be the policy of TCATN to conduct an annual inventory of all hazardous materials being purchased, used, stored, and disposed of by all academic and administrative units within the College.

### **Hazardous Chemical Procedures**

These procedures are to be followed when purchasing, labeling, handling, storing or disposing of hazardous chemicals. All persons who may come in contact with hazardous chemicals must be able to read and understand the meaning and instructions on the label.

#### **A. Purchasing**

- (1) Departments or individuals must obtain a Material Safety Data Sheet from the supplier with the initial shipment of hazardous chemicals and with the first shipment after Material Safety Data Sheets (MSDS) have been updated.
- (2) Current MSDS are obtainable on request from suppliers for all chemicals.
- (3) MSDS for chemicals need not be obtained if they are:
  - a. In small containers (such as spray cans)
  - b. Used infrequently
  - c. Obtained from general retail stores

#### **B. Labeling**

- (1) Check product name as it appears on MSDS
- (2) Read MSDS or ask instructor if you are not familiar with product
- (3) Check hazardous chemical ingredients, unless the product is covered by a trade secret claim
- (4) Check appropriate hazard warnings

- (5) Check name and address of the manufacturer, distributor, supplier, or other responsible party
- (6) Faculty, staff members, and students are not required to work with hazardous chemicals if the containers are not properly labeled

#### C. Handling

- (1) Read MSDS or ask instructor or supervisor if you are not familiar with product
- (2) Avoid skin contact
- (3) Use gloves when handling or dispensing product
- (4) Wear eye protection when pouring product
- (5) Wear protective apron when using or dispensing product
- (6) Use product in open or well ventilated area
- (7) Keep chemical surface area small - avoid using large quantities of the product
- (8) No smoking is allowed in area where product is in use
- (9) Avoid heat or open flames
- (10) General industrial hygiene practices
  - a. Wash hands when finished
  - b. No food or beverages in area where toxic chemicals are in use
  - c. Remove contaminated clothing as soon as possible
  - d. Make sure that all chemical containers are sealed tightly when not in use

#### D. Storing

- (1) All hazardous chemicals must be stored in accordance with Hazard Communication Standard 1910.1200

- (2) Hazardous chemicals must be stored in the proper container
- (3) Chemicals must be properly labeled before storing
- (4) Defective labels should be replaced before storing

#### E. Disposing

- (1) The Facilities Coordinator Office will be notified before disposing of any hazardous chemicals on campus
- (2) Hazardous chemicals must be disposed of in accordance with appropriate local, state, and Federal regulations

### **Hazardous Waste Definition**

Any waste is defined as hazardous if it meets any of the following four conditions:

Ignitability - a solid waste that exhibits any of the following properties:

Liquids, other than aqueous solutions containing less than 24 percent alcohol by volume, which have a flash point less than 60°C, (140°F).

Materials other than liquids that are capable, under standard temperature and pressure, of causing fire by friction, absorption of moisture, or spontaneous chemical changes and, when ignited, burn so vigorously and persistently as to create a hazard.

Flammable compressed gases as defined by U.S. Department of Transportation regulation 40 CFR 173.300 and as determined by the test methods described in that regulation.

Oxidizers as defined in 49 CFR 173.151: a substance, such as a chlorate, permanganate, inorganic peroxide, or nitrate that readily yields oxygen to stimulate the combustion of organic matter.

Corrosivity - a solid waste that exhibits any of the following properties:

Aqueous materials with a pH less than or equal to 2 or greater than or equal to 12.5, as determined by a pH meter using EPA test Method 5.2 in "Test Methods for the Evaluation of Solid Waste, Physical/Chemical Methods".

Liquids that corrodes steel (SAE 1020) at a rate greater than 1/4 inch per year at a temperature of 55C (130°F) as determined by the test method specified in the National Association of Corrosion Engineers Standard TM-01-69.

Reactivity - a solid waste that exhibits any of the following properties:

Normally unstable and readily undergoes violent change without detonating.

Reacts violently with water.

Forms a potentially explosive mixture with water.

Generates toxic gases, vapors, or fumes in a quantity sufficient to present a danger to public health or the environment when mixed with water.

Contains cyanide or sulfide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapors, or fumes in a quantity sufficient to present a danger to public health or the environment.

Capable of detonating or exploding when subjected to a strong initiating source or heated under confinement.

Readily capable of detonating, exploding, or reacting at standard temperature and pressure.

Toxicity - As of September 25, 1990, the "TC" rule replaced the existing EP Tox test with the Toxicity Characteristic Leaching Procedure (TCLP). The TCLP analysis modified procedures used to extract a liquid sample from the waste (when necessary), and added regulatory levels for 25 organic chemicals to the levels previously established under the EP Tox test.

A waste is also hazardous if it is named on one of the three lists developed by the EPA:

Non-specific Source Wastes - These are generic wastes produced by manufacturing and industrial processes.

Specific Source Wastes - These are wastes from specifically identified industries.

Commercial Chemical Products - List consists of specific commercial chemical products or manufacturing chemical intermediates.

## **8 Shop/Lab/Classroom Safety (OSHA)**

### **Policy Statement**

The Occupational Safety and Health Act of 1970 clearly state our common goal of safe and healthful working conditions. The safety and health of TCATN employees and students continues to be a first consideration in the operation of this School. It is the intent of the School to comply with all laws. To do this we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards, and in turn controlling them, is an important part of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

### **What is OSHA?**

OSHA is the Occupational Safety and Health Act of 1970, a public law that took effect on 28 April 1971. It requires mandatory compliance by almost every employer in the United States, and is designed to assure safe and healthful working conditions for every worker in the nation.

### **Objective**

Tennessee College of Applied Technology Nashville is committed to providing a safe and healthy working/learning environment for its students, faculty, staff, and visitors. TCATN strives to play a leadership role in its environmental stewardship, health protection, and safety standards and in its compliance with applicable laws and regulations. The achievement of these goals is an objective for everyone throughout the institution. Employees and students are expected to be supportive of these goals in their school activities.

## **Personal Protective Equipment**

Faculty, staff, and students may be required to wear PPE while performing their jobs, i.e., welding, asbestos removal, painting, etc. or when they are in certain environments (for example, chemical laboratories). Instructors or supervisors will inform students of the specific PPE they must wear and ensure that they know when it must be worn. The following is a general guide for selecting what may be necessary.

## **Eye and Face Protection**

Proper eye protection reduces your chances of injuring and reduces the severity of injury if an accident does occur. Most workers who have had eye injuries were not wearing eye protection at the time. All eye and face protective equipment must comply with the American National Standards Institute (ANSI) Z87.1-2016 Employee Handbook 172 November 1, 2016 Institute (ANSI) guidelines and be marked directly on the piece of equipment. Protective eyewear includes safety goggles, safety glasses and face shields. Operations listed below are a few examples where eye and face protection may be required:

- Handling acids or caustics
- Welding
- Woodworking, i.e., sawing, drilling, sanding, etc.
- Metal working
- Chiseling
- Metal casting
- Handling solvents
- High pressure washing
- Handling human tissue, blood, or other bodily fluids Using lasers

## **Chemical Hazards**

To protect the eyes and face from splashes when handling bodily fluids, using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and full-face shield offer the best protection. Safety glasses are the minimum protection recommended of all operations involving hazardous chemicals.

## **Physical Hazards**

When using high-pressure cleaning or spray equipment, safety glasses with side shields and full-face shields are the recommended PPE. Those work activities that produce chips or dust - such as grinding/drilling, power fastening, or power tools - require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a fullface shield. Welding - welding operations require a full welding hood with the appropriate tinted vision.

## **Physical Condition in the Shop/Laboratory**

Safety in the classroom is the primary responsibility of the instructor. The instructor is the manager of the shop, classroom, or laboratory and therefore must be able to perform a management function regarding safety. Safety is a vital part of shop/lab organization and management. Learning takes place most effectively when instruction is given under favorable physical conditions. These conditions fall under four (4) major categories:

1. Heating and Ventilation – There are three factors involved in this that affect the comfort and physical well-being of the trainee. These factors are the temperature, the amount of humidity, and the circulation of the air. Improper ventilation and heating can be an obstacle to learning and hinder the progress of trainees.
2. Lighting and Electrical Power – Improper lighting can lead to fatigue, decreased attention and interest, and even danger to the health or safety of the trainee. Improper wiring and inadequate sources of power can be inconvenient and dangerous.
3. Water Supply – Ample water in the shop is essential for drinking; bathroom needs, and clean up purposes.

4. Good Housekeeping Practices – Good work rarely results from unclean or cluttered workstations. Housekeeping is a shared responsibility between the instructor and the trainees. The instructor, however, must establish the rules and set the example. Good work practices, which are learned in training, will remain with the trainee for the rest of his or her career.

### **OSHA Safety Color Codes**

Standard color codes have been established due to the effort by the American National Standards Institute (ANSI). The institute adopted these standard colors because of the Occupational Safety and Health Act, or OSHA. These color codes are not a substitute for the elimination of unsafe acts or conditions. However, they will help the instructor to organize his/her shop/lab in a way that will prevent accidents.

### **OSHA RECOMMENDED COLOR CODES**

#### **Safety Red**

Red is the basic color for the identification of fire protection equipment and apparatus, such as alarm boxes, blanket boxes, buckets or pails, exit signs, extinguishers, hose valves for sprinkler system and sprinkler piping. Red also indicates danger. It should be used on safety cans or other containers of flammable liquids. All emergency stop bars, buttons, or electrical switches for emergency stopping or machinery should be painted red. Manufacturers of equipment are already building equipment with this red danger or emergency coding incorporated in the design.

#### **Safety Yellow**

Yellow is the basic color for designing caution and for marking physical hazards. This is to reduce the number of accidents that result from stumbling, falling, tripping, running into or being caught between. Solid yellow, yellow and black stripes, yellow and black checkers, or yellow with suitable contrasting background should be used in a way that will attract the most attention. For example, safety yellow should be used to mark corners for storage piles, handrails, guardrails, and overhead obstructions.

#### **Safety Orange**

Orange is the basic color for designating dangerous parts of machines or equipment that could cut, crush, shock, or otherwise injure the operator. Orange is also used to emphasize hazards when enclosure doors are open or when gear belt or other guards around moving equipment are opened or removed, exposing unguarded hazards. For instance: safety orange should be used on the inside of transmission guards for gears, pulleys, chains and the exposed part of pulleys, gears, rollers, cutting devices, etc.

### Safety Green

Green is the basic color for designating the location of first aid equipment and other materials relating to safety. For example, the following should be coded with safety green: first aid equipment, gas masks, stretchers, safety bulletin boards, safety deluge showers, etc.

## CHEMICAL STORAGE PLAN

Hazard Color Code Storage Description

### Flammable Red

Store Flammable liquids in approved flammable storage cabinets or approved flammable storage areas.

Separate flammable solids from other hazard classes.

### Health Hazard/Toxins Blue

Store toxins according to the nature of their hazard.

When necessary, secure poisons in an area separated from other chemical storage.

### Reactive/Oxidizers Yellow

Store corrosives in this group in chemical resistant secondary containers or in corrosion proof cabinets.

Store acids away from bases.

Store away from flammables and organic materials.

Contact Hazards White

Store corrosives in chemical-resistant secondary containers or in corrosion proof cabinets.

Store bases away from acids.

### General Storage Orange

Recommend that general storage chemicals be stored on higher shelves since hazardous chemicals cannot be stored above shoulder height.

Store according to the nature of the chemical.

PLEASE NOTE:

Chemicals with labels that are colored and striped may react with other chemicals in the same hazard class. See the Safety Data Sheet (SDS) for more Information.

Chemical containers that are not color coded should have hazard information on the label. Read the label carefully and store accordingly.

## 10 Workplace Violence Prevention Policy

### Purpose

To define the policy of the College that all employees have the right to work in an environment free from physical violence, threats, and intimidation.

### Policy

The College has a strong commitment to its employees to provide a safe, healthy, and secure work environment. The College also expects its employees to maintain a high level of productivity and efficiency. The presence of weapons and the occurrence of violence or threats of violence in the workplace are inconsistent with these objectives. The College expects all employees to report to the work site without possessing weapons; to perform their jobs without violence or threats of violence toward any other individual; and to be able to perform their duties in a safe and productive manner. Violence, threats, or intimidation toward any other individual will not be tolerated. Weapons of any kind are prohibited in the workplace.

## Coverage

The provisions of this policy apply to all College employees and to all College work sites owned or occupied by the College. In addition, this Policy applies to any conduct, on or off the work site, which poses a substantial threat to persons or property within the institutional community. The College at its discretion may from time to time modify this policy. In the event the policy is revised, a copy of the revised policy will be provided to each employee.

## Definitions Used In This Policy

A. Violence or threats: Include acts of violence or threats of aggression including gestures, oral, or written expression which:

- create fear of bodily harm,
- cause or are capable of causing death or bodily injury,
- threaten the safety of a co-worker, student, or member of the general public;
- or, damage property.

Acts of violence and threats of violence include, but are not limited to verbal (such as threats, harassment, abuse or intimidation), nonverbal (such as gestures and intimidation), written communication (such as notes, e-mail), physical (such as hitting, pushing, shoving, kicking, touching and assault), and other (such as arson, sabotage, vandalism and stalking).

B. Weapon: A device, instrument, material, or substance used for, or can cause death or bodily injury, or damage to property. Weapons include, but are not limited to:

- an explosive or explosive weapon,
- a device principally designed, made or adapted for delivering or shooting an explosive weapon,
- a machine gun,
- a rifle or shotgun,
- a handgun,
- a firearm silencer,
- a switchblade knife, any type of knife,
- brass knuckles,

- any other implement for infliction of bodily injury, damage to property, or death which has no common lawful purpose.

Pocket knives or knives used solely for eating, food preparation, or distribution, are not considered "weapons" for purposes of this policy unless used to inflict bodily injury or damage to property.

C. On the Work Site/In the Workplace: Includes all real property owned or occupied by the College, College vehicles and personal vehicles when performing state business off campus.

D. Possession: Includes, but is not limited to, the presence of a weapon on the employee, in his/her motor vehicle, desk, lunch box, locker, a tool kit, bag, purse, cabinets, office, etc.

E. Reasonable Suspicion: The degrees of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulatory, specific, objective basis, and may include direct observation, or information received from a source believed to be reliable.

F. Employee: For purposes of this policy, persons receiving a payroll check, with exception of graduate assistants or student workers.

### **Policy Implementation**

It is the responsibility of the Office of Human Resources to ensure that all employees are given copies of this policy. Employees who are victims of or witness to violence or threats of violence must immediately report such conduct to campus or local law enforcement, appropriate supervisor, and the College President.

### **Prohibited Activities**

The Center specifically prohibits the following and may discipline an employee up to and including dismissal for any of the following:

1. Use, possession, or sale of any weapon on the work site.

2. Storing any weapon in a locker, desk, lunch box, tool kit, bag, purse, or other repository on the work site.
3. Refusing to submit to an inspection for the presence of a weapon based on reasonable suspicion.
4. Refusing to allow inspection of storage areas specified above based on a reasonable suspicion that a weapon or weapons will be found in such an area.
5. Conviction under any criminal statute for the illegal use or possession of a weapon or for committing a violent act against the person or property of another.
6. Refusing to cooperate in an investigation about allegations or suspicion that violence or threats of violence have or is likely to occur, or an investigation about the possession of a weapon by the employee or a co-employee.
7. Engaging in violence or threats of violence.

NOTE: Despite laws which provide for permits allowing individuals to carry concealed handguns, it is the policy of the College, pursuant to T.C.A. '39-17-1309, to prohibit the possession of all weapons, including handguns, on property owned, operated, or under the control of the College. The only exceptions to this prohibition are as follows:

1. Firearms used for instructional or school-sanctioned ceremonial purposes;
2. Persons employed in the Army, Air Force, Navy, Coast Guard, or Marine Service of the United States or any member of the Tennessee National Guard when in the discharge of their official duties and acting under orders requiring them to carry arms or weapons;
3. Civil officers of the United States in the discharge of their official duties;
4. Officers and soldiers of the militia and the National Guard when called into actual service;
5. Officers of the state, or any county, city or town, charged with the enforcement of the laws of the state, when in the discharge of their official duties;

6. Any students who are members of the reserve officers training corps or students enrolled in a course of instruction or members of a club or team, and who are required to carry arms or weapons in the discharge of their official class or team duties;
7. Any private police employed by the institution in the discharge of their duties;
8. Any registered security officer/guard who meets licensing requirements, who is discharging such officer's official duties;
9. Any law enforcement officer, policeman, or bonded and a sworn deputy sheriff may carry handguns always pursuant to a written directive by the executive supervisor of the organization to which the person is attached or employed, despite the person's regular duty hours or assignments.

## **Discipline**

An employee who violates this policy by engaging in any of the prohibited activities, pursuant to College policy, is subject to discipline up to and including immediate dismissal. An employee who violates this policy by bringing a weapon onto the work site whose employment is not terminated will be subject to searches from time to time, for an indefinite period not to exceed one (1) year from the date of the violation. An employee's consent to submit to a search for weapons, based on reasonable suspicion, is required as a condition of continued employment and the employee's refusal to consent may result in disciplinary action, possibly including dismissal.

## **Reporting**

An employee, who witnesses an incident of violence, threats of violence, or suspicious behavior, must immediately report such conduct to campus security or local law enforcement, appropriate supervisor, and the College President. Any employee who is granted a court order requiring any other individual to stay away from the employee's place of work must furnish a copy of the order to the Office of Human Resources and the Department of Public Safety when practicable.

Supervisory Responsibility - a supervisor, who witnesses an incident of violence, threats of violence, or suspicious behavior, must immediately report such conduct.

## **Miscellaneous**

The College has the right to search any area on center premises for weapons including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, briefcases, personal bags, personal toolboxes or tool kits, parking lots, College vehicles and other vehicles parked on College owned or occupied premises. However, such searches will be based only on a reasonable suspicion that a weapon or weapons will be found. If feasible prior to conducting a search, the Office of General Counsel should be consulted.

If an employee is injured while participating in a fight or after instigating a fight, then entitlement to workers' compensation benefits may be denied, as consistent with Tennessee law.

No part of this policy or any procedure therein, is intended to be construed as a guarantee or contract of employment or continued employment.

## **Non-Retaliation**

This policy also prohibits retaliation against employees who report incidents of threats, violence, intimidating conduct, or weapons possession. Any employee bringing a complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, discriminated against, or discharged because of the complaint.

## **10.a Student Violence in the Classroom**

### **Responding to Classroom Disruptions**

Each case is different and you need to use your best judgment in responding. If you judge a student disruptive or become violent, you have several courses of action depending upon the severity of the incident. If a teacher or fellow student is threatened by a student:

1. The instructor is to automatically send the offending student(s) home for the evening to cool down. The time missed is counted as absence hours.
2. Inform the student(s) that they must report to the Student Services Coordinator, the Evening Coordinator, or the Allied Health Coordinator upon arrival for class the following day.

3. The Student Services Coordinator, Evening Coordinator, or Allied Health Coordinator will counsel the student(s) regarding their behavior. Further action may be recommended at this time.

If the student refuses to go home:

1. The instructor is to call TCATN security.
2. The security guard is to ask the student(s) to leave and escort them off the property.
3. If the student still refuses to leave, the security guard is to inform the student(s) that they will have to call Metro Police. If the student(s) still does not leave, Metro Police is to be called.
4. Notify the student(s) that they must report to the Director upon arrival for class the following day.
5. The President will review the circumstances upon which the instructor asked the student(s) to go home for the night and the circumstances leading up to Metro Police being called.

The President may choose to suspend the student(s) for a period of time.

If a student is suspended for a period of time:

1. The Vice President will notify students upon being suspended; all students are to be given:
  - a. A copy of TCATN policies regarding student discipline, which outlines their opportunity to due process via an internal hearing or a TUAPA hearing;
  - b. Two copies of the Student Appeal Hearing Process and Procedures form (one to sign upon delivery for our records and one to keep for their records); and,
  - c. An Election of Hearing Procedure form.
  - d. Students must submit the Election of Hearing Procedure form within (5) days in order to receive a hearing.

2. Pending a hearing, the student is permitted to return to class until a hearing has been held and a decision rendered. Exceptions to this includes if there is concern regarding:

- a. Student endangerment;
- b. General safety of faculty or staff;
- c. When educational objectives are disrupted; or,
- d. If school property is in jeopardy.

## **11 Bloodborne Pathogen Exposure Control**

### **INTRODUCTION**

The U.S. Department of Labor and the Occupational Safety and Health Administration (OSHA) promulgated the final rule (29 CFR 1910.1030) titled Occupational Exposure to Bloodborne Pathogens, as published in the Federal Register on December 6, 1991. Tennessee Occupational Safety and Health Administration officials intend to adopt this standard verbatim. This new standard, like other recent OSHA health standards, is a performance-oriented standard designed to protect all employees who may come in contact with human blood and other potentially infectious materials (OPIM).

### **PURPOSE**

This Plan has been produced to minimize or eliminate potential exposures to the Human Immunodeficiency Virus (HIV) and Hepatitis-B virus (HBV) in accordance with the requirements specified in 29 CFR 1910.1030. The HBV virus often leads to life threatening complications that are often fatal. The HIV virus is ultimately fatal and there is no known cure.

### **DEFINITIONS**

1. Administrative Controls: Formal procedures established to ensure that Category I and II tasks are properly identified, SOPs are developed, and employees who perform these tasks are adequately trained and protected.
2. Blood: Human blood, human blood components, and products made from human blood.

3. Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus, and human immunodeficiency virus.
4. Clinical Laboratory: A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.
5. Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
6. Contaminated Laundry: Laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.
7. Contaminated Sharps: Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.
8. Decontamination: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
9. Engineering Controls: Controls, e.g., sharps disposal containers, self-sheathing needles, etc., that isolate or remove the bloodborne pathogens hazard from the workplace.
10. Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
11. Fluid Resistant: Material that resists moisture restricts blood and other fluids strike through.
12. Hand Washing Facilities: A facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.
13. HBV: Hepatitis B virus.
14. HIV: Human immunodeficiency virus.

15. Impervious: Not permitting passage of a substance.
16. Licensed Healthcare Professional: A person whose legally permitted scope of practice allows them to independently perform the activities required.
17. Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
18. Other Potentially Infectious Materials:
  - (1) The following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
  - (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and,
  - (3) HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions and blood, organs, or other tissue from experimental animals infected with HIV or HBV.
19. Parenteral: Piercing mucous membrane or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
20. Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
21. Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

22. Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients, clients of drug and alcohol treatment facilities, human remains, and individuals who donate sell blood or blood components.
23. Sterilize: The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
24. Tennessee Occupational Safety and Health Administration (TOSHA): The State of Tennessee's regulatory agency for safety in the workplace.
25. Universal Precautions: An approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.
26. Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two handed technique).

## **BLOODBORNE PATHOGENS**

### Standard Precautions or Universal Precautions

#### Quick Facts Sheet

All blood and body fluids should be treated as if they are potentially infectious. Remember you cannot tell if a person is infected with a blood borne disease by their appearance.

Preventive practices include:

Hand hygiene

Use of gloves

Eye protection Face Shield

Properly clean and disinfect reusable equipment

Respiratory Hygiene/Cough Etiquette (NEW Standard Precaution)

Includes covering mouth/nose with a tissue when coughing or sneezing and disposal of used tissues

Standard Procedure for Blood Spill Clean Up (Attached recommended steps for cleanup)

Wear gloves

10% bleach solution (Lysol, virex or other EPA Tuberculocidal)

Biohazard bag

Dispose biohazard bag in pick up container in Building 5 (Phlebotomy Lab)

Standard Operating Procedure (SOP) for Clean-up of Small Blood Spills

Follow these procedures for cleaning up spills of blood and blood products. The same procedures can be used for cleaning up other body fluids. For larger spills that go beyond your ability to clean with the supplies on hand, contact OSEH HazMat (3-4568 or 911 afterhours).

#### STEP 1: REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Prior to beginning the clean-up, don a pair of rubber, latex, PVC, or similar type gloves. For small blood spills, no other PPE should be required. For larger spills where there is a possibility of contaminating your face or other parts of your body, call HazMat to perform the cleanup.

#### STEP 2: SPILL KIT EQUIPMENT

The following items may be needed in handling the spill:

10% bleach solution (or Lysol, virex or other EPA reg. Tuberculocidal)

gloves red identifiable biohazard bags

leak-proof sharps containers is located in the Phlebotomy classroom to deposit the biohazard bags brush & dustpan, or tongs or forceps for picking up sharps disinfectant wipes

#### STEP 3: SPILL DECONTAMINATION PROCEDURES

Cover the spill area with a paper towel and then pour freshly mixed 10% bleach and water solution. Allow solution to soak into the contaminated material. Work from the outside edges of the spill inward when applying the bleach solution.

Any glass, needles, or other sharp objects that may puncture the skin will not be picked up by hand. Only mechanical means such as a brush and dustpan, tongs, or forceps are allowed. If you do not have such equipment available, contact HazMat for clean-up.

Wipe up bleached material with paper towels or absorbent pads. It may be necessary to use a scrub brush to remove the material if it impacted a hard porous surface such as concrete. If nonporous surfaces, such as a carpet have been contaminated, an outside vendor may be needed to clean the area.

#### STEP 4: DISPOSAL

Place bleached material, gloves and other disposable materials into a labeled biohazard bag and place into either another labeled biohazard bag or container. Ensure lids are firmly sealed on all waste containers when spill clean-up is complete and call HazMat for a pickup (3-4568).

Keep biohazard waste container in a secured area until received by HazMat.

#### STEP 4: DECONTAMINATE RE-USEABLE EQUIPMENT

Decontaminate with the bleach solution all potentially contaminated re-useable tools or protective equipment used in the cleanup. This includes dustpans, brooms, forceps, buckets, etc. Anything that cannot be effectively cleaned (bleach solution must be able to make contact with all surfaces) must be

disposed as waste. After the contaminated area has been cleaned, use fresh water to remove bleach residue from all surfaces.

#### STEP 5: WASH YOUR HANDS

If hand-washing facilities are not available at the job site use disinfectant wipes and then wash your hands as soon as possible.

### **BIOHAZARD EXPOSURE**

If you believe you were exposed (skin puncture or splash to eyes or mucous membranes) to biohazard material that had not been decontaminated with the bleach solution, follow these recommended steps:

Skin exposure: Vigorously wash affected skin with plenty of soap and water while removing contaminated clothing and shoes.

Eye exposure: Wash eyes for at least 10 minutes with copious amounts of water, lifting the upper and lower eyelids occasionally.

Seek follow-up medical attention by contacting your supervisor for referral to the Mworks Clinic (998-8788)

## **12 Acquired Immune Deficiency Syndrome (Aids)**

Acquired Immune Deficiency Syndrome (AIDS) is a life-threatening viral disease that causes the body's immune system to cease functioning altogether or to function at a lowered level of efficiency. Individuals who contract the disease are vulnerable to selected illnesses that would not normally be a threat to them. AIDS is caused by infection with a virus known as Human Immunodeficiency Virus (HIV). Many infected persons may remain in reasonably good health with an absence of signs or symptoms, while others develop serious health problems accompanied by full-blown symptoms and a high degree of mortality.

## **Policy**

The following policy is herewith promulgated based on the best information about the disease currently available from the Atlanta Center for Disease Control, the Tennessee Department of Public Health, and the American College of Health Association.

1. Routine screening for AIDS virus infection for TCATN employment is not warranted.
2. Members of high-risk groups shall not be excluded from activities at the center or from other services normally available.
3. AIDS-infected employees shall be allowed to attend classes and work in an unrestricted setting.
4. AIDS is a reportable disease in the State of Tennessee. TCATN personnel shall strictly observe public health reporting requirements for persons present with AIDS or AIDS related conditions.
5. Except for legally required reporting, the confidentiality of each known or suspected case of AIDS infection should be carefully maintained.
6. If an employee has concerns about the presence of a person with the AIDS virus, that individual should consult the school administration.

Review and changes in this policy may be necessary as new information and supporting evidence emerge from the Department of Public Health and/or the Atlanta Center for Disease Control.

## **13 Interim SARS Policy**

### **(Regarding Students, Faculty, Staff, traveling in, or arriving from SARS Affected Areas) Policy**

Tennessee College of Applied Technology Nashville (TCATN) has developed this interim policy in response to the public health risks posed by Severe Acute Respiratory Syndrome ("SARS"). Although there are no known cases of SARS in the world at this time, public health officials feel that it could reemerge at any time. TCATN remains concerned about the health of every member of the center community. The center recognizes that the terms of this policy will create some hardship in individual cases, and further recognizes that it cannot eliminate every

risk of potential exposure to this disease. Cooperation and compliance with this policy; however, is the center's best means of insuring that our campus remains a safe and healthy environment for everyone.

This policy is designated as an interim policy due to the dynamic nature of the available information on SARS. This policy may be revised on short notice as new information becomes available.

## **Background**

Severe acute respiratory syndrome (SARS) is a newly recognized, severe febrile respiratory illness caused by a previously unknown corona virus, SARS-associated corona virus (SARS-CoV). SARS emerged in the southern Chinese province of Guangdong in November 2002, but the worldwide epidemic was triggered in late February 2003 when an ill physician from Guangdong infected several other guests at a hotel in Hong Kong. These persons subsequently became the index patients for large outbreaks of SARS in Hong Kong, Vietnam, Singapore, and Canada.

Recognition of this new microbial threat prompted the World Health Organization (WHO) to issue a historic global alert for SARS on March 12, 2003. WHO coordinated a rapid and intense worldwide response, which led to the identification of the etiologic agent, SARS-CoV, in less than 2 weeks and implementation of control measures that contained the worldwide outbreak within 4 months. On July 5, WHO announced that SARS had been controlled and ended the global public health emergency response. During the epidemic, a total of 8,427 probable SARS cases and 813 deaths were reported to WHO from 29 countries.

The official end of the global public health emergency affirmed the rapid and monumental response effort but also signaled the need for continued vigilance. The rapid spread of disease and the high levels of morbidity and mortality associated with SARS call for careful monitoring for the reappearance of SARSCoV and preparations for the rapid implementation of appropriate control measures. Although the United States had only eight documented cases of SARS-CoV infection and no significant local spread, it is clear that we are susceptible to the types of outbreaks experienced in Hong Kong, Singapore, Taiwan, and Toronto.

In the absence of a vaccine, effective drugs, or natural immunity to SARS-CoV, the only

currently available public health strategies to limit the impact of SARS are rapid identification of infected persons and activation of the control measures that have proven effective in preventing transmission in other locales. These measures include global and community surveillance, detection, and isolation of cases, identification and monitoring of contacts, adherence to infection control precautions, and, in some instances, measures (e.g., quarantine) to restrict the movement of potentially infected persons. These are the traditional public health tools used to prevent the spread of any infectious disease, and they constitute the fundamental strategy for controlling SARS. Procedures will be discussed for three possible SARS scenarios: 1) SARS activity worldwide, but only imported cases locally; 2) SARS activity locally with effective control measures; and 3) extensive local transmission with ineffective control measures. (With no SARS activity worldwide, the CDC recommends only surveillance of patients hospitalized with pneumonia and not of well travelers from previously, SARS affected areas.)

#### **Procedures for Students, Faculty, Staff,**

Scenario 1 (SARS activity worldwide, but only imported cases locally)

##### (a) Students

1. Students traveling in or arriving from a SARS affected area must arrive in an area with no SARS activity at least 10 days before the start date for class.
2. Students who travel in or arrive from SARS affected areas are expected to arrive in an area with no SARS activity at least 10 days prior to arriving on campus must go to a healthcare provider after the tenth day and, provided they have remained symptom free, receive a complete clearance in writing to attend
3. Hardship may be demonstrated through evidence of factors such as the inability to obtain a necessary visa in time to arrive 10 days prior to the start of classes; previously purchased nonrefundable airline tickets; or convincing evidence that the student failed to receive notice of this requirement despite the center's best efforts to contact him or her regarding the requirements of this policy.

4. Students who have been monitored twice daily for the applicable period and remain symptom free at the end of that period must receive complete clearance from a Healthcare Provider.
5. Students who can demonstrate through a stamped passport, visa, airline ticket, or other document, that they arrived in an area with no SARS activity at least 10 days before the start of classes may go to the Student Services Coordinator after the tenth day and, provided they have remained symptom free, receive clearance to attend classes.
6. Students who fail to report that they have traveled in or arrived from a SARS affected area and/or fail to cooperate with the monitoring process will be subject to interim suspension from the College pursuant to the Student Code of Conduct until such time as they are in compliance with this policy, in addition to any other disciplinary action that may be imposed in conformance with the code.

(b) Faculty

1. Faculty who travel in or arrive from SARS affected areas are expected to arrive in an area with no SARS activity at least 10 days before beginning or resuming duties. Faculty and/or visiting scholars will be required to take sick leave, or leave without pay if no sick leave is available, until the 10-day period has expired and the faculty member has received written clearance from a healthcare provider.
2. Faculty who can demonstrate through a stamped passport, visa, airline ticket, or other document that they arrived in an area with no SARS activity at least 10 days prior to beginning or resuming duties must go to a healthcare provider after the tenth day and, provided they have remained symptom free, receive a complete clearance in writing to assume duties.
3. Failure to arrive in an area with no SARS activity at least 10 days before beginning or resuming duties will render a faculty member and/or visiting scholar ineligible to perform any responsibilities on campus. If the College must cover the on-campus responsibilities of the faculty member and/or visiting

scholar during this period, the faculty member will be required to take sick leave until the ten-day period has expired and the faculty member has received written clearance from a healthcare provider.

4. Faculty who can demonstrate hardship beyond their control regarding their ability to arrive in an area with no SARS activity at least 10 days before engaging in on-campus activities, will report to a healthcare provider before their arrival on campus. Hardship may be demonstrated through evidence of factors such as the inability to obtain a necessary visa in time to arrive 10 days prior; previously purchased nonrefundable airline tickets; or convincing evidence that the staff member failed to receive adequate notice of this requirement despite the College's best efforts. Symptom-free staff members must arrange twice-daily temperature monitoring activities until completing 10-day clearance, regarding their ability to arrive in an area with no SARS activity. Ten-day clearance documentation will be confirmed by a healthcare provider before beginning or resuming employment duties on campus. Hardship exception and conditional clearance to begin or resume duties on campus must be approved by human resources.

5. Deliberate failure to comply with this policy may subject the faculty member to employment discipline.

(c) Staff

1. Staff members, including student workers and temporary employees, who travel in or arrive from SARS affected areas, must arrive in an area with no SARS activity at least 10 days before performing any employment duties on campus. Staff members who are not authorized to telecommute or otherwise work from their home will be required to take sick leave, or leave without pay if no sick leave is available, until the 10-day period has expired and the staff member has received written clearance from a healthcare provider.

2. Newly hired staff members who have traveled in or arrived from a SARS affected area will not be permitted to begin working on campus until the ten-day period has expired.

3. Staff members must go to a healthcare provider after the tenth day and, provided they have remained symptom free, receive a complete clearance in writing to begin or resume employment duties on campus. Staff members must be able to demonstrate through a stamped passport, visa, airline ticket, or other document, that they arrived in an area with no SARS activity at least 10 days prior requesting complete clearance in writing from a healthcare provider.

4. Staff members who can demonstrate hardship beyond their control regarding their ability to arrive in an area with no SARS activity at least 10 days before engaging in on-campus activities, will report to a healthcare provider before their arrival on campus. Hardship may be demonstrated through evidence of factors such as the inability to obtain a necessary visa in time to arrive 10 days prior; previously purchased nonrefundable airline tickets; or convincing evidence that the staff member failed to receive adequate notice of this requirement despite the College's best efforts. Symptom-free staff members must arrange twice-daily temperature monitoring activities until completing 10day clearance, regarding their ability to arrive in an area with no SARS activity. Ten-day clearance documentation will be confirmed by a healthcare provider before beginning or resuming employments duties on campus. Hardship exception and conditional clearance to begin or resume duties on campus must be approved by the College President.

5. Deliberate failure to comply with this policy may subject the staff member to employment discipline.

#### Scenario 2 (SARS activity locally with effective control measures)

If SARS activity in the community is limited to certain institutions and public health officials are not advocating community-wide control measures, then the above procedures would apply also to persons who have been in areas in the community with SARS transmission (as designated by public health officials). In this scenario, it would be likely that large numbers of students who are being monitored for symptoms, who are in quarantine or in isolation.

Other activities might include:

Providing information and education about SARS and how to prevent spread

Promoting “respiratory hygiene” (wearing a surgical mask if you have fever and cough) and hand washing.

Scenario 3 (extensive local transmission with ineffective control measures or transmission on campus)

If SARS activity in the community is extensive or if TCATN is affected, additional measures to those mentioned above might include:

Suspension of classes and gatherings

Sending all nonessential personnel home or away until outbreak is controlled

Temperature monitoring in public places

Recommended or mandatory mask use

Closing of public buildings and spaces

Cancellation of events

Closing non-essential center operations

Closing of school

Restricting movement on or off campus

### **Conformance with CDC and WHO Guidelines**

In addition to the procedures outlined in the policy, the College, at a minimum, will act in conformance with the guidelines of both the Centers for Disease Control and Prevention ("CDC") and the World Health Organization ("WHO") regarding travel in and arrivals from SARS affected areas as they are issued and updated. Information regarding these guidelines may be accessed at the following locations on the Internet:

<http://www.cdc.gov/ncidod/sars/> <http://www.who.int/csr/sars/>

Both the CDC and WHO guidelines may change as the global situation regarding SARS changes; therefore, all students, faculty and staff contemplating travel to or from SARS affected areas should

check these guidelines frequently since the College will comply with the recommendations of these organizations as they are issued and updated.

## **14 Drug Free Workplace – Policy Statement**

This policy is distributed to all Tennessee College of Applied Technology Nashville (TCATN) employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. '701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. '3171, et. seq.). Moreover, this policy supersedes the Drug Free Workplace policy promulgated March 13, 1989.

### **Policy**

It is the policy of this College that the unlawful manufacture, distribution, possession, use of alcohol and illicit drugs on the TCATN campus in the workplace (on or off campus), on property owned or controlled by TCATN, or as part of any activity of TCATN is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action.

### **Institutional/School Sanctions**

The Tennessee College of Applied Technology Nashville will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of this policy. As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace (on or off campus) no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following depending on the severity of the offense:

1. termination;
2. suspension;
3. mandatory participation in, and satisfactory completion of drug/alcohol abuse program, or rehabilitation program;

4. recommendation for professional counseling;
5. referral for prosecution;
6. letter of warning; 7. probation.

## **15 Alcohol and Drug Testing Policy (CDL) POLICY**

It is our goal to provide a healthy, satisfying working and learning environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to (1) assure that employees and students are not impaired in their ability to learn or perform assigned duties in a safe, productive, and healthy manner; (2) create an environment free from the adverse effects of drug and alcohol substance abuse or misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of alcohol and controlled substances; and (4) to encourage students and employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to learn or perform their assigned duties.

Therefore, it is the policy of the Tennessee Board of Regents and Tennessee College of Applied Technology Nashville that no employee performing safety-sensitive duties who is required to have a commercial driver's license (CDL) or student required to have a CDL to participate in a truck driver training program will be allowed to perform a safety-sensitive function while under the influence or with detectable amounts of alcohol or illegal drugs, nor manufacture, distribute, possess or use such during work or class hours. Appropriate discipline, up to and including termination of the employee or expulsion of the student, will be taken for those not in compliance with this policy.

No employee or student will be allowed to perform safety-sensitive functions while under the influence of prescribed or other lawfully obtained drugs taken in the appropriate dosage when the taking of such drug impairs the employee or student's ability to perform safety-sensitive functions.

## **PURPOSE**

The purpose of this policy is to assure driver fitness and to protect our employees, students and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with applicable Federal regulations governing workplace antidrug programs. The Federal Highway Administration (FHWA) of the U.S. Department of Transportation has enacted 49 CFR Part 382 et seq., and Part 395.2 ("the rules") that mandate urine drug testing and evidential breath testing device (EBT) alcohol testing for safety-sensitive positions and prevent performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (USDOT) has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens U. S. Department of Transportation Federal Highway Administration Regulations (49 CFR Parts 382 and 40) - Issued 08/11/04 - Alcohol Misuse and Controlled Substances Use Information,

## **Training, and Referral**

### **A. General Information and Employee/Student Education:**

1. A copy of this policy and procedures and additional informational materials will be provided to affected employees/students prior to the start of alcohol and controlled substances testing under this policy and procedures and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. Students shall receive this material prior to enrollment in a truck driver-training program.
2. Information provided to drivers will include material concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem; and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation and referral.
3. Supervisors or designated College administrators shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of the College's controlled substances and alcohol use and testing policy and procedures and related informational materials. The signed statements shall be maintained by the center.

B. Training for Supervisors:

1. All supervisors and personnel designated to determine whether reasonable suspicion exists to require a driver to undergo testing for alcohol misuse and/or controlled substances use shall receive at least 60 minutes of training on alcohol misuse and receive at least 60 minutes of training on controlled substances use.
2. Training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. C.

Referral, Evaluation and Treatment to SAP:

1. Tennessee College of Applied Technology Nashville shall advise each driver who has been engaged in prohibited conduct under this policy and procedure, of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals (SAP) and counseling and treatment programs. If an employee, he/she will be given information concerning the Employee Assistance Program (EAP).
2. At Tennessee College of Applied Technology Nashville's discretion, a driver who has been engaged in prohibited conduct under this policy and procedure will not return to duty in a safety-sensitive function until the driver undergoes a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02, if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance. In addition, each driver not terminated or expelled shall be evaluated by a SAP to determine that rehabilitation prescribed has been properly followed, and shall be subject to unannounced follow-up alcohol and controlled substances testing as directed by the SAP.
3. The aforementioned referral, evaluation, and treatment provisions do not apply to applicants for driver positions who either refuse to submit to a alcohol or controlled substances test or who test with a result of 0.04 or greater

for an alcohol test or a controlled substance test with a verified positive test result.

4. If a driver is allowed to return to duty, he/she must properly follow the rehabilitation program prescribed by the SAP, pass return to duty tests, and be subject to unannounced follow-up tests. The driver will pay the cost of any treatment or rehabilitation services. Employees will be allowed to take accumulated sick leave, annual leave, compensatory leave and any leave allowed under the Family and Medical Leave Act or the Americans with Disabilities Act to participate in the prescribed rehabilitation program, and may, at the discretion of the appointing authority, be allowed to utilize the aforementioned types of leave for periods when removed from safety-sensitive functions.

Student absences incurred due to required treatment or removal from safety-sensitive functions will be evaluated under the Tennessee College of Applied Technology Nashville's policy on progression and retention. Students should be informed that drug or alcohol use resulting in or requiring their absence from the program to undergo treatment may result in their academic suspension or termination from the program.

5. Assessment by a SAP does not shield a driver from disciplinary action, or guarantee continued employment or enrollment. Tennessee College of Applied Technology Nashville's disciplinary rules, policies, and procedures should be consulted to determine the appropriate penalty for violation of this policy.