

SECTION 5: HEALTH AND SAFETY POLICIES AND PROCEDURES

5.1 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.

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- 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 Director 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.