

# **DAVIDSON COUNTY COMMUNITY COLLEGE EMPLOYEE SAFETY AND HEALTH POLICY AND PRACTICE**

The rules and guidelines in this document are designed for the protection and benefit of employees and the public. Employees should keep it in an immediately accessible place. If confronted with a situation not covered in this document, employees should consult a supervisor or the Safety Director before taking action.

## **COLLEGE RESPONSIBILITIES**

The College maintains an effective occupational safety and health program that includes life safety and property protection. The College shall not knowingly require an employee to work in conditions that are hazardous without proper training and personal protective equipment. Employees should report unsafe working conditions to their immediate supervisor who will contact the College's Safety Officer. The College Safety Officer will document the reported condition and corrective actions will be taken. Supervisors are responsible for the safety of their employees, and must check the workplace for unsafe conditions, be alert to unsafe actions and take prompt action to eliminate any hazards as part of their daily duties.

The College shall instruct each employee on the regulations and/or standards applicable to their work environment and on how to recognize and avoid unsafe conditions, unsafe work practices and to control or eliminate any hazards. This instruction occurs during monthly safety meetings of the Physical Plant Services staff and through weekly safety tips issued to employees in those departments.

## **EMPLOYEE RESPONSIBILITIES**

Davidson County Community College provides safety and health information for preventing injuries to employees and the public, protecting the health of its employees and preventing damage to its property. The protection of fellow employees, students and the public on College property is a shared responsibility of every employee. Employees should:

- Follow safety rules, OSHA safety standards and training you receive.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or defeat any safety device or safeguard provided for employee protection.
- Encourage co-workers to use safe work practices on the job.
- Make suggestions to your supervisor about changes you believe will improve employee safety.

An employee is responsible for notifying his/her immediate supervisor of unsafe or potentially hazardous work conditions and for recommending corrective measures, if possible. Additionally, the employee's immediate supervisor is to be notified of every injury, accident or near miss regardless of how trivial such accident or incident may appear at that time.

Employees should follow safety instructions and procedures and should use appropriate safety devices and safety equipment.

All injuries, including minor first aid treatment, occurring on the job and any illness associated with the job shall be reported promptly and in writing to a supervisor who should notify the Director, Human Resource Services. Insurance questions concerning medical treatment of these injuries/illnesses should also be addressed to Human Resource Services. Questions regarding Worker's Compensation, Family Medical Leave or other College employee benefits should be addressed to the Director, Human Resource Services.

All fires, accidental damage to property, College vehicle accidents, hazardous material spills and other emergency occurrences, no matter how slight, must be reported to the Safety Director, at extension 6115. If one of these situations places individuals in immediate, imminent danger, call 911 first and then report to the Safety Director.

All hazardous materials must be disposed of in an acceptable and lawful manner. Supervisors and/or the Safety Director can advise of the required disposal methods and practice.

Working while impaired by alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect alertness or work abilities, must be reported to a supervisor.

**Evaluation of Health and Safety Practices**

The College evaluates its health and safety practices two or three times per year. This evaluation is conducted by external experts in the field to identify safety problems, develop solutions, review incident reports and ensure the effectiveness of the safety and health program.

Bi-annually, a site survey and audit is conducted by external experts who complete a wall-to-wall walk-through inspection of the entire worksite. The team records safety hazards or potential hazards identified in the survey and sends the results to the college for use in eliminating or controlling obvious hazards or identifying specific work areas for more intensive investigation. The College’s president receives a copy of survey results.

The county’s fire marshal also conducts an annual evaluation of the College’s fire safety practices.

Additional evaluation occurs throughout the year through the following means:

The Human Resources Office

- ◆ reviews incidents involving work-related fatalities, injuries/illnesses, near-miss incidents and safety/health complaints.
- ◆ Review work injury/illness records (other than personally identifiable medical information), and other reports/documents relating to occupational safety/health.

The Physical Plant Services Staff

- ◆ Responds to employee/committee complaints as received and conducts inspections accordingly.
- ◆ Makes recommendations based upon inspections.
- ◆ Conducts annual reviews and inspections of fire alarms and devices, emergency exit lights, fire extinguishers, first aid kits, and eye-wash stations

**SAFETY AND HEALTH TRAINING AND EDUCATION**

Training is essential to provide a safe work place. To insure that employees are trained before they start a task that requires education, the College Safety Officer is responsible for verifying that each employee in the Physical Plant Services department has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) by a supervisor, has received training needed to do the job safely, and that training is documented in each employee’s file. The following are primary topics addressed in training:

<b><u>Topic</u></b>	<b><u>Who must attend within the Physical Plant Services Department</u></b>
Basic Orientation	All employees (given by the employee’s supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical
Fire extinguisher safety	All employees
Forklift Training	Employees who operate a forklift
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service/repair equipment/machinery
Welding Safety	Employees who operate the arc welder
PPE Training	Employees who use PPE (e.g., safety glasses, safety-toe shoes)
Confined Space (Awareness)	All employees
Hearing Conservation (noise)	Employees exposed to >85 decibels
Electrical Safe Work Practices	Employees who work on energized (live) circuits/equipment
Chemical Hygiene Plan	Employees who work in laboratories

Bloodborne Pathogens	Employees potentially exposed to BBP, medical staff, emergency responders
Process Safety Management	All employees
Excavation/Trenching	Employees involved with this work
Live Safety Code (1991 ed.)	All employees
Evacuation/Mean of Egress	All employees
Ladder Safety	Employees who use ladders
Machine Guarding	All employees
Accident/Incident Investigation	Supervisors
Hazard Identification/Surveys	Supervisors
Rights/Responsibilities	Supervisors
Recordkeeping	Supervisors

**COMPLAINT PROCEDURE**

The complaint procedure is established to ensure open communication between all levels of employment to foster a safe and healthful workplace. Neither reprisals nor sanctions are taken against any employee for bringing attention to a safety and health problem. If after registering a complaint or concern with a supervisor, an employee feels the need to process the complaint further, he or she should contact the Vice President, Financial and Administrative Services at ext. 4650 or the Human Resource Services Office.

# GENERAL SAFETY & HEALTH RULES

Accidents, illnesses, natural disasters, and criminal acts which may occur on the College campus, creating the need for specialized training and the establishment of procedures to be followed in order to respond appropriately to these contingencies. Because each emergency is unique in nature and presents its own set of problems, any procedure established should not be so rigid as to supercede the judgment and experience of qualified personnel. However, to aid the College in accomplishing its mission and to protect people and property, the following general guidelines have been established.

## ELECTRICAL SAFETY

Training by a supervisor is essential for all work environments and includes basic information on electrical safety as it relates to a specific environment. Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments.

All electrical work follows all federal and College requirements and good industry practices. To the maximum extent possible, work on electrical equipment or circuits shall be done with the power off and by a qualified technician.

A safety warning and tagging system shall be used to ensure that all power is removed from the system. Circuits shall be checked with the proper equipment before work is started to ensure that no voltage is present. This work is only conducted by a qualified technician.

The non-current carrying metal parts of portable and/or plug connected equipment shall be grounded or protected by an approved system of double insulation.

Extension cords used with portable electric tools and appliances shall be three-wire grounded type and be protected by Ground Fault Control Interrupt Circuitry (GFIC).

Working spaces, walkways and similar locations must be kept clear of cords so as not to create a hazard to employees. Worn, frayed or damaged electric cords or connectors shall not be used and should be tagged "Danger, Out of Service, Do Not Use". Extension cords shall be protected from accidental damage which may be caused by traffic, sharp corners, projections, or pinching in doors or elsewhere. Extension cords are considered "temporary wiring" by the National Electrical Code, which limits their use to a maximum of 60 days.

Ground Fault Circuit Interrupt (GFCI) devices shall be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded. All housekeeping vacuums and buffers must have a GFCI device when used in damp locations.

All receptacle outlets at construction sites that are not a part of the permanent wiring of a building or structure shall have approved ground-fault circuit interrupters. These outlets shall comply with the National Electrical Code (NEC) and NC-OSHA requirements.

Temporary wiring shall be de-energized when not in use and checked by a qualified technician.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall not be suspended by their electric cord unless cord and lights are designed for this means of suspension.

## FALLS

Falls can be prevented by using handrails when climbing stairs, walking with hands out of pockets, and by taking caution when walking on surfaces containing ice, snow, rock, oil, water or other adverse or unstable material or condition.

Fall hazards can be prevented by keeping stairs, walkways, aisles and walk areas clear of boxes, loose materials, wires and other objects. Shoes should be selected for comfort and safety compatible with the work environment. Employees should not stand or climb on a desk, chair, or other unstable structure to reach for an object; ladders should be used for accessing high places.

## FIRE PREVENTION

Employees must know the emergency plan for their work areas and assume personal responsibility for the prevention and control of fires. Employees should be familiar with the location of fire equipment and the proper method of turning in a fire alarm. Employees must be trained regularly in using portable fire protection equipment (such as fire extinguishers).

Employees must follow all rules and regulations and be alert to fire safety practices such as monitoring open flames and other sources of ignition and controlling the storage, handling and use of flammable liquids or other hazardous materials. Flammable liquids shall be handled and stored in approved safety containers equipped with flame arrestors and spring actuated caps. Flammable solvents and cleaning solutions shall be dispensed only from approved safety containers. Acids and bases or oxidizers and reducers cannot be stored in the same cabinet with flammable liquids due to the possibility of extremely violent reaction between the two. All poisons should also be stored separately.

Hand operated fire equipment such as extinguishers, hoses, etc. must be kept fully accessible, mounted, and unobstructed at all times. A supervisor must be notified if a fire extinguisher or any other fire equipment has been used so that it can be immediately replaced and serviced.

If clothing catches fire, smother the flame by rolling on the floor or ground. Never run, as this could cause the flames to spread. Clothing should not be cleaned with gasoline, solvents or other flammable gasses or liquid agents, as a spark may ignite a fire. Oil or grease should not be used on any oxygen equipment such as cylinders. Oxygen under pressure united with oil and grease will cause an explosion.

## FIRST AID

### *General:*

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available. Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention or call 911.

In the event of an emergency, immediately call 911.

First Aid Kits are available throughout the campus for treatment of minor cuts and scratches. The availability of first aid kits is not a substitute for obtaining medical treatment.

Universal precautions must be implemented by the first aid provider to protect against infectious disease. If blood or bodily fluid is present, housekeeping should be contacted for proper clean up.

## HEALTH HAZARDS

### *Contaminants:*

Health hazards include air contaminants such as:

- Dusts –Asbestos, lead, silica, wood dusts
- Mists –Acid, Oil, Paint, Poisons
- Gases –Carbon monoxide, waste anesthetic gases, etc.
- Vapors –Degreasing vapors, trichloroethylene, etc.
- Fumes –Metal fumes from welding, cutting and soldering.

Employees may be exposed to the toxic effects of these health hazards through ingestion, skin absorption or through breathing into the respiratory system. Excessive exposure may result in an immediate acute effect or a toxic effect that could occur only after years of continuous exposure.

The College's Hazard Communication Program provides information concerning training, labeling and safety precautions for using and handling hazardous materials. Material Safety Data Sheets (MSDSs) that are available from the College's Safety Officer describe the hazards in detail, their effects, safety and health precautions and emergency procedures.

Employees who become concerned that a potential health hazard may exist, contact the College Safety Officer so that an evaluation can be made and appropriate action can be taken.

## **AWARENESS OF HAZARDOUS CHEMICALS IN THE WORKPLACE**

Employees should not work with hazardous materials until receiving proper training. The following general precautions should be observed:

- ◆ Cleaning compounds or other chemicals should never be mixed.
- ◆ Maintain awareness of the effects of excessive exposure to chemicals.
- ◆ Take proper precautions to protect themselves and others from exposure.
- ◆ Report unusual medical symptoms to a doctor or medical provider immediately and notify the Safety Officer immediately so that further exposure can be prevented.

### *Biological Hazards:*

Biohazards are biological agents or substances present in or arising from the work environment which present or may present a hazard to the health or well-being of the worker or the community. Biological agents and substances include, but are not limited to infectious and parasitic agents, non-infectious microorganisms such as some fungi, yeasts, plants and plant products, and animals and animal products which cause occupational diseases.

*Generally, biohazards are either* infectious microorganisms, toxic biological substances, or a combination of these.

Biological agents can be found in numerous settings but are primarily found in training, clinical, diagnostic research, and laboratory activities where viable microorganisms or clinical materials containing infectious agents are handled. Employees must be trained on the biological hazards that may be encountered and which control measures and work practices are to be used in order to have a safe work place. In addition, each employee should be familiar with and refer to the Hazard Communications program located in the Safety Director's office. which identifies the hazards that may be encountered and specific practices and procedures designed to minimize or eliminate risk.

### *Bloodborne Pathogens:*

Employees who have occupational exposure to human blood, body fluid, pathogens, or body parts are required to receive training in work practices, methods of exposure and universal precautions.

Employees exposed to blood or other body fluids should contact the College Safety Director immediately and request information on the Agency Exposure Control Plan and the employer provided hepatitis vaccinations. The most important element is strict adherence to the specified practices and procedures and use of personal protective equipment (PPE). Immediate washing of hands and contaminated areas of the body shall be implemented should an exposure to bodily fluids occur.

## **CHEMICAL SPILL**

1. Whenever a chemical is spilled or a spill or release is discovered, coworkers and the supervisor should be immediately informed, regardless of how small or insignificant the spill or release appears.
2. When a spill occurs, individuals should move away from the area when determining the appropriate response. The appropriate response depends on whether the spill is a simple spill, which can be cleaned up by employees, or a complex spill which requires outside assistance. For outside assistance call 911 and notify the Safety Officer.

### **Simple Spills**

- a. A simple spill has several characteristics:

- It does not spread rapidly. Spill or toxic vapors are not spreading beyond the immediate area.
  - It does not endanger people or property except by direct contact.
  - A person has not been injured in the incident.
  - A fire is not present or an explosion has not occurred.
  - Flammable vapors and ignition sources are not present.
  - Toxic vapors or dusts, i.e., inhalation hazards, are not present.
  - The spilled chemical is not air, water, or otherwise highly reactive.
  - The spilled chemical is not a strong oxidizer.
  - The identity of the spilled chemical is known.
  - It does not endanger the environment.
  - There is no risk of the spilled chemical entering a sewer or contaminating soil.
- b. Employees can clean up a simple spill if:
- They have been properly trained and are comfortable doing it.
  - They have access to proper equipment.
  - Personal protective equipment is available, and they have been trained to use it.
  - The cleanup can be completed in a normal workday.
- c. After cleaning up a simple spill, brief documentation should be prepared to explain what happened, why, what was done, and what was learned. The documentation should be given to the College Safety Officer.

### **Complex Spills**

- a. If the spill does not meet all three characteristics of a simple spill, employees should request assistance immediately and report the spill to College Safety Officer at extension 6115. When reporting, specific information about the nature of the material involved and the exact location should be given. The key person in charge of the site should determine whether the building should be evacuated or the affected area sealed off to prevent further contamination of other areas until arrival of Campus Security.
- b. Anyone who may be contaminated by the spill should, if physically able, immediately shower, removing contaminated clothing as the flow of water begins, and washing the affected area of the skin for 15 minutes. Supervisory personnel should obtain the name of the victim(s) and report this information to the College Safety Officer. Required first aid or medical treatment will begin as soon as possible.
- c. If an emergency exists, the building fire alarm should be activated and the evacuation process begun. Disabled individuals should be assisted with evacuation. Elevators are reserved for handicapped persons. **IN CASE OF FIRE, ELEVATORS SHOULD NOT BE USED.**
- d. Once outside, individuals should move to a clear area at least 500 feet away from the affected building(s). Walkways, fire lanes and hydrants should be kept clear for emergency crews.
- e. If requested, employees should assist the emergency crews as necessary.
- f. No one should return to an evacuated building unless authorized to do so by a college official.

## **HOUSEKEEPING/SANITATION**

Good housekeeping is essential in maintaining safe working conditions. Work areas should be kept clean and materials should be properly stored. Walkways and floor areas should be kept clear of slip, trip and fall hazards.

All waste and debris should be placed in designated containers for proper disposal. Waste must be properly disposed of in suitable waste containers or recycle whenever possible.

If hazardous chemical spills are identified, barricade the spill area and notify the College Safety Officer, ext. 6446, or designated person for clean up.

Solvent soaked or oily rags used for cleaning office equipment shall be kept in metal, self-closing waste cans and contents properly disposed daily. Solvents shall be handled carefully to avoid personal injury or possible damage to materials and equipment.

A three (3) foot clearance must be maintained from all electrical panels. Materials should not be stored in or near switch boxes, switchboards, in mechanical equipment rooms, attics, telephone switch gear rooms, or under stairways.

Access to exit routes, fixed ladders, stairways, electrical switches, fire pull stations, fire fighting, rescue or any emergency equipment cannot be obstructed.

Tools must be neatly kept in designated area and materials securely racked or stored.

Employees should wash their hands before and after handling food.

## LIFTING

Before lifting, the best method of handling material should be determined, and material handling devices/equipment used. Assistance with heavy or awkward objects should be requested. Communication such as – “Prepare to lift, lift. Prepare to lower, lower, etc.” should be used to ensure safety. Prior to and during lifting, employees should

- Consider where and how to put an object down again.
- Establish good footing, then lift slowly with a smooth, even motion without jerking.
- Turn with feet, not the waist.
- Keep arms and back as straight as possible when lifting something from the floor. Bend knees and lift using leg muscles.
- Bring the object as close to the body as possible during lifting.
- Keep the back straight and lift with your legs.
- Never lift while in an awkward position.
- When lifting a heavy object, shift the load or your body until you are in a position to make a straight lift.
- Use, where applicable, any safety devices designed as lifting aids.

Employees should contact Physical Plant services for assistance with lifting and moving heavy objects.

## MEDICAL SURVEILLANCE

When working with certain toxic chemicals, infectious diseases, biological agents, excessive noise, or wearing respiratory protection, employees are required to be medically evaluated. The College Safety Officer can advise of specific requirements in the North Carolina Occupational Safety and Health Administration Standards.

## MOTOR VEHICLES

### *Driver's License Requirements:*

Employees may not operate a College vehicle unless they possess a valid driver's license or have been granted limited driving privileges by a court of law. If an employee is required to drive a College vehicle or personal vehicle for College business and has had his/her driving privileges suspended or license revoked, he/she must report this condition to his/her supervisor immediately.

### *Commercial Drivers License (CDL):*

Commercial Driver's Licenses are required and must be current for every College employee who operates a motor vehicle designed or used to transport passengers or property in the following instances:

- If the vehicle has a gross weight rating of 26,001 or more pounds.
- If the vehicle is designed to transport 16 or more passengers, including the driver, or if the vehicle is transporting hazardous materials and is required to display a placard in accordance with the Hazardous Materials Transportation Act (49CFR Part 172, Subpart F).

A special endorsement on a CDL also is required in order to haul hazardous materials, transport passengers, pull double trailers, or drive tank vehicles. Additional information on CDLs is in the North Carolina Commercial Driver's Manual.

Employees required to maintain a CDL are subject to drug and alcohol testing.

*Vehicle Operations:*

Vehicle operators are responsible for knowledge of and compliance with all state and local laws and ordinances governing the use and operation of motor vehicles. Before starting, make sure the vehicle is in safe operating condition before each trip. Check all lights, horn, windshield wipers and washer, brakes, tires, fuel gauge, rearview mirrors, seat belts, and windows for clear visibility.

Drivers are responsible for reporting vehicle defects, maintenance needs, and all accidents, no matter how minor, in writing to their supervisor and the Director, Physical Plant Services. Vehicles with safety deficiencies are to be removed from service for repair.

Animals are not allowed in college vehicles. Service animals are the only exception.

*Vehicle Parking*

Drivers are responsible for

- securing parking brake when parking.
- removing keys and locking parked vehicle.
- ensuring a parked vehicle is turned off when not attended.
- visually checking the area behind the vehicle immediately prior to backing it up.

*Safety Belts:*

Seat belts and shoulder harnesses shall be worn by drivers and passengers in College vehicles whenever the vehicle is in motion on public or private thoroughfares and roads. Employees who drive their personal vehicles or rental vehicles for College business or who are passengers in personal vehicles or rental vehicles, being used for College business, shall also wear safety belts and harnesses, where provided. A properly used child restraint device (CRD) is required if a child, less than 8 years old AND weighing less than 80 pounds, rides in a college vehicle. Most parents and other care givers will be able to comply by using belt-positioning booster seats for children between 40 and 80 pounds. The child must be within the weight range for the child restraint/booster seat and it must meet federal standards in effect at time of manufacture. Children may be secured in a properly fitted seat belt at age 8 (regardless of weight) OR at 80 pounds (regardless of age) – whichever comes first. Placing the shoulder belt under a child's (or adult's) arm or behind the back is both dangerous and illegal. (SB 1218, January 2005)

*Accidents:*

Any accident involving a College vehicle, regardless of the extent of the damage, is to be investigated by a law enforcement officer with jurisdiction in the area. Accident report forms and instructions are located in the glove compartment of each vehicle. The Director, Physical Plant Services, is to be notified of all accidents.

## **NOISE**

Excessive noise levels may exist when operating certain equipment or machinery. Exposure to high noise levels could result in a gradual loss of hearing which may not be noticeable to the individual. If noise levels exceed safe limits as prescribed by NC OSHA, employees must be protected by either engineering control or by a hearing conservation program which includes hearing protection (ear plugs or ear muffs). Concern regarding exposure to high noise levels in the workplace should be reported to a supervisor so that the noise level can be measured by trained individuals.

## **OFFICE SAFETY**

*General:*

Following safe work procedures in the office can prevent accidents. Running in offices is not permitted. When walking in a passageway, keep to the right. Accidents can result when persons stand in front of doors, so stand away from the path of the door swing.

In addition to following suggestions listed in the Falls and Housekeeping/Sanitation sections of this handbook, all employees should follow these general office safety recommendations:

- Avoid carrying stacks of materials which are high enough to obstruct vision.

- Avoid leaning from a chair to pick up objects from the floor or propel a chair across the floor while seated.
- Avoid sitting on the edges of desks, tables, boxes, or low filing cabinets.
- Contact Physical Plant Services for proper clean-up and disposal of broken glass, used pressurized containers, and all unwanted sharp objects, such as razor blades.
- Use with caution, razor blades, knives, scissors, and other objects with sharp edges or points. Keep razor blades in protective containers.

*Filing Cabinets:*

Filing cabinets are a major cause of accidents and should be used with care. When caution is ignored, filing cabinets can pinch, cut, crush, or trip a user.

Employees should take care to

- Avoid overloading a filing cabinet, especially at the top. Heavy filing cabinets should be secured to prevent falling over.
- Open and close file drawers slowly. Open one file drawer at a time and close it with the handle, making sure fingers are clear, and avoid closing a drawer with a knee, elbow or any other body part other than the hand. Close each drawer immediately after use. When opening a file drawer, warn other people in the area so no one bumps into it.
- Never climb on open file drawers.
- Properly store small non-slip step stools (used to access upper file cabinets) out of passageways.

Employees should contact Physical Plant Services for moving a file cabinet.

*Fire Hazards:*

The College is a tobacco-free campus; therefore, use of tobacco and associated products such as lights and matches is prohibited in all facilities.

Displays and decorations shall be fire retardant or non-combustible. Decorations should be kept out of aisles, stairs, passageways, and exits. Before using any decorative electric lighting device, employees should check for loose connections, frayed wiring, broken sockets, or other defects. Any defective electrical device shall be replaced or repaired. Electrical devices shall bear the listed label, i.e. UL, FM, etc. Employees should always disconnect decorative lighting when leaving the work area for the day. If a repair is needed, employees should contact Physical Plant Services.

All electrical appliances with a heating element shall not be used. Extension cords should not be used as permanent wiring. Appliances should be directly plugged into a wall outlet or used with a UL approved extension cord with a surge protector.

*Office Machines:*

Computers or other office equipment should be placed in the center of a desk or table – not too close to the edge of a desk or other surface.

Machines that tend to move during operation shall be fastened down or secured with rubber feet or rubber mats.

Electric office machines shall be properly grounded or double insulated to safeguard against electrical shock.

Employees unfamiliar with the proper grounding procedures should contact Physical Plant Services for assistance and to report any convenience outlets that are not three-hole grounding receptacles or are damaged.

Employees should exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards, by avoiding stretching cords between desks or across aisles or taping a cord to the floor or placing it in a wire cover if necessary. Use of extension cords should be avoided. Physical Plant Services should be contacted if additional outlets are required.

## WORKPLACE INJURIES AND ILLNESSES

Employees who have an accident or become injured on the job should immediately notify the Coordinator, Employment Services and their supervisor. The “Supervisor’s Accident Report Form”, available in the Forms section of the Intranet, should be used by supervisors to document a workplace accident. If an injury requires medical treatment, employees should follow the College procedures regarding medical treatment. With reference to occupational disease, an employee must give notice to the employer when the employee is first informed by a competent medical authority of the nature and work-related causes of the illness. Questions about coverage or benefits under workers' compensation should be directed to Human Resource Services.