

EMERGENCY TELEPHONE NUMBERS

1. Know the emergency telephone numbers.
2. Post the following list of emergency numbers near your telephone:

Campus Police	983-8650	
Risk Management	983-8258	
Physical Plant	983-8259	
Police	983-1559	
Fire Department	984-3874	
Ambulance	984-3505	
Power Company	984-2082	After hours 800-288-3341
Gas Company	984-0246	

3. When calling keep calm and:
 - (a) tell where the emergency happened,
 - (b) tell what has happened,
 - (c) tell who you are, and
 - (d) tell what kind of help is needed.

COLLEGE SAFETY PROCEDURES

Kilgore College is very concerned with a safe work environment for all employees. In the interest of accident **prevention**, the College supports a formal safety program that will assure safety in the work place; a program that can only be successful if responsibility for its success is shared by each employee. There must also be proper leadership, and each employee must approach this program with a positive attitude.

Each supervisor is charged with the responsibility of developing proper safety attitudes and further charged with properly educating all personnel under his/her direction. The Supervisor of Risk Management must establish guidelines as to specific safety rules and regulations to be observed by each department. The Supervisor of Risk Management must also conduct periodic safety inspections and bring areas of violations to the attention of each supervisor.

All supervisors are responsible for conducting or coordinating periodic safety training meetings, safety inspections, and assuring that every employee understands and follows the proper safe working procedures on a daily basis. Employees are responsible for taking a serious interest in safety meetings, complying with the safety rules of the College and all governing agents, reporting any unsafe conditions, and continuously practicing safety while doing any work to which they

have been assigned.

PROCEDURES FOR REPORTING ON-THE-JOB INJURIES TO EMPLOYEES

1. Employees of Kilgore College who are injured while on duty and/or while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the College Insurance carrier. It is the responsibility of the supervisor to report any accident to the Supervisor of Risk Management as quickly as possible. In cases of serious injury which require medical treatment, the Supervisor of Risk Management must be notified immediately with a subsequent written report.
2. All Kilgore College employees are covered under the Worker's Compensation Act of Texas. It is a form of insurance which pays for medical treatment and provides compensation for loss of earnings when an employee has been injured in a job-related accident. The College pays the entire cost of this insurance.
3. Kilgore College will not reimburse any employee for hospital or medical care expenses. Such expense will be limited to payments made by the insurance carrier under provisions of the Worker's Compensation Act.

GENERAL SAFETY RULES

On-the-job accident prevention is required of all College employees. With full cooperation and teamwork between management and staff, we can make it happen.

The following are some important safety rules and practices that each employee is required to follow, regardless of work assignments:

1. Do not run, watch your step, and try to maintain your balance. "Haste makes waste" and causes accidents.
2. Know your evacuation procedures, and the location of fire extinguishers.
3. Immediately report hazardous conditions and substances, broken equipment, and defective tools to your supervisor, or to the Director of the Physical Plant. Your supervisor or the Director of the Physical Plant will take appropriate action to correct the problem.
4. Never overload electrical circuits.
5. Never plug appliances with heating elements into surge protectors.
6. College property, including buildings and grounds, is no place for horseplay, fighting,

- teasing, and/or practical jokes. Further, playful startling of fellow employees can lead to heart attacks, hyperventilation, etc.
7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
 8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read operating instructions carefully. After use, put all tools and/or equipment back in the proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging, NEVER yank by the cord.
 9. Use handrails when using the stairways.
 10. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles too small to sweep, pick up particles with a dampened paper towel. Always use gloves, never use bare hands.
 11. Wipe up all spills immediately, regardless of who caused the spill. If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Have someone report the accident to the Physical Plant immediately.
 12. Only store combustible, flammable, or hazardous materials in approved cabinets or rooms, and always use approved safety containers.
 13. Material Safety Data Sheets must be available to any person who requests this information.
 14. All ladders should be inspected and set-up properly before using.
 15. Never service moving equipment or machinery.
 16. The use of alcoholic beverages, narcotic drugs, or derivatives thereof in the workplace is grounds for immediate termination.
 17. Use common sense at all times. If you are unsure about something, ask!
 18. Take care when lifting. Lift properly and stay within your limitations.

PROFESSIONAL, ADMINISTRATIVE, and CLERICAL

SLIPS AND FALLS

1. Equipment and materials should be placed in a secure position to prevent tripping hazards and positioned so they cannot fall on people.
2. Do not tip any chair backwards on two legs while seated.
3. Do not use substitutes such as chairs and boxes to reach high shelves, only use approved ladders or step stools.
4. Floors, aisles, halls, and stairways should be properly lighted, clear of loose objects, extension cords, wastebaskets, pencils, bottles, etc.
5. Electrical or telephone outlets in the floor should be protected by arranging the furniture or using cord covers to minimize tripping hazards.
6. If possible, avoid walking on freshly mopped and/or wet surfaces.
7. If you see a slip or tripping hazard, report it or take care of it immediately. Do not depend on other people to clean up a mess. Walking around the problem will not eliminate it.

EQUIPMENT SAFETY

1. Follow the rules for lifting heavy objects to prevent back injury. Do not attempt to move heavy objects such as file cabinets. Get help from the maintenance and/or custodial department.
2. Office equipment such as scissors, staplers, and staple removers should be used cautiously and only for the purpose they were designed for.
3. Ensure your work area is well lighted.
4. Open one file drawer at a time and close drawers and doors when not in use. Drawers and doors should not open into a hallway, walkway, etc. Always store heavier items in the lower section.
5. Do not attempt to repair anything you are not qualified to repair, i.e.: electrical equipment, wiring. Report problems to building maintenance.
6. Be careful when plugging or unplugging electrical equipment, i.e.: typewriters, copy machines. Unplug by grasping the plug itself and not the cord. Yanking the cord may cause the wires inside to break.
7. Office machines should be grounded if they are equipped with a ground wire or three pole plug. All equipment should have a grounding connection unless it is double insulated.
8. Electrical cords and plugs should be in good repair. Check for loose plugs, worn insulation and defective outlets.
9. Electrical extension cords should be the three wire grounded type. They should be arranged so as not to cross walkways.
10. Wall outlets should not be overloaded by connecting additional appliances with adapters or extension cords.

SUPPLIES AND STORAGE

1. Supplies should be stored and maintained in an orderly condition. Heavier items should be stored on lower shelves and lighter items or less frequently used items on higher shelves.
2. The tops of filing cabinets or bookcases should not be used to store materials and supplies.
3. Flammable liquids should be kept to a minimum and stored in approved metal containers.

GENERAL CLASSROOM AND OFFICE SAFETY

1. Set an example for students and other employees by maintaining a safe environment and by following all safety guidelines.
2. Periodically inspect classroom and offices for hazardous conditions that may exist, then report and/or remedy the hazard.
3. Holding safety classes on a regular basis with the students will enable you to keep safety foremost in everybody's mind. Take the time to instruct students how to complete their tasks in a safe manner.

4. Enforce safety rules on a regular basis for all students. Any student who violates safety rules should be reminded of proper safety procedures.
5. Students should not be allowed to participate in any activities without supervision.
6. Practical joking or horseplay by students could lead to injuries and this type of activity should be discouraged.
7. Teachers who teach physical education should constantly be alert for possible hazards such as flying balls or equipment not put away properly.

ADDITIONAL SAFETY RULES FOR VOCATIONAL CLASSES

1. Always have personal protective equipment available and do not allow anyone to operate machinery that does not have the proper safety guards in place.
2. Safety rules and procedures for operating equipment should be provided for each user to read and sign indicating they have read and understood the material. If deemed appropriate, require a permission statement from the parents allowing a student to operate hazardous equipment.
3. Welding activities should be supervised at all times and safety procedures such as proper clothing, hoods, and shields should be in place to protect the welder and nearby observers.
4. When welding, "Bic" lighters and all other explosive objects should be removed from pockets of clothing and surrounding areas.
5. Allow ample time for projects to be completed so carelessness will not result from being under a tight time constraint.
6. Using dangerous machinery on a regular basis can lead to carelessness which in turn leads to accidents.
7. Loose clothing should not be worn when working around any machinery.
8. Ensure tools are used for their intended purpose only.

SPECIALIZED EQUIPMENT

1. All moving parts of machines should be properly guarded.
2. The person operating equipment should be trained in its operation and should check instructions prior to using it. Equipment should be used as it was designed to be used.
3. Unplug machines before changing any bulbs.
4. Exercise caution when lowering or raising wall screens and rolled wall charts to avoid injuries in case the equipment should fall.
5. Duplicating machines which use ammonia, methanol, or other toxic liquids should be in a ventilated area. Fans or other mechanical ventilation may be necessary.

SCIENCE CLASS SAFETY

1. Know the location of the fire extinguisher and the first aid kit and how to use each in case of emergency.

2. If a fire should ignite and the correct fire extinguisher is not available, smother with a wet towel. In the event clothing should catch fire, smother with a blanket or coat and be sure to roll on the floor - **DO NOT RUN!!!**
3. When heating, pouring, or mixing chemicals, be sure to wear the proper personal protective equipment such as safety glasses.
4. Contact lenses should **not** be worn when using any type of chemicals.
5. Flammable liquid should not be stored near an open flame or poured into the sink.
6. When diluting acids always pour the acid into the water. **NEVER** pour water into the acid.
7. Appropriate clothing should be worn in accordance with the job, the weather, and the environment. Jewelry, neckties, and loose clothing (including lab coats) should not be worn when working in the laboratory. In addition, long hair should be tied back.
8. All water, gas, and electrical outlets should be turned off and/or unplugged when not in use.
9. During experiments and/or demonstrations, follow safe classroom and laboratory practices.
10. Check all protective equipment and tools regularly to ensure they are maintained in quality condition.

CHEMICALS

1. A physical inventory of each chemical container should be done to ensure there are no defective containers and that each container is properly labeled.
2. Storage and disposal of excess chemical and empty containers must be accomplished in accordance with manufacturer's label instructions, federal and/or state law.
3. Compile and maintain a workplace chemical list that includes required information for each hazardous chemical normally used or stored in the workplace in excess of 55 gallons or 500 pounds, or as determined by the Texas Board of Health for certain highly toxic or dangerous hazardous chemicals. The list shall be readily available to employees and their representatives.
4. Maintain the most current manufacturer's Material Safety Data Sheets (MSDS) for each hazardous chemical; request such sheets from the manufacturer if not already provided; make such sheets readily available to laboratory students and employees or their representatives, on request.
5. Report the purchase of all chemicals including paints to the office so that an MSDS can be obtained.
6. Chemical containers will not be used to store materials of any nature other than the original contents.
7. Adhere to the guidelines stated in the Hazardous Communications Act of 1985.

DUE TO THE UNIQUENESS OF THE COLLEGE, IT IS IMPOSSIBLE TO LIST SPECIFIC SAFETY RULES FOR EACH INDIVIDUAL "HIGH RISK" VOCATIONAL AREA.

CORRECT LIFTING TECHNIQUE

Listed below are the eight basic steps to be followed in any type of lifting procedure:

1. Use your thigh muscles.
2. Keep your spine straight.
3. Divide the weight between both hands.
4. Obtain firm natural footing.
5. Get as close to the object as possible.
6. Bend your knees, then straighten with the weight on legs and thighs.
7. Do not twist with a load, turn your feet.
8. Bring the weight against your body.

Here are some additional rules to reduce the possibility of strains:

1. Get help with heavy loads.
2. Use mechanical handling aids wherever possible.
3. Avoid lifting above waist level or below ankle level.
4. Avoid rapid and jerky movements.
5. Lift with the legs and bend your knees.
6. Keep in good physical condition.
7. Reduce the size and weight of items to be lifted.

FIRE SAFETY

1. Employees should be trained in how to use a portable fire extinguisher.
2. Employees should be familiar with the College's evacuation procedures located in the *Emergency Response Guide*.

MAINTENANCE DEPARTMENT

EMPLOYEE SAFETY

- a. Working on a raised level can be dangerous to the employee, and even more so for the employees below. To help eliminate potential hazards, do not place any tool, equipment, or materials near the edge of any surfaces where they might be easily knocked off.
- b. Exercise caution and wear gloves for additional protection when handling broken glass, jagged wires, and wood or metal products.
- c. Use handrails when using stairways. If your hands are full, use a cart and keep the load light. Do not let the load obstruct your vision when going in hallways or stairways.
- d. Do not try to carry too many tools up and down the stairs. Keep one hand free for the handrail.
- e. Maintain a clean work and storage area. Place equipment back in the designated areas when finished using.
- f. Do not use dirty rags or your hands to rub your eyes.
- g. Open one drawer at a time and close drawers and doors when not in use. Drawers and doors should not open into a hallway, walkway, etc. Always store heavier items in the lower section.
- h. Know the location of the fire extinguisher and the first aid kit and how to use each in case of emergency.
- i. Be familiar with the Texas Hazard Communication Act of 1985 regarding proper handling of chemicals.
- j. Do not use compressed air for cleaning clothes, or to clean or cool any part of the body.
- k. If you are uncertain of the correct and safe way to do a job, ask your supervisor.
- l. When working in underground vaults, manholes or tanks, test the air first before entering an enclosed area. Be sure to “block” the opened covers, always work in pairs, and observe all other safety procedures as outlined by your supervisor.

PERSONAL PROTECTIVE EQUIPMENT

- a. If personal protective equipment is issued for a particular job by the college then it must be utilized as prescribed. Protective equipment is to ensure your well-being and should not be taken lightly.
- b. Contact lenses do not provide eye protection but actually increase the need for eye protection. If working around any liquid or solid substances that can be harmful to the eye, contacts should not be worn. Goggles should be worn when required.
- c. Suitable safety glasses, goggles, or face shields shall be worn when the work may result in hazardous exposure to your eyes. You are required to wear this eye protection.
- d. Some work examples where proper eye protection must be worn include exposure to:
 1. Relatively large flying particles (chipping, grinding, etc.)

2. Dust and small flying particles (woodworking, grinding, using of power tools, etc.)
3. Splashing liquid (transfer of chemicals, etc.)
4. Injurious gases, fumes, and mists (spraying, use of chemicals, etc.)
5. Injurious radiant energy (welding, furnace tending, etc.)

The above includes using air or electrically driven power tools such as weed eaters, grinders, drills, jack hammers, saws, compressed air lines, etc.; and when working in or near, or visiting work areas where eye protection is required.

- e. Eye protection shall be kept in a sanitary and serviceable condition and shall be replaced when it becomes warped, scratched, or pitted.
- f. Safety glasses and goggles shall be provided by the college to those employees working in areas requiring eye protection.
- g. Appropriate clothing should be worn in accordance to the job, the weather, and the environment. For example: jewelry, neckties, gloves that fasten around the wrist, and loose clothing should not be worn when working with tools or machinery.
- h. Safety belts and lifelines must be worn when working on scaffolds, outside windows or the side of buildings if working at levels six (6) feet or more above the ground.
- i. Approved head protection (hard hat) is to be worn whenever working in or visiting areas where there is the probability of striking the head against objects, obstructions, or where you might be struck by falling objects.

WELDING OPERATIONS

- a. Wear clothing (preferably woolen) which will protect all the body from the rays of the arc and from metal sparks.
- b. Wear shoes that extend above the ankle, or spats, and trousers extending below the tops of the shoes. Trousers should not have cuffs.
- c. Hoods must be in place before you strike an arc and at all times while welding. Hardened filter lens goggles should be worn under the hood.
- d. Welder's helpers shall be protected in the same manner when in the immediate work area.
- e. Shields must be in place to protect other employees from the rays of the arc. Supervisors must warn other employees and keep them away.
- f. An appropriate fire extinguisher must be near the welding operation at all times.
- g. Put rod stubs in a container. Do not drop any on the floor where they will be a slipping hazard.
- h. All compressed gas cylinders shall be stored and transported in an upright position and lashed or chained so they cannot topple over.
- i. Valve caps shall be kept on all cylinders when not in use. All compressed gas cylinders shall be shut off at the cylinder valve and not at the regulator. A regulator is not a shutoff valve.
- j. Empty cylinders shall be plainly marked empty, or MT, and the valves shall be closed. The cylinders should be returned to pick-up point and secured at once.
- k. If welding or cutting is required, wear suitable eye and face protection. Use shields to protect passersby whenever necessary. Protect or move flammable materials and be sure a fire watch, with extinguisher, is at hand before starting work in hazardous areas.

- l. Leather welder's work gloves, apron, and sleeves will be worn in all welding operations.
- m. Welder's mittens will be worn when handling hot material that has been welded by electric arc or cut with an oxygen/acetylene, or electric cutting process.

POWER MOWERS, EDGERS, AND TRIMMERS

- a. When operating a power mower:
 - 1. Mow only when there is sufficient daylight.
 - 2. Inspect the lawn ahead of mower and remove stones, branches, etc.
 - 3. Wear safety shoes, never tennis or casual shoes.
 - 4. Keep in step with machine, for perfect control.
 - 5. Do not lift a running mower.
 - 6. Shut off power when going from one level to another.
 - 7. On slopes, be sure of your footing, balance, and control of the unit.
 - 8. Never pull a mower toward you.
 - 9. With riding units, use extreme caution to avoid overturning on steep slopes and when making turns. Do not permit others to ride with you.
 - 10. Watch out for low hanging branches.
- b. Good maintenance is essential. Inspect equipment periodically for loose connections, broken or badly worn parts. Make sure cutting knives or blades are tight, sharp and in good condition.
- c. Disengage clutch before starting, especially on self-propelled units.
- d. Under no circumstances should you refuel a running or hot engine. Do not refuel machines inside a building.
- e. All combustible liquids must be stored in approved and clearly labeled containers.
- f. Eye protection must be worn when edging, sawing, or trimming at all times. Use safety shoes, hearing protection, and/or respirators at your supervisor's request.
- g. Do not leave equipment or machinery unattended; especially do not leave the motor running.
- h. Do not use mowers to trim hedges.
- i. Understand operating instructions completely. Know the controls so you can stop the motor or disengage the clutch quickly in an emergency.
- j. Stand clear when starting motor. Have firm footing and keep hands and feet clear.
- k. Do not operate machines without guards. Replace them immediately when removed to adjust, clean, or grease unit. Keep guards adjusted and in good working condition.

STORAGE SAFETY RULES

- a. Store items in a neat orderly manner. Do not store combustible items near boilers or electrical equipment.
- b. Tables and pallets need to be stored flat and not on their edges.
- c. Compressed gas cylinders are "sleeping giants." If not properly handled and cared for, they can explode or become an uncontrollable jet-like rocket destroying everything in its path.
- d. Gas cylinders, whether empty or full, must be kept in racks or stands, or set in an upright position and properly lashed or chained to prevent their being knocked over. The protective valve cap must be in place unless the cylinder is being used.

- e. Separate oxygen and acetylene cylinders by at least 20 feet. If closer than 20 feet, the cylinders should be separated by a fire-resistant partition at least 5 feet high; having a fire resistance rating of ½ hour.

ELECTRICAL

- a. Ensure electrical equipment, leads, and wiring meet the National Electrical Code Standards by inspecting regularly.
- b. The ground prong is for your protection - do not remove it. If necessary, buy an adapter to convert two-hole outlets to three.
- c. In the event an area is wet, wait until it is dry before using electrical equipment. If there is an emergency situation, guard the area and inform your supervisor.
- d. Do not overload circuits.
- e. Liquids and electricity don't mix. Keep drinks away from switch boxes, wiring ducts, etc.
- f. Remember to work in dry areas when dealing with electricity. This includes changing light bulbs, plugging in machines, etc.
- g. Don't jerk the plug from the socket by the cord.
- h. Do not repair electrical problems unless you are qualified and have permission to do so.
- i. If dealing with electrical equipment for any reason, test the device with the back of your hand. If you are shocked, your muscles contract which could cause your hand to clench the equipment.
- j. Electric cords should be protected from oil. Cords should not be left on the ground or floor where they may be run over by trucks, other equipment, or cause a tripping hazard.
- k. Know the location of fuses and circuit breakers.
- l. Check with the local utility company before digging or working near suspended power lines.
- m. Use "C" Rated extinguisher for electrical fires. Never use water.

CUSTODIAL DEPARTMENT

EMPLOYEE SAFETY

- a. Maintain a clean work and storage area. Place equipment back in the designated areas when finished using.
- b. Empty wastebaskets by turning them upside down. Broken glass or other sharp materials can cut your hands if you reach into the basket.
- c. The load should not obstruct your vision when going in hallways or stairways. (Do not try to carry too many cleaning tools up and down the stairs. Keep one hand for the handrail.)
- d. Exercise caution and wear gloves for additional protection when handling broken glass,

- jagged wires, and wood or metal products.
- e. Wear gloves to protect your hands when moving furniture or other sharp materials.
 - f. Do not use dirty rags or your hands to rub your eyes.
 - g. Know the location of fire extinguishers and first aid kits, and know how to use each in case of emergency.
 - h. Use only the cleaning chemicals pre-approved by your supervisor.
 - i. When mixing or using cleaners, keep your hands out of the mixture or wear rubber gloves. Always read warning/caution label before using or mixing cleaners. Never mix bleach with products containing ammonia.
 - j. When using chemical solvents for cleaning purposes, keep face approximately two feet away from surface area being cleaned.
 - k. Be familiar with the Texas Hazard Communication Act of 1985 regarding proper handling of chemicals.
 - l. Use the proper personal protective equipment as required to complete each job safely.
 - m. If you are uncertain of the correct and safe way to do a job, ask your supervisor.

FLOOR SAFETY RULES

- a. Wear proper footwear when mopping or sweeping the floors. If mopping a hallway, only do one-half at a time, wait for that side to dry, then do the other half. If mopping a room, don't mop yourself in a corner. When moving backward while mopping, be aware of possible hazards. Put out caution signs indicating the floor is wet.
- b. Check wooden handles of mops, brooms, or any other tool for possible splinters before using.
- c. Do not mix chemicals unless you are authorized to do so.
- d. When working with chemicals, always wear rubber gloves.
- e. When diluting chemicals fill the bucket with water first and then pour the correct amount in a designated measuring container. Submerge the entire container instead of pouring the chemical into the water. This will help alleviate unnecessary splashing.
- f. Use Underwriters Laboratory approved non-slip waxes. Proper application of floor wax is a critical aspect of containing slip/fall accidents due to slick floors.
- g. Be sure to clean under floor mats and periodically clean the back of the mat. If the mat is too heavy to move, obtain assistance.
- h. Maintain floors free of any slick materials that may inadvertently cause a person to slip and fall.
- i. A chemical or acid spill can be cleaned up only after the chemical has been neutralized. If it is a dangerous material, clearly mark the area and leave the spill until the material can be identified.

STORAGE SAFETY RULES

- a. Store items in a neat orderly manner. Do not store combustible items near boilers or electrical equipment.
- b. Tables and pallets need to be stored flat and not on their edges.
- c. Compressed gas cylinders are "sleeping giants." If not properly handled and cared for,

they can explode or become an uncontrollable jet-like rocket destroying everything in its path.

- d. Separate oxygen and acetylene cylinders by at least 20 feet. If closer than 20 feet, the cylinders should be separated by a fire-resistant partition at least 5 feet high; having a fire resistance rating of ½ hour.

ELECTRICAL

- a. Ensure electrical equipment, leads, and wiring meet the National Electrical code standards by inspecting regularly.
- b. Do not use defective electrical equipment, especially if the wires are exposed.
- c. The ground prong is for your protection - do not remove it. If necessary, buy an adapter to convert two-hole outlet to three.
- d. In the event an area is wet, wait until it is dry before using electrical equipment. If there is an emergency situation, guard the area and inform your supervisor.
- e. Do not overload circuits.
- f. Do not jerk the plug from the socket by the cord.
- g. Do not repair electrical problems unless you are qualified and have permission to do so.
- h. Remember to work in dry areas when dealing with electricity. This includes changing light bulbs, plugging in machines, etc.
- i. Liquids and electricity do not mix. Keep drinks away from switch boxes, wiring ducts, etc.
- j. If dealing with electrical equipment for any reason, test the device with the back of your hand. If you are shocked, your muscles contract which could cause your hand to clench the equipment.
- k. Electric cords should be protected from oil. Cords should not be left on the ground or floor where they may be run over by trucks, other equipment, or cause a tripping hazard.
- l. Do not pull equipment around by the electrical cord. It is not a tow rope and pulling may cause breakage of the internal wiring.

EQUIPMENT SAFETY RULES

- a. Do not move heavy equipment around without assistance. If needed, use dollies to move the equipment.
- b. Tools, equipment and other materials should be stored in a designated place out of the pathway and where they can be easily located.
- c. Lifting buckets can be difficult. To help reduce the repetitiveness of this task, attach a rubber hose to the sink faucet to fill the buckets.
- d. Extension handles on dust mops and brooms enable you to reach high places normally out of reach.
- e. All machinery should be in the off position and/or unplugged before cleaning or repairing.
- f. Be sure all guards are in place and the area is clear before starting any equipment.
- g. Be sure the buffing machines are in the “off” position before plugging into socket. Then hold the buffer with two hands when starting.

- h. Only one person at a time should ride on a tractor, lawn mower, forklift, etc.

DRIVER/VEHICLE MAINTENANCE DEPARTMENT

DRIVING SAFETY RULES

- a. If experiencing fatigue, illness, or emotional problems, do not drive. Contact your supervisor should these conditions arise while driving.
- b. Keep all route plans flexible. Unexpected hazards may arise, so that it may be necessary to go an alternative way.
- c. Above all else, drive defensively and always be prepared to avoid the unpredictable actions of other unsafe drivers.
- d. Know and obey all traffic laws and signs. If you are unsure or do not understand any law, ask your supervisor.
- e. Legal speed limits should be observed at all times unless traffic or weather conditions dictate slower speeds.
- f. Drivers should always maintain a safe distance from vehicles in front of them. Safe distances are determined by the two-second rule defined by the Public Safety Department.
- g. Do not change lanes unless necessary. Passing slower moving vehicles can be extremely dangerous and extra caution should be taken especially if there are curves and/or hills. These types of roads generally prohibit lane changing and passing by the use of a solid line.
- h. Always yield right of way.
- i. Do not allow distractions to interfere with your driving performance.
- j. While fueling do not smoke. If siphoning motor fuels, never use your mouth.
- k. Tools and equipment carried by the vehicle should always be secured.
- l. Abusing any college vehicle is not allowed. If you are in a vehicle where the driver is not following safe driving procedures, contact your supervisor upon reaching your destination.
- m. Do not plan routes and schedules at the last minute. Take the time to determine which is the safest route.
- n. Inspect your vehicle daily in accordance with the college's vehicle checklist condition report, especially if a defect exists.
- o. Seat belts are mandatory.
- p. Report all vehicle accidents immediately to your supervisor. As soon as possible, prepare the accident form and follow the procedures for a vehicle accident as outlined in the transportation department manual.
- q. Do not jump start any vehicle without proper safety instructions and/or authorization, and never pour gasoline into a carburetor while the engine is turning over.

VEHICLE MAINTENANCE AND REPAIRS

- a. Good housekeeping is essential in the repair shop. Parts, tools, and similar objects on the floor are hazards and make the work more difficult.
- b. Keep work benches neat and orderly, with tools and materials well back from the edge of the bench so that they cannot fall or be knocked off.
- c. Always, except for minor repairs, place chocks under the front and back wheels before starting work.
- d. Do not work on a hot engine. Give it time to cool.
- e. Do not allow unauthorized personnel in the garage.
- f. Wear the respirators provided when spray painting.
- g. Be sure all machinery is turned off and the proper guards are in place before cleaning or repairing.
- h. When restarting any machinery, be sure everyone is clear and the guards are in place.
- i. Know how and where to place jack stands under vehicles.
- j. Safety goggles must be worn when using grinders, welding, or working on a vehicle above your head.
- k. If oil, water, or grease is spilled, clean it up immediately.
- l. Make certain you know where the correct fire extinguisher is in case of fire and keep the fire extinguisher storage area clear of obstructions.
- m. Remember to keep work areas free of hazards such as tools or spills, especially in the middle of pathways.
- n. Use the right tools and equipment for the job.
- o. Always turn oxygen/acetylene cylinders off at main valve when not in use.
- p. Always keep oxygen/acetylene cylinders chained and secured (full or empty).
- q. Never store oxygen cylinders next to oil or oily surfaces.
- r. Inspect power cords on a regular basis and repair or replace as needed.
- s. Inspect all lifts, hoists, and cranes prior to lifting.
- t. Before starting any engine be sure there is enough ventilation to dissipate the fumes.
- u. Flammable liquids should all be stored in approved fire proof cabinets and dirty rags should be placed in approved metal containers.
- v. Do not use dirty rags or your hands to rub your eyes.
- w. If a spill occurs, be sure to use the proper and approved cleaning solutions for combustible products.
- x. Appropriate clothing should be worn when working around any machinery. Avoid wearing any jewelry, neckties, and loose clothing. Be sure to keep hands, head, and clothing away from moving parts.
- y. Do not use any defective tools and/or machinery that do not work properly. Report these problems to your supervisor immediately.

GASOLINE HAZARDS

- a. Gasoline is intended for use as a motor fuel only and should never be used for cleaning clothes or equipment, either by itself or mixed with other liquids. Use the safety solvents provided. Gasoline should never be used for washing the hands or any other part of the body. If it is spilled on your clothes, they should be changed immediately.

- b. Never transfer gasoline in an open container. Use a safety can.
- c. Never try to siphon gasoline with a hose or tube.
- d. The engine should be shut off and no one should smoke in the vicinity while a tank is being filled.

AUTOMOTIVE GARAGE SAFETY

- a. When working around motors or other machinery, keep outer garments buttoned or otherwise fastened. Do not keep wiping rags in pockets. Loose or torn sleeves or cuffs are hazardous.
- b. Be observant for broken glass, sharp edges of metal, etc., which may cause injuries.
- c. Smoking is prohibited in the garage and in the area of the outside gasoline pumps.
- d. Be constantly on the alert to avoid accidental contact with moving vehicles in and around premises.
- e. Do not block access to fire hoses or extinguisher. Report promptly any damage or missing fire fighting equipment.
- f. Before starting to work under a raised vehicle hood, make sure that it is properly supported.
- g. Remove greasy or oily substances from your hands before attempting to lift anything.
- h. When carrying long pieces of equipment, such as muffler pipes or ladders, watch the ends. When possible use two employees, one at each end.
- i. While batteries are being charged, highly flammable hydrogen gas is generated. This work should be done in a well-ventilated area and care should be taken not to let any metal tool come in contact with the battery terminals and produce a spark. Be sure that the cap vent areas are open to prevent pressure from building up in the battery.
- j. Air tanks should be drained frequently to remove water and condensate. Relief valves should be tested periodically to make sure that they do not stick.
- k. Never use compressed air to clean clothes or to clean or cool any part of the body.
- l. Do not repair, clean, or adjust machinery while it is in motion. It is safe to do this work only when the power is locked off.
- m. Jumping from an elevation such as a table, bench, or platform is likely to result in serious injury. ***Don't do it.***
- n. Work clear of suspended loads. If a load is moved above where you are working, stand aside until it has passed by.
- o. Be sure that the area adjacent to overhead garage doors is clear before opening or closing them, especially if doors are power operated.
- p. Obey warning tags and signs. They are posted to protect you.

LOADING DOCK - MATERIALS HANDLING

- 1. Before loading and unloading a truck, set the brakes.

2. Do not move trucks until all persons are properly seated or protected should the load shift during transit.
3. Do not hot rod fork-lifts, pallet jacks, or other materials handling equipment.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of emergency eye wash stations when handling batteries to be charged.
6. Post "NO SMOKING" signs in battery charging areas.
7. Keep vent caps off batteries to prevent build-up of gases.
8. Cover vent openings with a cloth.
9. Always pour acid into water, not water into acid.
10. Treat acid burns with baking soda and water. Treat alkaline burns (alkaline batteries) with vinegar and water. Only trained and authorized persons shall operate the trucks and fork-lifts.
11. Lower the forks to the ground when the truck is unattended, i.e., the operator is more than 25 feet away.
12. Always travel with a load lowered.
13. Check the trucks daily or after each shift.
14. Travel backward if the view to the front is obstructed by the load.
15. When entering trailers or railroad cars with a lift, provisions must be made to chock the wheels.
16. Portable dock boards must be secured into position.
17. Do not overload hoists, lifts, etc.
18. Keep out from under all loads.
19. Do not jump off docks, pickup trucks, railroad cars, or other elevated areas.
20. Keep aisles unobstructed.
21. Stow pallets flat.

PORTABLE LADDER SAFETY RULES

1. Completely inspect periodically and before each use all hardware and fittings, especially if the ladder has been tipped over, or in a fire, or has had other abuse.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders, but report them immediately to your supervisor and get another ladder.
4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not overload a ladder.
5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
6. If your shoes are muddy or otherwise slippery, clean them before you climb.
7. Do not raise a ladder from the bed of a truck to the roof. Set the ladder base firmly on the ground. Ladders must not be placed on boxes, barrels, wheelbarrows, or other unstable bases.
8. Do not climb a ladder if you are ill or afraid of heights.
9. Do not paint wooden ladders, as this hides possible cracks. Use linseed oil.
10. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.

11. Do not use a ladder which has been tagged “Dangerous - Do Not Use.”
12. Do not set up a ladder behind an unlocked door, doorway, or without someone standing guard.

STRAIGHT EXTENSION LADDERS (portable not self supporting)

1. Never stand on the top three rungs.
2. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both side rails or to a proper sized single support attachment and by choosing a ladder equipped with nonslip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the floor. Only when the top is secured should someone work from the ladder alone. When ladders with no safety shoes are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
3. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
4. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
5. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
6. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
7. Do not climb ladders when wearing high heels, sandals, or thongs.
8. Position straight ladders so that the base of the ladder is a distance equal to one-fourth the vertical height away from the wall. This is approximately equal to a 75-1/2 degree pitch. If the ladder base is too close, it can tip backward. If it is too far away, the ladder may break.
9. Ladders must be 3-1/2 feet taller than the building top.

STEPLADDERS

1. Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
2. Be sure that the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
3. The bracing on the back legs of stepladders is designed for stability and not for climbing.
4. Always have someone hold your stepladder if you are climbing higher than four feet.

HAND TOOLS

1. Keep all cutting tools sharp. A sharp tool will cut into the material as it should, but a dull tool requires excessive pressure and may slide over the work and out of control. Cut away from yourself.
2. Know the name of each tool and its capacity for doing work.
3. Learn to select and use the proper tool in the proper way. It is safer and the job can be done faster and better.
4. Examine tools before using them. Report faulty tools immediately.
5. Do not use tools with excessively mushroomed heads. Hitting such tools with a hammer may cause a piece of steel to break off and fly like a bullet.
6. Never use a hammer with a loose or split handle or chipped face. Keep hammer face well dressed at all times to reduce the hazard of nails flying.
7. Never pound on hardened metal or tools with a hard-faced hammer. Do not use a carpenter's or claw hammer to strike heavier objects such as cold chisels due to balance and depth of the face design.
8. Beware of all eye hazards. If coping saw blades, drills, or other articles made of steel are bent or twisted, they may snap and send off flying particles.
9. File standard screwdriver tips to fit the screw as dull, rounded tips will slip out easily.
10. Do not hold the part you are working on in your hands when using a screwdriver.
11. Never use a file without a handle. Never use a file as a pry bar.
12. Keep the fingers away from the handsaw blade when sawing (except when starting the cut.)
The saw may jump out of the kerf and skid into the hand.
13. When using a wrench, place it on the nut so that it is pulled onto the nut, rather than off when force is applied.
14. Never put sharp-edged tools into your pockets.
15. Place tools in a safe position when they are not in use.
16. Use only the tools that are needed to do the job.

PORTABLE POWER TOOLS

All portable power tools should be electrically grounded when they are in use. On some machines this is done by the use of a three-wire cord and plug which fits a three-hole receptacle. The receptacle is grounded to the circuit ground. On others there is a three-wire cord with a small tail which should be screwed to the junction box, thus grounding it to the conduit.

Electrical accidents are not frequent but are usually fatal if they happen. **USE THE GROUNDS PROVIDED ON YOUR MACHINES.** Do not cut ground prongs off plugs. (See Electrical Safety Rules.)

ELECTRIC HAND DRILLS

1. Use only sharp, straight bits of the size intended for the machine. Unplug before inserting or changing bit.
2. Never try to use a square tang auger bit in this tool.
3. Auger bits for use in this tool must have the lead screw filed smooth and the square tang cut off.

4. Keep eyes away from fan vents, or better still, wear an eye shield or goggles to keep dust from being blown into the eyes.
5. Lay the coasting drill down with the bit pointing away from the operator.
6. Do not drill through cloth with this tool.
7. Severe injury may result if a live or coasting bit gets hold of a trouser leg of the operator.
8. When using attachments, follow the instructions.
9. Do not try to hold small pieces of material with the fingers.
10. Always use the screwdriver attachment in such a way that it cannot injure the operator if it slips off the work.

PORTABLE BELT SANDERS

1. Always hold the handle of the sander when plugging it into the electrical circuit. This is good insurance against possible damage by starting and running off the bench.
2. Never set a coasting machine down on the bench.
3. The supervisor should inspect the tracking of the belt whenever a new belt is put on.
4. Wear eye protection when using the portable belt sander. The fan vents may blow dust into the eyes.
5. Keep both hands on the handles provided on the belt sander. Severe injury can result from feeling the work ahead of a belt sander. It may catch a hand and run over it.
6. Arrange the electric cord so that it cannot be caught by the belt. The drive wheel on some machines is spaced so that the cord may be drawn in between the wheel and the housing. This usually cuts the cord with all the danger of electric shock and short circuits.

POWER HAND SAWS

1. Wear eye protection when using this tool.
2. Be sure the fence or pilot is securely locked.
3. Feed the machine so that the leading edge of the knife is biting in as the router is pushed along.
4. Keep both hands on the handles when using this machine.
5. Lay the machine down with the cutter pointing away, and beware of the coasting machine.

AIR COMPRESSORS

Air compressors must have their flywheels and drive pulleys fully enclosed.

COMPRESSED AIR

Beware of compressed air; it can be dangerous. Alternate methods of cleaning surfaces should be

sought. Compressed air should never be used to blow debris from a person. Compressed air may be used if no alternate method of cleaning surfaces is acceptable. The downstream pressure of compressed air must remain at a pressure level below 30 PSI whenever the nozzle is dead-ended and then only when effective chip guarding and personal protective equipment are used.

LAUNDRY

1. Check the operation of the door safety interlocks for proper operation.
2. Do not defeat the door safety interlocks.
3. Report defects, excessive chatter or vibration, etc.

FOOD SERVICE

ALL FOOD SERVICES FOR KILGORE COLLEGE ARE FURNISHED BY CONTRACTED OUTSIDE SUPPLIERS.

These suppliers monitor their employees to assure that all safety and sanitary procedures are followed. However, it is the responsibility of our staff, faculty, and students to report to the PHYSICAL PLANT (983-8258, 983-8259), any misconduct on the part of the supplier, i.e., mishandling food, defective or broken equipment, unsanitary eating area, or cafeteria workers not practicing personal hygiene.

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