

*Employee
Services*



DEDICATED TO EXCELLENCE
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Employee Safety Manual for Pensacola Christian College and Related Ministries

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

Effective Date: August 10, 2024

Revision Number: 6

Psalm 4:8

I will both lay me down in peace, and sleep: for thou, LORD, only makest me dwell in safety.



Pensacola Christian College recognizes that the success of our ministry is due to God's blessing and the hard work of our employees. Employees will be safeguarded as indispensable components of the ministry through training, appropriate work surroundings, and safety procedures. All work conducted by employees of Pensacola Christian College and its related ministries will align with this policy's intent. No duty, no matter its perceived benefit, will be deemed more important than employee health and safety. We are firmly committed to the safety of all employees and will do everything possible to prevent workplace incidents. Pensacola Christian College will make every reasonable effort to provide a safe and healthful workplace free from any recognized or known hazards.

We recognize that our employees are critical to their family's well-being and the ministry's success.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All incidents (no matter how slight) are to be reported to the supervisor on duty.

A key factor in implementing this policy is the strict compliance with applicable federal, state, local, and ministry policies and procedures. Failure to comply with these policies may result in disciplinary action.

Pensacola Christian College subscribes to these principles:

1. Most incidents are preventable through the implementation of effective safety policies and procedures.
2. Safety policies and procedures are a major part of our work every day.
3. Incident Prevention is good business. It minimizes suffering, promotes better working conditions, increases productivity, and keeps Pensacola Christian College held in higher regard by students, staff, and faculty.
4. The President is responsible for providing the safest possible workplace for employees. Consequently, the President is committed to allocating and providing resources needed to promote and effectively implement safety policy.
5. Employees are responsible to follow safe work practices and company rules, and to prevent incidents and injuries. The Safety Director will establish lines of communication regarding safety and health to solicit and receive comments, information, suggestions, and assistance from employees.
6. Area management will set the example with positive attitudes and strong commitment to safety and health in the workplace. To ensure program objectives are achieved, the action of management in the following areas will be monitored by the Safety Director: safety performance, work environment, and working conditions.
7. Our safety Program applies to all employees of Pensacola Christian College and its affiliates. Everyone must be involved and committed to safety. Together we can prevent incidents and injuries and keep each other safe and healthy.

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1.0 General Safety Responsibilities & Management

Purpose

The safety of every employee, student, and visitor is paramount at PCC. Our desire is to eliminate or reduce conditions and behaviors that could result in injuries or illnesses. Both management and employees must be committed to the principle that such a safety culture will help maintain employee health, increase productivity, minimize lost work time, and reduce costs.

It is the policy of PCC and its Affiliates to comply with all applicable health, safety, and environmental protection laws, regulations, and requirements. To meet this standard of excellence, the ministry has implemented initiatives and best practices to systematically integrate health, safety, and environmental considerations into all activities. This policy provides a framework of compliance with applicable federal, state, and local regulations and ministry policies, programs, and procedures.

Administrative responsibility and safety responsibility go hand in hand. Effective environmental, safety, and health performance can result only if all persons, from the president of the college down to the individual worker, are responsible and accountable for safety conditions. To ensure a management structure which fosters the culture of safety, the following responsibilities are assigned.

1.1 Management

- A. Management's primary responsibility to their employees is to provide the proper environment for the employees to perform job functions safely.
- B. Management must ensure that all employees are familiar with and understand the general safety principles as well as the specific safety policies unique to their department and the job being performed.
- C. Before beginning a new assignment, a special work detail, or a known high-risk assignment, management should identify and verbalize any applicable safety policies and procedures. Utilizing a hierarchy of controls, management should first seek to eliminate the hazard. If elimination of the hazard is not feasible, risk reduction is accomplished by implementing safe working practices, including the use of personal protective equipment. If there are still questions on how to proceed safely, management should bring the issues to the Director of Campus Safety before the work begins.
 1. **MANAGEMENT SHOULD NEVER REQUIRE** an employee to perform work that is unsafe or likely to cause injury to themselves or others.

1.2 Employees

- A. The employees' primary responsibility is to perform job functions safely and prevent injury to themselves and others.
- B. As a condition of employment, employees **MUST** become familiar with, observe, and obey Pensacola Christian College's established workplace safety code and procedures for



health, safety, and injury prevention. Employees **MUST** also learn the safe practices and procedures for their specific work area.

- C. **Before beginning a new assignment, a special work detail, or a known high-risk assignment, an employee should review applicable safety code and procedures found in this manual as well as any departmental safety manual and procedures.** If there are still questions about how to proceed safely, the employee must discuss the situation with the supervisor. If the employee still has questions or concerns, contact the Director of Campus Safety.
 - 1. ***NO EMPLOYEE IS EVER REQUIRED*** to perform work that is unsafe or likely to cause injury to themselves or others.

1.3 Students

- A. Students shall follow all safety instructions in the use of facilities, equipment, and hazardous materials.
- B. All injuries, safety incidents, hazardous work conditions, and “near misses” shall be recorded on the Safety Incident Report form and a copy forwarded to the Safety Office.
- C. **Before beginning a new assignment, a special work detail, or a known high-risk assignment, students should review applicable safety code and procedures found in this manual as well as any departmental safety manual and procedures.** If there are still questions about how to proceed safely, the student must discuss the situation with the supervisor or instructor. If the student still has questions or concerns, contact the Director of Campus Safety.
 - 1. ***NO STUDENT SHOULD EVER BE REQUIRED*** to perform work that is unsafe or likely to cause injury to themselves or others.

1.4 Reporting Incidents & Safety Incident Reports

- A. Incident Reporting
 - 1. All incidents must be reported. This includes incidents known as “near misses” where there is no injury or property damage. Reporting all incidents assists the ministry in striving to create the safest work environment possible. Safety Incident Reports can be obtained from the area supervisor or director as well as Employee Services or Eagles Nest and should be sent to the Safety Office **within 24 hours** of the incident via email (SafetyOffice@pcci.edu) or fax (850-479-6582).
- B. Incident Reports
 - 1. Employee/Student Section
 - i. The Employee Section should be filled out with the details of who was involved, what happened, how it happened, where and when it happened, and what (if anything) could have been done to prevent the incident from happening. Facts need to be given so that proper decisions can be made on how to prevent future similar incidents from happening.
 - 2. Supervisor/Faculty Section

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- i. The Supervisor Section should be filled out by the area supervisor who directly oversees the employee(s) involved in the incident. If the direct supervisor is not available, it should be filled out by the area manager or director. The questions the supervisor must consider are the following:
 - a. Was the incident caused by an unsafe act?
 - b. Was the incident caused by unsafe conditions?
 - c. Did the employee fail to use safety equipment?
 - ii. If it is determined that the answer to any of the questions is “yes,” it should also be stated what unsafe act or unsafe condition caused the incident or what safety equipment should have been used.
 - iii. If the employee is found to have violated PCC safety policy, the employee should receive a “safety violation” via an employee problem report.
 - a. Safety violations issued with an employee problem report will be kept in the employee’s personnel file with Employee Services.
 3. Once the Safety Incident Report is received, it will be reviewed by the Safety Office and submitted to the Safety Committee for review.

1.5 Safety Office

- A. The Director of Campus Safety is responsible for implementation and compliance of the safety code and procedures of Pensacola Christian College and has the authority to stop any job due to unsafe conditions or failure to follow the safety code and procedures. The Safety Coordinator assists in implementation and compliance and coordinates the activities of the Safety Committee.
- B. The Director of Campus Safety and the Safety Coordinator are responsible for the following:
 1. Identify and recognize employees observed doing the right thing.
 2. Answer questions and approve or recommend necessary expenditures to correct unsafe conditions.
 3. Delegate safety training and testing to area supervisors.
 4. Review training results to be sure they are satisfactory and ensure that departments maintain appropriate records of training and testing.
 5. Review disciplinary actions with supervisors before employees are disciplined for safety-related matters.
 6. Perform safety inspections and review reports and unsafe conditions reported by others. Make corrections as required to maintain a safe workplace and verify that the necessary changes have been made.
 7. Ensure safety awareness by conducting regular safety meetings with employees to promote compliance with ministry and department safety policies and procedures.
 8. Assist departments in investigating incidents and completing incident report forms.
 9. Review reports of reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.

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10. Ensure that specific programs such as hazard communication, protection from bloodborne pathogens, and forklift safety/operator certification are implemented and followed consistently.
 11. Chair the Safety Committee and forward policy recommendations to the President.

1.6 Safety Committee

- A. A Safety Committee has been established for Pensacola Christian College's operations. Its primary function is to promote safety awareness throughout the workplace by reviewing every employee incident and recommending policy or procedural changes. The Safety Committee consists of the following members:
 1. Director of Campus Safety
 2. Safety Coordinator
 3. Maintenance Director
 4. Environmental Services Director
 5. Auxiliary Services Director
 6. Distribution Center Manager
 7. Print Shop Manager
 8. Grounds Director
 9. Transportation Services Director
 10. Appointed Faculty Members
- B. The Safety Committee meets monthly and as needed for specific incidents. The meeting will be chaired by the Director of Campus Safety or his designee. The Safety Committee will follow a standard agenda, and the Safety Coordinator will maintain documentation of the meetings.
- C. The Safety Committee has the following functions:
 1. Review and update safety rules and procedures.
 2. Review incidents and "near miss" incidents reported since the last meeting and suggest ways to prevent future occurrences.
 - i. The incident review includes determining fault, whether a safety violation should be issued, and what action should be taken to correct the incident.
 - a. Fault will be assigned based on the facts given regarding the incident. Fault may include one or a combination of the following:
 1. Employee
 2. Institution
 3. Other Employee
 4. No Fault
 5. No Incident (the incident is recorded but the cause was not work related)
 - b. Safety violations are considered by the Safety Committee when an employee has violated specific part(s) of the Ministry Safety Code. Safety violations approved by the Committee will be forwarded to the department head of the employee as well as to Employee Services for the employee's personnel file.
 - c. Actions taken considered by the Safety Committee are steps recommended to the department head as possible ways to mitigate or remediate a safety issue. Action taken may include any the following:
 1. No Action
 2. Retraining of Employee(s)

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3. Modification/Repair of item or devices that caused injury or damage
 4. Loss of Privilege
 5. Monetary Damages
 - i. Employees found at fault may be held financially responsible for a portion of the damage to company property and vehicles. These monetary damages will never exceed \$500 and are applied according to the standards of the Fair Labor Standards Act.
 3. Convey, review, and comment on safety suggestions submitted by employees.
 - i. Suggestions may be submitted to suggestions@pcci.edu.
 4. Recommend policy changes directly to the president.
 5. Review safety impacts of equipment, facility changes, and multishift operations.

1.7 OSHA Record Keeping

- A. OSHA records must be maintained for 5 years prior to the current year and must be available for inspection. The following OSHA recordkeeping forms are kept in the Safety Office.
 1. OSHA 300: “Log of work-related injuries and illnesses.” This log is used to record every work-related death and most work-related injuries or illnesses that involve loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
 2. OSHA 300A: “Summary of work-related injury and illnesses.” Summarizes the statistical data gathered with the OSHA 300 form. This form is posted in the Safety Office from February 1–April 30 of the year following the year covered by the form.
 3. OSHA 301: “Injury and illness incident report” (First report of injury). This form is completed when a recordable work-related injury or illness has occurred. It is used to provide detailed information on injuries and illnesses, how they occurred, etc. This form is the basis for the information filled out on the OSHA 300 form.



1.8 Enforcement and Response to Safety Policies

The primary responsibility for the health and safety of the workplace belongs to each employee. However, employees functioning in a supervisory role have a heightened responsibility to ensure that safe conditions, practices, and training are provided and followed within their areas of control. Employees and students shall cooperate fully with all aspects of the Safety Office policies and programs. Failure to comply with established safety policies, programs, and procedures can lead to disciplinary action.

1.9 Applicable Regulations

- A. Occupational Safety and Health Administration (OSHA)
- B. Environmental Protection Agency (EPA)
- C. Florida Department of Environmental Protection (FDEP)
- D. National Fire Protection Agency (NFPA)
- E. Florida Department of Health (FDH)
- F. Department of Transportation (DOT)
- G. Department of Labor (DOL)



2.0 Employee General Safety

Purpose

The responsibilities below are general safety policies for all employees and students. They are in place for a safe working environment.

Definitions

Personal Protective Equipment (PPE)

- Equipment worn to minimize exposure to serious workplace injuries and illnesses.

2.1 Conduct

- A. Horseplay, practical jokes, etc., are forbidden. Conduct that places an employee or others at risk, or which threatens or intimidates others, is forbidden.

2.2 Drugs and Alcohol

- A. Use and/or possession of illegal drugs or alcohol on company property or on company time is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

2.3 Housekeeping – Walking & Working Surfaces

- A. Work areas must remain clean and safe at all times. Dispose of trash and waste in approved containers, wipe up any drips/spills immediately, and put equipment and tools away as you are finished with them. The following areas must remain clear of obstruction at all times:
 1. Aisles/exits
 - i. Items should not be stored in stairwells or near emergency exits.
 - ii. Items or furniture should not protrude into aisleways.
 2. Fire extinguishers and emergency equipment
 3. All electrical breakers, controls, and switches
 - i. A minimum of three feet clearance should be given.
 4. Eye wash/safety showers
 - i. Must be tested monthly for proper water flow and to flush stale water.

2.4 Fire Prevention

- A. Smoking is not allowed on campus.
- B. Candles and open flames are not allowed.
- C. Employees performing hot work such as welding, grinding, flame cutting, brazing, soldering, etc., should contact the Maintenance Director for approval before starting work (see Section 6.2).

- D. Only space heaters provided by the ministry are approved for use within facilities. Employees approved to use space heaters are responsible for turning the heater off when leaving their desk for lunch and at the end of the day.
- E. No flammable chemicals are allowed inside buildings. If there is a work-related need to use a flammable chemical, contact the Safety Office for approval.
- F. Exit doors, aisles, and the areas around electrical panels and fire extinguishers must remain clear and unobstructed at all times.

2.5 Office and Work Area Safety

- A. File drawers should not be left open; multiple file drawers should not be opened at once.
- B. Heavy or bulky objects should not be stacked on top of cabinets.
- C. Frequently used objects should not be stored above shoulder height or below knee height.
- D. Office machinery should be turned off and unplugged before servicing the equipment.
- E. Work areas should be kept free of tripping hazards such as items stored in walkways, cords stretched across aisles, and damaged floor coverings.
- F. Step stools and step ladders should be inspected before use. Stationary objects should be kept in front of you to provide stability when using a step stool or step ladder.
- G. Defective or broken equipment should never be used.

2.6 Personal Protective Equipment (PPE)

- A. PPE should be inspected before each use. NEVER use damaged PPE. Employees are required to maintain and keep PPE clean. Most PPE is provided by the employer; however, prescription safety glasses and protective footwear are purchased by the employee.
 - 1. ANSI-approved safety glasses must be worn when in designated areas, when engaged in specific tasks identified in the department's safety policies, and when performing tasks with the possibility of eye injury. Safety glasses must be worn when operating any type of mechanical or manual cutting device, when working overhead, and when someone else is working above the employee.
 - 2. Shoes must be worn and be appropriate for the job. Departments determine when closed-toed or closed-heeled shoes are necessary (consult the area supervisor).
 - 3. Safety shoes or boots that meet the ANSI standard for protective footwear must be worn when required by the job or work area.
 - 4. Hard hats must be worn when in designated construction areas, when engaged in work aloft, when someone else is working above the employee, and when engaged in other tasks that may result in head injury as identified in the department's specific safety policies.
 - 5. Work gloves must be worn when handling sharp or rough stock, welding, or performing other jobs which could cause hand injuries. Synthetic gloves must be worn when handling chemicals. FDA-approved cutting gloves must be worn in kitchen areas when cutting.

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6. Appropriate filter lens, welding helmet, gloves, and long sleeves are required when welding (see Section 6.3).
 7. Respirators may only be worn by employees trained and authorized to use them and when required by the task being performed (see Section 7.3).
 8. Hearing protection is required in areas where noise exposure is more than 90dB or 85dB. Even if an employee has already experienced hearing loss, hearing protection should be used.
 9. Hi-Visibility clothing is required when working on or near public roadways.

2.7 Lifting

- A. If assistance is needed, ask for help.
- B. Lift using leg muscles, not the back. Squat close to the object, preserve the curve in the back, spread feet, lift with legs, and keep the object close to the body.
- C. When turning while holding an object, move the feet; do not twist.
- D. Weight belts are not required in any area but are available for use in some areas (consult with the area supervisor). Weight belts should only be worn when lifting.

2.8 Training

Training will be specific to the functions that are expected to be performed, and documentation of training will be retained in the work area. As equipment is added to responsibility, additional training will be required. Retraining will occur when an employee fails to perform a function properly and that results in personal injury or property damage. Annual training may be required in some areas due to the risks associated with a job function.



3.0 Bloodborne Pathogens

Purpose

The biohazardous policy is intended to eliminate or minimize employee exposure to bloodborne pathogens. This overview is not intended to be a comprehensive policy; more detailed policies can be found at the department level for departments that may encounter bloodborne pathogens as part of their responsibilities.

Definitions

Biohazardous Pathogens

- Microorganisms that can cause disease in humans—includes viruses, bacteria, etc.

Other Potentially Infectious Material (OPIM)

- Nonblood bodily fluids such as respiratory secretions, vomit, feces, amniotic fluid, etc.

Personal Protective Equipment (PPE)

- Equipment worn to minimize exposure to serious workplace injuries and illnesses.

Standard Precautions

- Standard set of guidelines to prevent the transmission of biohazardous pathogens from exposure to blood and other potentially infectious materials (OPIM).

Source Patient

- Any person whose bodily fluids have been the source of a significant exposure to a medical or emergency responder.

3.1 Important Facts

- A. The three most common bloodborne biohazardous pathogens are Hepatitis B, Hepatitis C, and HIV.
 1. All Hepatitis diseases affect the liver and can be serious or possibly fatal. Hepatitis B is the only one preventable by vaccination.
 2. Every employee that serves in an area where possible exposure is present will be offered a free Hepatitis B Vaccine (HBV). The vaccine is not mandatory but is recommended. Eligible work areas include all K-12 teachers, coaches, nurses, plumbers, security officers, and housekeeping personnel.
 3. HIV (Human Immunosuppressive Virus) is a virus that attacks the immune system and causes AIDS.
- B. Biohazardous pathogens are not transmitted by casual contact. They need an entry route into the body to cause infection. Biohazardous pathogens may enter via mucus membrane (eyes, nose, mouth), through contact with open skin (such as a cut or sore), or in a puncture wound from a sharp object.
- C. Intact skin is a sufficient barrier for exposure to most germs. Blood or OPIM that comes into contact with intact skin is not considered an exposure; it should be washed off as soon as possible.

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- D. If a possible exposure occurs, it is a time sensitive matter and must be handled immediately.

3.2 Procedures

- A. Most employees will not have routine responsibilities that bring them into contact with blood or OPIM. Therefore, employees are generally prohibited from touching/handling blood or OPIM unless necessary.
 - 1. Every employee is expected to follow standard precautions which means treating all blood as potentially infectious and wearing appropriate PPE to prevent pathogen exposure.
- B. Barriers should be placed between the employee and blood or OPIM if possible.
- C. Gloves should be worn (and other protective items as directed by department policy) when working around blood or possibly contaminated surfaces.
 - 1. If a glove is damaged, do not use it.
 - 2. Remove gloves properly. Do not touch the outside of the glove with bare skin. Pinch the outside of one glove with the other hand and pull it off so it is inside out. Hold the removed glove in the hand that is still gloved and use the ungloved thumb to slip under the cuff of the glove that is still on. Pull down to turn it inside out.
 - 3. Dispose of gloves in the nearest receptacle.
- D. If CPR is necessary, use a breathing barrier if available. (Breathing barriers are stocked inside all AED cases.) If one is not available, hand-only CPR (no breaths) may be done until one is available.
- E. Wash hands after all contact with blood or bodily fluid.
 - 1. Scrub hands for at least 20 seconds using soap and water, including attention to nails and between fingers.
- F. Wash any other body surface exposed to blood or other body fluids as soon as possible after contact.
- G. Remove any contaminated clothing as soon as possible after exposure. Place in a plastic bag and wash separately from other items.
- H. Needles/Sharps
 - 1. Most departments should not have contact with used needles. If a used needle is found, do not touch it, and ensure no one else does either. Contact Safety and Security for assistance and removal.
 - 2. Departments with possible needle use/exposures should follow departmental policies including, but not limited to, not recapping used needles, not handing used needles to another person, and promptly disposing of used needles in approved sharps containers.
- I. When encountering materials that are heavily soiled with blood or bodily fluids, contact the Safety Office or Environmental Services for proper disposal.
- J. Found spilled bodily fluids, a syringe, or other medically contaminated materials should only be cleaned by trained personnel. Call Security Dispatch at ext. 555.

K. Exposure

1. In the event of exposure or possible exposure, the Safety Office must be notified as soon as possible.
2. If the Safety Office concurs that an exposure has occurred:
 - i. The source patient, if known, and the exposed employee should be transported to the *same hospital at the same time*.
 - ii. The exposed employee should explain to the facility the situation and request the source patient be rapid tested for Hepatitis B, C, and HIV.
 - iii. Rapid test results should be communicated to the Safety Office's designated infection control officer within 24 hours, then the employee will be notified of the results and appropriate further treatment may be offered if needed.



4.0 Company Vehicles

Purpose

PCC is firmly committed to the safety of our employees and accident prevention and has developed a Vehicle Safety Program for employee use. This program is the minimum standard for all work areas while individual work areas may have additional procedures and policies. Work supervisors are not authorized to make exceptions to the Vehicle Safety Guidelines. Below are general vehicle safety policies that all vehicle users must follow.

Definitions

CMV (Commercial Motor Vehicle)

- Has a gross vehicle weight rating (GVWR), gross combination weight rating (GCWR), gross vehicle weight (GVW), or gross combination weight (GCW) of 10,000 pounds or more, whichever is greater.
- Is designed to transport more than 8 passengers (including the driver) for compensation.
- Is designed to transport 16 or more people (including the driver) and is not used to transport passengers for compensation.
- Is transporting hazardous materials in quantities requiring the vehicle to be placarded.

CDL (Commercial Driver's License)

- A license required by the state to drive a CMV.

CDL Medical Card

- Required by the state for all CDL ministry drivers.

Spotter

- A second person in a vehicle who can get out of the vehicle and assist the driver in backing up and maneuvering.

Responsibilities

4.1 Autos – All Personnel

- A. Only employees authorized by Pensacola Christian College are permitted to operate and ride in company vehicles. The Vehicle Safety Program must be read, a road test given by the supervisor, and a Driver Authorization Form filled out.
- B. No “side trips” or personal use are permitted.
- C. Seat belts must be worn by all occupants of the vehicle when available.
- D. All local, state, and federal traffic regulations and warning signs must be followed.
- E. The use of cell phones (calls and texts) is prohibited while driving a vehicle. If a call or text must be made, use a hands-free device or pull over.
- F. Driving while under the influence of alcohol or other drugs is prohibited.
 1. Any driver believed to be impaired will be removed from safety sensitive functions and subject to immediate drug and alcohol testing.
 2. CDL drivers are subject to random drug and alcohol testing throughout the year.

- G. All accidents must be reported immediately to the Safety and Security Dispatch. Call 850-478-6595 or extension 4357 when on campus.

4.2 Commercial Motor Vehicles and Box Trucks

- A. Driver must have proper license/endorsements and medical card on them at time of use.
- B. A spotter (when available) is to be used to assist with all backing up and maneuvering.
 - 1. When a spotter is not available, the driver must continually check his surroundings by checking the area before backing up and as necessary when line of sight is obstructed or the driver is unsure of obstacles.

4.3 Golf Carts

- A. The driver and one passenger are permitted to sit in the front seat of the golf cart. If the cart has a rear seat, two additional passengers are permitted.
- B. Never attempt to exit the golf cart while it is moving.
- C. Occupants must remain seated.
- D. Keep feet on the floor of the golf cart while the cart is in motion.
- E. Observe traffic markings, signs, and rules of the road.
- F. Do not drive golf carts on public roads.
- G. Cross public right of way only at designated golf cart crossings.
- H. Do not drive golf carts over curbs or on campus sidewalks unless prior authorization has been given.
- I. Never leave the golf cart key unsupervised or in a compartment in the golf cart.
- J. Golf carts used after dusk must have their lights on. Golf carts without lights may not be used after dusk.

4.4 Trikes, Segways, & Bicycles

- A. Helmets must always be worn.
- B. Lights (when applicable) must be turned on, including secondary lighting when installed.
- C. Handlebars need to be adjusted to proper height before use.
- D. Both hands need to be on the appropriate handlebars when in motion.
- E. Operators need to use the following access areas for ease of access:
 - 1. Handicap ramps
 - 2. Sloped curbs
 - 3. Sidewalks when off the main Campus
- F. Operators should not ride in the following areas or operate the Trike or Segway in the following ways:
 - 1. Do not perform 90 degree turns.
 - 2. Do not ride on grass, mud, or flower beds.
 - 3. Do not ride on public roadways.
 - 4. Do not ride on sidewalks on main campus.
 - 5. Never ride through any crowds.



4.5 Use of Personal Vehicle for Work Related Use

- A. Supervisors are responsible to confirm that employees and employee-owned vehicles satisfy, and continue to satisfy, the terms and conditions of this policy. Employees who drive personal motor vehicles while conducting business for the company are subject to all the provisions and standards of this program. Employees covered under a vehicle reimbursement program will be subject to the rules of the program.
1. Maintain automobile insurance limits consisting of a minimum of \$100K/\$300K/\$100K, or a \$300K Combined Single Limit.
 2. Immediately tell their supervisor of any relevant changed circumstances (for example, license suspension, new or different vehicle, vehicle not available for use, etc.).
 3. Provide the Transportation Services Office with a copy of the current insurance documents before using the vehicle for work and when the policy is renewed or changed.
 4. Maintain current state vehicle registration if required and maintain the motor vehicle in safe operating condition.



5.0 Electrical Safety

Purpose

Energy sources, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources, can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to workers.

Definitions

Personal Protective Equipment (PPE)

- Equipment worn to minimize exposure to serious workplace injuries and illnesses

5.1 General

- A. Never operate or tamper with the main electrical switch or breakers. Employees are only authorized to operate on/off switches for individual machines unless they are trained by the Electrical Foreman to engage in other power cut-off actions and are wearing the proper PPE.
- B. Report all electrical problems, suspected problems, and damaged electrical equipment to supervision and to the Maintenance Help Desk. Only authorized personnel are permitted to make repairs.
- C. Before leaving for the day, turn off all equipment using the appropriate switches, not by unplugging them.
- D. All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- E. Inspect all plugs, cords, and portable equipment before use.
- F. Extension cords are to be used only for temporary applications.
- G. Never stretch cords across aisles or other areas where they may be tripped over.
- H. Do not run cords under rugs, mats, or through walls.
- I. Any personal electrical devices must be approved by the Electrical Foreman before use.
- J. The Maintenance department must grant approval before new equipment may be installed.
- K. Students are not allowed to make any electrical repairs.
- L. In compliance with state laws and electrical codes, only a licensed electrician is allowed to work on any high voltage electrical circuitry/equipment which exceeds 120 volts.
 1. This includes Dining Services equipment such as dishwashers, serving lines, mixers, etc.
 2. If any high voltage equipment needs any electrical repair, please call the Maintenance Help Desk at extension 1042.
- M. Trained staff personnel are allowed to do electrical work on items of 120 volts or less.

- N. Ensuring covers are put back on any junction boxes, communication boxes, control boxes, or electrical equipment when work is finished is a priority safety issue.
- O. In wet or potentially wet areas, all equipment cords and extension cords must be GFCI protected.
- P. Electrical equipment should be unplugged by pulling on the reinforced plug area—not by pulling on the cord.
- Q. Only electrical plugs and approved voltage testers should go into outlets.

5.2 Lockout/Tagout

- A. Before working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy must be dissipated, and the control must be locked in the off (safe) position.
- B. Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER DO NOT OPERATE” or “DANGER LOCKED OUT” may also be used for lockout. If a lock, tag, or both are applied to an energy control device, it means to keep hands off. Only the individual who installed the lock and/or tag may remove them.
- C. Department specific energy control programs will be specific to the hazards that employees may encounter, will provide awareness training to those near locked-out equipment, and will give operator-level training to individuals in direct contact with locked-out equipment.
- D. The eight basic steps of a lockout tagout (LOTO) procedure:
 - 1. Notify affected employees.
 - 2. Identify proper procedures for the LOTO for the affected machine.
 - 3. Shut down the affected machine.
 - 4. Isolate the machine from its energy source.
 - 5. Apply all LOTO devices to secure the machine.
 - i. Line valves
 - ii. Circuit breakers and electrical disconnects
 - iii. Safety blocks on moveable parts
 - iv. Blank flanges on pipelines
 - 6. Check for stored energy on the machine. All residual energy must be depleted or drained to ensure it is safe.
 - 7. Verify isolation.
 - i. Verify that the equipment is disconnected from the energy source. First check that no personnel can be exposed to the threat of an energy hazard. Then, verify isolation by trying to operate it. This can include pushing an ON button or any other operating control, and visually checking gauges. Then return the control/button to the OFF position after verifying isolation.
 - 8. Bring equipment back online.

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- i. Make sure that the machine or equipment is fully reassembled (guards and safety devices are reinstalled; access panels are closed). Then, check that tools have been cleared from the work area.
 - ii. Survey the work area, checking to see that all personnel are in a safe spot or removed from the area.
 - iii. Verify that all controls are in neutral.
 - iv. Remove tags and lockout devices (Must be done by the same person who applied them.).
 - v. Inform affected personnel that the servicing or maintenance is finished, and the equipment is ready for use.

6.0 Equipment Operation

Purpose

Hand tool, power tool, and industrial equipment operation is necessary in many areas and operations of the ministry. Each approved user must respect and understand the basic safety operation of each piece of equipment that they are authorized to use. Listed below are general guidelines for the safe operation of equipment.

6.1 Equipment Operation

- A. Employees must be trained and authorized by the area supervisor to operate company vehicles, heavy equipment, forklifts, tractors, machine and power tools, paint sprayers, welders, cranes, hoists, and other miscellaneous equipment needed for the job.
- B. Equipment Operator's Manual and PCC User's Manual should be read before operation of equipment. The operator is responsible for the content and specific instructions given in these manuals.
- C. When operating machines, tie long hair up and back, remove jewelry, roll sleeves all the way up or all the way down, and do not wear loose clothing.
- D. Never operate damaged or defective equipment. Turn the machine off and report any problems to the supervisor immediately.
 - 1. Damaged or improperly working items must be removed from service immediately.
- E. Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- F. Never reach into an operating machine or moving machine part.
- G. Only employees trained and authorized to work on equipment should perform maintenance or clear jams. See Lockout/Tagout procedures (Section 5.2).
- H. Grounds keeping and heavy equipment including mowers, weed eaters, trimmers, lawn tractors, end loaders, and dump trucks must be operated and maintained according to the manufacturer's instructions. Applicable personal protective equipment such as hand, foot, eye, and hearing protection must be selected by the supervisor and worn at all times by the equipment operators.

6.2 Welding/Hot Work Permits

- A. Only employees who have been properly trained and authorized by management may perform welding and cutting operations using electrical or fuel-operated equipment. All welding or hot work should have a hot work permit before beginning work. Hot work permits can be obtained from the Maintenance Office. Management shall select and provide personal protective equipment. The hazards to welders include but are not limited to the following: fire, burns, electric shock, metal vapor, poisoning, bruises, and explosions of compressed and/or flammable gases.
 - 1. Welder's clothing should be nonflammable; have no pockets, cuffs, or folds; and must completely cover all skin areas.

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2. A long leather apron with a high bib is desirable for outer clothing.
 3. Gloves with long gauntlets should be used to prevent metal from burning the welder's wrists. Shoes should have tops high enough to extend up inside the trouser leg. Ears should be covered only when goggles are worn.
 4. Appropriate eye protection must be worn at all times.
 5. Arc welders should be insulated, and transformers should be grounded.
 6. Dry leather gloves and nonconductive flooring are standard.
 7. Proper ventilation must be provided in welding operations in the following instances:
 - i. Metals with coatings of lead, zinc, cadmium, and other toxic metals present fume hazards.
 - ii. Other noxious fumes, depending upon the base metal being welded and the welding rods used, can include the oxides of nitrogen and carbon, copper, manganese, selenium, silica, arsenic, titanium, and fluorine.

6.3 Fall Protection Program

The purpose of the Fall Protection Program is to establish guidelines to protect all employees engaged in outdoor or indoor work activities that expose them to potential falls from elevations as governed by OSHA 29 CFR 1910. This program applies to those staff engaged in work activities which expose them to falls from heights of 4 feet or more. However, regardless of the fall distance, fall protection must be provided when working over dangerous equipment and machinery. Workers must use fall protection where required.

Each location that requires fall protection presents unique challenges and requires the expertise of a "Qualified Person" to perform an assessment and determine the proper equipment and training required to safely perform the required work. OSHA defines a Qualified Person as "someone who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project."

Fall hazards must be identified at work sites that have the potential for elevated work. Once an elevated fall hazard has been recognized, an appropriate control measure must be selected (See B.4).

Contractors and vendors working at or for Pensacola Christian College must have an OSHA compliant Fall Protection Program and follow all requirements.

A. Program Elements

1. Hazard Identification and Fall Protection Assessment Plan
 - i. A well-conceived fall protection program begins with identification of all fall hazards in the workplace. As a general rule, any time a worker is at a height greater than 4 feet, a fall hazard exists. Where a fall hazard exists, there are two acceptable options: (1) eliminate the hazard, or (2) provide protection against it. It

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- is best to eliminate the hazard. Since that is often not possible, other measures, such as using personal protection equipment (PPE), are required.
- ii. When fall hazards cannot be eliminated and the use of a guardrail, fall-protection system, and distance cannot be applied, then administrative controls must be used. When necessary, hazards may be managed with administrative controls by using a Fall Prevention Hazard Assessment Plan.
 - iii. Fall Prevention Assessment Plans shall meet the following requirements:
 - a. The workplace will be assessed before each job for potential fall hazards.
 - b. The plan will explain the measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems.
 - c. Identify locations where conventional fall protection methods cannot be used.
 - d. Maintain up-to-date records with changes approved by a Qualified Person.
 - e. A copy of the Assessment Plan must be available at the jobsite.
 - f. Once the Fall Prevention Hazard Assessment Plan form is completed, the plan should be retained. The Safety Office will audit periodically to make sure that assessment plans are being completed correctly.
2. Written Fall Protection Plan
- i. Once fall hazards are identified, a written plan should be developed specifying how each hazard is addressed. Where hazard elimination is impossible, the plan should state what fall protection measures are to be used, how they are to be used, and who is responsible for overall supervision. This plan should cover all elements and needs to be clearly conveyed and understood by all participants.
- B. Fall Protection Rescue Plan
1. Fall protection rescue should take as little time as possible to bring a fallen worker to safety. All employees involved with any part of the fall protection system must be informed of the plan.
 2. Rescue guidelines to consider:
 - i. Rescue suspended workers as quickly as possible.
 - ii. Be aware of the potentially life-threatening risks of orthostatic intolerance and suspension trauma.
 - iii. Be aware that suspended workers who are unconscious or have head injuries are particularly at risk for orthostatic intolerance.
 - iv. Be aware of the factors that can increase the risk of suspension trauma.
 3. Fall Protection Selection and Work Practices
 - i. Supervision must know the types of fall protection products that are available and decide which would be most suitable for the workplace. By understanding how fall protection products operate and knowing the differences in product functions, supervision can select products that are best suited for their workers.
 4. Fall Protection Work Practices

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- i. A preferred fall protection hierarchy shall be used when choosing methods to eliminate or control fall hazards. The preferred hierarchy is listed below:
 - a. Elimination or Substitution: Remove the hazard.
 - b. Passive Fall Protection: Isolate or separate hazard from workers.
 - c. Fall Restraint: Prevent the person(s) from reaching the fall hazard.
 - d. Fall Arrest System: Stop a fall after it has begun.
 - e. Administrative Controls: Establish work practices or procedures to warn an authorized person to avoid approaching a fall hazard.
 5. Inspection and Maintenance
 - i. To maintain their service life and high performance, fall protection equipment shall be inspected regularly. Visual inspection of all fall protection equipment being used shall be performed by the trained wearer before each use.
 6. Inspecting the Personal Fall Arrest System Prior to Using
 - i. All personal fall arrest systems such as full body harnesses, lanyards/shock absorbing lanyards, hooks/carabiners, tie-off adapters/anchor plates, self-retracting lifelines, and temporary guardrails must be inspected.
 - a. Prior to using the personal fall arrest system, the trained user must inspect each piece of equipment used.
 - b. Any defective components must be removed from service and reported to the supervisor. Turn the defective equipment into the Safety Office for disposal.
 7. Inspecting the Personal Fall Arrest System Annually
 - i. A trained competent person will complete an annual inspection of all the Personal Fall Arrest System equipment, and documentation will be maintained in each individual department and available for the Safety Office to review.
 - ii. The inspection Checklist/Log must be used to log each piece of the Personal Fall Arrest System equipment and will be used for tracking inventory.
 - iii. If equipment is exposed to a fall, **remove equipment from service immediately**, tag the equipment, and obtain direction from the Safety Office.
 8. Maintenance and Storage of Fall Protection Equipment
 - i. Always follow the manufacturer's guidelines.
 - ii. Hang equipment in a cool, dry location in a manner that retains its shape.
 - iii. Clean with a mild, nonabrasive soap and hang to dry.
 - iv. Never force dry or use strong detergents in cleaning.
 - v. Never store equipment near excessive heat, chemicals, moisture, or sunlight.
 - vi. Never store in an area with exposure to fumes or corrosive elements.
 - vii. Avoid dirt or other types of build-up on equipment.
 - viii. Never use this equipment for any purpose other than personal fall arrest.
 - ix. Never store the Personal Fall Arrest Equipment in the bottom of a toolbox, on the ground, or outdoors exposed to the elements (i.e., sun, rain, etc.).
 9. Training

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- i. All workers must be trained in the proper use of fall protection equipment before use. Workers must be able to identify potential fall hazards, determine which products to use in specific work environments, demonstrate proper anchoring procedures, etc. Employees must also learn inspection and maintenance procedures and the proper wearing of fall protection equipment.

10. Initial Training

- i. Departments will provide training to ensure that the purpose, function, and proper use of all fall protection is understood by employees, and that the knowledge and skills required for the safe application and usage is acquired by employees.
 - a. Become familiar with the types of fall protection appropriate for use.
 - b. Be able to identify fall hazards associated with the work locations and the work to be completed.
 - c. Understand the procedures for removal of protective devices from service for repair or replacement.
 - d. Know how to preserve and keep equipment in working order.
 - e. Understand equipment inspection requirements.
 - f. Know the procedures of donning and doffing equipment.
 - g. Understand the equipment's strengths and limitations.
 - h. Recognize some other options such as safety nets, guardrails, controlled access zones, and safety monitoring systems.
 - i. All other employees whose work operations are in or may be in an area where fall protection devices may be utilized will be instructed to an awareness level concerning hazards associated with fall protection operations.

11. Refresher Training

- i. Refresher training will be conducted if a need is identified through annual assessments or when the following conditions are met:
 - a. Change in equipment or hazards.
 - b. Inadequacies in employee knowledge.
 - c. If the fall protection procedure fails.
- ii. Retraining will be conducted to reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

12. Certification

- i. All training shall be documented and made available for audits and self-assessments. Attendance records shall be kept with sign-in sheets showing the name of attendees, date, instructor, and type of training. These records shall be sent to the Safety Office and will be stored electronically.



6.4 Ladders

- A. Ladders should be inspected before each use. Broken or damaged ladders must be removed from service, destroyed, and thrown away.
- B. Ladders must be placed on secure footing on a flat and level surface.
- C. Only one person should use a ladder at a time.
- D. Never stand on the top two rungs of a ladder.
- E. Maintain three-point contact when working from a ladder.
- F. Never reach beyond arms-length when working from a ladder.
- G. Metal ladders should not be used when working on or around electrical equipment.
- H. The user's body weight and the weight of the user's tools should never exceed the ladder's weight limit.
 - 1. The weight rating of the ladder can be found on the side of the ladder.
 - 2. Only orange (300 lbs. rating) or yellow (375 lbs. rating) ladders should be used on campus.

6.5 Cranes, Hoists, and Lifting Devices

- A. Inspect all cranes, hoists, and lifting devices (slings, hooks, etc.) before each use. Damaged equipment must be locked out of use until inspected and serviced by the appropriate person.
- B. Maintain a safe work zone or lifting zone for the equipment being used.
- C. Never walk under a load suspended from a crane or hoist.
- D. Keep all personnel clear of the "fall zone" of a crane or hoist.
- E. Know the weight of material being lifted. Never overload a crane or hoist.

6.6 Aerial Lifts and Scissor Lifts

- A. Employees must be trained and approved before operating any type of lift.
- B. Employees assisting lift operators must receive basic aerial lift awareness training prior to assisting on lifts.
- C. A pre-trip inspection should be completed prior to commencing work.
- D. Operators must inspect the work area for hazards both on the ground and overhead before work begins.
- E. Safety features on lifts should never be disengaged or tampered with.
- F. Operators and assistants must always remain attentive to their surroundings.
 - 1. The minimum distance for any lift operation around 50K volts power lines is 10 ft.
 - 2. For each 10K volts over 50K volts, the operator must increase the minimum distance by 4 in.
 - 3. The high-power voltage lines that cross over top the east side of campus have the capacity of 150K volts. **A minimum distance of 15 ft. is required at all times.**
 - i. A spotter on the ground should always assist the operator to help maintain the safe distance.
- G. Weight limits and reach limits should not be surpassed.

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- H. No leaning, sitting, or climbing on the edge of the bucket or platform.
 - I. Outrigger, brakes, and wheel chocks should be used, when possible, to add stability to the lift.
 - J. Nothing should be added to increase the height of the platform (i.e., scaffolding and ladders).
 - K. PPE must always be worn when using a lift. This includes hard hats and fall protection.
 - L. Other people and employees must remain clear of the lift's reach. Cones and safety barriers should be used.
 - M. Lifts should not be used to lift overweight objects or supplies.
 - N. Scissor lifts should not be operated around other equipment or objects. Clear the area before commencing work.
 - O. Scissor lifts should only be raised when the employee has reached the work area. The scissor lift should be lowered before moving to the next area.
 - P. Common aerial lift hazards operators and assistants must be aware of the following:
 - 1. Falling objects
 - 2. Tip-overs
 - 3. Structural failures
 - 4. Electrocution or electrical shock
 - 5. Entanglement
 - 6. Contact with objects, ceilings, or other overhead obstructions

6.7 Forklifts

- A. Employees under the age of 18 may not operate any type of powered industrial truck. All employees must be trained, evaluated, and certified by management before using a forklift. Any forklift incident requires immediate retraining and recertification.
 - 1. Seatbelts and/or safety harnesses must be worn when using a forklift.
 - 2. Pre-trip inspections should be completed before each shift.
 - 3. Outside work areas should be inspected for hazards both on the ground and overhead before work begins.
 - 4. The horns should be sounded at blind intersections and corners.
 - 5. Loads should not be raised or lowered while the forklift is traveling.
 - 6. When operating the forklift on inclines, the load should always be on the uphill side of the incline. Drive forward going up the incline. Drive backward going down the incline.
 - 7. Forks should be lowered on the ground when parked.
 - 8. Safety features on the forklift should never be disengaged or tampered with.
 - 9. Weight limits should not be surpassed.
 - 10. Only one person should be on a forklift at a time.
 - 11. Only attachments designed for the specific forklift should be used.



7.0 Hazard Communication Program

Purpose

Pensacola Christian College (PCC) has developed the following hazard communication standard (HCS) program to comply with Occupational Safety and Health Administration (OSHA) standards 29 CFR 1910.1200 and 29 CFR 1926.59. PCC will develop hazardous-chemical lists, obtain material safety data sheets (SDSs) for each hazardous material used, and provide training to our employees so they have a thorough understanding of what is required of the standard. Copies of the written program, including the written chemical inventory list and SDSs, will be made available upon request. The master copy will be retained in the main Grounds office.

7.1 Scope

This program applies to all normal and emergency work operations, as required by local, state, and federal regulations.

7.2 Chemical Inventory List

- A. A chemical inventory list will be developed and maintained by the program manager; the master list will be kept at the main office.
- B. Any new chemicals will be added to the chemical inventory list as needed.

7.3 Hazard Determination

- A. PCC will not evaluate hazardous chemicals purchased from suppliers or manufacturers.
- B. The suppliers and manufacturers will be relied upon to supply the information needed to satisfy standard requirements. The SDSs will be reviewed for completeness and additional information from the manufacturer will be requested if needed.

7.4 Safety Data Sheets

- A. All SDSs will be maintained by the program manager.
- B. If a chemical arrives without an SDS, the program manager will be notified. The program manager will begin the process of obtaining the SDS.

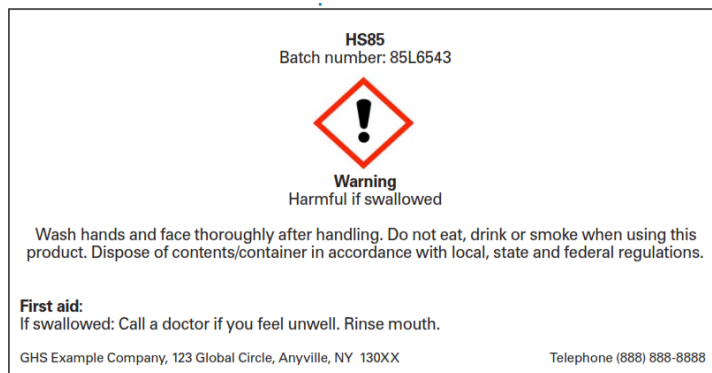
7.5 Container and Warning Labels

- A. The program manager will have the responsibility of acquiring hazard warning labels and making them available. Labels will be consistent throughout the entire department. They will contain, at a minimum, the following information:
 - 1. Identity of the chemical
 - 2. All potential hazards associated with the chemical
 - 3. Manufacturer's name, address, and telephone number
- B. Supervisors will have the responsibility of assuring that all labels are affixed to containers properly. If the container needs a label, the supervisor will affix one. No product will be used until it is properly labeled.

- C. All portable containers will be dedicated to a single chemical and labeled with the appropriate information.
- D. If a label falls off, it will be the responsibility of the supervisor to replace it. If the label falls off in the home office area, it will be the responsibility of the program manager to replace the label. In both circumstances, the container will be removed from service until a new label is affixed.
- E. Below are pictograms as example warning labels that employees should become familiar with.

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environment (Non-Mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)

Example Label



7.6 Nonroutine Tasks

On occasion, PCC may be required to perform nonroutine tasks that may involve the use of hazardous substances. If such a need arises, a special training course will be conducted to inform employees of the potentially hazardous chemicals they may be exposed to during the nonroutine operation and measures they can take to avoid those exposures.

7.7 Informing Contractors

- A. Any contractor with employees working in the PCC workplace will be informed of the hazardous chemicals to which the contractor's employees may be exposed while performing their work. The contractor will take appropriate protective measures, as determined by the SDSs provided. PCC management also will confer with the contractor's management as appropriate to discuss any hazards either to the work the contractor will be performing or the work area in which the work will be performed. The program manager will describe the labeling system used at PCC.
- B. In addition, PCC will require any contractor who intends to bring any hazardous chemicals to the workplace to provide an SDS for each such chemical. The contractor will further be required to explain (orally or in writing) any precautionary measures necessary to protect employees during normal operation conditions or in foreseeable emergencies. The contractor will also explain his company's system for labelling hazardous chemicals. PCC will train, or require the contractor to train, any PCC employee who may be exposed to hazardous chemicals used by the contractor as provided in the employee training section.

7.8 Training

- A. Employees who could be exposed to hazardous chemicals will receive training in the elements of the hazard communication standard. As new hazards are introduced, additional training will be conducted. Occasionally, we will use toolbox safety talks to



discuss a specific chemical that is used. The typical training session will address the following:

1. A summary of the company's written program and the OSHA HCS.
 2. Methods of detecting hazardous chemicals, including a description of the hazard's chemical and physical properties.
 3. Health hazards and signs or symptoms of exposure.
 4. Proper work practices for working with a hazardous substance.
 5. PPE selection.
 6. Emergency procedures and first aid for spills and other substances.
 7. Locations of SDSs and the written program.
 8. How to read an SDS.
 9. The type of labeling system the company uses and how to interpret the information contained on the label.
 10. How to obtain additional information.
- B. The training program will be conducted initially, and as new hazards are introduced. Periodic training will be conducted to further inform our employees about hazardous chemicals and the methods of safeguarding themselves. At least annually, refresher training will be conducted to reacquaint everyone with the standard and discuss any changes made to the program. The training program elements will be reviewed at least annually. At the conclusion of each training session, a question-and-answer period will be held so that employees can voice any further concerns on the topic. Each employee will sign an attendance form and write down his employee identification number. The form will indicate where and when the training was conducted, what was covered, and who conducted the session. It will be dated and signed by the trainer. If a particular SDS was discussed, a copy of it will be attached to the attendance form.
- C. Managers and supervisors will receive additional training so that all field supervision will feel confident answering any questions employees may have. At a minimum, field supervision should be able to select the proper PPE for any given chemical and direct technical questions to the Safety Director.



8.0 Hazardous Conditions

Purpose

8.1 Hazardous Chemicals

- A. Employees engaged in receiving areas must ensure that manufacturer labels are attached to chemical containers upon receipt and that Safety Data Sheets (SDS) are received with each shipment.
- B. Secondary containers used in the workplace must have labels meeting the 1994 standard or labels that are identical to the manufacturer label.
- C. Follow all label and SDS instructions—including amount instructions.
 - 1. **Product Identifier** (chemical or product name)
 - 2. **Signal word** (“danger” for more severe hazards or “warning” for less severe hazards)
 - 3. **Hazard statement(s)** (a statement assigned to a hazard class and category that describes the nature of the hazard)
 - 4. **Pictogram(s)**
 - 5. **Precautionary statement(s)**
 - 6. **Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party**
- D. Labels may not be removed or defaced while the substance is in the workplace. If any part of the information on the label becomes illegible, a new label with the same information must be created and affixed to the container.
- E. Containers should be dated upon receipt and working containers must be dated when filled or topped off. This helps prevent the expiration of older stock and assists in disposal decisions.
 - 1. Do not mix chemicals unless authorized to do so.
 - 2. Keep all chemicals in closed containers.
 - 3. Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
 - 4. Wear the required personal protective equipment and minimize contact with the chemicals.
 - 5. Do not eat or drink while using chemicals.
 - 6. Always wash hands after handling chemicals.

8.2 Confined Space Entry

Confined spaces are areas with limited means of entry/exit, with electrical, chemical, thermal, atmosphere, or entrapment hazards, and are not meant for human occupancy. Only trained and authorized employees are permitted to enter confined spaces. If a job requires confined space entry, contact supervision before any work begins. In some cases, an entry permit from the Maintenance Department may be required.



8.3 Respiratory Protection

- A. Work areas where employees are required to wear a respirator must work with the Maintenance Safety Office to identify the proper respirator, have medical surveillance conducted, and have the respirator fitted properly.
- B. The use of an N95 filtering face piece (dust mask) is voluntary and may be used in areas where no known respiratory hazard exists.
 - 1. The Form for Voluntary Respirator Use: Appendix D must be completed when using N95 respirators on a volunteer basis (see area supervisor for form).

8.4 Hearing Conservation

The purpose of the Hearing Conservation Program (OSHA 29 CFR 1910.95) is to minimize occupational hearing loss by providing hearing protection, training, and annual hearing tests to all persons working in areas or with equipment that has noise levels equal to or exceeding an eight-hour time-weighted average (TWA) sound limit of 85dBA (decibels measured on the A scale of a sound level meter).

Responsibilities

- A. Safety Office
 - 1. Review the Hearing Conservation Program on a regular basis to ensure its effectiveness.
 - 2. Conduct noise monitoring as processes or equipment are identified or upon request from a department that is concerned with loud noises.
 - 3. Assist departments in choosing and fitting hearing protection devices.
 - 4. Maintain records of noise measurements and training.
- B. Departments
 - 1. Conduct annual training for affected employees.
 - 2. Identify potential areas of concern. The Safety Office will then monitor to determine which work areas or procedures require participation in the Hearing Conservation Program.
 - 3. Provide affected employees with baseline audiograms and annual audiogram follow-ups. The employee's department is responsible for the cost of exams.
 - i. Baptist Occupational Health Clinic is used to provide audiometric evaluations and annual review audiograms.
 - a. Written reports are provided to the employee, the employee's department, and the Safety Office.
 - b. The Clinic will make referrals for ontological/audiological evaluation and treatment if needed.
 - 4. Provide a choice of at least two hearing protection devices (earplug or earmuff).
 - i. Ensure hearing protection devices are being properly worn.

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- ii. Maintain records of audiograms and hearing protection devices issued by specific employees. The Record of Hearing Protection form can be used for this.
 - iii. Post signs and warnings in all high noise areas.

C. Employees

1. Attend baseline and annual audiogram.
2. Use hearing protection in designated high noise areas and operations.
3. Exercise proper care of issued hearing protection and request new hearing protection when needed.
4. Attend training sessions.

Definitions

Action Level

- An 8-hour, time-weighted average of 85 decibels measured on the A scale, slow response, or equivalently, a dose of fifty percent.

Audiogram

- A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.

Baseline Audiogram

- The audiogram against which future audiograms are compared.

Time-Weighted Average Sound Level

- The sound level which, if constant over an 8-hour exposure, would result in the same noise dose as is measured.

A. Noise Monitoring

1. Monitoring of noise exposure levels will be conducted by the Safety Office. It is the responsibility of the individual departments to notify the Safety Office when there is a possible need for monitoring. Potentially harmful noise levels can be suspected when noise at the work site routinely interferes with verbal communication; when noise routinely startles, annoys, or disrupts an employee's concentration; or when noticeable hearing loss or pain is reported. Monitoring will be performed with the use of a calibrated sound level meter and/or personal noise dosimeter. Employees must receive notification of the results of exposure monitoring.
2. Monitoring will also be conducted whenever there is a change in equipment, process, or controls that increase noise levels. This includes the addition or removal of machinery, alteration in building structure, or substitution of new equipment in place of that previously used. The responsible departmental supervisor must inform the Safety Office when these types of changes are implemented.
3. When information indicates that an employee's noise exposure may equal or exceed an 8-hour TWA of 85 dBA, monitoring will be conducted to document the exposure



and to determine if the employee is to be included in the Hearing Conservation Program.

4. Monitoring will be repeated whenever a change in production, process, equipment, or controls increases noise exposures to the extent that additional employees may be exposed at or above the action level, or the attenuation provided by hearing protectors being used by employees may be rendered inadequate.

B. Training

1. Affected employees will be required to attend training about the proper use and wearing of hearing protection devices. The training will be conducted by the Safety Office or a designated representative annually.
2. Training shall consist of the following components:
 - i. How noise affects hearing and hearing loss
 - ii. Review of the OSHA hearing protection standard
 - iii. Explanation of audiometric testing
 - iv. Areas and/or operations where hearing protection is required
 - v. Use and care of hearing protection devices

C. Hearing Protection

1. All employees shall properly wear the prescribed hearing protection while working or traveling through any area that is designated as a high noise area or a high noise operation.
2. Hearing protection will be provided to employees who perform tasks designated as having a high noise exposure. Hearing protection devices shall be replaced as necessary. It is the supervisor's responsibility to require employees to wear hearing protection when noise levels reach or exceed an 8-hour TWA of hearing protection.
3. Personal stereo earphones or earbuds are not approved for hearing protection and are not acceptable hearing protection devices.
4. Signage is required in areas that necessitate hearing protection. It is the responsibility of the department to provide signage to the appropriate areas.
5. Preformed earplugs and earmuffs should be washed periodically and stored in a clean area. Hands should be washed before handling preformed earplugs and foam inserts to prevent contaminants from being deposited in the ear.
6. The responsible supervisor in each department will keep a log of the areas or job tasks designated as requiring hearing protection, as well as the personnel affected by this Hearing Conservation Program and the type of hearing protection devices issued. The Record of Hearing Protection form can be used for this.
7. Hearing protection devices shall be chosen that provide attenuation of noise to less than 85 dBA when fitted and worn properly.
8. Each responsible department supervisor shall ensure proper initial fitting, correct use of devices, and ensure that hearing protection is always used when needed.

D. Audiograms (Hearing Tests)

1. Employees subject to the Hearing Conservation Program who have time-weighted average (TWA) noise exposures of 85 dBA or greater for an eight (8) hour work shift will be required to have both a baseline and annual audiogram. Audiometric testing monitors an employee's hearing over time. The audiograms will be provided (at no cost to the employee) by Baptist Occupational Health Clinic.
2. The baseline audiogram will be given to an employee within one month of employment with Pensacola Christian College and before any exposure to high noise levels. It is the responsibility of the department to schedule the baseline and annual audiogram.
3. If an annual audiogram shows that an employee has suffered a standard threshold shift, the employee will be retested within thirty days of the annual audiogram. If the retest confirms the occurrence of a standard threshold shift, the employee will be notified of the confirmation. Employees who do experience a standard threshold shift will be refitted with hearing protection and provided with more training on the effects of noise.