Dalton State College
Environmental Health and Occupational Safety
650 College Drive
Dalton, GA 30721
Ph: 706-272-4463 Fax: 706-272-2533

ACCIDENT PREVENTION POLICY

September 2017

Dalton State College (DSC) is committed to establishing and maintaining a safe and healthful work environment. The commitment involves the development, implementation and review of an Accident Prevention Program, as part of the college's overall occupational injury and illness prevention efforts.

The purpose of this program is to prevent undesired events that could lead to occupational injuries and illnesses by identifying, evaluating, controlling or eliminating potential hazards. The program emphasizes incorporating safety and health measures into each task so safety and health and task performance become integrated.

A safe and healthy work environment is accomplished through the cooperative efforts of Administration, employees and individual departments in developing and implementing this Accident Prevention Program.

Everyone is responsible for following this Accident Prevention Policy, any DSC Safety Policies and Procedures and memoranda from the Office of Environmental Health, Occupational Safety and Risk Management or their supervisor/department manager.

I. RESPONSIBILITY:

The Office of Environmental Health, Occupational Safety and Risk Management (EH&OS) promotes the College's overall safety and health program by offering a variety of instruction on safety topics and also may assist departments in identifying specific tasks that could create a safety issue. Employees are encouraged to call Environmental Health and Occupational Safety (706-272-4463) for assistance on any safety and health matter or for additional training/risk management resources. In addition, EH&OS routinely performs hazard assessments.

II.EMPLOYEE PARTICIPATION:

Employee involvement in preventing workplace injuries and illnesses is critical. To assure employee participation each department manager must support employees in receiving the proper training and identifying potential safety or health risks. A group of Administrators and employees are members of the Emergency Management Committee which work to identify safety, security, and hazards. The committee plans to eliminate or mitigate any issues.

Department Safety and Health Meetings

Departments are encouraged to have safety and health meetings which can be held as part of regularly scheduled staff meetings. This will allow employees to identify safety or health issues.

Safety and Health Meeting items for possible discussion may include:

- Job assignments and potential hazards.
- Review of safe work practices.
- New equipment, work practices, related safety and health hazards.
- Employee safety and health concerns.
- Observed hazardous conditions/practices and recommended corrective actions.

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III. SAFETY/EMPLOYEE BULLETIN BOARD:

Employee bulletin boards are located at various locations around the campus and can be used to post notices required by law and other information to enhance workplace safety. Employees should check these boards regularly for new notices. The following posters and information are displayed on these bulletin boards:

- GADOL Poster of Employee Rights and Responsibilities
- DOAS Insurance Poster
- Emergency Telephone Numbers

Replacement posters can be obtained from Environmental Health and Safety (272-4463) or Human Resources (706) 272-2034.

IV. HAZARD NOTIFICATION:

Anyone observing a potential safety concern are to contact Public Safety (x-4461) or Environmental Health and Safety (x-4463). A report will be taken and EH&OS will follow up to insure the safety concern is addressed.

V. SAFETY AND HEALTH INSPECTIONS:

The College is committed to identify and promptly control hazardous conditions and practices that are likely to result in injury or occupational illness to employees. Department supervisors and managers should work to proactively identify potential hazards and report them to EH&S.

DAILY INSPECTIONS

Prior to using any tools and equipment, a brief visual inspection is conducted according to the manufacturer's recommendation's to determine if there are any obvious defects. Defective tools and equipment will be removed from service.

ANNUAL INSPECTIONS

EH&OS will conduct annual safety and health inspections on a random basis. At that time all processes, tools, equipment and facilities will be inspected for compliance. Examples of inspected items; eye wash stations, emergency showers, Plant Operations tools and equipment, Individual buildings and offices, chemical labs, etc.

Deficient inspected items that cannot be corrected during or immediately after the inspection are to be brought to the department manager's attention and taken out of service. The manager will develop a strategy for corrective action. Environmental Health and Safety (x-4463) can assist in identifying and developing corrective action strategies.

VI. HAZARD CONTROLS:

Conditions and practices creating an imminent and serious hazard will be immediately controlled and brought to the department manager's attention. *Employees will not remain exposed to a serious hazard.* The department manager will stop the practice or attempt to change the condition to resolve the hazard

Contact Environmental Health and Occupational Safety (x-4463) for classifying hazards and assistance in developing corrective action strategies.

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Minor safety and health deficiencies identified either during the course of work or through an inspection will be corrected as-soon-as-possible.

Hazardous conditions and practices are to be controlled through the use of engineering controls when technologically and economically feasible. Engineering controls are passive measures designed to prevent contact with a hazard. Examples of engineering controls include installing barriers, enclosing hazards, and using local ventilation.

When engineering controls are not feasible, timely, or do not completely eliminate the hazard, personal protective equipment must be used. Contact Environmental Health and Occupational Safety (x-4463) for assistance in evaluating the need for engineering controls.

VII. PERSONAL PROTECTIVE EQUIPMENT (PPE):

HAZARD ASSESSMENTS

Assessments are conducted for all activities to determine if hazards are present necessitating the use of PPE. Environmental Health, Occupational Safety and Risk Management will assure that hazard assessments have been conducted. Laboratory departments should use the Laboratory Safety Manual to assess and document chemical hazards, select PPE and record training. Departments to assess; Plant Operations, Public Safety, Office Workers, chemical/chemistry labs, other areas identified as having hazards.

A hazard re-assessment will be conducted whenever new equipment or processes are introduced or an investigation of an injury or illness indicates the need for procedures, processes, or a physical condition is changed. Examples include; pot hole filled to eliminate tripping/strain hazard, guard on equipment installed, process procedures changed, etc.

TRAINING

Training on safety and health related issues will be provided to each department by EH&OS.
Areas and departments to receive training;

- Office workers
  1. Office Hazards Instruction and Quiz
  2. Office Ergonomics Instruction and Quiz
  3. USG Vehicle Instruction
- Plant Operations Personnel
  1. Back/Lifting Safety Instruction
  2. Fork Lift/Utility Vehicle Safety Training
  3. Personal Protective Equipment (PPE)
  4. Bloodborne Pathogen Instruction
  5. Others
- Public Safety
  1. Traffic Stops and Safety Instruction
  2. Directing Traffic Safety Instruction
  3. Proper Use of PPE

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- Chemical Lab Workers
    1. Fire Extinguisher Usage
    2. Chemical Hygiene Instruction
    3. Lab Safety Instruction
- Nursing Department/Clinic
    1. Lab Safety Instruction (needle sticks, PPE, etc.)
- Other Employees/Students as required

PPE

If it is determined that PPE is required by a hazard assessment, Environmental Health and Occupational Safety and Risk Management will assure employees receive PPE and information and training on how to use the assigned PPE.

Training and information to be provided to each employee includes:

- Why, when and what PPE is necessary
- Selection criteria & limitations of PPE
- How to properly put on, take off, adjust, and wear the PPE
- Proper care, inspection, maintenance, useful life and disposal of the PPE

Each employee will demonstrate an understanding of this training before being allowed to perform work requiring the use of PPE. Methods of demonstrating this understanding include orally questioning the employee, observing the employee using PPE in a real or artificial setting, or administrating a written test. Each employee will sign an agreement that they understand when, why, and how to use the PPE.

HEARING CONSERVATION

Employees using high-speed tools and mechanized equipment and/or operating heavy mobile equipment may be required to wear hearing protection. As a general guide, if a person has to shout to be clearly heard from two feet away noise monitoring should be conducted. Contact Environmental Health and Safety for an evaluation of the need for hearing protection. Employees required to wear hearing protection will be provided appropriate protection.

RESPIRATORY PROTECTION

Employees performing activities creating dusts, mists, fumes and vapors may be required to wear respiratory protection. Contact Environmental Health and Occupational Safety (x-4463) for an evaluation of the need for respiratory protection. Employees required to wear assigned respiratory protection will be provided the appropriate protection.

VIII. ACCIDENT REPORTING:

Everyone should immediately report all injuries and accidents to Public Safety (x-4461) or to Environmental Health and Safety (x-4463). The site of any major injury or accident is to be secured and preserved. Only Public Safety Officers or Environmental Health and Safety can release the site for return to service.

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Employees are to promptly report occupational injuries and illnesses and near misses to their supervisor. The supervisor should complete an Accident/Incident Report through Public Safety, along with a Worker's Compensation Report through EH&OS if warranted. The completed forms need to be completed immediately after the incident.

IX. ACCIDENT INVESTIGATION

The investigation of accidents and near misses is an essential part of the Accident Prevention Program. A thorough investigation identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent corrective action minimizes the potential for future accidents.

Environmental Health and Safety, upon notification, investigates all college related minor and major accidents resulting in death, serious injury (e.g., fracture, amputation) or those that require in-patient hospitalization.

Public Safety or EH&OS should immediately investigate and complete an incident report. EH&OS will complete a Worker's Compensation Report and contact Human Resources and the department manager, when:

- An employee involved in a minor occupational accident is unable to work the subsequent full shift(s) due to a resulting injury or illness, or
- The employee receives medical treatment, or
- Events and conditions involving a near miss or non-injury accident indicate there was a high probability of serious injury, illness or significant property damage, or
- An employee needs medical attention

After the cause(s) of the accident is determined, EH&OS or Public Safety initiates corrective action or provides recommendations for corrective action to the department manager.

Witnesses will be asked to provide a statement of what they observed concerning the accident.

X. EMERGENCY ACTION PLANS:

Emergency Action Plans establish administrative and employee actions for reporting emergencies, building evacuations, administering first-aid, fire planning and hazardous materials spills. Emergency Action Plans are maintained by the Dalton State College Dept. of Public Safety.

REPORTING EMERGENCIES:

Emergency	Call
Fire	4461- Public Safety
Police	4461
Emergency Medical Services	4461
Serious Injuries and Illnesses	4461
Hazardous Materials Spills	4461 & 4463

Public Safety will summon the appropriate first responders for the incident.

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EVACUATION

Everyone should immediately and cautiously evacuate a building when a fire alarm sounds or if directed by a college employee. After exiting the building/structure, they should move away from the building avoiding sidewalks and vehicle driveways.

FIRST-AID/CPR

Sufficient numbers of employees are trained in first-aid/CPR to assure personnel are always available to provide quick and effective first aid to all employees. Public Safety Officers are available 24/7 and are trained in CPR/First Aid/AED usage**.** Each department should identify anyone trained in CPR.

In case of injury, first-aid kits are placed in key locations around the campus. First-aid kits and supplies are available by contacting Public Safety. First-aid kits are re-stocked whenever an item is used. First-aid kits are checked on a regular basis.

FIRE PLANNING

Upon discovering a fire:

- Immediately notify another person in the area. Call or have them call x-4461.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, trained personnel may attempt to put the fire out with a fire extinguisher.
- Non-designated personnel are to immediately evacuate and move away from the structure.
- If the fire grows and/or there is thick smoke, do not continue to fight the fire.
- Notify others in the area to evacuate.

Supervisors notified of a fire are to:

- Instruct employees to evacuate to the designated gathering area.
- Insure all employees and students have been evacuated.
- Verify x-4461 has been called.
- Determine if the fire has been extinguished. If fire has grown or there is thick smoke, evacuate any employees attempting to fight the fire.
- Move away from the structure and verify all employees are accounted for. If an employee or student is missing, no one will be permitted to re-enter the building. The responding fire-fighting personnel will be notified an employee is missing and that they may be in the building.

HAZARDOUS MATERIALS SPILL

In the event of a hazardous materials spill:

- Immediately secure the area to prevent people from entering.
- Notify people in the immediate vicinity.
- Call x-4461 if you are not trained per the applicable program to clean-up a hazardous materials spill.

Refer to the applicable program and/or policy for responding to hazardous materials spills:

- The department's **Laboratory Safety Manual**
- The department's **Biosafety Manual**
- Safety Policies and Procedures Manual

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Contact Environmental Health and Safety and/or the Biosafety Officer for additional information.

XII. SAFETY AND HEALTH TRAINING:

Supervisors will assure all new employees receive a safety orientation on the first day of work. Some of the topics to be covered in the safety orientation may include an overview of the following where applicable:

- This Accident Prevention Program
- Emergency Action Plan
- Hazard Notification Procedures
- Ergonomics
- Back Injury Prevention
- Chemical Hazard Communication Program
- Laboratory Safety Manual - if applicable
- Blood borne Pathogens Exposure-if applicable.
- Accident Reporting
- Potential Job Hazards
- Equipment Specific Safety Training
- Lockout/Tag Out - if applicable
- Outdoor Heat Stress – if applicable
- Personal Protective Equipment - if applicable
- Respiratory Protection Program - if applicable

The safety orientation is to be documented by the supervisor. Department managers will assure employees receive training on each type of equipment and process they are assigned to use.

Each employee will become familiar with the manufacturer's equipment manuals and safe operating procedures designated for the equipment they utilize. The employee will also demonstrate to their supervisor that he/she can safely operate the equipment prior to operating without direct supervision. Employee training should be documented.

Ergonomics/Back Injury Prevention:

Employee computer workstations should be adjusted and modified using the *OSHA eGuide for computer workstations* (https://www.osha.gov/SLTC/etools/computerworkstations/). The purpose of workstation adjustments and modifications are to minimize chronic stress that may be exerted on the joints, muscles, tendons, ligaments, nerves and bones caused by repetitive motion activities and awkward and static postures, such as sitting and standing. Environmental Health and Safety (x-4463) provides workplace ergonomic evaluations.

Repetitive lifting and lifting of heavy and awkward items can lead to back injuries. Employees regularly lifting more than 20 lbs. will receive basic back injury prevention training. Contact Environmental Health and Safety for an ergonomic evaluation of lifting tasks and back injury prevention training.

Industrial tasks may also place chronic stress on joint muscles, tendons, ligaments and bones leading to repetitive strain injuries. Contact Environmental Health and Occupational Safety for an ergonomic evaluation of industrial tasks.

Employees experiencing symptoms (e.g., chronic pain, fatigue, swelling, burning, tingling and numbness of joints) consistent with a repetitive strain injury are to report the potential injury to their supervisor. Supervisors are to complete an Incident Report in accordance with the Accident Reporting section of the Accident Prevention Program on page 4.

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Appendix A:

Hazard Notification Form

Unit name:	Date:
Hazard reported by:	Phone:
Hazard location:	

Description of hazard:

Corrective actions taken:

Corrected by:	Date:
Unit Supervisor Signature:	Date:

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Appendix B:

Supervisors Accident Investigation Form

Employee's Name:	Accident Date:
Supervisor's Name:	Investigation Date:
Unit Name:	Telephone:

Check all that apply:

☐ HUMAN
Training
Task performance

☐ SITE CONDITIONS
Physical layout
Walking/working surface
Lighting
Weather

☐ EQUIPMENT/TOOLS/MATERIALS
Operation
Safety guards/controls
Protective equipment
Condition/maintenance
Work history
Labels/signs/tags

☐ TIME FACTORS
Work shift
Cause/effect relationship
Sequence of events

☐ POLICIES/PROCEDURES
Safety policies & procedures
Operating specifications
Regulations & Standards

☐ OCCUPATIONAL EXPOSURES
Air contaminants
Chemicals
Noise
Biohazard, human body fluid

Please explain all of the checked items above. Attach additional pages if necessary:

List corrective action taken. Attach additional pages if necessary:

Person to make corrections:	Date corrections made:
Supervisor's signature	Date:

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Appendix C:

Witness Statement Form

Name of Witness:	Date:
Department:	Phone:
Incident location	Incident date:
Describe what you were doing:	
Describe where you were:	

Description of incident. Include specific work activity; tools and equipment used; PPE used or not used; instructions given; comments made; site conditions (lighting, noise, odors, housekeeping, weather):

Describe the injury/illness:

I have read and had the opportunity to correct this statement. The statement is ___ page(s) long. This statement is true and correct to the best of my knowledge and belief.	
Witness Signature:	Date: