

7.6 General Safety Policies

The College has various other safety policies that pertain to all campuses and locations.

7.6.1 Eating and Drinking in Classrooms

Eating and drinking in classrooms is prohibited. This is a safety and health concern. The only exceptions to this policy are approved by the Provost/Academic Dean or the President and must be included in the Facilities Request Form coordinated by the Facilities Coordinator for each building.

Food left in the area increases the chances of insects and rodents. It also poses a potential safety hazard if drinks are spilled.

Inform your students of the College's policy of no eating and drinking in classrooms. Signs are posted in all classrooms pertaining to this policy. Exceptions to the policy can be made by submitting a room request to the Facilities Coordinator at the respective campus site.

7.6.2 Exposure Control Plan

A final standard to restrict exposure to blood borne pathogens was issued by the Occupational Safety and Health Administration (OSHA) on February 6, 1992, and it became effective on March 6, 1992. The purpose of this standard is to limit occupational exposure to blood and infectious materials.

Therefore, an Exposure Control Plan was developed by Hazard Community & Technical College to comply with this standard. It is designed to eliminate or minimize employee exposure to infectious materials. The following job classifications at Hazard Community & Technical College have occupational exposure to blood or other potentially infectious materials that may result from the performance of their duties:

- Coordinator of Nursing
- Nursing Faculty
- Coordinator of Clinical Laboratory Technology
- Clinical Laboratory Technology Faculty
- Coordinator of Radiography
- Radiography Faculty
- Maintenance and Operations Personnel
- Forest and Wood Technology Faculty
- Residence Hall Director
- Basketball Coaches
- Security Personnel
- Physical Therapy Assistant

The following job classifications at Hazard Community College may have some occupational exposure:

- Part-time Allied Health Faculty
- Clinical Laboratory Assistants

A copy of the Hazard Community College Exposure Control Plan may be obtained from the Allied Health Division Chair on the Hazard Campus or from the Sciences, Allied Health & Related Technologies Division Chair on the Lees College Campus.

Hepatitis B Vaccination

Hazard Community College provides the Hepatitis B vaccination series for all employees with exposure risk (as designated above) at no cost, within ten (10) days of assignment. After receiving a full explanation of the associated benefits and risks, those employees choosing not to

receive the vaccine must sign a declination form. Employees have the right to receive a vaccination at a later date if they choose to do so.

Information and Training

The Coordinator of Clinical Laboratory Technology on the Hazard Campus or one of the nursing faculty on the Lees College Campus provides, on an annual basis, a training session for all employees who have occupational exposure. This training occurs in August prior to the start of the academic year. The training includes the following:

- Explanation of the regulations
- Explanation of the epidemiology and symptoms of blood-borne diseases
- Modes of transmission
- Methods to reduce exposure
- Information on the Hepatitis B vaccine
- Procedures to follow if exposure occurs
- Explanation of the signs and labels and/or color-coding required

This training is documented and includes the date, names, and qualifications of participants and the name and qualifications of the trainer. Records are maintained by the Allied Health Division Chair and the Building and Grounds Superintendent on the Hazard Campus. Records are maintained by the Sciences, Allied Health and Related Technology Division Chair on the Lees College Campus.

(See Sections 3.3.6, 3.3.8, and 3.3.9 in Volume II of the Kentucky Community and Technical College System Policy Manual for further information.)

7.6.3 Hazardous Materials Program

Hazard Community College implements the Kentucky Community and Technical College System Guidelines as outlined in the Administrative Policy and Procedures manual Section 3.3.6.1 and in compliance with the Employee Right to Know Act of 1983. . The Dean of Business Affairs coordinates this program through the Maintenance and Operations Staff on the Hazard Campus. The Provost/Academic coordinates the program through the Maintenance and Operations on the Lees College Campus.

Hazardous Materials Storage

All chemical storage areas are secured behind locked doors as follows:

- ❑ Hazard Campus - Room 121 (Biology Lab) and Room 125 (Chemistry Lab) remain locked at all times when not in use. No one is allowed access to these areas without the appropriate authorized personnel (Lab Instructor or Operations Superintendent). Hazardous waste materials are stored behind two locked doors in room 116C (Transformer Room), which is well ventilated.
- ❑ Lees College Campus - Room 204 (Chemistry Lab) and Room 209 (Biology Lab) of the Library/Science Building remain locked at all times when not in use. No one is allowed access to these areas without the appropriate authorized personnel (Lab Instructor or Operations Superintendent).

Disposal of waste materials is coordinated by the Kentucky Community Technical College System Environmental Safety Office.

Receiving Hazardous Materials

Hazardous waste materials received by HCC must contain a MSDS (Material Safety Data Form). When this sheet is absent, the company distributing the material is notified and asked to forward the MSDS form. The MSDS form contains the following information:

- Material Identification
- Ingredients and Hazards
- Physical Data

Fire and Explosive Data
Reactivity Data
Health Hazard Form
Spill, Leak, and Disposal Procedures
Special Protection Information
Special Precautions and Comments
First Aid Medical Procedures

The individual requesting and receiving the material is responsible for the storage and labeling of the material and maintaining the MSDS form. On the Hazard Campus, copies of all completed MSDS forms are located at the switchboard and the local fire department.

Identification of Hazardous Materials

In all areas where hazardous materials are used or stored, there are hazardous material identification guides posted that show the chemicals and their labeling format. All materials are labeled (1-4 & A-Z) which exhibit the hazards of their contents. These areas must also contain the MSDS form for each item. A copy is located at switchboard of Hazard Campus and local fire departments

Hazardous Materials Spill

In the event of a hazardous material spill, notify one of the Maintenance and Operations staff on duty.

Protective equipment is stored as follows:

- Hazard Campus - Room 125B (next to the Chemistry Lab)
 - Gloves
 - Aprons
 - Chest-type mask which includes:
 - respirator, filters, type G2 Canister for acid gases, type G1 Canister for organic vapors, special treated palladium, filter paper, and resisorb for mercury vapor.
- Lees College Campus – Room 204 (Library/Science Building)
 - Gloves
 - Aprons
 - Fume Chamber for acid gases and organic vapors

If the spill is toxic and creates a hazardous fume, someone must remain at the scene to identify the spill. It must never become an unknown.

Employee Training

As new employees are placed on the payroll at HCC, they must complete a training program concerning hazardous materials. All employees are mandated to complete this program. The program is monitored by the Hazardous Materials Coordinator and consists of:

- A training Film
- Question/Discussion session
- Post Test
- Completion of record of attendance and understanding

(See Sections 3.3.6 and 3.3.9 in Volume II of the Kentucky Community and Technical College System Policy Manual for further information.)

7.6.4 Holiday Decorations Policy

The holiday season is a very special and happy time of year, but it is also a season that can bring many serious, unsuspected hazards to Hazard Community College.

- All decorations, including Christmas trees, need to be artificial and UL listed as being non-combustible.
- Decorations shall be arranged in a manner as not to obstruct exits, emergency lighting, or corridors.
- Do not use an open flame such as a candle. Smoking is not permitted around decorations.
- Follow the Emergency Evacuation Plan in all emergency evacuation situations.
- All decorations in campus buildings shall be removed prior to the holiday vacation.

7.6.5 Parking Policies

Parking is prohibited in all persons with disabilities parking spaces and all fire lanes. No one should ever park in these areas. Vehicles parked in these areas will be ticketed or towed. (Fire lanes are designated with yellow painted curbs or stripes.) Parking is also prohibited in authorized vehicle areas and visitor parking areas without a permit.

7.6.5.1 Parking Spaces for Persons with Disabilities

Parking spaces are reserved for persons with disabilities. Below are the procedures that are to be followed by students, faculty and staff who need to use these parking spaces:

- Those using these parking spaces must have an authorized permit from the state/county and are required to register their vehicle with the Disabilities Office on campus. Medical documentation may be required stating that the person is unable to walk 200 feet which follows the guidelines set forth in the Kentucky Revised Statute 186.049 (1992).
- Temporary parking permits can be given to those with mobility problems such as a broken leg, if medical documentation is provided. The temporary permit will be dated to expire.
- To assure compliance, daily monitoring of these parking areas will occur. Tickets will be issued and chronic violators will be subject to possible towing of vehicles. Registration holds may be invoked to students failing to pay parking tickets.
- The larger parking spaces should be reserved for those using wheelchairs.

7.6.6 Reporting a Safety Hazard or Concern

The Hazard Community College Safety Committees are charged with the review and recommendation of all policies concerning safety issues at the Hazard Community and Technical College. In addition, the committees annually review compliances with persons with disabilities laws and recommends policies to deal effectively with persons with disabilities. A concern may be reported to any member of the Safety Committees. Inquiries may be made in the administrative offices on both campuses.

7.6.7 Sitting on Staircases

Sitting on the steps of staircase in any building is prohibited. This is a potential safety hazard in that someone could trip and fall. Sitting against the glass at the library entrance on the Hazard Campus Highway 15 building is also prohibited.

7.6.8 Smoking Policy

Pursuant to Kentucky State Administrative Regulations, the policy concerning smoking at all campus buildings and locations was issued August 1, 1993. These buildings are non-smoking

facilities. Non-smoking means that the use of cigars, cigarettes, and pipe smoking is prohibited inside the buildings. The use of chewing tobacco products is also prohibited.

Provisions for smokers on campus have been made as follows:

Central Campus	outside the second floor exit to the courtyard near the library
Allied Health Center	outside the building
Technical Campus	outside building entrances
Lees College Campus	outside the entrances to the buildings

Employees, students, and visitors to the buildings are asked to note that receptacles for discarding smoking waste (cigarette butts, wrappings, etc.) are in place in these areas for their use and convenience and for maintaining the pleasant appearance of the buildings.

Except for the areas noted above, the entire buildings are non-smoking areas. This includes, but is not limited to the following: entrance foyers, hallways, restrooms, offices, conference rooms, libraries, stairwells, closets and storage areas, heating/cooling facilities rooms, and the elevators.

(See Sections 3.3.14 in Volume II of the Kentucky Community and Technical College System Policy Manual for further information.)

7.6.9 Use of Small Appliances

It is often necessary to use small electrical appliances on campus. Small appliances include but are not limited to the following:

Can Opener	Heater	Microwave Oven
Clock	Hot Plate	Potpourri Burner
Coffee Pot	Iron	Radio
Crock Pot	Lamp	Toaster Oven
Hair Dryer		

When using an electrical appliance, the following procedures must be followed:

- The appliance must be located within 24" of the electrical outlet. An extension cord is not to be used.
- The cord must not be placed across a traffic area.
- The appliance must not be placed on the floor.
- The appliance must be placed on a stable surface.
- Appliances that produce heat, such as a crock pot or toaster oven, must be placed on a heat proof surface.
- The appliance must be supervised at all times when in operation.
- Any appliance containing hot food must be transferred from one location to another on a utility cart.