

Risk Management and Safety Handbook

Concordia College

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Hazard Communication/Employee Right-to-Know Program

Concordia College attempts to provide a safe and healthy working environment for all employees. As part of this commitment, the office of Risk Management and Safety will provide you with information about the hazardous substances that may be present in your work area. There are several different ways in which this information is presented.

1. The Hazard Communication/Employee Right-to-Know Program contains the specific information relating to policies and practices in the use of hazardous substances.
2. The Hazardous Chemical List gives the name of every hazardous chemical in use and/or storage in your work area. There is a list in every building on campus, and in some instances, in each department within a building (i.e. Physical Plant, Ivers, Science). Your supervisor will know the location of this list, or call the office of Risk Management and Safety at 299.4242.
3. Material Safety Data Sheets (MSDS) are printouts listing the characteristics of each hazardous material in use or in storage in a specific area of campus. Copies of MSDS will be found in the same location as the Hazardous Chemical List.
4. Labels are on every product and/or chemical. They identify the material and give instructions on handling, storage, first aid, etc.
5. Training is conducted annually to keep employees up to date on changes in products, procedures, and federal, state, and local laws and regulations.
6. The Right-to-Know Program also contains information about harmful physical agents. If your work exposes you to these hazards, training will be given on ways to protect yourself.
7. Infectious Agents. If your work duties routinely present possible exposure to infectious agents, follow the requirements and procedures of the Concordia College Bloodborne Pathogens and Exposure Control programs.
8. Harmful Physical Agents. If your work duties routinely expose you to ionizing radiation refer to the Radiation Safety Manual located in Room 246 of Jones Science Center or contact Dr. Ellen Aho at 299.3797.

Confined Space

A confined space is an area large enough for an employee to bodily enter and perform assigned tasks. It has limited or restricted means for entry or exit, and is not designed for continuous human occupancy. Some examples of confined spaces are: boilers, tanks, pits, silos, and some excavations.

IN ORDER TO ENTER A CONFINED SPACE YOU MUST FIRST RECEIVE TRAINING FROM THE OFFICE OF RISK MANAGEMENT AND SAFETY!

Many workers are killed or injured in confined spaces. Most of the fatalities are a result of neglecting to follow standard safety practices. A general list of those practices are :

1. The hazards of the space must be determined
2. Employees must be trained
3. Air quality must be monitored and ventilated
4. Energy devices must be isolated; i.e., locked and tagged
5. Permit is issued, if required
6. Stand-by person is present to monitor procedure and summons rescue if needed
7. Worker(s) enter space, perform task, exit
8. Energy devices unlocked, tags removed
9. Permit is canceled and recorded

Again, this is a general guide. Training must be conducted for specific procedures.

Fire Protection

1. Know the location of the fire extinguishers in your work area.
2. Locate the alarm boxes in your work area.
3. Maintain a 50-foot interval between combustibles and open flames (“hotwork”).
4. A fire extinguisher must be within 20 feet of “hotwork.”
5. Locate and study the emergency exit map in your area or building.
6. Use the fire extinguisher only if you've been properly trained.
7. Store chemicals and flammables properly; i.e., away from heat source and other incompatible materials.

Housekeeping

1. Dispose of waste properly. Contact the Office of Risk Management and Safety at 218.299.4242 with questions concerning hazardous waste.
2. Keep exits and walkways clear of obstructions such as tools, cords, furniture, etc.
3. Clean up and/or report spill immediately.

Fall Protection

Fall protection must be in place when an employee is working six (6) feet or more above the floor or ground, or anytime work is performed near an elevated unguarded opening.

The ideal form of protection is to eliminate the hazard through sound engineering practices. If the hazard cannot be eliminated, then effective fall protection shall be planned, implemented and carefully monitored to control the risk of personal injury.

All employees and supervisors who will be working where fall hazards cannot be eliminated shall be trained and equipped to minimize the chance of falling and injury. Refresher training will be provided as conditions change, or at least annually.

Personal Protective Equipment (PPE)

1. Eye protection shall be worn when conditions exist where particles or materials may enter the eye.
2. Gloves should be worn when working with sharp objects or edges.
3. Face shields should be used whenever there is a possibility of splashing into the face.

Office Safety

1. Do not overload electrical outlets.
2. Maintain walkways free of slip, trip, or fall hazards
 - a. Repair loose rugs/carpets
 - b. No cords across walkway
3. Be aware of sharp objects/corners
4. Watch overhead storage
 - a. Do not overload upper shelves
 - b. Use appropriate equipment to climb such as ladder or step-stool
5. Know the emergency escape plan for your office
6. Post emergency phone numbers (9-911) near your phone

Tools, Cords and Ladders

1. Use the tool only for the purpose for which it was designed.
2. Inspect cords and tools prior to use.
3. If tool or cord needs repair, report to your supervisor; do not use!
4. Ensure guards are in place on all tools.
5. Inspect ladder before each use; replace if unsafe.
6. Secure ladders by tying or footing.
7. Use both hands to hold on when climbing a ladder; do not carry items up.
8. Step-ladders must be set up properly (fully extended, even ground, etc.).
9. When using a ladder near a door, secure the door.

Lock-Out/Tag-Out

Lock-out/tag-out is a program that will ensure that machines and equipment are not accidentally engaged while someone is working on them. Employees performing this procedure will receive specific formal training annually.

Procedure:

1. If the machine or equipment is in operation, shut it down by the normal stopping procedure (stop button, toggle switch, etc.).
2. Disconnect the equipment from its energy source.
3. Lock-out and/or tag-out the energy isolating device.
4. Ensure that no personnel are exposed. Engage the normal operating control (button, switch, etc.) to confirm that the equipment will not operate. Return the operating control to off position.
5. The equipment is now locked-out and/or tagged-out.

After servicing is complete and equipment is ready for use:

1. Ensure no personnel are exposed.
2. Install guards if necessary. Remove lock-out and tag-out devices. This should be done only by the person who installed them originally.
3. Reconnect the equipment to its energy source.
4. Verify that the equipment operates properly.

If for some reason the employee who installed the lock-out/tag-out devices is not available to remove them, the devices may be removed under the direction of the supervisor, following a strict procedure.

Chemical Hygiene Plan

1. Chemical procurement: The decision to procure a chemical is a commitment to handle and use it properly from initial receipt to ultimate disposal. Chemical containers shall not be accepted without accompanying labels and MSDS. All chemical shipments should be dated when received and opened. Information on proper handling, storage and disposal shall be known to all involved personnel.
2. Chemical storage: Chemicals shall be segregated by hazard classification and compatibility in a well-identified area, with local exhaust ventilation. Chemicals shall be examined annually for replacement, deterioration, and container integrity.
3. Chemical handling: Skin contact with all chemicals shall be avoided. Mouth pipeting is prohibited. Eating, drinking, smoking, gum chewing, or application of cosmetics in areas where laboratory chemicals are present shall be avoided. Any chemical mixture shall be assumed to be as toxic as its most toxic component; substances of unknown toxicity shall be assumed to be toxic. Laboratory employees shall be familiar with the hazards of the chemicals with which they work and the precautions necessary to prevent exposure. Engineering controls and safety equipment in the laboratory shall be utilized and inspected.
4. Personal Protective Equipment (PPE): Safety glasses are required to be worn at all times in the laboratory; lab coats or aprons are also recommended. Bare feet are prohibited; sandals are not recommended. Non-asbestos thermal-resistant gloves shall be worn for operations involving handling of heated and/or super cold materials.
5. Labeling: All containers shall be labeled, including waste containers. The label shall be durable and identify contents, source, date of acquisition, storage location, and hazard indication. The labels shall be periodically inspected to ensure they have not been defaced or removed.
6. Housekeeping: All spills shall be immediately cleaned with proper disposal. All floors, aisles, fire extinguishing equipment, eyewashes, showers, and other emergency equipment shall remain unobstructed.
7. Safety and emergency equipment: All employees shall be instructed in the location and proper usage of emergency showers and eyewashes. This equipment shall be inspected regularly; inspection records shall be maintained.
8. Laboratory hoods: Laboratory hoods shall be utilized for all chemical procedures which might result in the release of hazardous chemical vapors or dust. Keep the hood closed during non-use, and open as little as possible during procedures. The ventilation system should be inspected every 3 months; records should be maintained.
9. Hazard information and training: All employees will be apprised of the hazards presented by the chemicals in use in the laboratory. Training shall include methods of

detecting the presence of a hazardous chemical, physical and health hazards of chemicals in the lab, and measures employees can take to protect themselves from these hazards. Training records will be maintained.

10. Hazardous and off-hours work: All hazardous operations are to be performed during a time when at least two personnel are present in the laboratory. Laboratory personnel must have a lab pass signed by their supervisor to work after hours in the laboratory.

11. Responsibilities: The respective department chairperson has the ultimate responsibility for chemical hygiene throughout the laboratory. The chemical hygiene officer for the department maintains overall responsibility for laboratory operations and ensures that appropriate training has been provided to all employees. Laboratory workers are individually responsible for planning and conducting each laboratory procedure in accordance with this Chemical Hygiene Plan, and developing good personal chemical hygiene habits.

12. Accident investigations will be conducted by the chemical hygiene officer with the help of other laboratory personnel as needed, and accident reports retained.

13. This Chemical Hygiene Plan will be reviewed and updated on an annual basis.

Exposure Control Plan

Any task which allows an employee to come in contact with another person's blood or other potentially infectious material through the skin, eye, mucous membrane, or mouth shall be considered a possible source of exposure to bloodborne pathogens. Other infectious agents that an employee may be exposed to as part of their job will be discussed during training.

Bloodborne pathogens include any disease carried in the body fluids; of special concern is exposure to hepatitis B (HBV) and AIDS (HIV). Other infectious agents include (but not limited to) the agents listed in the Minnesota Statutes.

UNIVERSAL PRECAUTIONS MUST BE OBSERVED: This method of infection control requires the employer and the employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered potentially infectious and should be treated as such.

To protect yourself from HIV and/or hepatitis infection:

1. Use gloves. Remove inside out. Wash hands thoroughly.
2. Use the designated labeled container for disposal of all needles and sharps.
3. Use a disinfectant on all potentially contaminated surfaces (10% bleach or any OSHA approved commercial product).
4. Disinfect or autoclave any contaminated equipment.

Upon contact with any blood or other potentially infectious material:

1. Wear gloves (mask, apron, goggles as needed).
2. Absorb fluid with absorbent from Spill Kit provided.
3. Scoop dry material into biohazard bag or any labeled bag.
4. Disinfect area and equipment.
5. Dispose of gloves by turning inside out and dropping directly into the BIOHAZARD bag. Close bag securely.
6. Wash hands thoroughly.