# SAFETY PLAN

## I. Policy Statement

Parker University seeks to provide a safe environment for its students, faculty, employee's, patients and visitors. This comprehensive safety plan is hereby established for the purpose of:

1. Providing a safe and healthy environment for employees and students which will be conducive to the accomplishment of the goals and mission of Parker University.
2. Protecting human and material resources.
3. Developing safety procedures and safety awareness programs; and comply with all relevant federal and state laws, rules, regulations, and guidelines.
4. It is the policy of the university to provide a place of employment reasonably free from hazards, which may cause illness, injury, or death. It is also the university policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment. All departmental supervisors, managers, department chairs, deans and administrative officers are responsible for the enforcement of safety policies, practices and guidelines. They must ensure that:

    a) Their staff members are trained in appropriate safety procedures, including chemical specific training as needed.
    b) Employee safety records are to be included in their personal file that is stored in Human Resources.
    c) They notify the Safety Administrator, and complete the necessary forms if an accident or work related health problem occurring in their department.
    d) Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.

All employees have a responsibility to themselves and to the University for their safety and safety of their coworkers. All employees are required to:

1. Comply with all federal, state, and local rules, regulations, guidelines or laws relevant to their work.
2. Observe all university rules and guidelines related to the efficient and safe performance of their work.
3. Integrate safety into each job function and live by this philosophy in the performance of job duties.
4. Correct any minor safety hazards or issues when found.
5. Report all unsafe equipment and practices.
6. Report any accidents that occur while on the job.

## II. Safety Committee

1) The Safety Committee is a standing committee of the university and makes recommendations on matters of safety and accident prevention to the Vice President of Business Affairs. The committee coordinates the education of all employees and students of the university about safety awareness, assures that safety activities are an integral part of schools operating procedures, and provides a forum for discussion of safety problems, potential safety problems and preventive measures.

2) The committee shall:
   a) Continually alert for any unsafe conditions;
   b) Report unsafe conditions requiring immediate attention to the Safety Officer;
   c) Review reports of unsafe conditions and practices, accident investigations and inspections at safety committee meetings and make recommendations;
   d) discuss safety policies and procedures and make recommendations;
   e) assure that all policies and procedures are disseminated to all employees;
   f) assure that safety training and safety awareness programs are provided to all employees;
   g) establish procedures for reporting and investigating accidents and crime; analyze university accident and crime reports; establish and update emergency procedures for bio hazardous materials, bomb threats, chemical burns, chemical spills, fire, flood, emergency situations, power failure, tornadoes, other natural disasters; establish and update safe working practices for office areas, lab areas, all work areas, and the handling and storage of materials and college vehicle safety.

3) The members of the committee shall consist of representatives throughout the university. All employees having safety concerns may discuss problems relating to safety with members of the Safety Committee. Members shall be appointed from the areas of the university.

| | |
|---|---|
| Administration | 1 |
| Academic Faculty | 1 |
| Classified Staff | 1 |
| Clinical Faculty | 1 |
| Human Resources | 1 |
| Maintenance | 1 |
| Student Body | 1 |

Committee members shall be appointed at the beginning of each budget year and will serve for one year. Committee members from administration and staff are appointed by the Vice President of Business Affairs. Committee members from academic and Clinical faculty are appointed by the Vice President of Academics, and the student member is appointed by the SBA President.

4) The permanent chair of the committee shall be the Safety Administrator. The responsibilities of the chairman are: to schedule periodic meetings of the committee, to call special meetings at any time, to present all recommendations of the committee in writing to the Director of Human Resources and Vice President of Business Affairs and appoint a member of the committee as secretary at the beginning of each budget year. The responsibilities of the secretary are to prepare the minutes as soon as possible after each meeting, send a copy to the chairperson, and distribute the minutes at the next meeting to each member. An electronic file will be maintained of the minutes of each meeting of the Safety Committee.

## III. Safety Administrator

The Safety Administrator shall be responsible for:

1) maintaining current knowledge of applicable OSHA regulations and changes
2) enforcing the safety plan
3) developing and presenting safety education programs
4) investigating accidents and unsafe conditions and practices
5) maintaining required OSHA records (Forms 300 & 301) and providing information to the Director of Human Resources
6) distribute the reports of accidents/injuries to the Safety Committee
7) Conducting periodic inspections of all Parker University facilities. The inspection will include, but not be limited to fire alarms and fire extinguishers, AEDs, general condition of buildings, general condition of the grounds and parking lots and safety programs and records. The results of these inspections will be reported to the Safety Committee for recommendations to take corrective measures. In the event, a hazard or accident potential is observed during the inspection and immediate action is necessary, the Safety Administrator shall take steps to correct the deficiencies by contacting the appropriate responsible officer. A follow-up inspection shall be conducted to assure that the problem has been corrected.

The Safety Administrator extension is 7754 and cellular telephone is 214-837-8509. The other duties of the Safety Administrator are listed in the Safety Administrator job description.

A copy of the Safety Plan shall be maintained on MyParker (company intranet). Current employees will be notified of the location of the Safety Plan. A copy of the current Safety

Plan will be maintained in the Human Resources Office (South 102). A printed copy of the plan can be requested by a department or individual with a written request. During New Employee Orientation a section on Safety will be presented. The Safety Orientation Presentation will be located on the intranet for any employee to review. You may obtain a cd copy of this presentation from the Safety Administrator. (5)

## ACCIDENT REPORTS AND INVESTIGATIONS

All accidents occurring on university property should be investigated as soon as possible (unless it delays medical treatment) and will require a written report by Universal Protection or designee.

Students – when an accident occurs the student should:

a. Contact Security at 214-837-8510 or extension 7911.
   1) If any accident requires more than minor first aid security will call for outside emergency personnel.
   2) If the initial call is made to 911 immediately notify security. The Security Officer can then meet outside emergency personnel and guide them to the scene.
b. Stay at the scene. It is important to the investigation and report that the victim and/or witnesses be interviewed at accident if all possible.
c. Protect the scene so others will not be injured.
d. Security Department shall complete an Accident or an Incident Report Form and forward it to the Safety Administrator within 24 hours.

1. Employees – when an accident occurs, the employee should:

a. Notify the immediate supervisor and call the Security Department at extension **7911**. Security will request an Emergency Team member respond to the accident.
b. Remain at the scene
c. Protect the scene so others will not be injured.
d. The Safety Administrator or designee will complete a First Accident Report form with 24 hours and file with worker's compensation insurance carrier as indicated or keep the report for information only.
e. All near misses will be documented on the near miss form and forwarded to the Safety Administrator within 24 hours of the occurrence. (See Report Section for near Miss Report).
f. Treatment for on-the-job injuries during normal business hours will be at Med Alert Industrial Health 3141 Irving Blvd. Suite 220 Dallas, Texas 75247. After hours an injured employee will go to St Paul Hospital Emergency Department on Inwood Road at I – 35 with an Authorization for Exam or Treatment. The ED will contact a MedAlert representative who will administer the mandatory drug test.

**ALL ON THE JOB INJURIES REQUIRE A MANDATORY DRUG TEST**

## Employee Injuries

Injured employees will need to obtain an Authorization for Examination or Treatment form from one of the following persons at the time of the injury.

Sandra McLean (Director of Human Resources)
Scott Christensen (Safety Administrator)
Jim Parker (Director of Facilities Maintenance)
David Butler (Director of Security)
Dr. Leon Tom (Director of Irving Clinic)

The department chair or supervisor shall investigate the accident / incident. The investigation should determine the cause of the accident / incident.
A report shall be submitted to the Safety Administrator and it shall include the Accident Report Form, and a recommended action to prevent a recurrence of similar accidents / incidents in the future.

The Safety Administrator shall further investigate the accident / incident to determine if:

1. The injured person had been trained adequately to recognize the causative factors.
2. The injured person failed to comply with instructions given in orientation or training.
3. The insured person violated an established safety rule.
4. The injured person had been instructed to disregard a specific rule, regulation or procedure.

The Safety Committee, upon receiving reports of the accident / incident, will make recommendation to the Safety Administrator for implementation. The recommendation might include:

1. Re-training of the employee
2. Revision of a safety rule, regulation or guidelines, preparing a new safety rule, regulation or guidelines, enforcing current rules, regulations, and guidelines.
3. Administrative action against the employee responsible for the accident / incident if they violated safety rules, regulations or guidelines.
4. Correction of any physical hazard or unsafe condition; or any action which is necessary to prevent a similar occurrence.

The Safety Officer shall be responsible for reviewing all information about the accident / incident and near misses. The recommendations from the Safety Administrator on actions to remedy the situation shall be reviewed and approved by the Safety Committee.

## Accident Investigation

Accident investigation includes the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. With our incidents investigation, we intend to learn from past experiences and thus avoid repeating past mistakes. Some of the incidents could be “near misses”, meaning that a serious consequence did not occur, but could have.

The Safety Officer is responsible for creating a safety incident report. An investigation will be conducted by the Safety Officer to determine if any violation of the Safety Plan has occurred. If the hazard or accident demands immediate attention, contact Security at **7911**. Security will notify the Safety Officer of any incident. Our facility ensures that all affected personnel, whose job tasks are relevant to an incident finding (including contract employees where applicable), will be advised the outcome of the investigation. Any incident / accident report will be discussed in the next safety meeting. This will allow the safety committee to recommend a solution to correct a hazard if discovered.

# IV. EMERGENCY PROCEDURES

### 1. Bio hazardous Material

a. Notify the lab instructor or lab manager.
b. Give the following information:
    1) Location of accident / incident.
    2) Type of material involved (liquid or powder / crystalline wet or dry)
    3) Name of material involved, if known
    4) Quantity involved
    5) Will outside assistance be required
    6) Should the building be evacuated?
c. Isolate the accident area.
d. Prevent others from entering or leaving the area.

### 2. Chemical Burns

a. Identify the chemical involved
b. Immediately wash the affected skin area with large quantities of clean water **(UNLESS otherwise indicated on the MSDS)**
c. If severe burns are noted, treat as a medical emergency
d. Notify the lab instructor or lab manager.
e. Give the following information:
    1) Location of accident / incident
    2) Type of material involved (liquid or powder / crystalline wet or dry)
    3) Name of the material involved
    4) Quantity involved
    5) Severity of burns

6) Is **911** and Security **7911** required

**3. Chemical Spills (no immediate life / health threat)**

a. Use paper toweling to confine the chemical to the smallest possible area.
b. Notify the lab instructor or lab manager. Give the following information:
    1) Location of accident / incident
    2) Type of material involved (liquid or powder / crystalline wet or dry)
    3) Name of material involved, if known
    4) Quantity involved.

**4. Chemical Spills (possible life/health Threat)**

a. Notify the lab instructor or lab manager.
b. Give the following information:
    1) Location of accident / incident
    2) Type of material involved
    3) Name of material if known
    4) Quantity involved

c. While wearing rubber gloves, face shield, and plastic apron, begin clean up procedures using the Chemical Spill Control Kit, which should be used as follows:

    1) Acids – neutralize with dry sodium bicarbonate and absorb with paper towels. Wear rubber gloves, face shield and a plastic apron. Rinse and mop the affected area using great amounts of water.
    2) Bases – neutralize with acetic acid and absorb with paper towels. Wear rubber gloves, face shield and plastic apron. Rinse and mop the affected area using great amounts of water.
    3) Solvents – use an absorbent, such as vermiculite or paper towels. Wear rubber gloves, face shield and protective, solvent resistant apron.

d. Place the contaminated absorbent under a fume hood.

**5. Gas Leak / Air Quality / Air Contamination**

a. Upon discovering a gas leak, involving any flammable gas, contact the Security Department at **7911**. (Give location, gas involved, if known, and extension you are calling from. The Security Department will contact **911** and the Safety Officer). If at the Irving Clinic contact **911** and then telephone the Security Department at **7911** and notify them of the situation if it doesn't present a danger to you or your co-workers.
b. Exit the building following the Emergency Exit Plan for your department or location.
c. All questions about indoor air quality should be directed to the Safety Officer.

d. The Safety Officer will make a report on any complaint or question about indoor air quality.
e. Upon receipt of a complaint on indoor air quality, the Safety Officer and the Director of Facilities Maintenance Department will order an air test.
f. A copy of the test will be retained in the Safety Office for a period of 60 days.

**6. Emergency Situations** – In an emergency situation (accident or injury needing immediate attention):

a. Call the Security Department **7911**.
b. Provide the following information:

1) Your name
2) The location of the injured or ill person
3) The nature of the injury or illness
4) The length of time since the injury or illness occurred.
5) The extension you are calling from.

c. General First Aid

1) Acid and Alkali Burns – Flush copiously with water. (Unless otherwise indicated on the MSD). Remove contaminated **clothing Do not stand in pooling water.**
2) Electrical Shock – if you are not sure if the power source has been turned off, **DO NOT TOUCH THE PATIENT!**
3) If there is no danger to you, then perform rescue breathing if not breathing, CPR if no pulse or respiration. Have a co-worker contact **911** and Security.

4) Swallowed Poisons:
    a) Acids or alkalis – give very large quantities of water. (Unless otherwise indicated on the MSD)
    b) Other toxic substances - call Teas Poison Center at **1-800-222-1222** be prepared to give the name of the substance, estimated amount ingested, and how long ago.

5) Bleeding – apply direct pressure to wound and hold until bleeding stops or help arrives and takes over patient care. If the bleeding is not controlled, Contact **911** and Security.
6) Respiratory / Circulatory Problems – No Breathing and / or pulse: If not breathing, give rescue breathing. If no pulse, do CPR. Contact **911** and Security.
7) Fractures – support and comfort, call Security for assistance. Do not move victim unless absolutely necessary.

Note: If you have a significant medical history that requires emergency treatment on occasion, please request a **CONFIDENTIAL** medical history form. This will help the University provide the most appropriate treatment for your medical condition. In all cases of mouth-to-mouth contact a barrier device is recommended. The Security Department and all ERT members are provided barrier devices.

**7. Fire**

Call the Security Department at Extension 7911

a. Give the following information:
    a. Location of fire – building and room or suite number
    b. Size of fire – one room, several rooms
    c. Type of fire – trash, electrical, etc
    d. Are persons known to be trapped in the fire area
    e. Give your name and location from where you are calling.
b. Activate the alarm system
c. Warn all other to evacuate the building **DO NOT USE THE ELEVATORS. USE THE STAIRS**
d. When evacuating a room or office, close all doors behind you
e. Use a fire extinguisher if the fire is small. Direct at the base of the fire. Learn the location of fire extinguisher nearest your work area.
f. **EVACUATE**, If the fire is out of control. Follow evacuation procedures.
g. Stay close to the floor to escape smoke, and to minimize smoke inhalation. Because heat rises, the floor will be the coolest area.
**h. DO NOT RE-ENTER A BURNING OR SMOKE FILLED STRUCTURE**

**8. Flood**

Call the Security Department at Extension 7911

a. Give the following information:
    a. Location of flood waters
    b. Severity of flood waters
    c. Are persons known to be trapped
    d. Your name and location from where you are calling
b. If the roof is leaking over your work area – remove your papers out of the way.
c. Evacuate only if necessary

**9. Power failure**

a. Failure or interruption of building power (voltage) is no cause for alarm.

For personal comfort, you should move to an area lighted and ventilated. If you have a computer in your work area, especially if it does not have a battery back-up, you should immediately turn the power switch OFF, until power has been restored.

**10. Tornadoes**

a. Call the Security Department, Extension 7911 to report sighting of a tornado

b. When a tornado warning is given, all employees and students are to proceed immediately to the areas designated as “Safe Areas.” Everyone should move to the lowest level of the building away from any outside wall or glass.

**SAFE AREAS:**

**South Building:**
1. Hallway from the Parker University Museum to the Admissions Office.
2. Hallway from the student Lounge to the bookstore entrance and from the bookstore entrance to the main lobby.
3. All bathrooms on the first floor.

**North Building:**
1. The hallway from the main lobby to the entrance of the Gross Anatomy Lab.
2. The computer room with the 10 workstations
3. All bathrooms on the first floor

**East Building:**
1. The hallway leading to classroom E-108
2. The hallway leading to classroom E-106
3. All bathroom on the first floor

**Gym:**
1. Inside the gym against the bleachers
2. All bathrooms on the first floor

**Dallas Chiropractic and Wellness Center:**
1. The hallway by the blood lab to the old radiology department.
2. All bathrooms

**Student Clinic:**
1. The radiology department
2. The hallway near the observation rooms.
3. All Bathrooms

**Shipping Receiving:**
1. The shipping / receiving office
2. The shipping / receiving bathroom

**Security / Housekeeping / Computer Training:**
1. All bathrooms
2. The interior Security Office
3. The computer training center

**Dallas Intern Lounge:**

1. All bathrooms
2. The x-ray reading rooms in the intern lounge

**Research:**
1. The office space behind the reception desk
2. All bathrooms

**Wood Shop:**
1. Bathroom

**School of Massage:**
1. Bathrooms
2. Interior hall leading to classrooms

**Irving Chiropractic and wellness Center:**
1. All bathrooms
2. The intern work desk area interior hall
3. The back intern lounge

## V. INFECTIOUS DISEASES

1) Parker University does not discriminate on the basis of disability in admission, administration of policies and procedures, scholarships or loan programs, student activities and organizations, employment practices or any University administered program.
2) Students or employees who are infected with the HIV virus, Hepatitis, Tuberculosis or other infectious diseases will not be denied access to activities, services or facilities, unless deemed necessary by the Dean of Academics, Dean of Clinics and Vice President of Academics. The university will make all reasonable accommodations for students and employees as long as they can perform their essential activities.

3) Health care providers, students, employees will be restricted from working with patients only when the health of the provider does not permit him / her to work or the health of the provider may harm the patient.

4) In accordance with the recommendations of the Centers for Disease Control, the following conditions shall restrict a person from working with patients: infectious diarrhea, contagious skin lesions, acute pulmonary infections or other contagious diseases, which might pose a health risk. The individual must obtain clearance from the Dean of Clinics and Vice President of Academics before returning to work. The Safety Officer will counsel students and employees with asymptotic HIV infection, AIDS, Hepatitis, Tuberculosis or other infectious diseases to minimize the potential risks and to assure that medical treatment is going.

5) Confidentiality – the university will comply with Federal and State Laws, regulations and policies to protect the confidentiality of medical and educational records. Students or employees, with knowledge of infected individuals, should not identify those individuals to other, except as provided by law or regulation.

6) Education – The Human Resources Department shall distribute to all new employees with a job description that involves potential exposure to blood borne pathogens, and educational handout which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.

7) The Office of Student Affairs shall make available to all new students an educational pamphlet which describes the method of transmission, and the methods of preventing HIV infection or infection from other infectious diseases.

8) An education and training program shall be coordinated by the Dean of Clinics and Dean of Academics, for all individuals with responsibilities for patient care or who handle human blood, tissue, or secretions.

9) Because a risk to personnel exists, precautions for preventing the spread of an infectious disease from or to patients, students and other personnel shall be followed as recommended by the Centers for Disease Control.

10) Dean of Clinics, Dean of Academics and Vice President of Academics – shall be responsible for all cases of infectious diseases. The Doctor(s) shall:

a) Determine the fitness of health care workers to perform clinical duties and shall have final authority to determine restriction from clinical activities.
b) Provide supervision of all personnel who are infected.
c) Provide or make arrangements for psychological counseling for all health care workers who have the HIV virus, Aids, or Hepatitis or other infectious diseases, if deemed necessary by the Doctor.
d) Provide an education program for all health care workers who work with patients or specimens or perform invasive procedures regarding the epidemiology, modes of transmission and the prevention of infection and the need for routine precautions.

11) Parker University shall observe the following guidelines for preventing the spread of AIDS, Hepatitis, Tuberculosis and other infectious diseases, as recommended by the Centers for Disease Control:

a) All Health care workers who perform invasive procedures must be educated regarding the epidemiology, modes of transmission, prevention of infection and the need for routine precautions.
b) All health care workers who perform or assist in drawing blood processing appropriate precautions when indicated, i.e. mask, eye coverings and gowns.

c) “Needless” systems will be used if available if a glove is torn or penetrated by a needle stick or other injury, the gloves shall be removed, the hands washed and a glove used as promptly as patient safety permits.
d) The Safety Officer will be notified to complete a needle stick form required by the Texas Department State of Health Services.
e) Employees will be sent to our Industrial Health provider for testing.
f) A report of First Injury will be completed by the Safety Officer.
g) After contact with each person, gloves are to be discarded in the biohazard bag and hands washed.
h) After specimens are processed, gloves are to be discarded in the biohazard bag and hands washed. A new glove is to be used with each patient. Do not wash, disinfect, or reuse gloves.
i) All health care workers who perform or assist in invasive procedures must use extraordinary care to prevent injuries to hands caused by needles during disposal of needles, or during procedures.
j) Needles and disposable syringes are not too recapped, purposefully bent or broken, removed from disposable syringes or manipulated by hand.
k) Used disposable syringes and needles shall be placed in Biohazard Sharps containers for disposal.
l) These containers shall be placed as close as is practical to where needles or items are being used.
m) Laboratory work surfaces and scientific equipment shall be cleaned and then disinfected with an appropriate chemical germicide after a spill of blood or urine, as well as when work activities are completed. Gloves shall b worn during the cleaning and disinfecting procedures.
n) If an incident occurs during an invasive procedure that results in exposure of a patient to the blood of a health care worker or any other person, the Dean of Clinics and The Safety Officer should be informed immediately. A needle stick report will be necessary if a sharp is involved per the Texas Department State of Health Service’s rule.
o) If an incident occurs to any employee, after reporting the incident the employee shall be sent to Med Alert for testing and follow-up care.
p) All health care workers and interns with evidence of any illness post exposure that may compromise their ability to adequately and safely perform invasive procedures should be evaluated.

12) Housekeeping Procedures –

a) Disposal procedures for syringes and scalpels – all contaminated syringes and instruments in patient treatment areas and laboratories shall be placed in Biohazard Sharps containers which are marked with the biohazard symbol.
b) Only individuals who are knowledgeable of the hazards shall transport containers to a designated pick up point.
c) Disposal procedures for paper, plastic and unbroken glass object contaminated with human secretions or blood-patient treatment areas shall have on hand a supply of heavy plastic bags which are designated for placing

infectious human waste, blood or secretions and articles contaminated with infectious materials at the end of each day.

d) An employee shall be designated to close the bags of contaminated materials at the end of each work day.

13) Accidental spills of human secretions, blood or wastes in patient areas.

a) In the event that non disposable items, such as a chiropractic adjustment table becomes contaminated, all items shall be disinfected with an 1:10 solution of chlorine bleach or an approved commercial disinfectant spray (let sit for 10 minutes, then wipe dry).
b) All wiping material should be placed in the biohazard bag or box located in the blood lab.
c) In the event that a bag of infectious waste breaks during transport, the transporter shall wear double gloves and transfer the spilled articles into another bag. This bag shall be placed inside of another bag along with the outer pair of gloves and the outer bag secured.
d) If spills occur inside a building, the transporter shall thoroughly soak the area of the spill with a 1:10 dilution of chlorine bleach or approved commercial disinfectant spray and allow sitting for ten minutes. Followed up by wiping the area clean, and place all the contaminated articles to biohazard bag/box. During cleanup, disposable gloves shall be worn and disposed of with the other contaminated articles in a biohazard bag/box.
e) Reporting exposures – all accidents or incidents that result in exposure to human blood or secretions must be documented with the Accident/Injury Report.
f) Worker's Compensation – for employees to qualify for worker compensation or other benefits, the accident/injury report must be submitted to the Safety Officer and testing done within 10 days of the alleged exposure. Those individuals who test positive may then pursue claims for compensation or benefits.

## Training

All employees who are in contact or have potential for contact with any possible infectious waste must attend and annual approved Blood Borne Pathogen Class. This class will be provided at no cost by the university once a year and meets all OSHA and State of Texas training requirements.

## Disciplinary Policy

All safety rules, procedures, and plans in effect at the university are intended to be followed. Violation of any university safety rule, procedure, or plan will result in disciplinary action as listed in your faculty/employee handbook.

## VI. INSPECTION

The Safety Officer shall conduct periodic inspections of all Parker University facilities (leased or owned).

In addition, a general inspection shall be conducted on an annual basis. The general inspection shall include, but not be limited to: alarm systems; fire extinguishers; AEDs, condition of buildings; condition of grounds and parking areas; safety training programs; and accident/incident records.

A report of problems found during inspection of the University and a summary of accident / incidents shall be submitted to the Safety Committee for review. The Safety Committee will make recommendations to take corrective measures.

In the event a hazard or accident potential is observed during the inspection and immediate action is necessary, the Safety Officer shall complete a work order to correct the deficiencies. A follow-up inspection shall be conducted to assure that the problem has been corrected.

## VII. SAFETY PRACTICES

1) **Introduction**

a) The safety practices which have been established are designed to enhance an accident free environment for all employees. Supervisors and department heads are responsible for implementing these practices and for encouraging all employees to make them a routine part of his/her daily work schedule.

b) The most effective safety is prevention; the best precaution is awareness of hazards and how to avoid them. Accidents do not just happen. There are only two causes' unsafe acts and unsafe conditions. Some accidents involve both of these causes. Once causes are known, accidents can be prevented.

2) **Safety Practices for Employees/Students**

a) Conduct

1) All employees / students will conduct themselves in a safe and courteous manner while university property, while using university vehicles and while officially representing the university.
2) Employees / students shall not possess or use illegal drugs while on university property.
3) Employees shall not work or use university vehicles under the influence of illegal drugs or alcohol. The use or possession of illegal drugs or alcoholic beverages at the university is expressly forbidden.
4) Smoking is prohibited on any Parker University property.
5) Employees / students are not permitted to "baby-sit" children or pets university facilities without permission.

6) Running in or blocking corridors, hallways, passageways or stairwells, is not permitted at any time.

b) Clothing

1) All personnel are expected to dress appropriately for their jobs and activities.
2) For lifting and activities involving work on uneven or wet surfaces wear footwear that provides adequate traction.
3) **DO NOT** wear jewelry and loose clothing that may be caught by moving parts of machines or equipment.
4) Long hair must be restrained when working with equipment in which hair might become entangled.
5) Use personal protective clothing, goggles, gloves, and safety hats when necessary for the prevention of injuries or illness.
6) All Maintenance employees must use face shield, safety glasses, goggles or other protective equipment as deemed necessary for the task to be performed.

c) Equipment

1) Operators of hazardous equipment or jobs must be adequately trained in safe operating / handling and performance procedures.
2) **No** equipment may be modified in any way that would negate the safety features.
3) All protection devices or guards on machines must be in place at all times. Removal of any safety devices is expressly forbidden.
4) Lock out tag will be used on any equipment requiring maintenance.
5) All operation controls must be readily accessible and stop controls must be identified.
6) Any defects in equipment must be reported to a supervisor immediately.

d) Electronic Connections

1) Follow safe electrical work practices, as specified in the National Electrical Code.
2) Do not use extension cords, except on a temporary basis, until adequate electrical outlets can be provided.

e) Housekeeping

1. Good housekeeping is essential in preventing fires and accidents.
2. Spilled liquids, chemicals and other loose objects on the floor or stairs can cause serious falls and injuries.
3. All walk areas must be kept clear of these objects.

4. Broken glass in a wastebasket is a frequent cause of cuts. Therefore when emptying trash the bag should be removed from the container to prevent injury from sharp objects that might have been placed in the trash.

g) Storage

1. The storage of materials, in an office, lab or other storage areas, must not create a hazard.
2. Improperly stored materials create problems for employees needing to enter a room and can create fire hazards.
3. Materials stored on more than one level must be stacked neatly. They must be limited in height to ensure stability. The height may not exceed 18 inches from the ceiling by the fire code.
4. Floors must be kept free of slipping or tripping hazards, such as water, oil, broken materials or trash.
5. Aisles must be wide enough to allow employees to move freely, especially when handling materials or removing from shelves. Aisles must be planned so that they give easy and rapid access to exits, fire extinguishers and electrical circuit breaker panels.
6. Storage areas must have adequate illumination to ensure that labels on containers can be easily read.
7. Weight capacities of floors should not be exceeded.
8. Storage shelves and racks should be inspected periodically for cracks, weaknesses or damage.
9. Only approved step or ladder devices must be used when employees need to reach high shelves or racks. **Do not** use chairs.
10. Gas cylinders, flammable chemicals, explosives or bio hazardous materials will not be placed in a storage area, unless the storage room is specifically designated for that specific substance.

3) **Safety Practices in Offices** – the most common injuries in offices are falls, tripping, striking against objects, and strains. The following safe office practices should be followed:

a) Arrange office furniture to reduce traffic.
b) The distance from the front of one desk to the back of another desk shall not be less than three feet.
c) Don't place office machines near the edges of tables or chairs.
d) Secure office machines that move during operation.
e) Place filing cabinets against walls to prevent them from tipping over.
f) Report defective or torn carpets immediately.
g) Repair or replace worn or curled floor mats and carpet protectors under chairs and desks.
h) Aisles and passageways should be least three feet wide through work areas.
i) Keep wastebaskets and boxes where people will not trip over them.

j) Put low table and office equipment against walls or in corners.
k) File drawers should not open into aisles. Don't leave file drawers or desk drawers open. Open only one drawer at a time.
l) Do not use office chairs as ladders.
m) Employees must sit properly in chairs and not scoot across the room or lean backward on two legs.
n) Any cord where a person might walk must be covered.
o) Do not overload electrical outlets.
p) When shredding papers, be careful not to allow your fingers to come into contact with the feeder.
q) Office fans should have a substantial base and a mesh wire guard, front and back.
r) Keep paper cutter blades latched securely when not in use.
s) Remove all jewelry before attempting to clear paper jams from copiers.
t) Learn and practice the correct method for lifting objects. Learn to lift with your back and legs in the proper manner.

4) **Safety Practices in Laboratories for Lab Employees** – the following work practices will reduce the possibility of laboratory accidents. All personnel must know the location of the laboratory safety manual, inventory of hazardous chemicals and the Material Safety Data Sheets.

a) No open toe shoes should be worn. Wear safety goggles or glasses any time solutions are being prepared. Long hair should be tied back when working in areas with open flames.
b) Glassware and products should not be stored overhead, but should be stored at an accessible height.
c) Spilled chemicals and broken glassware must be picked up immediately and disposed of properly.
d) Accidental spills should be reported immediately to the lab manager or instructor.
e) Flammable liquids and chemicals must be stored only in approved safety cabinets.
f) Bio hazardous materials must be stored only in approved safety cabinets.
g) Lab passageways and aisles must be unobstructed and wide enough for free movement while handling materials and supplies.
h) Work areas must be adequately ventilated. Air ducts should not be blocked or diverted. Airflow hoods must be properly vented.
i) All lab personnel must wear protective clothing or use protective equipment when performing any task that may result in injury, illness or exposure to biohazards.
j) Any defects in safety equipment must be reported immediately to a supervisor.

k) Bio hazardous materials, glass slides and test tubes and other contaminated materials shall be disposed of in approved biohazard sharps containers.
l) Accidental spills or exposure to bio hazardous materials must be reported immediately to the lab manager or instructor.
m) All gas cylinders must be secured to a wall or table. Cylinders must not be used unsecured and must not be transported without their safety cap in place.
n) Syringes, butterfly, and venipuncture needles shall not be disposed of in wastebasket. All lab personnel must be adequately trained in the correct disposal technique for syringes and needles. All sharps of any type are to be disposed of in the approved biohazard sharp containers.
o) All scalpels and blood picks must be disposed of properly in the approve biohazard sharp containers.
p) All Laboratory refrigerators must be labeled for a specific purpose. Personal foods must not be stored in the same refrigerator used for bio hazardous materials.
q) All laboratory doors must be kept closed.
r) Emergency equipment must be readily available and accessible with the laboratories and prep rooms.

5) **Safety Practices in Laboratories for Students** – All students must observe the following rules and safety procedures in the labs, which shall be posted in each lab.
   a) Know the location of emergency exits – they are designated with exit signs.
   b) Know location and proper use of the following safety equipment:

      1. Fire Extinguishers - pull pin, point at base of fire, press handle, sweep the base of the fire.
      2. Eyewash – hold eyes open, bend over, press handle (be careful not to flush into uninjured eye)
      3. First Aid Kits – Located in Microbiology/Physiology, and the blood Lab.
      4. Showers – stand under, pull handle, and strip away clothing if chemicals are involved.
      5. Goggles – should be worn as instructed by lab instructors.

   c) Safety Rules:

      1. Report all accidents immediately to the lab instructor
      2. Do not work alone.
      3. Do not eat, drink or smoke in the laboratory.
      4. Do not store any foods in lab refrigerators.
      5. Clean up spills immediately. If it is a biohazard material, use disinfectant located on each laboratory table.

6. Use hoods when dealing with dangerous, smelly or toxic chemicals.
7. Do not use open flames in laboratory unless instructed by the lab instructor.
8. Always add acid to water.
9. Be sure all bottle caps are replaced securely.
10. Perform only authorized experiments.
11. Never taste or sniff chemicals.
12. Point open test tubes away from others while heating.
13. Do not return excess chemicals to original containers.
14. Lubricate any glass to be inserted into stoppers, corks, etc., with glycerol.
15. Familiarize yourself with the toxic chemical chart.
16. Leave your work area and drawer neat and clean.

d) Specific instructions and safety guidelines are provided with specific laboratories by your instructors and or lab manager.

## VIII. Safety Training

Safety training is provided to employees to assist in implementing the safety policy of the university. The university is committed to providing as safe an environment as is possible.

Some activities at the university have inherent health risks, such as maintenance, housekeeping, human anatomy lab, and student laboratories. To minimize these health risks, employee and student awareness and education programs shall be planned and conducted on a periodic basis.

The Safety Officer shall organize safety training for employees. All specialty training shall be organized by the
Safety Officer in cooperation with the appropriate department heads.

## IX. Safety Violations

Students and employees, who willfully violate any of the safety policy or guideline, shall be subject to disciplinary action by the university. A student who violates safety policies or guidelines may be referred to the Academic and Professional Standards Committee by the Safety Officer. That committee will follow its policies and guidelines to determine what disciplinary action, if any, will be imposed on the student.

The Safety Committee shall conduct a hearing concerning alleged violations by employees or third parties. The committee may call the employee before the committee to answer the allegation. The Safety Officer may issue a safety warning, verbal or written to any employee who has violated any section or sections of the

Safety Plan. The committee shall recommend disciplinary action(s) to the Vice-President of Business Affairs and Senior Director of Human Resources. The Vice President of Business Affairs and Senior Director of Human Resources may confirm, modify or reject the committee's recommendation and shall notify the individual in writing of their decision.

Disciplinary action may include written warning, suspension, and/or termination as described in the faculty/employee handbook.

## Addendum A

### Written Emergency Action Plan

OSHA's Emergency Action Plan, (EAP) is intended to comply with 29 CFR 1926.35, by addressing emergencies that may reasonably occur at any of our campus properties. The EAP communicates to employees, guidelines to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it. The Safety Officer is the program coordinator, acting as the representative of the Senior Director of Human Resources who has overall responsibility for the plan.

The Safety Officer and Safety Committee will review and update the plan as necessary. Copies of this plan may be viewed in the following departments:

- Safety Office (CD and Written Plan)
- Human Resources Department (CD and Written Plan)
- Department of Academics
- Department of Clinics
- Business Office
- Registrar
- Student Affairs
- Development
- All Vice – Presidents Offices
- Continuing Education Department
- Maintenance
- Research

If after reading this program, you believe that improvements can be made, please contact the Safety Officer, at extension 7095. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive

for clear understanding, safe behavior, and involvement in the program from every level of the university.

## Emergency Escape Procedures and Assignments

The emergency exit plans is designed to respond to many potential emergencies including:

1) Fires
2) Floods
3) Tornado
4) Earthquake
5) Ice Storms
6) Hail Storms
7) Bomb Threats

1) Employees are trained in safe evacuation procedures, and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed. The parts of the plan that the employee must know to protect the employee in case of an emergency are reviewed up initial assignment.

a) The training includes use of floor plans and workplace maps, which clearly show the emergency, escape routes included in the Emergency Action Plan. All new employees are shown two means of egress from their workspace during new hire orientation. An Emergency Exit plan will be on the intanet as part of the Safety plan located in each department at the university.
b) As a matter of general practice, stairwells are the primary means for evacuation. Elevators are used only when authorized by a fire or Police Officer, or to assist physically disabled person.

**No employee is permitted to re-enter the building until advised by the Safety Officer, Vice President of Administration or the Senior Director of Human Resources after determination has been made that such re-entry is safe.**

**See EMERGENCY EXIT PLAN Addendum 1**

All employees will report to their department head or if in another department to the supervisor of that department. See the Emergency Exit Plan for the egress procedures for each group evacuating an area or building. This allows for accountability of all employees at the university and that no one remains inside the affected structure.

## Critical Operations

The duties of those employees who have been selected by the Facilities Manager to remain behind to care for essential university operations until their evacuation becomes absolutely necessary include: The monitoring of university power supplies, water supplies, and other essential services which cannot be shut down for every emergency alarm.

Department supervisors and instructional facility will conduct head counts once evacuation has been completed. Employees with disabilities who may need extra assistance, such as using the buddy system shall be pre-planned by their departmental supervisor.

A copy of the list of trained personnel appears below:

**Name / Title Department Shift**

All Department Supervisors, Assistant Professors and Professors

All employees are trained in evacuation procedures by way of periodic drills. Once evacuated groups of employees have reached their evacuation destinations, each trained evacuation employee:

- Take roll or head count of his or her group.
- Makes sure all persons are accounted for
- Reports sent into a central checkpoint managed by the university Safety Officer.
- Assumes role of department contact to answer questions.

All employees will report to their pre-designated evacuation location and report to the supervisor to allow for accountability of personnel.

## Emergency Reporting Procedures

### 1) Fire

a) In the event of a fire, contact Security at extension 7911 with the following information:

- Location of building and room number
- Size of the fire one room, several rooms
- Type of fire (if known) trash, electrical, etc.
- If any person or person(s) known to be trapped.
- Give your name location where you are calling from.
- Go to the nearest fire alarm station and activate the alarm by pulling on the lever.

The alarms will notify the Security Department as well as the Dallas Fire Department by way of a Monitoring Company. Fire alarm pull stations are located on each floor near the elevators, and also near each entry/exit door.

The Security Department will perform assigned duties and will meet the fire department to assist them as necessary. The Dallas Fire Department Incident Commander is in charge for the duration of the incident. Head counts should be given to the Dallas Fire Department Incident Commander.

No employees are to return to the buildings until the “all clear” is given by the V.P. Business Affairs, the Director of Human Resources, Safety Officer, Security Department and /or the Dallas Fire Rescue Department Incident Commander.

### 2) Flood

a) Call the Security Department at Extension **7911**
b) Give the following information:

- Location of flood waters
- Severity of flood waters
- Are persons known to be trapped?
- Your name and location from where you are calling.
- If the roof is leaking over your work area remove your papers out of the way.
- Evacuate only if necessary. If told to evacuate do so immediately, you will be advised of a route to take to leave the university.

### 3) Flood and Flash Floods

a) Emergency Information

- Flood waters can be extremely dangerous. The force of six inches of swiftly moving water can knock people off their feet. Avoid walking through flood waters. The best protection during a flood is to leave the area and go to shelter on higher ground.
- Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings, and obliterate bridges. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris. The best response to any sign of flash flooding is to move immediately and quickly to higher ground.
- Cars can easily be swept away in just 2 feet of moving water. If flood waters rise around a car, it should be abandoned. Passengers should climb to higher ground.

### 4) Tornado

*In the Event of a Tornado:*

The Security Department has access to Weather Hazard Alert Radio, TV, and Internet access to campus PA system, and fire alarm system. When the National Weather Service issues a tornado watch, the Security Director or his designee will turn on the scanner to monitor the National Weather Service reports and check the local radar via the Internet. If the watch is upgraded to a warning for the immediate area, the Safety Officer will notify the Security Director and the President Office, who will announce the warning over the campus PA to warn Student, Staff, and Faculty of the tornado.

At the time of the notification of an impending tornado, all employees are responsible for evacuating to their assigned safe areas in a tornado emergency. Safe areas are designated in each building.

- The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement or storm cellar.
- Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. The winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Mobile homes are particularly vulnerable to tornadoes.
- Injuries or deaths related to tornadoes most often occur when buildings collapse, people are hit by flying objects or are caught trying to escape the tornado in a car.
- Tornadoes are most destructive when they touch ground. Normally a tornado will stay on the ground no more than 20 minutes: however, one tornado can touch ground several times in different areas.

**FEMA estimates that 7-9 tornadoes per year have struck the North central Texas area in the last 128 years.**

## 5) Earthquake

According to FEMA (Federal Emergency Management Agency) the North Central part of Texas has been classified as a low hazard for a possible earthquake.

If an earthquake does occur:

a) Indoor

- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- Stay inside. Many of the 120 fatalities from the 1993 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls.
- The most dangerous thing you could do during the shaking of an earthquake is try to leave a building because of falling objects.

b) Outdoor:

- Move into the open, away from buildings, street lights, and utility wires.
- Once in the open, stay there until the shaking stops.

c) In a moving vehicle

- Move to an area away from buildings, trees, overpasses, or utility wires.
- Stop quickly and stay in the vehicle.
- Once the shaking has stopped, proceed with caution. Avoid bridges and ramps that might have been damaged by the quake.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

## 6) Ice storms

In the event of an ice storm or inclement weather the Vice President of Academics will make the decision to close the university. If weather forces the closure or a late opening of the university, the Vice President will notify KDFW (Channel 4) KLUV (98.7) and KVIL radio (103.7 FM) of the closure or late opening. You can also call the main university telephone number, 972-438-6932 and greeting will advise if there is a closing or late opening of the university.

## 7) Hail

If a storm occurs please take the following steps:

a) Outside

- Seek shelter immediately in the closest solid structure.
- Do not stand under trees under any circumstance.
- Do not leave the structure until the hail has completely stopped.

b) Inside

- Move away from any exterior glass.
- If possible move to an interior room or corridor.
- Move to the lowest level in the building.

c) Driving a vehicle

- Pull over immediately
- If possible stop in a highway underpass.
- Do not leave your vehicle unless you will be injured if you remain.

## 8) Bomb Threats

a) Any person receiving a phone call in which the caller states that a bomb has been placed in any University building should make every effort to obtain as much information as possible. The following questions should be asked:

- Where is the bomb located?
- When is it set to explode?
- Is the bomb contained in a box, briefcase, etc.?
- Why did the caller place the bomb at that location?
- Would the caller like to speak to someone about correcting a “wrong” done to him/her?

b) Take every bomb threat seriously. Do not Risk Lives
c) Call the security Department at extension 7911 give him/her the information.
d) The police will be notified by the Security Department, Vice President of Business Affairs, or by the Senior Director of Human Resources.
e) When the police arrive and ask for assistance, employees and students should do only what the police ask, listen carefully to instructions and follow them.

f) Under no circumstances should an employee or a student attempt to move, disarm or otherwise neutralize a suspected explosive device. Leave that dangerous job to the expert.
g) In case evacuation becomes necessary, the Vice President of Business Affairs or the Security Director will give the evacuation order.

- The treat of a bomb should be taken seriously.
- Faculty members in classroom should:

1. Instruct students to get all their personal belongings, purses, and briefcases.
2. Walk to the nearest exit and get away from the buildings.
3. Wait until the all clear is given before returning to buildings.

h) All employees should walk to the nearest exit and get away from the buildings.

**Safety Officer Responsibilities**

The Safety Officers is responsible for the following activities:

1) Develop a written Emergency Action Plan for regular and after hours work conditions.
2) Immediately notify the local fire or police departments, Facilities Manager, Security Director and the Vice President of Business Affairs in the event of an emergency affecting the university.
3) Integrate the emergency action plan with the existing general emergency plan covering the building occupied.
4) Distribute procedures for reporting a fire, bomb threat, or other emergency, the location of fire exits, and evacuation routes to each employee.
5) Conduct drills to acquaint the employees with emergency procedures, and to judge the effectiveness of each plan. Semi-Annual fire drills are required.
6) Satisfy all local fire codes and regulations as specified.
7) Train designated employees in the use of fire extinguishers and the application of medical first aid techniques.
8) Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of an emergency. Distribute a copy of the list to key persons to be retained in their homes for use in communicating an emergency occurring during non-work hours.
9) Decide to remain in or evacuate the workplace, after consultation with the Vice President of Business Affairs or the Senior Director of Human Resources in the event of an emergency.

**If evacuation is deemed necessary, the Safety Officer ensures that:**

- All employees are notified and a head count is taken to confirm evacuation of all employees.

### TRAINING

At the time of an emergency, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the emergency is very grave, total and immediate evacuation of all employees is necessary. In other emergencies, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued university operation. We must be sure that employees know what is expected of them during an emergency to assure their safety. This document is not one for which casual reading is intended or will suffice.

### Disciplinary Action

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty / employee handbook.

## ADDENDUM B

## Electrical Safety Program

### GENERAL UNIVERSITY POLICY

This program is intended to comply with Title 29 Code of Federal Regulations 1910.333, by preventing electric shock or other injuries resulting from direct/indirect electrical contacts to employees working on or near energized or deenergized parts. This program applies to all work operations at Parker University where employees may be exposed to live parts and / or those parts that have been deenergized. This program applies to all work operation at Parker University where employees may be exposed to live parts and / or those parts that have been deenergized.

The Safety Officer has overall responsibility for coordinating safety programs in this University and overall responsibility for the Electrical Safety Program. The Safety Officer will review and update the program, as necessary. Copies of the written program may be obtained from the Safety Office. Under this program, our employees receive instructions in the purpose and use of energy control procedures, as well as the other required elements of the Control of Hazardous Energy standard. This instruction includes the deenergizing of equipment, applying locks and tags, verifying deenergization, and equipment reenergizing.

If, after reading this program, you believe that improvements can be made, please contact the Safety Officer or Director of Facilities Maintenance. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a successful electrical safety program is an important component of

our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

## HAZARD ANALYSIS REPORT

To determine areas of Parker University that needs to be included in the Electrical Safety Program. The Safety Officer has conducted a hazard analysis of our workplace. This analysis is located in Safety Office and will be maintained for a period of six months, has provided us with information identifying which departments have equipment using electricity, various types of wiring installations, and the types of employee functions that must be covered by the Electrical Safety Program. The departments / areas of our university identified as having electrically operated equipment and / or wiring installations are Maintenance, Information Services, all mechanical rooms, the chiller room, all campus offices, all copier rooms, all computer server rooms and all phone switch rooms. Electrically operated equipment which must be deenergized before work can be done on it and where it is located including all AC/Heating units, all light fixtures, all fan motors, all copy/printers units, all computers systems, table saw, and all electric hand tools.

## TRAINING PROGRAM

Every employee at Parker who faces the risk of electric shock from working on or near energized or deenergized electrical sources receives training in electrical related safety work practices pertaining to the individual's job assignment. The goal of our electrical safety training program is to ensure that all employees understand the hazards associated with electric energy and that they are capable of performing the necessary steps to protect themselves and their co-workers.

Our electrical training program covers these basic elements:

- Lockout and tagging of conductors and parts of electrical equipment.
- Safe procedures for deenergizing circuits and equipment.
- Application of locks and tags.
- Verification that the equipment has been deenergized.
- Procedures for reenergizing the circuits or equipment.
- Other electrically related information which is necessary for employee safety.

1) The electrical safety procedures we teach to those employees who have limited knowledge ("unqualified") of electrical circuitry but must work near or on it is;

    a) To recognize the log out / tag out system.
    b) To not remove any tag from a lockout / tag out for any reason. This training must be completed before participants will be allowed to work in areas of Parker University where electrical hazards exist.
    c) All employees of the Maintenance Department view a video and are shown how the lock out and tag out will look in place. All employees are told to

follow the direction of the approved employees in regard to any and all electrical hazards.

d) When changes occur in our university that involves electrical elements, we provide additional employee training to ensure the safety of all affected workers. In this case, we follow these procedures:

- Training is scheduled whenever a change has been reported to the Safety Officer. This insures that all employees are aware of the hazards.
- A designee of the Director of Facilities Maintenance will conduct the electrical safety training for all employees.
- Every employee who participates in the Electrical Safety Program receives a certificate which they sign verifying that they have completed the course, that they understand the information presented, and that they will follow all university policies and procedures regarding electrical safety.
- The Department Supervisor keeps a copy of these signed cerfificates of training. The Safety Officer will keep a copy of all training materials and documentation in Safety Office.

## LOCKOUT AND TAGGING PROGRAM

Circuits and equipment must be disconnected from all electric energy sources before work on them begins. We use lockout and tagging devices to prevent the accidental reenergization of this equipment. These lockout and tagging procedures are the main component of our electrical safety program. The safety procedures that make up our lockout and tagging program include these elements:

### Deenergizing Circuits and Equipment

We disconnect the circuits and equipment to be worked on from all electric energy sources and we release stored energy that could accidentally reenergize equipment.

### Application of locks and tags

Only authorized employees are allowed to place a lock and tag on each disconnecting means used to deenergize our circuits or equipment before work begins. Our locks prevent unauthorized persons from reenergizing the equipment or circuits and the tags prohibit unauthorized operation of the disconnecting device. Prior to work on the equipment, a “qualified” employee must verify that the equipment is deenergized and cannot be restarted.

### Reenergizing Circuits and Equipment

Before circuits or equipment are reenergized, we follow these steps in this order:

- A “qualified” employee conducts tests and verifies that all tools and devices have been removed.
- All exposed employees are warned to stay clear of circuits and equipment.
- Authorized employees remove their own locks and tags.
- The person removing the locks and tags will make a visual inspection of the area to be sure all employees are clear of the circuits and equipment.

The Director of Maintenance or his / her designee is responsible for the overall lockout and tagging procedures in our university. The written procedures for locking and tagging equipment are kept in the Maintenance Office.

The Director of Facilities Maintenance will designate the persons trained and authorized to deenergize, verify, and reenergize electric circuits and equipment in our university.

### ENFORCEMENT

Constant awareness of and respect for electrical hazards, and compl8iance with all safety rules are conditions of employment.

Disciplinary Action

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty / employee handbook.

# ADDENDUM C

## ERGONOMIC PLAN

### GENERAL UNIVERSITY GUIDELINES

Parker University is committed to improve our employees’ comfort and well-being by identifying and correcting ergonomic risk factors on the job. This program applies to all work operations at the university. The Safety Officer coordinates all life safety for Parker University. The Safety officer reviews the Ergonomics Program and provides guidance, as needed. Under this program, teams of our employees have evaluated jobs, which they have identified as having “problem areas,” and developed and implemented solutions to reduce job related worker injury and illness. Job hazard assessment will be updated as needed.

Our goal through this Ergonomics Program is to prevent the occurrence of work related musculoskeletal disorders by controlling or eliminating the risk factors which cause them. This program ensures that all affected employees are aware of job

related risk factors and provides information and solutions to alleviate them. Parker promotes continuous improvement for the efficiency, comfort, and well-being of all employees through a team effort of management and employee involvement. If, after reading this program, you find that improvements can be made, please contact the Safety Officer. We encourage suggestions because we are committed to the success of our Ergonomics Program. We strive for clear understanding, safe and efficient work practices, and involvement in the program from every level of the university.

**ERGONOMICS TEAM**

The Ergonomics Team has adopted objectives for ergonomic improvements within our university and methods for identifying and resolving these problem areas. This written plan for these goals, objectives, and solutions is on file in the Safety Office for a period of one year after completion. After that time the Ergonomics Plan will be incorporated into the Safety Plan and update with the Plan. Parker University is committed to the success of this program by providing resources and the staff time necessary to identify and correct problem jobs.

INJURY / MEDICAL MANAGEMENT

MedAlert is the health care provider we have chosen to provide medical treatment for our employees with injuries or illnesses relating to ergonomic factors. They have visited our facility and are familiar with our specific workplace job procedures and the job risk factors.

We encourage all employees to immediately report any symptoms of discomfort that may be associated with their job duties. In most cases, employees are to report to their immediate supervisor. Those supervisors are responsible to recommend alternative work or medical evaluation for injured or ill employees. The supervisor is also responsible for sending the injured or ill employee to the Safety Officer for a First Report of Injury / Illness to be filed with our Workman's Compensation Carrier and places that incident on the OSHA 300 log as required by federal law.

The supervisor may recommend that the job receive a job hazard assessment. Supervisors and the Safety Officer will conduct the job hazard assessment.

Our procedures for entering any injury / illness includes, an entry is made to the OSHA 300 log if an injury is reportable within six days of being reported or occurrence. The log is updated monthly with the injured / Illness of the employee and posted each year as mandated by OSHA. Every work procedure that causes a worker injury or illness will be investigated and reported. This documentation provides vital information for the identification of job related risk factors so that the problems can be corrected before other injuries occur. After the health care provider has treated an injured employee, the following procedures are used to monitor the recovery process and their return to work. Our Health Care Provider monitors injured

or ill employees. The Ergonomics Team has developed a list of light and restricted duty jobs, which have low musculoskeletal risks. This list is a valuable resource for assigning duties to recovering employees until they can resume their normal job functions. (NOTE: This list is not complete and is subject to change without notice)

These jobs include:

Professor and Associate Professor / Instructor / Staff Doctor

- Mailroom / copy
- Security
- Purchasing agent
- Bookstore
- Office Assistants

After verification of an employee's job related injury or illness, the Safety Officer will review this plan and re-evaluate the work station to determine if additional practices, procedures, or redesign of the station could be implemented to prevent similar injuries.

**IDENTIFYING PROBLEM JOBS**

Several methods are used to identify problem jobs that are most likely to result in ergonomic disorders. The Ergonomics Team initially reviewed and the Safety Officer periodically monitors Parker University injury and illness records such as the OSHA 300 form and workers' compensation data to identify patterns of ergonomic related injuries and illnesses. In addition, jobs are evaluated for the following risk factors.

- Rate and number of repetitions: performance of the same motion or motion patterns every few seconds for more than two hours at a time.
- Postures and limb positions: fixed or awkward work postures such as overhead work, twisted or bent back, and bent wrist, stooping, or squatting, for more than a total of two hours.
- Vibration: use of vibrating or impact tools or equipment for more than a total of two hours.
- Loads / lifted: lifting, lowering, or carrying of anything weighing more than 25 pounds (11.34 Kg) more than once during the shift.
- Loads / static: holding a fixed or awkward position with arms or neck for more than ten seconds.
- Muscle forces: continually pulling or pushing objects.
- Work pace: piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four hour limit).

Our Ergonomics Team has identified the following jobs at our facility as having these ergonomic risk factors:

- Accountant
- Maintenance
- Purchasing
- Cable Coordinator
- Purchasing / Warehouse
- Mailroom
- Departmental Assistant

## SOLUTIONS

When a job, process, or equipment has been evaluated, the Safety Officer or his / her designee completes a risk factor checklist. Through this checklist, problems are identified for correction and supervisors and employees in the affected areas are notified. The Safety Officer, in conjunction with those affected employees, will develop possible solutions, choose the most appropriate, implement the changes, and follow up to determine the effectiveness. For each problem job, which has been changed, we maintain a file of the improvements and changes completed. The file contains documentation of the ergonomic related illnesses or injuries, the actual changes made, and similar incidents, which occurred after the changes, were implemented.

All improvements will be kept in a file marked ergonomic improvements. These files will be archived after one year and destroyed at the end of five years. The active files are kept in Safety Office.

## EMPLOYEE TRAINING

Parker University management staff receives copies of this written ergonomics program and the university policy statement regarding ergonomics in our workplace. We train each employee who work at a job with exposure to specific risk factors and each employee in a job where a work related musculoskeletal disorder has been recorded.

These are the ergonomic elements we teach to all employees:

- How to recognize workplace risk factors associated with work related musculoskeletal disorders and the ways to reduce exposure to those risk factors.
- The signs and symptoms of work related musculoskeletal disorders, the importance of early reporting, and medical management procedures.
- Reporting procedures and the person to whom the employee is to report workplace risk factors and work related musculoskeletal disorders.
- The process Parker is taking to address and control workplace risk factors, each employee's role in the process, and how to participate in the process.
- Opportunity to practice and demonstrate proper use of implemented control measures and safe work methods that apply to the job.

Each employee involved in job analysis will be trained in job analysis methods, especially as they relate to identifying workplace risk factors, and evaluation and implementation of control measures.

This university will not implement any policy or practice which discourages reporting or which results in retaliation against any employee who makes a report.

**ENFORCEMENT**

Constant awareness and respect for ergonomic hazards, and compliance with all safety guidelines and plans are conditions of employment.

**Disciplinary Action**

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty / employee handbook.

# ADDENDUM D

## Fire Prevention Plan

**Purpose**

This Fire Prevention Plan, FPR addresses fire emergencies reasonably anticipated through all phases of the construction, repair, alteration, and general occupation of the university. This FPP is intended to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan identifies:

- Major workplace fire hazards and proper handling and storage procedures.
- Potential ignition sources for fires and their control procedures.
- The type of fire protection equipment or systems which can control a fire involving them.
- Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards.

Under this plan, our employees will be informed of the plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to our emergency action plan where procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those

employees who perform them. Please see the emergency action plan for this information.

The Safety Officer is the program coordinator, acting as the representative of the Director of Human Resources, who has overall responsibility for the plan. The written program is kept in Safety Office. The Safety Officer will review and update the plan as necessary. Copies of the Safety Plan are available for review in the Safety Office and all departments, (i.e. Student Affairs, Security, Maintenance, Department of Human Resources, and Clinics). The FPP communicates to employees, guidelines to follow when fires erupt. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it. If after reading this program, you find that improvement can be made, please contact the Safety Officer. We encourage all suggestions because we are committed to the success of our emergency action plan. We strive for clear understanding, safe behavior, and involvement in the program from every level of the university.

**Safety Officer's Responsibilities (Fire Plan)**

Here at Parker University, the Safety Officer is responsible for the following activities related to the Fire Plan. He or she must:

1. Develop a written fire prevention plan for regular and after-hours work conditions.
2. Immediately notify the Dallas Fire Rescue Department or police departments, Facilities Director and the Vice President Business Affairs or the Senior Director of Human Resources in the event of a fire affecting the university.
3. Integrate the fire prevention plan with the existing general emergency plan covering the building occupied.
4. Distribute procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee.
5. Conduct drill to acquaint the employees with fire procedures, and to judge their effectiveness.
6. Train designated employees in the use of fire extinguishers and the application of medical first aid techniques.
7. Keep key management personnel home telephone numbers in a safe place in the office for immediate use in the event of a fire. Distribute a copy of the list to key persons to be retained in their homes for use in notifying those key people of a fire occurring during non-work hours.
8. Decide to remain in or evacuate the workplace in the event of a fire.
9. If evacuation is deemed necessary, the Safety Officer ensures that:

- All employees are notified of an evacuation and a head count is taken by the departmental supervisor or facility member to confirm total evacuation of all employees, students, and visitors.

- When practical, equipment is placed and locked in storage rooms or desks for protection.
- The appropriate persons are contacted, informed of the action taken, and asked to assist in coordinating security protection.

In addition, the safety officer is responsible for duties unique to this facility.

- Note any types of fire hazards during routine inspection of the campus.
- Inspect new areas and insure that proper fire protection has been installed (i.e. Fire Extinguishers)

**Workplace Fire Hazards**

Hazardous accumulation of combustible waste materials must be controlled to minimize the risk of a fast developing fire, rapid spread of toxic smoke, or an explosion. Employees are to be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

1. Electrical fire in all work areas.
2. Explosion in Maintenance storage and Woodshop as result of fire (oxygen / acetylene torch, paint, thinners, and gasoline)
3. Explosion in the Gross Lab as a result of a fire.
4. Explosion in the Microbiology lab as the result of a fire (Natural Gas)

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they must be trained in the fire prevention measures developed and use them in the course of their work. For example, oil soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulation of waste paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials that can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion are the types of materials with which this fire prevention plan is concerned. Matches, welder's sparks and similar low level energy ignition sources may easily ignite such combustible materials. This university intends to prevent such accumulation of materials.

In maintenance all dirty shop rags are stored in a metal container and the container will be cleaned each week. In the mail / copy room the numbers of reams of paper stored have been reduced to less than 10 cases. All gasoline is stored in OSHA approved containers and the containers are stored in approved fire proof storage cabinets. Good general housekeeping of all areas is strictly enforced.

Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. An example is a temperature limit switch often found on deep fat food

fryers found in restaurants. There may be similar switches for high temperature dip tanks, or flame failure and flashback arrester devices on furnaces and similar head producing equipment. If these devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Again employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturer's recommendations should be followed to assure proper maintenance procedures.

Fuel is used throughout the maintenance department as an energy source for various systems or equipment. This fuel can be a significant fire hazard and must e monitored and controlled. Limited fuel is stored on-site in approved 10 gallon containers.

**Potential Ignition Sources**

Flammable or combustible materials may not ignite on their own without an external source of ignition. The following procedures are used to control known ignition sources at this university:

The oxygen / acetylene torch is used in a well-ventilated area and a 10 pound ABC extinguisher is kept with the cart. All Bunsen Burners used in the Micro Lab are used under direct supervision of the lab instructors. No flammable materials are stored in the same lab as the Bunsen Burners, unless store in an approved cabinet.

Smoking is prohibited on grounds of the University.

**Fire Protection Equipment**

Fire protection equipment, selected and purchased by Director of Maintenance with approval of the Vice President of Business Affairs. This university includes the following extinguishers to protect our campus from the various types of hazards.

5Lb. ABC throughout the campus
10 lb. ABC in all electrical rooms
9 lb. Halon in the Computer Services, Computer backup Server Room, Computer Training Center and Telephone switch rooms.

**Training Center and Telephone Switch Rooms**

Smoke detectors in all common hallways are linked to a 24 hour monitoring station (LMC). Fire alarms and sprinklers systems are in most of the buildings on campus. They are located at various places throughout the Campus. The Security Department is responsible for maintain all fire alarm monitoring equipment at the university. These fire alarms systems will be inspected by our contractor LMC on a yearly basis.

Sprinkler systems cover the North Building, Gym and all classrooms in the East and South Buildings.

**Maintenance of Fire Protection Equipment**

Once hazards are evaluated and equipment is installed to control them that equipment must be monitored on a regular basis to make sure it continues to function properly. The Maintenance Department is responsible for systems installed to prevent or control fires:

1. The fire extinguishers are inspected monthly by the Maintenance Department for general appearance, pressure and mounting.
2. The sprinkler system is inspected quarterly by the Maintenance Department for general appearance.
3. The fire extinguishers are inspected annually by a designated contractor.
4. The sprinkler system is inspected annually by a designated contractor.

**Training**

Fire Prevention Plan

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued plant operation. We must be sure that employees know what is expected of them during a fire to assure their safety.

All employees received a thorough briefing and demonstration. Parker University has chosen to train employees through presentation followed by a semiannual drill. Our local fire d3epartment requires one or more fire drill(s) each year, so we cover related FPP information at that time. The Safety Officer has all managers and supervisors present the plan to their staffs in small meetings.

Training, conducted on initial assignment, includes:

- What to do if an employee discovers a fire.
- Demonstrations of alarm pull station.
- How to recognize fire exits.
- Assisting employees with disabilities.
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
- Head count procedures (see EAP for details)
- Return to building only after the “all-clear” signal.

Also the following subjects will be covered:

- Proper housekeeping procedures.
- Proper use of electrical outlets.
- Proper storage of flammable materials.
- Emergency exit plan.
- How to use a fire extinguisher.
- Use of fire alarm boxes to report a fire.
- Calling 911 in the event of a fire.
- Contacting Security at 7911.
- If the Safety Officer has reason to believe an employee does not have the understanding required, the employee must be retrained. The Safety Officer certifies in writing that the employee has received and understands the fire prevention plan training.

Parker University campus houses multiple independent employers, so we have set up a building wide FPP. Our supervisors and employees have been informed of their duties and responsibilities under the plan. The independent employers in our facilities have a copy of the standardized exit plan and have the responsibility for education of its employees with regard to evacuation of their locations in an emergency.

The Safety Officer will train the members of the ERT, Security Department, and Facilities Maintenance Department in the Incident Command System. The Incident Command System will be used on all incidents involving a reported fire. The Safety Officer, Security Director, or Facilities maintenance Director will assume command. The command post for all incidents will be in front be in front of the Activity Center unless the Activities Center is the incident. Command will be on the Nextel Radio. The command will assume the name of the building involved in the incident example a fire in the East Building; the command would East Building Command on the radio. The Incident Commander is responsible for coordinating with the Dallas Fire Rescue and Police Department during an incident on campus. Remember the Fire and Police Departments are in charge of the incident!

**Fire Prevention Equipment**

The Safety Officer / supervisor provide training for each employee who is required to use fire prevention equipment. Employees shall not use fire prevention equipment without appropriate training. Training, before an individual is assigned responsibility to fight a fire, includes:

- Types of fires
- Types of fire prevention equipment
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment

- Proper care and maintenance of assigned fire prevention equipment.

Employees in maintenance and security receive training in proper use of fire extinguishers annually. Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment. If the Safety Officer has reason to believe an employee does not have the understanding or skill required, the employee must be retrained. The Safety Officer certifies in writing that the employee has received and understands the fire prevention equipment training. Annual retraining is required by all trained employees.

### Disciplinary Action

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty / employee handbook.

# Addendum E

## Administrative Duties

The Safety Officer is responsible for developing and maintaining our facility's hazard assessment plan. The plan is available for review and is kept at the Safety Office. Our university performs regular hazard assessments. It is the best way to review the hazards in the work place, and protect employees from those hazards. Hazards can change with every process change. Therefore, we perform a hazard assessment of our facility annually. Our system for conducting a hazard assessment involves the Safety Officer and Safety Committee.

Safety Audits are used to conduct the assessment. When safety deficiencies are discovered, the process for correcting the deficiencies is to report then to the appropriate department. For Example, if an electrical face plate is cracked or missing, a work order to maintenance is generated. The correction of deficiencies is verified by a follow-up inspection will be made in thirty days from the date of the work order.

### General conditions at the work site

- The floors are clean, dry, and clear of obstacles
- There are no materials on the floor that could trip a worker
- The lighting is adequate for the work being performed

- Live electrical hazards at the job site are all mechanical rooms and the chiller room.
- Explosive hazards associated with the operations are gas welding cylinders and oxygen cylinders in the maintenance department
- Fire protection equipment is readily accessible
- Employees have been trained to use it
- Trucks and/or motorized vehicles are properly equipped and maintained with brakes, overhead guards, backup signals, horns, steering gear and identification, as necessary
- All employees operating vehicles and equipment are properly trained and authorized
- All employees are wearing proper personal protective equipment for the jobs they are performing

**Employee exposures to chemicals**

Our hazard assessment evaluates the workers' exposures to the chemicals they handle.

Physical symptoms may indicate overexposure, so they are carefully recorded. Our review shows that no complaints are present in the workplace. The ventilation in our facility is adequate, including the human gross anatomy lab.

**Personal protective equipment**

The sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, are university vehicles, the Mustang, table saw, electric radial saws, and drill motors. Areas where movement of personnel, that could result in collision with stationary objects are the Maintenance shop, office areas, and grounds of the university. The sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc. are gas and electric welding equipment.

The types of chemical exposures are paint; paint thinner, Formaldehyde, Argon gas, and cleaning supplies. The sources of harmful dust are Construction sites. The sources of light radiation, i.e., welding, brazing, cutting, furnaces, high density lights, etc., arc welding, brazing, and cutting equipment.

The sources of falling objects or potential for dropping objects are ceiling tiles. The sources of sharp objects that might pierce the feet or cut the hands are nails and screws. The sources of rolling or pinching objects, which could crush the feet, are the Mustang, university vehicles, and hand trucks.

The electrical hazards are electrical panels, electrical motors, and electrical tools of all types.

The layout of workplace and location of co-workers is described on the attached plans.
Hazards are identified through the safety committee investigations. Once a hazard has
been identified, then the safety officer and safety committee will assess and make a recommendation to management as to the options available to reduce the hazard either through engineering or a combination of engineering and change in job function. If those remedies fail, an investigation is immediately launched to see if the engineering or administrative controls failed to perform or if additional measures need to be installed.

**Our facility is located Dallas and Irving, Texas.**

Human factors that affect hazards are training, education, employees' general condition, and employees' general attitude towards safety. The range of possible safety and health effects of failure of controls on employees in the workplace is being assessed through the hazard assessment. Hazards that are uncovered by the team's process of hazard analysis must be acted upon. The Safety Committee will make recommendations to correct the hazard, which may include administrative and/or engineering controls.

The team's recommendations, their resolutions, and the date they were or will be resolved will be sent to the Vice President of Administrative Affairs for administrative approval. All hazard assessments are updated on a regular basis. The old assessments will be destroyed within 10 days of a new assessment or at one year. A yearly assessment based on past accident levels will be used to identify hazard areas that require reassessment.

**Conclusion**

It is important in the safety picture to perform a complete hazard assessment of the facility. We have done that at our facility. Then we take the next step. We utilize the information that results from the assessment to correct problems or potential problems to ensure a safe environment for our employees and the surrounding community.

To view the Texas Hazard Communications Act sees Texas Hazard Communications page in this document.

**Disciplinary Action**

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum F
## Written Housekeeping Program

Good housekeeping is necessary to maintain a safe workplace. Clean and tidy work sites hold fewer hazards for all employees. Accidents and injuries are avoided and productivity improved where good housekeeping is a daily occurrence. Therefore, Parker University has implemented the following housekeeping program for our work sites so that housekeeping procedures are standardized.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day to day basis. Orderliness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc. In fact, we have nine good reasons for housekeeping:

- Prevents accidents
- Prevents fire
- Saves time
- Gives control to our workers
- Increases production
- Gives our workers the freedom to move
- Gives our workers pride
- Protects our products and equipment
- Reduces our waste.

Our Housekeeping Program begins with a purpose statement. Then it provides a section to explain our expectations for a walk around assessment. We have also included specific housekeeping procedures. Because no program can be successful without employee participation, we train our employees in the procedures. Plus, we have a system to promptly address and resolve any housekeeping related accidents and hazard reports.

**Purpose statement**
This document serves as the written procedures for general housekeeping at Parker. University these guidelines provide housekeeping standards in this facility to help ensure a safe work environment at all times in all areas.

**Administrative Duties**

The Housekeeping Director is responsible for developing and maintaining the program.
Employees may review a copy of the plan. It is located in Safety Office and Housekeeping. In addition, the Housekeeping Director is responsible for maintaining any records related to the housekeeping program.

If after reading this program, you find that improvements can be made, please contact the Housekeeping Manager or the Safety Officer. We encourage all suggestions because we are committed to the success of our written housekeeping program. We strive for clear understanding, safe behavior, and involvement from every level of the University.

**Walk Around Assessment**

The grounds are checked regularly, once a week. The Safety Officer checks the buildings regularly. The Housekeeping Director performs a walk around the facility to identify housekeeping issues. These persons look for a lack of order, unresolved pills or obstructions, or other hazards due to poor organization or poor housekeeping.

They ask employees working in each area to identify and recommend corrective actions for their area. They also walk around the grounds to see if there is refuse or an untidy appearance due to storing materials haphazardly. In addition, they check the OSHA Form 300 injury and illness records (which are located in the Safety Office in the South Building) to see if any incidents such as slips, trips, falls, or other types of accidents were related in some way to poor housekeeping.

**Housekeeping Procedures**

It is the intent of this university to standardize housekeeping measures, meet OSHA requirements and encourage safety. The procedures listed below cover many locations in our facility.

**Storage Areas**

Our facility has a Storage that is mainly documents, which are boxed and stored in various locations both on and off campus. All storage is arranged to meet local fire codes. Our workers in the storage area physically or mechanically load and move materials that are delivered from all the departments. The items are placed in a truck and moved to delivery location. Any item that exceeds a weight of 75 pounds is to be moved with a hand truck. This method of storage and materials handling requires the following housekeeping measures:

- All items are stored on shelves, if small items. All boxes are stacked to a height not to exceed 5 feet or 18 inches from the ceiling. All aisles are to be kept clean, dry and free of clutter.
- Our facility securely stores material by piling or arranging it in an orderly manner. Our housekeeping procedures for storage areas are to keep them free from accumulation of materials that constitute hazards tripping, fire, explosion, or pest harborage and to check on a monthly basis for hazards. If any hazards are noted the hazards are corrected at that time

## Chemical Storage

Because we have chemicals at our facility, we have a Hazard Communication Program as part of an overall safety plan. We keep the following flammable and combustible substances in the following storage areas:

Gasoline is kept in the maintenance warehouse.

Formalyde and Phenol in the Human Gross Anatomy Lab Prep Room

**Note:** Flammable and combustible substance storage is NOT allowed in office, classrooms, labs or other areas of Parker University unless Approved by the

## Safety Officer and Facilities Director

Our facility stores these flammable and combustible substances as follows:
All gasoline is stored in safety cans and in a marked hazardous cabinet.

## Aisles, Walkways, and Floor:

Our facility does the following things to keep aisles, walkways and floors clean and open:

1. Provide sufficient safe clearances and access to any and all work stations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects safety showers, other emergency aids, doors, and access to stairways

2. Clearly mark to distinguish walkways from areas not for pedestrian traffic.

3. Keep aisles and walkways free of physical obstructions that would prevent access, including path blocking objects, liquid or solid spills, and other obstructions.

4. Keep aisles at least 3 feet wide where necessary to provide access to doors, windows, or standpipe connections.

5. Keep stairs clean, dry, and free of waste, well lit, and provided with adequate hand rails and treads that are in good condition.

6. Keep floors clean; dry (dry as possible); slip resistant; free of waste, unnecessary material, oil and grease, protruding nails, splinters, holes, or loose boards.

7. Provide an adequate number of waste receptacles at accessible locations throughout all work areas.

All aisles are to be kept clean, dry and free of obstructions. All spills are to be cleaned up at the time of the spill. Floors are mopped daily in the high traffic areas.

**Laboratories**

Our housekeeping procedures for our laboratory areas are:

1. Under the laboratory guidelines under emergency procedures section of this plan and each lab has adapted a plan that fits their needs

**Office Areas**

We have cubicle areas, reception areas, meeting rooms, and personal offices as part of our office space. Our housekeeping procedures for these areas include:

1. All office areas will be kept free of clutter
2. All spills will be cleaned up at the time of the spill
3. All trash containers will be emptied daily

**Mail Center**

Our housekeeping procedures for our mail center include:

1. The mail center will be kept free of clutter
2. All trash containers will be emptied daily
3. All trash containers will be emptied daily
4. High traffic areas will be mopped daily
5. Carpets will be cleaned once a month in high traffic areas.

**Training**

All employees, including maintenance and contractor employees, need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the citizens of nearby communities. While training in Hazard Communication will help employees to be more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding MSDSs, we will also train them as part of our Housekeeping
Program, covering housekeeping procedures and safe work practices, hazard reporting, and other areas pertinent to housekeeping. Housekeeping will be discussed in a new employee's orientation.

**Employee Participation**

Our employees are involved in implementing and maintaining an effective housekeeping program for the facility. Parker University strongly encourages employees to participate in:

1. Conducting and developing the housekeeping program elements and hazard assessment as well as incident investigation findings
2. Obtaining access to the housekeeping program including any hazard analyses.
3. Submitting suggestions for improvements or changes in safety and housekeeping procedures
4. Encouraging employees to become a member of the Safety Committee

**Disciplinary Policy**

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum G

## Personnel Protection Equipment Plan

Parker University seeks to minimize the risk of injury from various occupational hazards present at our work sites by protecting workers through the use of PPE when the hazards cannot be eliminated. The Safety Officer is the program coordinator, acting as the representative of the Senior Director of Human Resources, who has overall responsibility for the program. The Safety Officer will designate appropriate supervisors to assist in training employees and monitoring their use of PPE.

This written plan is kept in Safety Office and all departments as part of the overall Safety Plan. The Safety Officer will review and update the program as necessary. Written request for a copy of this program may be obtained from The Safety Officer. Parker University seeks to provide a hazard free environment to our employees. Parker
University takes reasonable steps to protect any employee encountering hazardous conditions. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.(See separate documents for respiratory protection.) Establishing an overall written PPE program makes it easier to ensure that employees use PPE properly in the workplace.

If after reading this program, you find that improvements can be made, please contact The Safety Officer. We encourage suggestions because we are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level of the university.

**Purpose of Program**

The basic element of any PPE program is an in depth evaluation of the equipment needed to protect against the hazards at the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place and PPE in use at this company.
PPE devices are not be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, and engineering controls. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

**Disciplinary Action**

All safety guidelines and plans are intended to be followed. Violation of any University safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum H

**PARKER UNIVERSITY EMERGENCY EXIT PLAN**

- ASSEMBLE AT THE PRE-DETERMINED LOCATION FOR YOUR Department AFTER ANY EMERGENCY EXIT OF THE BUILDING

**EVACUATION PROCEDURES**
In the event of a fire drill, bomb threat, gas leak or other emergency that requires the buildings of Parker University clinics to be evacuated, the following steps will be followed to insure the safety of all:

1. All employees, students, visitors, and patients shall walk to the nearest exit that is not blocked by the emergency and move away from the building to the area that has been pre-determined as their assembly location according to the each department's supervisor.

2. Interns will escort their patients from the building to a pre-determined assembly location.

3. All employees, students, visitors, and patients are not to reenter any building until given the " ALL CLEAR" by the Fire Department, Executive Vice President of Business Affairs or in his/her absence the Senior Director of Human Resources, Safety Officer, or Security.

**Disciplinary Action**
All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum I

# Emergency Exit Plan Index



**SEE PRINTED COPY OF EXIT PLAN IN EACH DEPARTMENT FOR MAP OF YOUR AREA**

## See attached Maps

# Addendum J

## Lab Safety Plan

Microbiology and Physiology Laboratory
Emergency Procedures

**Accident Reports and Investigations**

All accidents and incidents on university property shall be reported and investigated.

1. Students: When an accident or incident occurs, the student should:
   a) Contact the nearest faculty member or call the Security Department at ext. **7911.**
   b) stay at the scene if there is no danger
   c) keep others out of area to protect them from injury
   d) complete an accident report and forward it to the Safety Officer

2) Employees:

   a) Notify immediate supervisor and call Security Department at ext. **7911.**
   b) Remain at the scene if there is no danger.
   c) keep others out of area
   d) d) complete an accident report and forward it to the Safety Officer

3) The department chair or his/her designee shall:

a) Investigate the accident/incident
b) Determine the cause and recommended action to prevent further accidents.
c) Forward those findings along with the Accident Report to the Safety Officer.

4. The Safety Officer shall further investigate the accident to determine the following:

a) If the employee or student had been properly instructed to recognize the causative factor
b) If the injured person failed to comply with instructions.
c) If an established safety rule had been violated.
d) If the employee or student had been instructed to disregard an established rule regulation, or procedure.

5. The Safety Committee shall make a recommendation to the Safety Officer for implementation and prevention of further incidents.

**Emergency Procedures**

1) Notify lab instructor or lab manager

2) Give the following information:
a) Location of Accident / Incident
b) Type of material involved (gas, liquid, powder, etc.)
c) Name, if known, of material involved.

3) The lab instructor or lab manager will contact the Security Department at ext. **7911**

**Disciplinary Action**

All safety guidelines and plans are intended to be followed. Violation of any university safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum K

**Hostage Plan**

Hostage taking is a criminal offense. Once the offense has been reported, the local police take over the investigation and resolution of the situation. It is important for University employees to be aware of this fact, once the police arrive on the scene, the University staff must work under their authority.

**Hostage Crises Plan**

As precautionary measures against a hostage crisis, the university should:
- Establish and maintain liaison with the local police.
- Develop a policy to deal with hostage taking and kidnapping
- Maintain an up to date file on key personnel that include the following information:

1. Names, physical description and photographs of family member's names

2. Addresses and telephone numbers of schools and clubs, as well as homes of friends or relatives where family members may be reached.

3. Descriptions and license numbers of company and private vehicles that these person drive.

4. Any medical history for which the person is receiving active treatment or takes medication on a regular basis

**The objectives of a plan to resolve a hostage crisis are**

1. The protection of life and prevention of injury
2. The safety and welfare of hostages
3. The restoration of order and protection of property
4. The identification of participants and possible prosecution

**Note: If an employee has been taken hostage, no other employee should make a deal. It must be noted that orders given under conditions of duress (If the hostage is the University President or a member of the administration) are not t be followed, regardless of who gives them, except to save lives.**

**Roles of Key Personnel in a Hostage Crisis**

All employees should know what to do if they are taken hostage. For example, a hostage should:

1. Do everything the captor says to do
2. Be especially careful during the first four or five minutes. These minutes are the most critical ones, as the captor is probably as desperate and jumpy as the victim
3. Speak only when spoken to and never make wisecracks
4. Try not to show emotions openly. Hostage takers like to play on emotional weaknesses
5. Sit down, if possible, to avoid appearing aggressive
6. Act relaxed, as this posture may relax the captor
7. Weigh carefully any chance to escape to be sure that escape is certain and will not endanger anyone else
8. Have faith in fellow workers and negotiators
9. Get rid of personal effect (photographs of spouse and keys) if possible.
10. Do not make any suggestions to the hostage takers. If the victim's suggestions go wrong, the hostage taker may think that the victim tried to create a problem

11. Do not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone at whom they are looking.

12. Most of all be patient

The first employee to identify a hostage taking situation should take the following action:

1. Secure the immediate are, if possible, and remove all bystanders
2. Secure the door, if appropriate, to isolate the incident
3. Notify the police by calling 911

4. Contact the Security Department at 7911
5. Observe, in order to report fully on
6. The number of hostages taken
7. The type of disturbance
8. The type and number of hostage takers
9. The type and number of weapons possibly in their possession
10. Make specific notes of any threats or demands
11. DO NOT speak to the media unless authorized to do so

The first senior supervisor to arrive on the scene:

1. Assess the situation
2. Takes control until a more senior staff member arrives
3. Supplements and reinforces personnel on the scene as the situation dictates in order to prevent death or injury to the hostage(s)

When the police arrive, the following information should be available:

1. The number of hostages taken
2. Any threats or demands made by the hostage takers
3. Type and number of weapons though to be in the hostage takers possession
4. Precise area controlled by the hostage takers
5. A complete floor plan of the area
6. Identify and description of the hostage takers
7. Location and extension numbers of telephones in the area

The following rooms should be established for use by police negotiators:

1. A command room
2. A hostage debriefing room
3. A think room

These rooms should be close together and linked by telephone.

The police, who have personnel, trained for such negotiations with hostage takers handle negotiations with hostage takers using the following guidelines and these guidelines will be used prior to Police arrival.

1 Junior rank personnel should conduct negotiations so delay tactics can be used, such as "I'll ask" or I'll seek clarification"
2. All demands are to be met with "I'll do my best" never say "NO"

Negotiator

1. Remain calm
2. Do not use your title, only your name
3. Determine what the hostage taker wants

4. No demands for alcohol, drugs, weapons, or substitute hostages will be met
5. Offer alternatives
6. Downplay the seriousness of the incident
7. Do not bluff

Repeat any questions of demands the hostage takers may have (so he or she can hear what was said and to make sure you are clear)

## Avoid deadlines

Talk to the hostages, if possible (Ask then yes/or no questions)

**Reporting Party Responsibility**

1. If the incident is reported by telephone, gather as much initial information as possible
2. Notify 911 first
3. Notify Security at 7911 Security will notify the Senior Director of Human Resources, the Security Director, and Safety Officer by telephone or Nextel radio (This will decrease the chances of any others learning of the incident through unsecured radio traffic)
4. After the call is dispatched, gather as much information as possible from the caller
5. Relay any new information to the officers on the scene

Upon arrival of the first police element, the following information will be relayed:

1. Intelligence on the suspect(s)
a. Number of suspects
b. Weapons and type
c. Number of hostages
d. Any demands or statements made by the hostage takers
e. Exact location

2. Intelligence on the hostage(s).
a. Names and ages
b. Any medical conditions

3. Floor plan of the target area
4. Escape routes.
5. Guard post locations

# Remember the Police Department is in Charge!

**Disciplinary Action**

All safety guidelines and plans are intended to be followed. Violation of any University safety plan or guideline will result in disciplinary action as listed in your faculty/employee handbook.

# Addendum L

**Forklift Safety**

Due to the hazardous nature of forklift operations the following rules have been established for all certified forklift operators.

1. Know Your Truck- Do not operate any lift truck unless you have been trained and authorized to do so. Read all warnings and instructions in the operator's manual on the truck. If the operator's manual is missing request a new one from your supervisor.

2. Check Your Truck- Your truck should be checked daily before being placed in service. If you detect any problem or unsafe conditions during your check out that will require repair, report it immediately to your supervisor. The supervisor shall remove the truck from service until it has been restored to a safe operating condition.

3. Keep Inside- Operate only from designated operating position. Never place any portion of your body into the mast structure, between the mast, and the truck, or outside the truck DO NOT CARRY PASSENGERS!

4. Protect yourself- Do not operate the truck without the overhead guard or load backrest extension.

5. High Loads- Do not handle loads which are higher than the load backrest or load backrest extension unless the load is secured so that no part of it could fall backward.

6. Stabilize Your Load- Do not handle unstable or loosely stacked loads. Use special care when handling long, high or wide loads, to avoid losing the load, striking any bystanders, or tipping the truck.

7. Center Your Load- When using forks space the forks as far apart as the load will permit. Before lifting, be sure the load is centered and the forks are completely under the load.

8. Never Overload- DO NOT overload the truck. Check the capacity plate for load weight and load center information. If the capacity plate is unreadable, notify your supervisor who will contact the manufacturer to secure a new capacity plate. In the interim take a maker and print the information on the capacity plate. If you have an attachment on your truck remember to subtract the weight of the attachment from the overall load weight.

9. Avoid Sudden Movements- Start, stop, travel, steer, and brake smoothly. Use special care when traveling without a load as the risk of overturning your truck is greater.

10. Look Overhead- Elevate forks or other lifting mechanisms only to pick up or stack a load. Lift and lower the mast vertical or tilted slightly back NEVER FORWARD. Watch out for obstructions, especially overhead

11. Minimum Tilt- Operate the tilting mechanism slowly and smoothly. Do not tilt forward when elevated except to pick up or deposit a load. When stacking, use only enough backward tilt to stabilize the load.

12. Eyes Ahead- Travel with a load or lifting mechanism as low as possible and tilted back. Always look in the direction of travel. Keep a clear view, and when a load interferes with visibility, travel with the lifting mechanism trailing (EXCEPT WHEN CLIMBING A RAMP)

13. Care on Ramps- Use special care when operating on ramps- travel slowly, and do not angle or turn. When the truck is loaded, travel with load uphill. When, the truck is empty, travel with the lifting mechanism downhill.

14. Slow Down- The speed limit for any truck is no more than 5 MPH. Yield the right of way to pedestrians. Slow down and sound your horn at cross aisles and whenever vision is obstructed.

15. Watch People- Do not allow anyone to stand or pass under a load or lifting Mechanism.

16. Use Work Platform- Do not lift personnel except on a securely attached OSHA approved work platform. Use extreme care when lifting personnel. Place the mast in the vertical position, place the truck controls in neutral and apply the brakes. Lift and lower smoothly. Be available to operate the controls as long as the personnel are on the work platform. NEVER transport personnel on the forks or work platform.

17. Shut Down Completely- Before getting off the truck, place the truck in neutral, fully lower the lifting mechanism, and set the parking brake. When leaving the truck unattended also shut off the power. Block the wheels if the truck is parked on an incline.

18. Battery Maintenance- Battery operated trucks will be used for 8 hours charged for 8 hours and cooled for 8 hours. Battery water levels must be checked each day and if the level does not cover the top of the plates, water is to be added to bring the level to the top of the plates. Batteries will be watered, using standard tap water after charging. Once a month, the outer case of the battery will be cleaned with soap and water solution to remove any accumulated acid. Failure to comply with these rules may create an unreasonable risk of injury to yourself and others.

**Failure to comply with these rules may create an unreasonable risk of injury to yourself and others.**

**Violations**
Operating a lift truck without the proper certification will result in an immediate written warning for the first violation. Operating a lift truck without the proper certification a second time will result in an immediate suspension (Duration to be determined by the employee's immediate supervisor, Safety Officer and the Senior Director of Human Resources.) A third violation will result in immediate termination.

Violation any established polices will result in suspension of lift truck license. The employee will be required to attend a re-training class that covers the violation. Upon successful completion of the class the employee's lift truck license will be re-instated. Any employee who accrues multiple lift truck violations in a calendar year will be subject to re-training by the Safety Officer. The employee may not operate any truck until training is completed.

# Addendum M

**Suspected Terrorist Incident**

Nuclear/Biological/Chemical Attack

Although the likelihood of Parker University being subject to an NBC (Nuclear, Biological or Chemical) attack is remote, not planning for an incident is not an option since the September 11, 2001 terrorist attack on the World Trade Center. Please remember that the chances of a NBC attack are very unlikely and so our normal everyday operations should continue. In the event of a suspected incident below are some basic guidelines suggested by the United States Postal Service (USPS) and the Center for Disease Control (CD).

In conjunction with the Center for Disease Control, the Texas Department of State Health Services released the following statement. Please click on the underlined link to read the press release. News Release: Guidelines Issued for Handling Suspicious Letters, Packages

The USPS has also released guidelines for handling suspicious letters and parcels. http://www.usps.com/news/2001/press/pr01_1010tips.htm

Both offer good ideas on handling suspicious packages and letters. The following is the guidelines set forth by Parker University. These guidelines should cover both chemical and biologic incidents.

1) Upon opening, picking up or witnessing a suspicious package or letter cover the item and leave the area. Always close the door behind you

2) Proceed to the closest hand washing facility and wash your hands in warm soap and water for at least 30 seconds

3) From a phone near the area of the suspected agent, but not in the same office, contact the security department at extension 7911. Security will contact 911 and the Safety Officer

4) Have the following information available for the security officer.

a. Name of Caller and current location
b. Location of the Incident
c. Type of package or letter involved
d. Color of powder
e. Number of Persons Exposed
f. Current location of Person(s) who left the area

**Remember to do the following**

1) Cover the package or letter
2) Close the door behind you when you exited the area
3) Wash your hands
4) Exit the building and find the nearest telephone to call security at 7911

5) Make sure your co-workers leave the office space

**Nuclear Incident**

In the event nuclear incident:

1) Event on Campus
a) Clear the area; leave the office, building or grounds DO NOT LEAVE THE GROUNDS IF YOU THINK YOU HAVE BEEN EXPOSED! You must be decontaminated prior to leaving the immediate area
b) Notify 911
c) If you are not alone have a co-worker contact Security at 7911
d) Follow the directions of the Dallas Police and Fire Rescue Departments

**Biological or Chemical Event on campus**

1) If you suspect that you have been exposed to a chemical or biological attack:

a) Remain calm
b) Contact 911
c) If you are not alone have a co-worker contact Security at 7911
d) If you suspect your office has been contaminated, exit your office and close the door.
e) Stay in your department
f) Close the door to your department

**NOTE: The City of Dallas has been training for an NBC response since approximately 1998 and most of the surrounding communities have also completed their NBC response plans.**

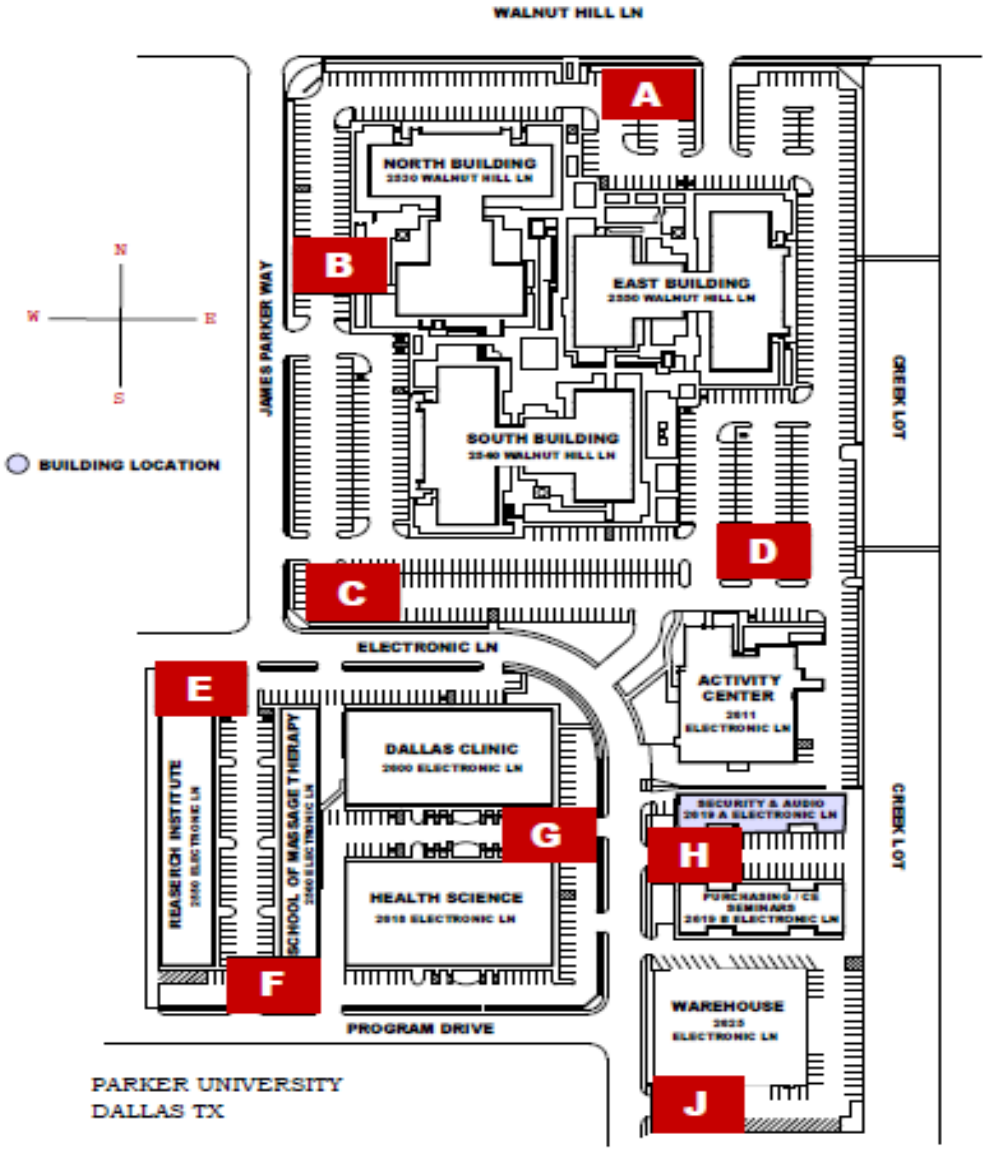
Event off Campus

1) Stay in your house or apartment.
2) Tune into your local news station (Radio or Television) for the latest official information.
3) Follow directions of the local officials.

At the Dallas Campus, the Dallas Fire Rescue and the Dallas Police Department will be in charge of the incident. At Irving Campus, the Irving Fire and Police Department are in charge of the incident. Follow all orders given by the Fire and Police Department.

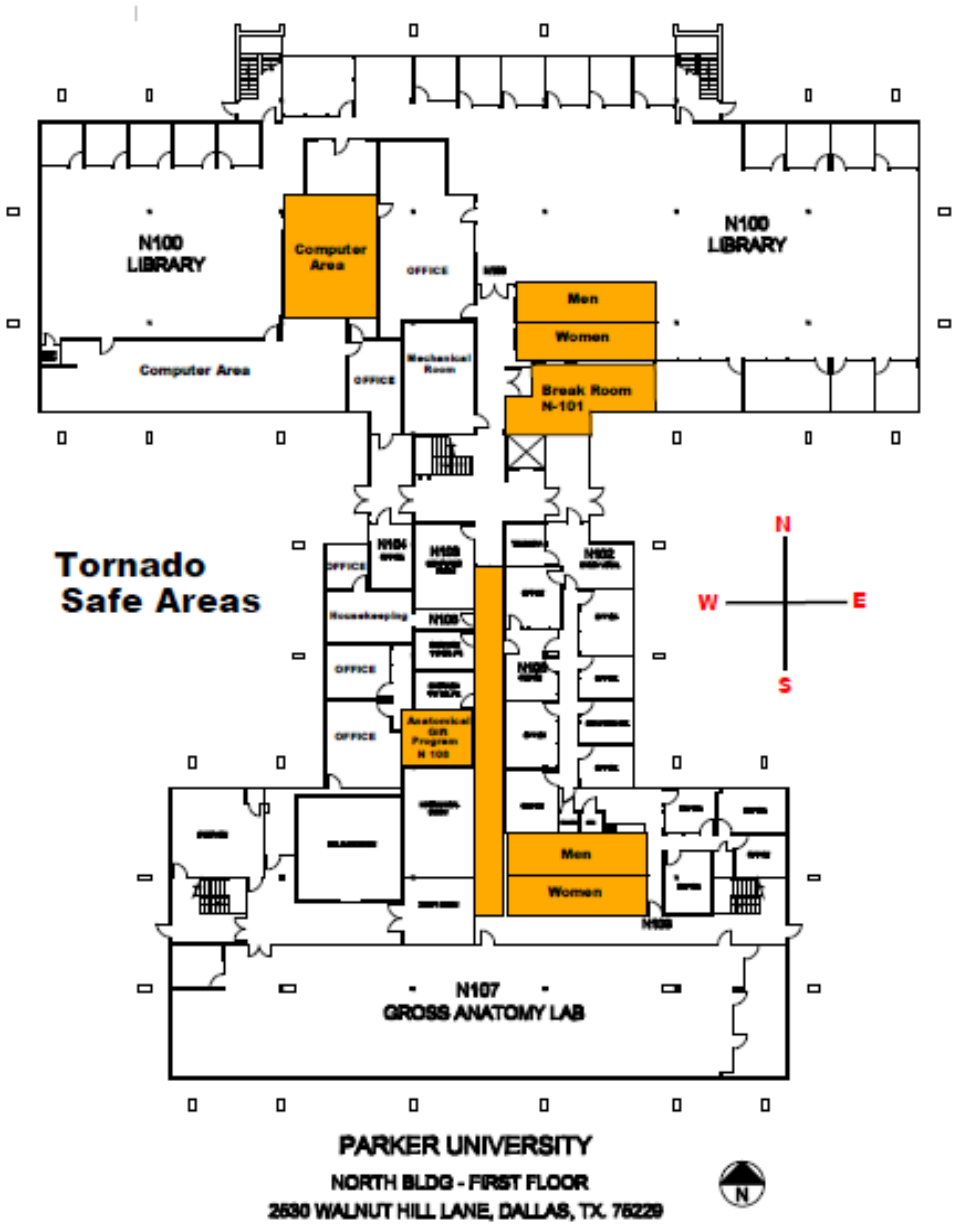

# Site Assembly Areas

## EVACUATION ASSEMBLY POINTS

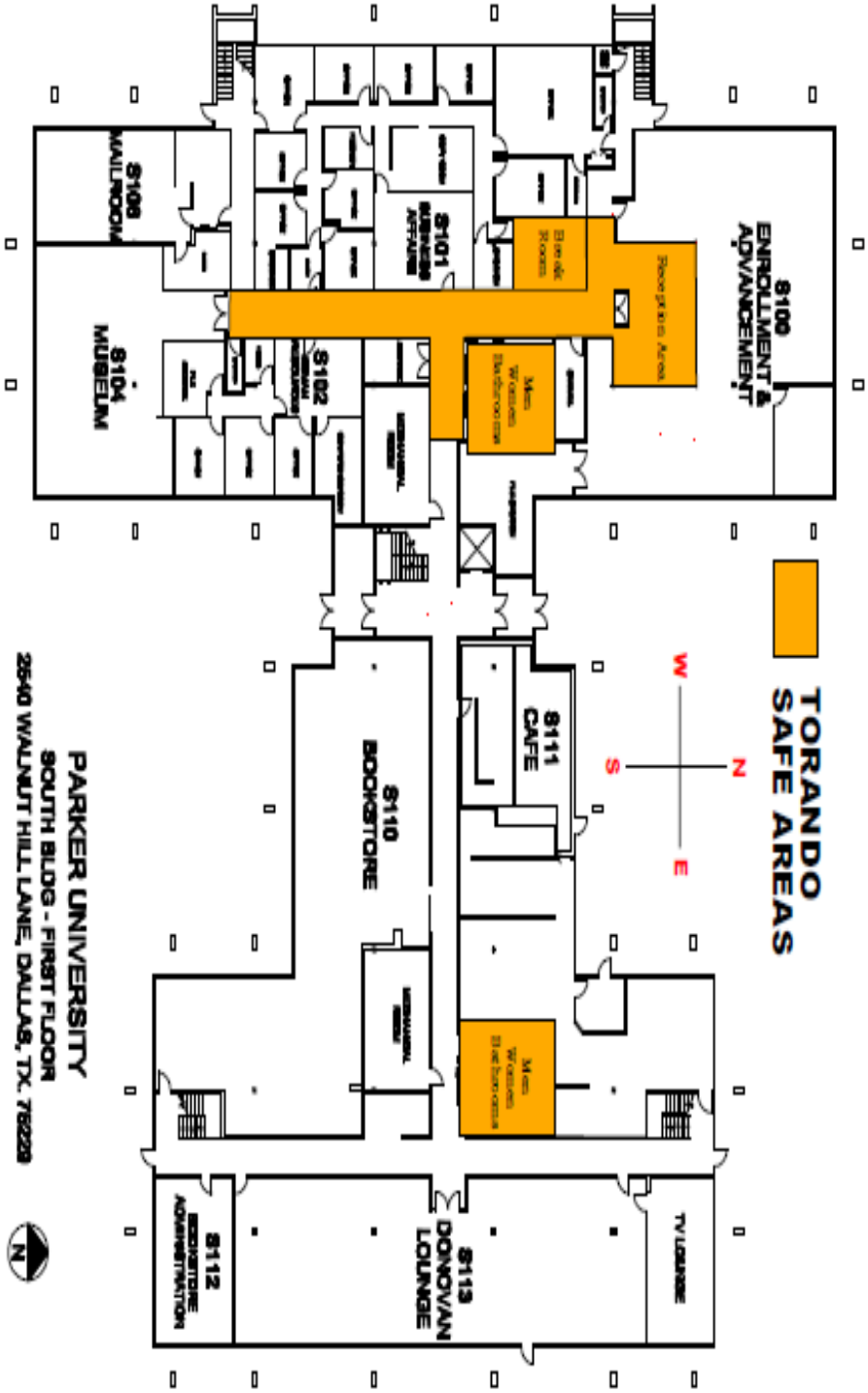


# Shelter Area Maps

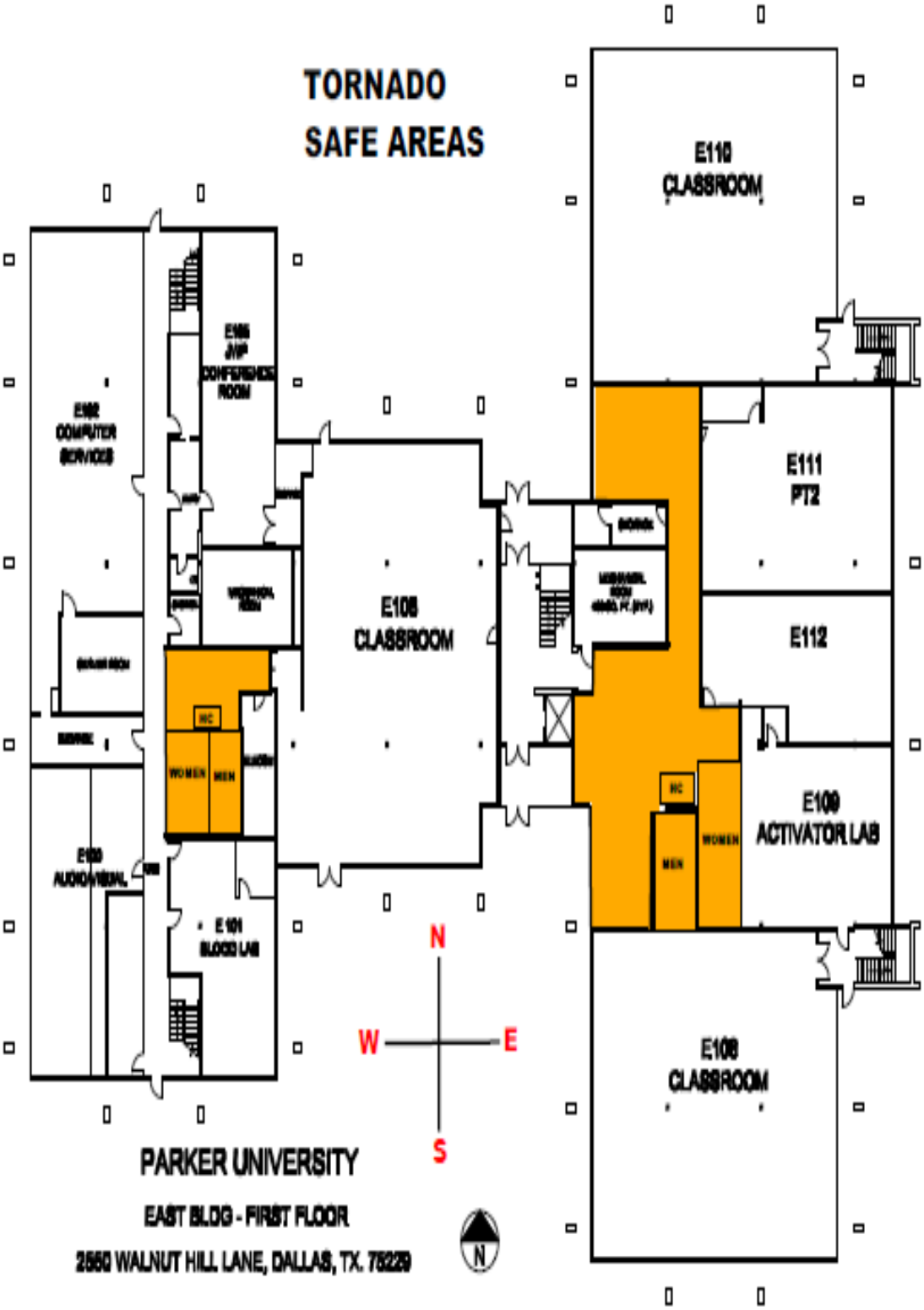
## North Building 2530 Walnut Hill Lane Map # 1



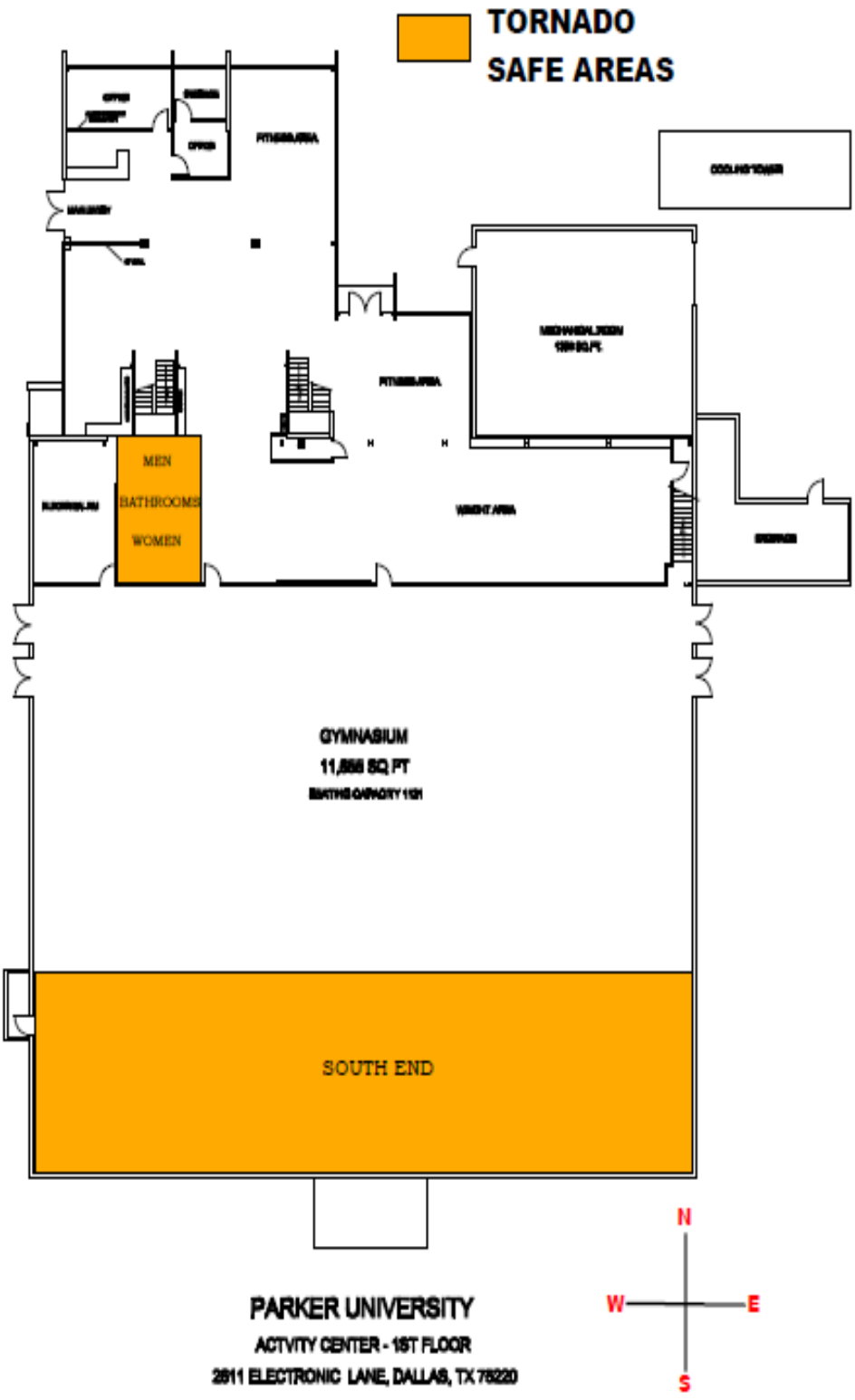
## South Building 2540 Walnut Hill Ln MAP#



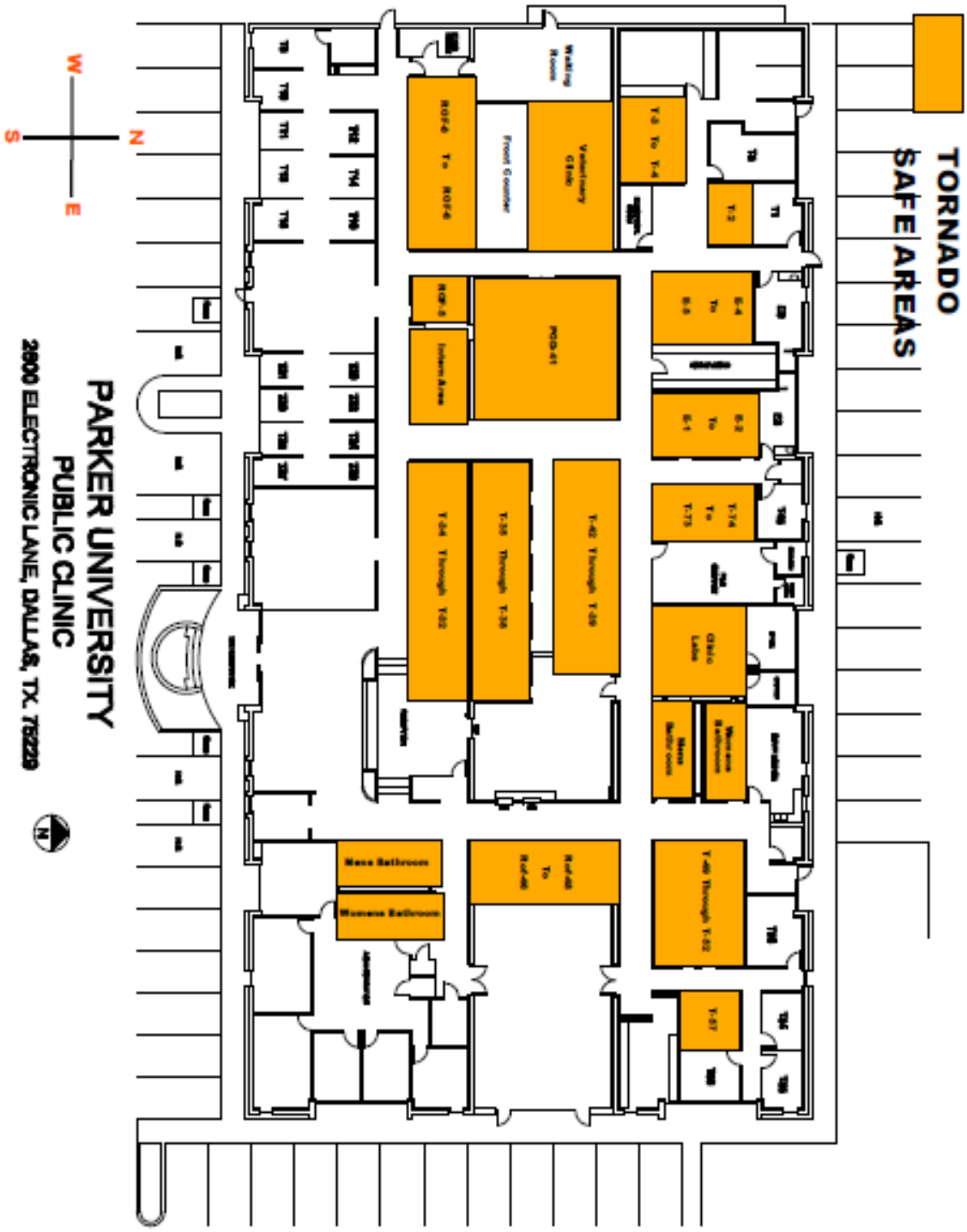
## East Building 2550 Walnut Hill Ln MAP# 3



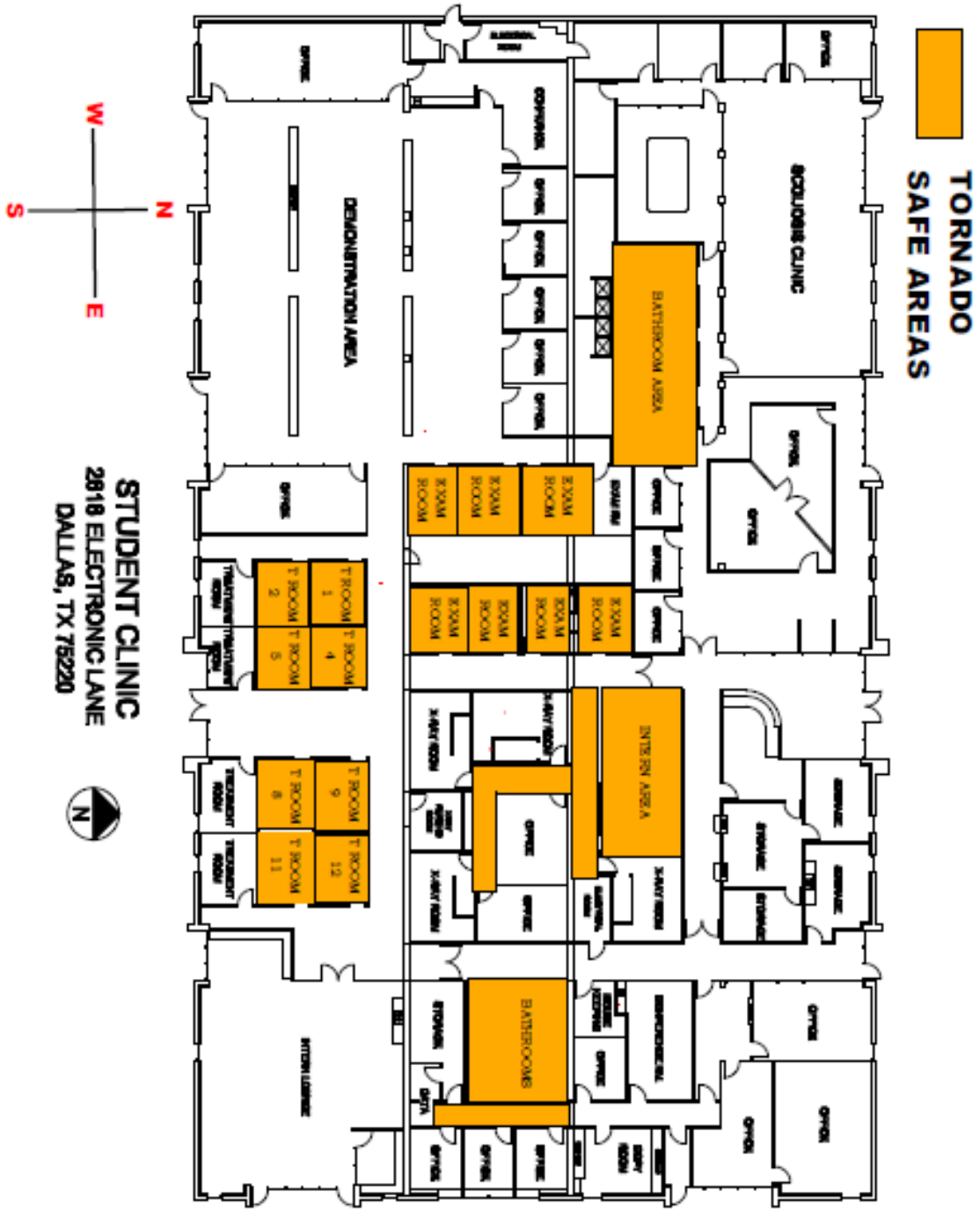
## Athletic Center 2911 Electronic Ln MAP# 4



## Dallas Clinic 2600 Electronic Ln MAP# 5



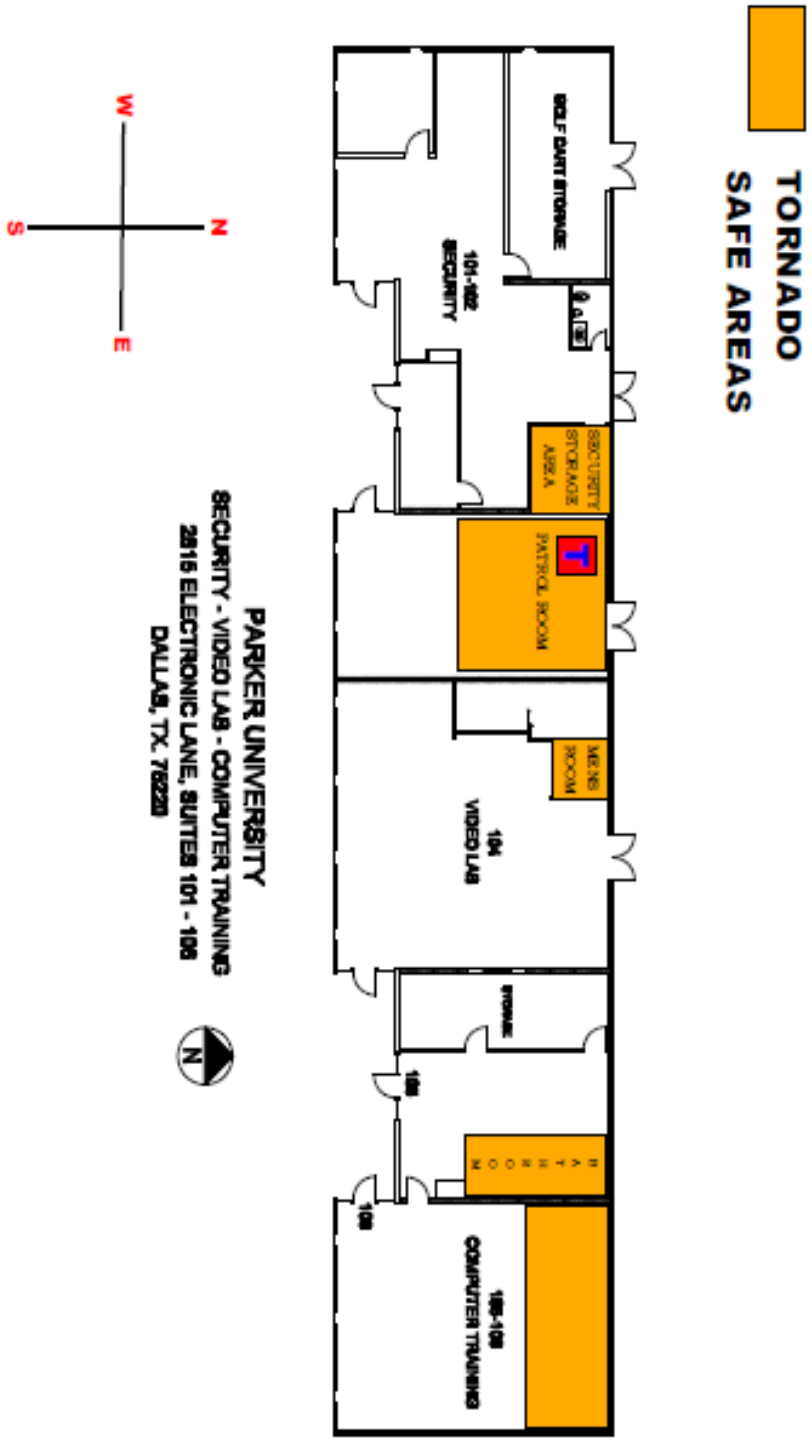
## Student Clinic 2618 Electronic Ln MAP# 6



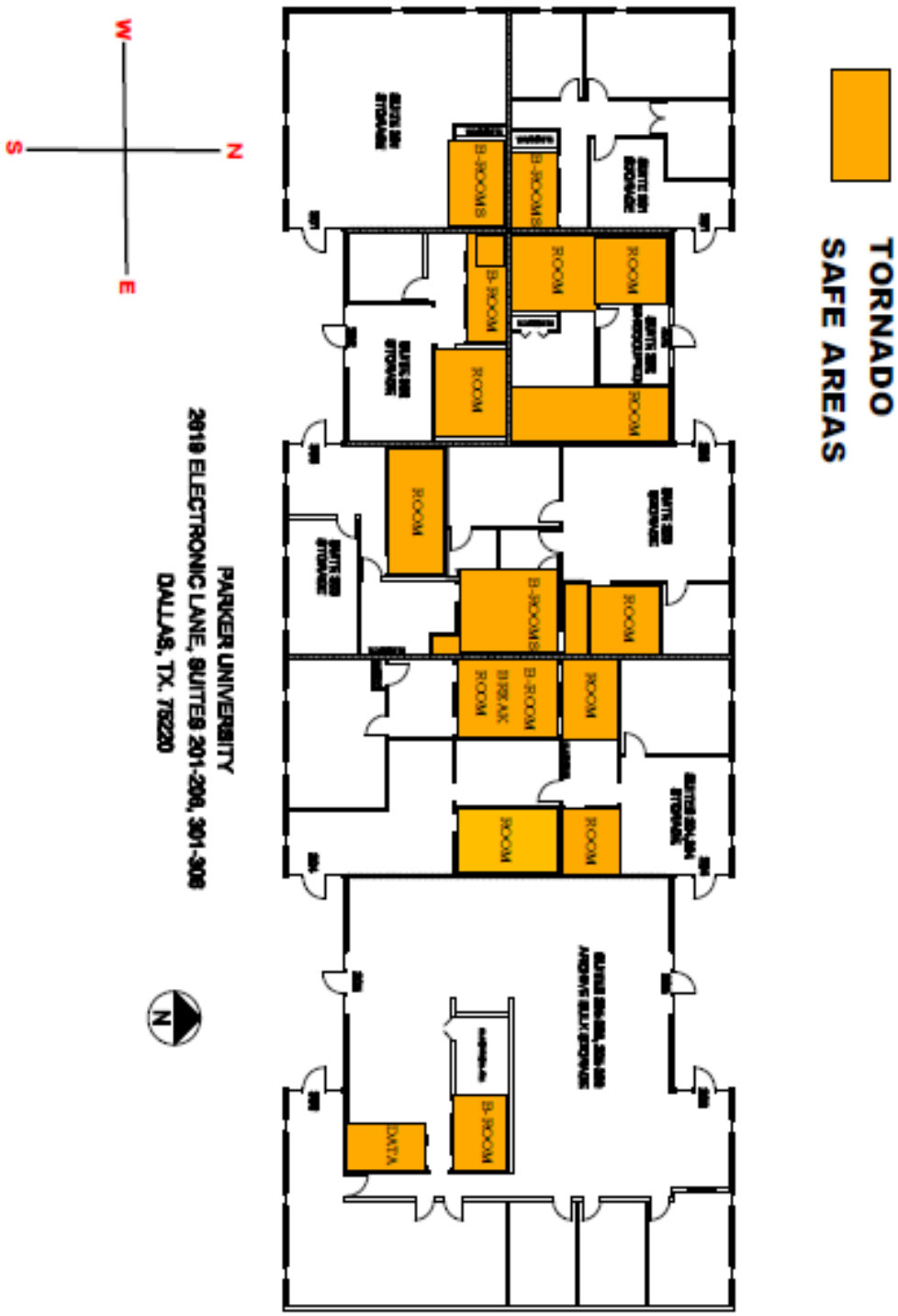
## Massage School 2550 Electronic Ln MAP# 7

## Maintenance/Research 2540 Electronic Ln MAP# 8

## Security Building 2619 A Electronic Ln MAP# 9



## Continuing Education 2619 B Electronic Ln MAP# 10



## Warehouse 2625 Electronic Ln MAP# 11