SAFETY POLICY STATEMENT.......................................................................................................................... 7
ASSIGNMENT OF SAFETY RESPONSIBILITY ................................................................................................. 8
  Administrative and Operating Management ................................................................................................. 8
  Safety Coordinator ....................................................................................................................................... 8
  Department Heads ....................................................................................................................................... 9
  Maintenance Department ............................................................................................................................. 9
  Faculty/Staff ............................................................................................................................................... 10
  Student Body ............................................................................................................................................. 10
OTHER SPECIFIED SAFETY RESPONSIBILITIES .......................................................................................... 11
  Facilities Director ....................................................................................................................................... 11
  Faculty ....................................................................................................................................................... 11
  Maintenance ............................................................................................................................................... 11
SAFETY RULES............................................................................................................................................... 12
  General Safety Rules at STCC for Employees and Students are as Follows: ............................................ 12
SAFETY MEETINGS......................................................................................................................................... 13
  Prepare for Meeting ................................................................................................................................... 14
  Conduct the Meeting ................................................................................................................................. 14
  Document Attendance ............................................................................................................................... 14
  Keep a Record of the Meeting .................................................................................................................... 15
SAFETY TRAINING.......................................................................................................................................... 15
PROCEDURES FOR INSPECTION .................................................................................................................... 15
PROCEDURES FOR INCIDENT/ACCIDENT INVESTIGATION ........................................................................ 16
  Incident/Accident Reporting Forms ............................................................................................................ 17
  Worker’s Compensation Information for Supervisors ............................................................................... 18
RECORD KEEPING....................................................................................................................................... 19
  Safety Meeting Report ............................................................................................................................... 19
  Training Documentation ............................................................................................................................... 19
  Inspection Checklist ................................................................................................................................... 19
  Incident/Accident Reporting Forms ............................................................................................................ 19
  Job Safety Analysis ................................................................................................................................... 19
  When To Perform A Job Safety Analysis ..................................................................................................... 19
  Job Safety Analysis Procedures .................................................................................................................. 19
Accident Defined .................................................................................................................................. 29

VEHICLE ACCIDENT INVESTIGATION ........................................................................................................... 29

Accident Review ................................................................................................................................... 30
Record Keeping..................................................................................................................................... 30

RISK MANAGEMENT AND LOSS PREVENTION: BONDS AND CRIME LOSS CONTROL PLAN .................. 30

PLAN RESPONSIBILITIES .............................................................................................................................. 30

Chancellor of the College ..................................................................................................................... 30
Staff of the College ............................................................................................................................... 31
Vice Chancellor of Administration and Finance ................................................................................... 31
Director of Facilities who is responsible for Environmental Safety ...................................................... 31
Vice Chancellor of Accounting and Finance ......................................................................................... 32
Property Manager ................................................................................................................................ 32
Employees ............................................................................................................................................ 32

BONDS, CRIME & PROPERTY ....................................................................................................................... 33

Introduction .......................................................................................................................................... 33
The purpose of the Bonds, Crime, & Property Program is to: ............................................................. 33

BONDS AND CRIME COVERAGE .................................................................................................................. 33

Fidelity Bonds: (Mandatory) ................................................................................................................. 33
Property Manager Bond: (Mandatory) ................................................................................................ 34
Notary Bond: (Mandatory) ................................................................................................................... 34
Income Loss or Increased Costs ........................................................................................................... 34
Minimizing Liability to Others .............................................................................................................. 34

KEY POLICY .................................................................................................................................................. 34

POLICIES AND PROCEDURES FOR FINANCIAL MANAGEMENT ........................................................... 35

Audits.................................................................................................................................................... 35
Checking Account ................................................................................................................................. 35
Cash Receipts Procedure ...................................................................................................................... 35
Missing Funds Notification Process ....................................................................................................... 35
Cash Handling Procedures .................................................................................................................... 36
Cash Receipts Received Through the Mail ........................................................................................... 36
Tuition Refunds .................................................................................................................................... 36
Procedures for Collecting and Verifying Tuition and Fees ................................................................. 36
SAFETY POLICY STATEMENT

SOWELA TECHNICAL COMMUNITY COLLEGE

SAFETY POLICY STATEMENT

SOWELA Technical Community College is committed to providing the safest conditions possible for the SOWELA employees, students and visitors. Recognizing that people are our most valuable resource, the college will make every reasonable effort to promote accident prevention, fire protection, and health preservation.

SOWELA will implement a safety plan which meets applicable federal, state and local safety laws and codes. Moreover, the College will provide safe working equipment, effective training, necessary personal protection, and promote safety awareness. Essential to the success of collective efforts is a positive attitude toward safety awareness and compliance, which is demonstrated through personal adherence to safety standards, participation in safety training, and attendance at safety meetings.

It is our belief that accidents can be prevented by taking common sense precautions. The College will affect practical measures to prevent injury and damage to property. Employees are expected to immediately report any potentially unsafe condition and to take action to minimize risk to others. Improved safety on the job can be achieved by acting and talking safety at all times, and by exhibiting a healthy attitude toward accident prevention and improved safety on the job.

Each of us must do our part in providing a safe work environment. Make safety and important consideration in every decision.

Dr. Neil Aspinwall, Chancellor

Date: 10-23-12
ASSIGNMENT OF SAFETY RESPONSIBILITY

A written operational loss prevention and safety plan is available at SOWELA Technical Community College, Morgan Smith Site, for the protection of its faculty, staff, and students. In addition to a copy of this plan being available via the STCC Website, a hard copy is ready for viewing in the Administration areas of each campus.

For the purpose of continuity, the SOWELA Technical Community College (STCC) Campus is defined as all areas that share the same Leadership, Facilities Director, Maintenance Manager and Loss Prevention Coordinator, with disregard to physical location or billing code location.

Although the ultimate responsibility for safety and health programs lies with the administration, employees are a key to daily implementation of safety and assuring that safety planning is coordinated in day-to-day learning and work activities. If employees do not make safety and health an integral part of every activity, the agency will not maintain an effective safety and health program.

Oversight for safety and health measures also extend to regional management and/or the Louisiana Community and Technical College System. Students and the public are likewise charged with personal responsibilities for safety. Each has a role to play in developing and implementing acceptable attitudes and desirable behavioral patterns. However, final assignment of safety responsibility ultimately rests with the individual.

Administrative and Operating Management

The ultimate responsibility for preventing accidents and controlling hazards rests with the administration of this agency. This administration directs the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. Effective safety performance is managed by procedures that fix accountability. Duties include but are not limited to:

- Has full responsibility for safety.
- Authorizes necessary expenditures to provide safe work conditions.
- Approves safety policies as formulated by the safety officer or safety committee.
- Participates in the safety program as recommended by the safety officer or committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).
- Ensures compliance with all prescribed emergency response procedures.
- Authorizes necessary expenditures to provide a safe learning and working environment.
- Aids employees and students in order to maintain a safe learning and working environment.
- Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Safety Coordinator

The SOWELA Technical Community College Facilities Director is responsible for assisting in the overall safety program of each campus. This includes help and support in the development of safety programs and policies. Duties include but are not limited to:

- Reviews and updates the overall General Safety Program.
- Coordinates the safety operations of STCC.
- Advises and supports the Campus Safety Committee.
• Assists in the investigation of safety accidents.
• Assists Campus Safety Contacts in maintaining and analyzing accident records.
• Reports to the Chancellor on the status of the safety program.
• Furnish information on losses as requested by the State Office of Risk Management.
• Ensures execution of all work orders identified as safety related.
• Checks for compliance with applicable safety laws and codes.
• Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Assumes other duties and responsibilities as assigned by the Chancellor

**Department Heads**
Each supervising department head is accountable for safety within his or her area of responsibility. Delegation of authority to department heads is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections, etc. Duties include but are not limited to:

• Assure new employees are trained on job safety requirements and procedures.
• Enforce safety rules and work regulations within their area of responsibility.
• Report to STCC Facilities Director, or designee, any unsafe condition and practices and make suggestions for improved safety.
• Aids employees and students in order to maintain a safe learning and working environment.
• Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**Maintenance Department**
Each Campus’s Maintenance Department is responsible for minor building and equipment maintenance. When deemed necessary, the Director of Facilities will assign maintenance personnel to accommodate needed maintenance. Duties include but are not limited to:

• Works to ensure safe work and learning conditions.
• Executes work orders promptly.
• Cooperates in devising safety equipment, guards, and appliances.
• Maintains regular maintenance schedules and inspections on all designated equipment and keeps appropriate records.
• Maintains regular maintenance schedules and inspections on all designated fire, safety, and emergency management equipment and keeps appropriate records.
• Maintains regular maintenance schedules and inspections on all designated campus vehicles and keeps appropriate records.
• Makes regularly scheduled and unscheduled safety inspections, makes reports, and maintains appropriate records.
• Ensures designated equipment and work area(s) are in safe functioning condition.
• Monitors work procedures and practices within designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
• Executes acceptable housekeeping procedures.
• Maintains required safety documentation, records, and reports.
• Reports and corrects unsafe conditions and practices.
Faculty/Staff

The faculty is responsible for individual assigned work stations, program areas, and/or those areas designated by the administration. Faculty is also responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions or in the handling, use, storing, and disposal of hazardous materials. Duties include but are not limited to:

- Is responsible for safety, training, compliance, and enforcement in the designated program area(s) or course including regular inspection for safety, quarterly safety inspections, and maintenance of equipment, housekeeping, and safety record retention.
- Maintains regular maintenance schedules and inspections on designated equipment and keeps appropriate records.
- Holds periodic safety meetings appropriate to the industry of the designated program area or course for students.
- Obtains first aid for injured person promptly.
- Maintains recommended and approved first aid supplies and/or equipment, and requisitions those items as needed.
- Reports and investigates accidents, unsafe conditions or practices and works with the Campus Safety Contact to determine cause and initiate corrective action.
- Assigns emergency management procedures for retrieving a physically handicapped student out of the building/program area in an emergency.
- Serves on safety committees as requested.
- Monitors work procedures and practices within designated area(s) of responsibility to ensure performance of respective duties in a safe manner at all times.
- Executes acceptable housekeeping procedures.
- Maintains required safety documentation, records, and reports.
- Makes safety suggestions.
- Asks for assistance, further explanation, or training when needed.
- Aids employees and students in order to maintain a safe learning and working environment.
- Set a good example through proper attitude, discussions and observance of safety rules and regulations.

Student Body

The student body is responsible for individual assigned work stations and/or those areas designated by the faculty/instructor. Duties include but are not limited to:

- Takes personal responsibility for his/her own safety.
- Learns and observes all safety rules, regulations, and policies of the college, the program area and/or the course.
- Signs for and follows safety regulations appropriate to the program, course, or assigned task.
- Passes all applicable safety tests appropriate to the program, course, or assigned task.
- Works in accordance with accepted safety practices.
- Reports unsafe conditions and practices to instructor.
- Asks instructor for assistance, further explanation, or training when needed.
- Executes acceptable housekeeping procedures.
- Attends safety meetings and safety training as required.
- Makes safety suggestions.
- Asks for assistance, further explanation, or training when needed.
• Encourages and aids others to be safe.
• Sets a good example through proper attitude, discussions and observance of safety rules and regulations.

OTHER SPECIFIED SAFETY RESPONSIBILITIES

Other specific responsibilities assigned by the Louisiana Community and Technical College System Board are indicated as follows:

Facilities Director
The Facilities Director in charge of the college shall:

• Ensure that all college employees thoroughly understand the operation of each evacuation plan and their duties connected with such plans and understand proper notification procedures in the event of emergency evacuation.
• Appoint a person to carry out the Campus Administrators duties with respect to actual evacuation and drills at times when the Campus Administrator is absent.
• Determine daily that all exit facilities and equipment are kept operable to facilitate rapid escape from the building.
• Be acquainted with the use of the fire alarm, fire department notification, exit facilities, and fire extinguishers.

Faculty
The faculty shall:

• Assist and cooperate with the Facilities Director in the development and use of fire exit or emergency evacuation drills.
• Effect and lead a prompt and orderly evacuation of the class by having full control of all students.
• Account for all students upon reaching termination point of evacuation or drill and report any discrepancy to the official in charge.
• Supervise and assist in the evacuation of any physically handicapped students.
• Be acquainted with the use of the fire alarm, fire department notification, exit facilities, and fire extinguishers.
• Acquaint each student with procedures to be followed in the event egress routes are not usable, the proper use of the fire alarm and the subsequent procedures of notifying the administration.
• When absence from a room is necessary, notify the teacher in the adjoining room of departure and return to provide evacuation supervision at all times.

Maintenance
The maintenance staff shall:

• Turn off the gas supply, all motors, ventilating fans and other power driven equipment, the continued operation of which would tend to spread fire or hinder the fire fighting operations, if time permits
• Stand by to inform the fire department as to the best means of access to the fire and to render assistance as required.
SAFETY RULES

Each employee and student at SOWELA Technical Community College receives a written copy of the campus safety rules which are posted in each area. These rules are enforced by the immediate supervisor and, if necessary, the Administrator. In addition to general safety rules, each campus and each department at STCC has rules pertaining to that area which are frequently discussed in an appropriate format.

Campus Safety Rules should be made available in each work area, reviewed annually by employees, and documented. Students should also be oriented to campus safety rules and documented.

General Safety Rules at STCC for Employees and Students are as Follows:

- All employees are responsible for maintaining their work areas, tools and equipment in a clean and safe condition.
- Cleaning and safety issues that are not routine should be reported to the building safety officer and recorded on the hazard log.
- All dress, attire and personal grooming shall be consistent with the requirements and working conditions for the job.
- Use of appropriate Personal Protective Equipment (PPE) is required for all jobs.
- Alcohol and drug use are strictly prohibited while on the job.
- Abiding by posted and written traffic rules is required on the job.
- Firearms are not allowed on the campus except for on-duty law enforcement personnel.
- Observe and practice the safety procedures established for the job.
- In case of sickness of injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else’s injuries or attempt to remove foreign particles from someone else’s eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until authorized personnel have given medical attention.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause serious injury.
- Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc. that is appropriate for the task.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
- Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. Fire Doors and Aisles Must Be Kept Clear.
- Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool around with it.
- Observe “No Smoking” regulations
- Shut down your machine before cleaning, repairing, or leaving it.
- Only authorized personnel will operate tow motors and lift trucks. Walk type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors.
- Do not exceed a speed that is unsafe for existing conditions.
• Running and horseplay are strictly forbidden.
• Do not block access to fire extinguishers.
• Do not tamper with electric controls or switches.
• Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
• Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
• Report any unsafe condition or acts to your supervisor.
• Help to prevent accidents.
• Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
• Lift properly---use your leg muscles, not your back muscles. For heavier loads, ask for assistance.
• Do not adjust, clean or oil moving equipment.
• Keep machine guards in their intended places.
• Do not throw objects.
• Clean up spilled liquid, oil, or grease immediately.
• Wear hard-sole shoes and appropriate clothing (i.e. shorts or mini dresses are not permitted).
• Place trash and paper in proper containers and not in cans provided for cigarette butts.
• Attendance at quarterly safety meetings is mandatory.
• Accidents are to be reported immediately to the building safety officer, campus security and/or the campus safety coordinator.

THE SOWELA SAFETY AND RISK MANAGEMENT & LOSS PREVENTION CAN BE ACCESSED AT SOWELA’S SHARED WEBSITE AT: https://STCC.sowela.edu

From any browser type in the address line https://STCC.sowela.edu

You will be asked for a User ID and password.

Use your normal User ID and password.

Click on “Shared Document”.

Employees who do not comply with campus safety rules will not be considered desirable for continued employment with the State of Louisiana. Students who do not comply with campus safety rules will not be allowed to remain on the campus grounds.

SAFETY MEETINGS

Safety meetings are required for supervisors and all employees of each work unit. It is strongly recommended that the meetings are consistently held at the same time each quarter. A record shall be kept showing:

• Topic discussed
• Employees receiving the information
• Instructor’s name
• Teaching aids used
• Date of training
• Total number of employees on staff
• Total number of employees in attendance at the training
• Original signatures of employees on attendance sheets, or employee’s initials next to typed names on attendance sheets or verification of “received and read by” emails, and
• Employee suggestions or follow up.

STCC shall provide a means of ensuring that those employees who cannot attend the meetings personally have access to the material presented during the meeting.

Note: Safety meetings conducted electronically are acceptable as long as there is a record of receipt of the information by the employee (e.g., email return receipt).

STCC campus shall strive for 100% employee participation, with 75% being the minimum allowable attendance for each meeting to count toward the monthly/quarterly requirements of the ORM general safety audit. Campus administrators and department heads shall attend all safety meetings in order to show support of the loss prevention program.

Safety meetings may vary from formal presentations to informal discussions of safety problems. The meetings shall be educational and motivational, and shall also demonstrate management’s concern for safety. Employees’ suggestions at safety meetings have often resulted in the implementation of new safety policies and procedures that have reduced hazards, increased productivity and improved work methods. Safety meetings topics shall apply to all employees in attendance and documentation of all meetings shall be maintained for three (3) years.

Prepare for Meeting
• One idea to produce excellent topics for safety meetings is to conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
• Select an activity or topic to be used as a safety meeting topic that can benefit all employees in attendance. Examples of appropriate topics can include: a new job/procedure/changes in an operation, an unsafe behavior or activity, or an annual review of the agency safety rules. Safety meetings can help identify and eliminate hazards before accidents occur.
• Safety Meeting Reports shall list the topics to be discussed.
• Identify the methods used to conduct the meeting (e.g., classroom, distribution of reading materials, demonstrations, etc.)

Conduct the Meeting
• Meetings may be conducted in a classroom-like setting with lecture, video, and/or demonstrations.
• Information may be distributed via e-mail, handouts, correspondence and employees shall be required to indicate that they “have received and read” the materials.
• Record the total number of employees participating vs. the total number of employees and calculate a percentage of employees who participated.

Document Attendance
• Ensure an original signature is obtained from each employee in attendance at each meeting and that the documentation reflects the date on which the information was actually received. For
those employees to whom the safety meeting information is provided electronically, maintain a record of receipt by each employee (e.g., e-mail return receipt).

**Keep a Record of the Meeting**
- Copies of safety meeting report forms should be sent to the Safety Coordinator or agency head. The supervisor should keep originals.
- Sign in sheets should be maintained for a minimum of three years. Agencies are encouraged to maintain training records as long as possible.

**SAFETY TRAINING**

Safety-related training shall be provided to all employees who must perform new tasks or operate new equipment or whose safety performance is satisfactory. The safety-related training, whether conducted by a supervisor on the job or by a training specialist, shall include instruction in correct work procedures, use of safety equipment, and availability of assistance. Additionally, safety-related training shall cover a review of the basics pertaining to a specific topic and also the agency’s specific policy on such. All safety-related training, whether formal or on the job training (OJT) shall be documented.

The Campus Safety Contact shall have documented proof of attendance at least once every three years in the ORM Loss Prevention Program course.

STCC is required to have written policies and conduct documented training on the following topics:

- Substance Abuse and Drug testing (see p. 68)
- Sexual Harassment (see p. 73)

Such training shall be completed *within one year of hire and once every five years thereafter*, and may count toward the quarterly safety meeting requirements.

**PROCEDURES FOR INSPECTION**

1. The Facilities Director divides the grounds and facilities under their direct control into specific housekeeping units. Housekeeping responsibility for each unit is assigned to a specific manager or their designee.
2. The Facilities Director/designee meets with first-line supervisors/foremen and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.
3. Managers/designees are responsible for conducting regularly scheduled (at least monthly in Class A agencies and quarterly for Class B agencies) inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards will be conducted quarterly. Some examples of hazardous conditions are as follows:
   i. Slip or trip hazards (e.g., cords or torn/broken floor covers)
   ii. Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
   iii. Holes or protrusions such as eroded, broken or sunken walking surfaces
   iv. Temporary accumulation of flammable or combustible materials
v. Storage and use of chemical products and other hazardous materials

4. The manager/designee completes the site-specific inspection checklist for the area. The completed checklist should be retained in the area it covers for at least three (3) years and shall be made available to the campus administrator and the Office of Risk Management Loss Prevention Unit upon request.

5. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log or other similar reporting form, which shall be kept in each operating area. The first-line supervisor/foreman or campus safety contact is responsible for checking the Hazard Control Log (or other similar reporting forms) daily and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until corrective action is taken. If a supervisor or safety officer cannot correct the hazard, they shall immediately report it to the next level of management.

6. If a hazard exists for more than 30 days, the supervisor shall send copies of the Hazard Control Log or other similar reporting forms to the department and agency heads and to the Office of Risk Management’s Loss Prevention Unit.

7. The Hazard Control Log or other similar reporting form is retained in the originating work area for at least three (3) years.

PROCEDURES FOR INCIDENT/ACCIDENT INVESTIGATION

An accident is defined as "an unplanned event(s) that caused personal injury or property damage." An incident is defined as “an unplanned event(s) that could have caused personal injury or property damage.” All incidents/accidents, including those occurring to non-employees, should be investigated by personnel responsible for the area in which the incident/accident occurred.

Purpose:

To establish a method to handle accidents and incidents in situations that occur on campus property. These include both incidents and accidents which involve employees, visitors, vendors, clients and spectators.

Accident/Incident Investigations:

Accidents/Incidents must be investigated to an appropriate degree. As a result we have two levels of investigations, a formal and an informal investigation.

FORMAL INVESTIGATIONS

Formal investigations are conducted for serious accidents. The Director of Facilities and Facilities Department and/or the sponsoring organization involved are participants in the investigation.

INFORMAL INVESTIGATIONS BY SUPERVISORS

Since the supervisor/faculty advisor/organization representative is the person charged with preventing accidents/incidents in his/her work group or organization, that person should be actively involved in filling out the appropriate form to determine the cause or causes of the incident/accident and to implement corrective actions.

Incident/accident forms may be downloaded from the shared SOWELA Faculty and Staff web page for use in conducting the investigation.
INVESTIGATION PROCEDURE

Conducting the accident/incident investigation should follow an agenda that serves to assure that all causes are uncovered as follows:

1. Obtain background information on the job, the circumstances, work assignment, etc.
2. Establish events and job steps leading up to the accident.
3. Determine root causes of the accident.
5. What action is to be taken? (include what, how, and where)
6. Who is responsible to do this on each element?
7. When will each step be completed?
8. An arrangement to follow up and assure the action is taken.

Incident/Accident Reporting Forms

Incidents/accidents do not just happen; they are caused. The Incident/Accident Reporting Forms are used to assist in determining the causes and procedures to prevent the recurrence of similar incidents.

Employee Incident/Accident Investigation Form (DA-2000) is to be used as the basic form for reporting the accident of employees.

- This report is mandatory. All parts of the form are to be filled in. This report is to be turned in to the Office of Human Resources.
- It is required by the State and serves as the link between SOWELA and Workers Comp.
- In the event of a fatality, the State Loss Prevention Unit will be contacted.

Visitor Client Incident Accident Investigation Form (DA-3000) is to be used on the basic form for reporting accidents of students, visitors and vendors on campus.

- All parts of the form are to be filled in.
- This report should be completed and turned in to the appropriate person in the Purchasing Department for processing. These forms are forwarded to the Facilities Office to be handled appropriately.
- This report serves as a link between SOWELA and Office of Risk Management.

Driver’s Accident Report Form (DA-2041) is to be used when a State owned leased or rented vehicle is involved. In the event of a fatality, the State Loss Prevention Unit will be contacted.

Security/Facilities Reports should be made on all vehicular accidents as well as any accident/incidents that require medical attention or transport to a hospital. These reports provide notification and information that can be used in accident investigations.

All spaces on the forms shall be completed. Notations such as N/A (not applicable) are not acceptable.

These forms are also available online in the Loss Prevention portion of the ORM website.

They appear under the section called “Forms Available.” To access the Loss Prevention portion of the ORM website use the following address: http://www.doa.la.gov/orm/lpforms.htm

If you do not have internet access, you can call your local Loss Prevention Officer to request one.
NOTE: When an accident involves an injury that results in employee medical expenses or workers’ compensation related loss the employer shall also complete the Employer’s Report of Injury/Illness, (LDOLWC1007) in a timely manner. This form is also known as the DA1973 (E1) and is available online at: [http://doa.louisiana.gov/orm/formsCR.htm](http://doa.louisiana.gov/orm/formsCR.htm)

**AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS**, the supervisor should follow these steps in investigating the accident:

- If possible, ask the person or persons involved to describe what happened. Do not assign blame or fault; just get the facts.
- Survey the accident scene for information. If a camera is available, document the scene with photographs as necessary. Assemble and secure any objects that may have contributed to the incident/accident.
- Determine if there were any witnesses to the incident/accident and get their written description of the incident/accident.
- Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
- Complete the appropriate Incident/Accident Reporting Form (DA2000/DA3000).

For samples of forms DA2000/DA3000/DA1973 refer to exhibits on pages 75-80

In the event of a fatality, or near fatality, the ORM Loss Prevention Unit shall be contacted immediately

**Worker’s Compensation Information for Supervisors**

In the event that an employee is injured or is involved in an accident during the course of employment, there are responsibilities for the employee and the supervisor.

**EMPLOYEE**

1. Report injury/illness to supervisor immediately.
2. Report in person to Human Resources as soon as possible unless there is a medical emergency or life/limb emergency. Report to Human Resources as soon as possible after emergency treatment.
3. Complete proper paperwork for the Office of Risk Management/Drug Testing (if required), in Human Resources before seeking medical assistance unless there is a medical emergency or a life/limb emergency.
4. Report any lost time from work to supervisor and to Human Resources.
5. Return to regular duty by physician certification or transition modified duty that is within medical restrictions (if any) as set by physician, as part of a rehabilitation program if applicable to position, and as approved by appropriate supervisory personnel.

**SUPERVISOR**

1. Complete Incident/Accident Investigation Form, conduct investigation and submit the original form to Human Resources. Maintain a copy in department.
2. Contact Human Resources for further instruction or accompany injured/ill worker to Human Resources as supervisor signature may be required on certain documents.
3. Maintain contact with injured/ill worker for updates to condition.
4. Find or develop transitional modified duty for employee with restrictions, if applicable, as directed by the Director of Human Resources and the Safety Officer (Director of Facilities).

**RECORD KEEPING**

The following safety records shall be maintained by each agency for at least three (3) years. Copies of forms describing the specific procedures as noted are included with exhibits or are provided on the ORM website.

**Safety Meeting Report**
Completed monthly or quarterly in each unit following safety meeting occurrences and maintained in the operating area for three (3) years. Copies shall be sent to the department loss prevention coordinator or agency head.

**Training Documentation**
Sign in sheets shall be completed for all training sessions and maintained in the operating area for three (3) years.

**Inspection Checklist**
Inspection forms shall be completed monthly (Class A) or quarterly (Class B) in each work unit following a general safety inspection. The completed form shall be kept in the area it covers for three (3) years and shall be made available to the department loss prevention coordinator or agency head and the Office of Risk Management's Loss Prevention Unit upon request.

**Incident/Accident Reporting Forms**
Complete for each incident/accident that occurs whether or not it requires medical expense or lost time. A copy should be given to the loss prevention coordinator within the agency. (See Exhibit H, Sample Procedure for Incident/Accident Investigation.)

**Job Safety Analysis**
Completed by supervisors in each work unit or the agency loss prevention coordinator. Job safety analyses shall be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms shall be maintained by the agency in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

**When To Perform A Job Safety Analysis**
A job safety analysis shall be performed on all jobs that have resulted in an incident/accident trend, death, or a change in a job procedure/equipment.

**Job Safety Analysis Procedures**

**Step 1: Select the Job**- In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

  Occurrence of Injuries: Jobs that have produced an incident or accident trend, or death, or during the past three years shall be analyzed.
Frequency of Accidents: Jobs that repeatedly produce accidents (trends) are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.

Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.

New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an accident or incident occurs.

Death: Any accident that caused the death of an employee shall have a job safety analysis made as part of the investigation.

**Step 2: Perform the Analysis** - The supervisor/foreman or the agency loss prevention representative responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor or safety officer shall conduct the job safety analysis with the help of employees who regularly perform the task.

The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Avoid two common errors:

Making the breakdown too detailed so that an unnecessarily large number of steps result; or
Making the job breakdown so general that the basic steps are not distinguishable.

As a rule, the job safety analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks. Job safety analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job, and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Select an experienced, capable, and cooperative person who is willing to share ideas. They should be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job safety analysis before conducting one may help illustrate the terminology and procedure to be followed.

Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also. The wording for each step should begin with an action word such as "remove," "open," or "lift."

**Step 3: Identify Hazards** - Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
Can the employee be caught in, by, or between the objects?
Is there a potential for a slip or trip? Can someone fall on the same level or to another?
Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Using the Job Safety Analysis Form (JSA-1-00), document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list may be developed through observation and discussion.

**Step 4: Develop Solutions**—The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
4. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that result in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition.

Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both.

In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are useless. Solutions shall precisely state what to do and how to do it.

**Step 5: Conduct a Follow-up Analysis**—No less than once per month; each supervisor/foreman should observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the job safety analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

**Step 6: Use of the Job Safety Analysis**—The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. New employees should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.
Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis, will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

**Step 7: Record Keeping** - Job safety analysis forms should be maintained in the department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained.

*Blood borne Pathogens, Drug Testing/Substance Abuse, and Sexual Harassment training records are kept for five (5) years.*

**BLOOD BORNE PATHOGENS**

The purpose of this Program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to state employees. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation.

- All bodily fluids will be considered infectious regardless of the perceived status of the source individual.
- Procedures for providing first aid and decontaminating/sanitizing contaminated areas will duplicate those developed and used by the health industry.
- Health care facilities and health care professionals as well as other occupations with a higher risk for exposure shall comply with state and federal standards, regulations and laws.

**Blood Borne Diseases**

- HIV: Human Immunodeficiency Virus causes AIDS
- Hepatitis B and C
- Syphilis
- Malaria

**Hepatitis B (HBV) and C (HCV):**

- Inflammation of the liver – most common blood borne disease
- Symptoms vary
- Can be infectious or non-infectious
- Hepatitis infects hundreds of thousands of people in the USA annually
- An infected person may carry the virus for years before symptoms appear
- No cure or vaccine at present
- Means of Transmission – Must Enter Body through contact or injected (examples: Sexual contact, sharing needles, cutting yourself with a sharp object, body fluids, Infected blood or body fluid on skin with open cuts, sores, getting blood or body fluid in eyes, mouth)
- HBV has a preventive vaccine available
- HCV does not have a preventive vaccine available
Preventive Measures
Use universal precautions: TREAT ALL BLOOD AND BODY FLUIDS AS POTENTIALLY INFECTIOUS.

- Unbroken skin provides some protection from blood borne pathogens
- Wear personal protective equipment (PPE) (examples: latex gloves, safety glasses, goggles, face shields, aprons, boots) whenever blood or body fluids are present or expected
- Utilize engineering techniques (examples: tongs, recognized work practices, specialized equipment) whenever possible

Decontamination Procedures
- Call a professional for proper decontamination and disposal.
- Obtain BBP Clean up Kits and either require employees to follow the manufacturer’s instructions that are provided with the kits or train employees on their use and disposal.

The following are the general guidelines for decontamination:

- After an accident, the contaminated area must be cleaned with the proper recommended decontamination solution
- Cleaning equipment must be properly decontaminated
- Wear required PPE
- Restrict access to the area
- Use disposable supplies whenever possible and dispose of properly

Disposal
Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

All waste with the possibility of contamination of BBP shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping.

MEDICAL PROVISIONS

Preventive Vaccine
If the HBV vaccine is offered to an employee and the employee accepts it, it will be provided to the employee free of charge. Training by a knowledgeable person will be provided to the employee.

If an employee declines the offer of the HBV vaccine then the employee is required to sign a declination statement. If at any time the employee changes his/her decision and decides to accept the offer of the HBV vaccine then the series will be provided free of charge and training by a knowledgeable person will be provided to the employee.

Post-exposure Procedures
- Wash hands with antibacterial soap after contact
- Flush eyes and face with fresh water for several minutes after contact
• Follow agency’s notification/reporting procedures for an exposure
• Follow agency’s written procedures for seeking medical counseling

Other Exposure Hazards
• Cleaning surfaces contaminated with blood, vomit, feces
• ALWAYS wear gloves and protective apron or clothing
• Be alert for sharp objects, broken glassware, used syringes in trash
• Do not pick up broken glass – use brush or broom & dustpan
• Dispose of glass, sharp objects safely
• Laundry – bloody or contaminated linens or sharp objects

TRAINING

The training schedule shall be contingent upon the level of exposure to BBP:

High Risk: Health Care Facilities/professionals, and other high risk occupations Workers with occupational exposure shall receive training when they are hired and at least once per year thereafter. The training must be given during working hours and at no cost to the employee and training records shall be maintained for five years.

Low Risk: General Office/Classroom personnel. All employees shall participate in a training program within 12 months of employment. If there are no BBP events, the training shall be required every five years thereafter. If an agency’s unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

Common Sense Rules
• Wash hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics
• Keep hands away from eyes, nose, and mouth while cleaning
• Frequent hand washing is best defense against spreading infection

Summary
• Protect yourself on and off the job; know the facts
• Practice good personal hygiene
• Follow work rules, use gloves and protective clothing
• Wash your hands often, after work or exposure
• Keep areas clean – report problems immediately to supervisor

FIRST AID

First Aid Training
Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Refresher training is required according to certification requirements.
First Aid Kit and Inventory
A first aid supply kit shall be maintained and inventoried periodically. An inventory list may be included in each first aid kit. Expiration dates on kit contents must be checked as well.

A first aid kit with proper supplies will be maintained in each housekeeping area by designated supervisors or employees. A regular inventory will be maintained and restocking kept up-to-date or disposable items. Requests for additional or replacement supplies shall be made to the Campus Safety Contact or designee.

Medicines/cleaners such as alcohol, methylate, first aid cream, etc., will not be kept to avoid misuse, expiration, or medical reactions. This rule also applies to distribution of aspirin and other common over-the-counter medicines.

HAZARDOUS MATERIALS

General Policy Statement
The following policy statement is intended to guide both students and faculty in the safe handling of substances using Personal Protective Equipment (PPE). Each respective curriculum(s) safety manual will take precedence regarding the safe handling of specific substances used in training.

Guidelines in Handling, Storing and Disposing Hazardous Material
Faculty and Students are to be aware that the safe practice of handling hazardous material is always important regarding solvents and substances. Even common solvent like degreasers and paint thinners can be hazardous when you breathe their vapors, splash them on your skin, or store them near heat.

Safe Handling and Safe Storage Procedures
- Follow these simple handling and storage procedures in an effort to reduce the possibility of danger from leaks, fires, and explosions:
- Read the Material Safety Data Sheet (MSDS) and container label on all solvents in question.
- Find out flash points (temperature at which they catch fire) and volatility (how quickly they evaporate).
- Use the personal protective equipment recommended on the MSDS and training of PPE.
- Store all solvents in temperature-controlled environments, out of direct sunlight.
- Store flammable solvents, if possible, where special ventilation and electrical systems minimize the possibility of accidental fire or explosion.
- Store flammable solvents in tightly closed safety containers.
- Dispense solvents from safety-approved nozzles and dispensers only.
- Store solvents away from oxidizers (any substance that causes fires easily).
- Check storage containers regularly to make sure the spout, cap, and container are in good working order and do not leak.
- Never smoke around storage or dispensing containers for solvents.
- Don’t carry lighters, matches, or sparking devices when handling solvents.
- Know the location of spill control stations and materials, eyewash stations and safety showers.
- Contaminated clothing, PPE, rags, and materials should be cleaned or disposed of, according to company policy. (Dispose of waste in tightly covered safety containers).
• Always dispose of flammable solvents in approved containers, never into a sewer, storm drain, and garbage or on the ground.

**INFORMATION CHEMICAL USERS MUST KNOW**

**Fire and/or Explosion Information**

• Material Flash Point, auto-ignition temperature and upper/lower flammability limits
• Proper fire extinguishing agents to be used
• Firefighting techniques
• Any unusual fire or explosive hazards

**Chemical Reaction Information**

• Stability of Chemical
• Conditions and other materials which can cause reaction with the chemical
• Dangerous substances that can be produced when the chemical reacts

**Control Measures**

• Engineering controls required for safe product use
• Personal protective equipment required for use of product
• Safe storage requirements and guidelines
• Safe handling procedures

**Health Hazards**

• Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)
• Acute or chronic symptoms of exposure
• Main routes of entry into the body
• Medical conditions that can be made worse by exposure
• Cancer causing properties if any
• Emergency and First Aid treatments

**Spill & Lead Procedures**

• Clean up techniques
• Personal Protective Equipment to be used during cleanup
• Disposal of waste & cleanup material

**Employee Use of MSDS**

(For MSDS use to be effective, employees must :)

• Know the location of the MSDS
• Understand the major points for each chemical
• Check MSDS when more information is needed or questions arise
• Be able to quickly locate the emergency information on the MSDS
• Follow the safety practices provided on the MSDS
MATERIAL SAFETY DATA SHEET (MSDS) SOURCES

(SEE MSDS BOOK FOR INFORMATION REGARDING MSDS)

Summary: You can access Material Safety Data Sheets (MSDSs) and other chemical hazard information from any Internet-connected computer. Use multiple sources from this list to develop safe work procedures.

MSDS’s are an important source of health and safety information, but they should not be the only tool used to evaluate chemical hazards. Gather chemical hazard information from a variety of sources.

FREE - MSDS Online Information:

- http://hq.msdsonline.com/ltc2
- http://www.msds.com/
- http://www.msdssearch.com/DBLinksN.htm

Find MSDS Online Information:

- http://www.ilpi.com/msds/

DRIVER SAFETY POLICY STATEMENT

Employees will, from time to time, drive personally owned, state owned or leased motor vehicles while in the performance of their duties. Similarly, the employees of STCC, while conducting STCC related business, may at times drive their individual motor vehicle on college business.

For the purposes of this section and the provisions of La. RS. 39: 1527, et seq., it shall be presumed that any STCC employee (hereinafter may be jointly referred to in this section as employee or employees) might occasionally drive a motor vehicle in the course and scope of their STCC service or employment. Although each employee is required by law to possess a minimum level of liability coverage for his or her privately owned motor vehicle, the State of Louisiana provides excess liability coverage over the employee’s coverage whenever such vehicle is used in connection with STCC business.

Consequently, STCC is required to implement a driver safety plan that provides a systematic method of screening, training, and accountability for its employees who might operate a motor vehicle, although not a state-owned motor vehicle, in the conduct of STCC-related business. The intended result of the Driver Safety Plan is a reduction in the frequency and severity of accidents, which thereby minimizes employee driving risks and the financial impact on state government.

PLAN RESPONSIBILITIES

Pursuant to the general authorities of the Chancellor, he/she shall approve the College’s Driver Safety Plan as set forth in this section and provide for its implementation and continued administration.

Office of the Chancellor

The Office of the Chancellor requires the participation of all college departments’ and divisions’ employees and directs therein and so forth.

Director of Environmental Safety
The Director of Environmental Safety shall ensure the organizational effectiveness of the driver safety plan and, for the purposes of such plan, acts as the agency administrator. The duties of the Director of Environmental Safety shall include, but shall not be limited to, the following:

Provide the driver safety plan and the attendant procedures, practices, rules, and standards.

Issue directives for the implementation and/or enforcement of the driver safety plan and attendant procedures, practices, rules, and standards.

Generally supervise the administration of the driver safety plan and participate accordingly therein

Obtain and maintain required documentation for each authorized driver (three items), and a database.

Develop and maintain a list of authorized drivers.

Update the Office of the Chancellor on compliance.

Employees

Employees should attend the provided professional development opportunities on driving safety, or they may utilize the on-line driving safety course. It is located on the STCC website in the Environmental Safety section.

Employees are authorized to take the on-line course, print and provide a copy of the certificate of completion to the Office of Environmental Safety.

DRIVER AUTHORIZATION PROCEDURE

Valid Driver License and Form DA 2054 (Authorization & Driving History Form)

An employee shall not drive a motor vehicle in the course and scope of the employee's service or employment (i) without possessing a valid driver's license and (ii) unless and until the authorization as set forth on the A&DHF to operate a motor vehicle in the conduct of college-related business is issued by the Director of Environmental Safety (on behalf of the Chancellor), or (iii) whenever the employee is determined to be a high risk driver as set forth herein below.

Employee Completion of A&DHF

Each employee shall accurately complete the uppermost portion of the A&DHF (accident & driving history form), execute the USE OF PRIVATE VEHICLE FOR STATE BUSINESS portion of the A&DHF, and provide the A&DHF to the Environmental Safety Director, all in a manner set forth by the Environmental Safety Director. College supervisory or managerial personnel may be called upon to, and shall assist in the distribution, completion, and/or collection of employees' A&DHF. When the form is completed as part of the hiring process, the Director of Human Resources shall provide a copy for each employee needing driving authorization, to OES.

Operator Driving Record (ODR)

Upon receipt of an employee's A&DHF, OES shall obtain a copy of the employee's ODR from the Office of Motor Vehicles. It shall be reviewed by OES to determine if the employee is (i) a high risk driver as defined by the Office of Risk Management and the provisions of this Section or (ii) eligible for authorization by the Director of Environmental and Public Safety to operate a motor vehicle in the conduct of college-related business.
High Risk Driver (HRD)

Is defined as an individual having three or more convictions, guilty pleas and/or nolo contender pleas for moving violations, or individuals having a single conviction, guilty plea or nolo contender plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within a one year period.

An employee under suspension will remain under suspension until the Motor Vehicle Record (MVR) is within the college's standards. This will occur when violations drop off the MVR at the end of a year. An employee on probation or suspension will have the MVR checked every six months. In those cases where driving is an integral duty of the employee, a violation of this policy may result in disciplinary action, including dismissal.

Required Certification

Within three months of employment, the employee is required to take and successfully complete a driver safety-training course, which is a required by the Office of Risk Management. No less than every three years thereafter, the employee shall participate in and successfully complete a refresher driver safety-training course.

Annual Review of ODR

The STCC Office of Environmental Safety shall maintain a record and listing of each employee's ODR, which shall include the date on which the ODR (official driving record) was received from the Office of Motor Vehicles. No less than annually thereafter, the STCC Director of Environmental and Public Safety shall obtain a copy of the employee's current ODR, which shall be reviewed by the STCC Office of Environmental Safety to determine if the employee is high risk driver or otherwise remains eligible for authorization to operate a motor vehicle in the conduct of College-related business.

Accident Defined

The Office of Risk Management defines an accident as any incident in which a motor vehicle comes in contact with another vehicle, person, object, or animal, and which results in death, personal injury or property damage. Regardless of (1) whoever might have been injured, (2) however slight the damage, (3) location the accident occurred, or (4) whoever might be at fault.

VEHICLE ACCIDENT INVESTIGATION

The STCC Director of Environmental Safety shall provide a copy of a Louisiana State Driver Safety Program Accident Report form (Form DA 2041) to each Safety Officer, who shall furnish any affected employee (or the employee's immediate supervisor) with the form upon request.

Whenever the employee is involved in a motor vehicle traffic accident in which the employee was the operator of a motor vehicle used in the course and scope of the employee's service or employment, the employee shall (1) immediately report the accident to the appropriate law enforcement agency for investigation, (2) complete the Louisiana State Driver Safety Program Accident Report forms (Form DA 2041), and (3) within forty-eight hours of the accident, submit the completed Louisiana State Driver Safety Program Accident Report form (Form DA 2041) to the STCC Director of Environmental Safety, who shall verify its accuracy and completeness.

Whenever an employee is unable to complete said form within the 48-hour period, it shall be the responsibility of the employee's immediate supervisor to complete the Louisiana State Driver Safety
Program Accident Report forms (Form DA 2041) on behalf of the employee and forward such completed form to the STCC Director of Environmental Safety.

Upon receipt of the completed Louisiana State Driver Safety Program Accident Report forms (Form DA 2041), the STCC Director of Environmental Safety shall immediately forward a copy of such form to the Claims Unit of the Office of Risk Management. Whenever an employee is injured as a result of an accident, the STCC Director of Environmental Safety shall also provide a copy of the completed form to the employee's immediate supervisor. If the employee is involved in an accident outside the work environment, the employee shall provide the STCC Director of Environmental Safety with an official copy of the Uniform Motor Vehicle Traffic Accident Report, if and whenever such is filed by the investigating agency. Immediately thereafter, the STCC Director of Environmental Safety shall forward a copy of such report to the claims Unit of the Office of Risk Management. Whenever an employee is injured as a result of an accident, the employee's immediate supervisor shall promptly prepare an Incident/Accident Investigation Report (Form DA 2000).

**Accident Review**
The STCC Director of Environmental Safety shall review the completed Form DA 2041 and any and all other available documentation on the matter (including the official copy of the Uniform Motor Vehicle Traffic Accident Report) and take any and all action which may be necessary to determine if the accident was preventable. Whenever such accident is determined by the STCC Director of Environmental Safety to have been preventable on the part of the employee, such finding shall be reported to the Office of the Chancellor, who shall fix appropriate corrective action (e.g., additional driver safety training course, etc.).

In addition, thereto, whenever facts and circumstances with regard to the accident support a finding of misconduct on the part of the employee, the Director of Environmental Safety shall refer the matter to the Chancellor for final disposition, which may include disciplinary action.

**Record Keeping**
The STCC Director of Environmental Safety shall establish and retain the following documents for each employee for a three-year period, unless otherwise provided for as set forth below.

- Authorization and driving history form
- Operator driving record
- Driver safety training documentation
- Louisiana state driver safety program
- Uniform motor vehicle traffic accident reports
- Any other relevant documentation that relates to an employee and the Driver Safety Plan

Examples of driving forms are available as exhibits on pages 81-83.

**RISK MANAGEMENT AND LOSS PREVENTION: BONDS AND CRIME LOSS CONTROL PLAN**

**PLAN RESPONSIBILITIES**

Chancellor of the College
Pursuant to the general authorities of the Chancellor, he/she shall approve the college’s bonds and crime loss control plan as set forth in this section and provide for its implementation and continued administration.

Staff of the College
To the extent provisions of this section may apply to members of the staff, each member is to comply with such provisions.

Vice Chancellor of Administration and Finance
- The Vice Chancellor of Administration and Finance shall ensure the organizational effectiveness of the college's bonds and crime loss control plan and, for the purposes of such plan, acts as the agency administrator. The duties of the Vice Chancellor of Administration and Finance shall include, but shall not be limited to, the following:
  - Provides for the implementation of the bonds and crime loss control plan and the attendant procedures, practices, rules, and standards.
  - Issues directives that relate to the implementation and/or enforcement of the bonds and crime loss control plan and attendant procedures, practices, rules, and standards.
  - Authorizes expenditures to ensure compliance with the provisions of this section.
  - Generally supervises the administration of the bonds and crime loss control plan and participates accordingly therein.
  - Immediately reports to the Chancellor any impropriety he/she detects or corroborated complaints of impropriety that are made to him by employees or others.
  - Acts as the College's Property Manager and ensures compliance with the Division of Administration's rules and regulations that relate to property control.

Director of Facilities who is responsible for Environmental Safety
The Director of Facilities shall have primary responsibility for the overall development and implementation of the bonds and crime loss control plan. The Director maintains open communication with the Comptroller and Property Manager and assists each in carrying out their respective duties and responsibilities, such assistance to include providing help and support in the development of relevant procedures, practices, rules, and standards. The duties of the Director of Facilities include, but shall not be limited to, the following:
  - Develops for review and approval by proper authority the bonds and crime loss control plan
  - Implements or otherwise provides for the implementation of the bonds and crime loss control plan and acts as the college’s point of contact with the Division of Administration’s Office of Risk Management.
  - Drafts directives that relate to the implementation and/or enforcement of the bonds and crime loss control plan and attendant procedures, practices, rules, and standards.
  - Monitors the college’s bonds and crime loss control plan and acts as the principal point of contact for the members, employees, and law enforcement officials.
  - To the extent reasonable and practicable, participates and assists in the review of the college’s fiscal control program for the purpose of checking compliance with the provisions of this section.
• To the extent reasonable and practicable, participates and assists in the review of the college’s property control system for the purpose of checking compliance with the provisions of this section.
• Plans, organizes, and directs programs and operations, which relate to the security of the college, its members, employees, and assets.
• Immediately report to the Office of the Chancellor any impropriety detected or corroborated complaints of impropriety that are made by employees or others.

**Vice Chancellor of Accounting and Finance**

The Vice Chancellor of Accounting and Finance shall develop, implement, and maintain a fiscal control program, the effect of which ensures compliance with generally accepted principles of college accounting and the provisions of this section. The duties of the Executive of Accounting and Finance include, but shall not be limited to, the following:

• Provides for the implementation of the bonds and crime loss control plan and the attendant procedures, practices, rules, and standards.
• Issues directives that relate to the implementation and/or enforcement of the bonds and crime loss control plan and attendant procedures, practices, rules, and standards.
• Authorizes expenditures to ensure compliance with the provisions of this section.
• Generally supervises the administration of the bonds and crime loss control plan and participates accordingly therein.
• Immediately reports to the Chancellor any impropriety he/she detects or corroborated complaints of impropriety that are made to him by employees or others.
• Acts as the College’s Property Manager and ensures compliance with the Division of Administration’s rules and regulations that relate to property control.

**Property Manager**

The Property Manager shall develop, implement, and maintain a property control system, the effect of which ensures compliance with law, the college’s rules and regulations that relate to property control, and the provisions of this section. The duties of the Property Manager shall include, but shall not be limited to, the following:

• Oversees and ensures the integrity of each element of the college’s property control system (e.g., receiving, marking, assignment, inventory, disposal, etc. of college property).
• Trains and monitors employees in the proper handling of property control matters.
• Provides immediate supervision of all employees who perform tasks that relate to the college’s property control system.
• Immediately reports to the Director of Environmental and Public Safety any improprieties he detects or corroborated complaints of improprieties that are made to him by employees or others.

**Employees**

In as much this bonds and crime loss, control plan is a system of internal controls, which reduce the state’s risk exposure and losses; it is imperative that all employees be familiar with and complies with the provisions of this section. The duties of each employee shall include, but shall not be limited to, the following:

• Faithfully performs assigned duties and responsibilities in a forthright and honest manner.
• Assists other employees in carrying out their responsibilities with regard to the college's fiscal control program, property control system, and security operations plan.
• Ensures the safekeeping of all general-use and personally assigned college assets.
• Immediately reports, anonymously or otherwise, to proper authority (e.g., employee's supervisor, STCC Director of Environmental and Public Safety, Vice Chancellor of Student Affairs) any impropriety detected.

**BONDS, CRIME & PROPERTY**

**Introduction**
The State of Louisiana has a self-insurance plan administered by the Office of Risk Management. The property, including all lands, buildings, automobiles, and equipment is assessed and values assigned by this state office. Insurance coverage, including fire, casualty, and liability is based on the property value as determined by the Office of Risk Management. SOWELA Technical Community College requests the funds for insurance coverage in our annual budget request. This amount is paid to the Office of Risk Management. If a loss is suffered by any state agency, replacement is made from this fund. A “blanket bond” provided by the Office of Risk management protects the college from losses by employee theft or negligence with funds.

The program is updated annually and whenever laws or requirements are changed. The Bonds/Crime Control Program is developed to protect the Louisiana Community and Technical College System from financial and/or property losses resulting from any act and/or omission by any employee in the performance of his/her respective duties. The ORM policy guidelines outlined in this document are not a substitute for the accounting control guidelines established by the Office of Statewide Reporting and Accounting Policy (OSRAP), found here:


Conformance by an agency with all relevant OSRAP policies regarding fiscal controls and safeguards shall satisfy ORM’s requirements. The agency shall be responsible for complying with any other ORM requirement or exception not specifically addressed by OSRAP policy, as relates to this program.

**The purpose of the Bonds, Crime, & Property Program is to:**

• Assign responsibility for developing and managing fiscal controls in state agencies.
• Establish each individual’s accountability for the performance of his/her duties in compliance with the agency’s fiscal control program.
• Reduce the State's exposure and losses and to safeguard state assets against theft, robbery, abuse, etc.
• Maintain the public's confidence in the ability of state officials, appointees, and employees' to conduct the State's business in an honest and professional manner.
• Protect assets against robbery and safe/vault robbery.

**BONDS AND CRIME COVERAGE**

**Fidelity Bonds: (Mandatory)**
The employees’ Faithful Performance Blanket Bond covers loss sustained by insured because of dishonest or fraudulent acts of employees. “Faithful Performance” provides coverage for loss caused by failure of employee to perform duties faithfully. This bond is required by the Legislative Auditor. There is a $250 deductible for this coverage. Coverage is provided against loss through forgery or alteration of checks drawn by the insured.

Property Manager Bond: (Mandatory)
This bond covers dishonest or fraudulent acts or failure to perform duties faithfully, in connection with the handling and control of the System’s property, resulting in loss to insured. This bond is required by revised statutes. This exposure is covered by Fidelity Bonds above.

Notary Bond: (Mandatory)
This bond guarantees that a notary public will comply with applicable law and regulations. This bond is required by revised statute.

Crime - Inside and Outside Premises; Money and Securities (Mandatory)
Depositors, Forgery (Usually Secured by Combination Crime Policy):
This policy covers all perils except those that are excluded by the policy on money and securities within premises and outside premises while conveyed by messenger. Property other than money and securities are insured against robbery (not theft) or safe burglary. Coverage is provided against loss through forgery or alteration of checks drawn by insured.

Income Loss or Increased Costs
SOWELA Technical Community College does not own or operate income producing facilities outside of tuition collection such as stadiums, dormitories, fairgrounds, etc.

Minimizing Liability to Others
Harmful actions of state employees concerning purchase orders, leases, service contracts:
SOWELA Technical Community College follows the state purchasing regulations when processing requisitions/purchase orders for this institution.

This region follows guidelines set forth for lease agreements and service contracts as required by the Louisiana Community and Technical College System. Agreements must be submitted to the system office for review and approved by the governing board. (Note: These agreements have specific statements about limits on liability resulting from the agreement.)

KEY POLICY

As a part of our required program for security of keys to our Campus, the Office of Facilities requests and requires the assistance of all faculty and personnel to ensure the safety and security of our grounds and buildings by adhering to the stated key policy.

- Security of Campus buildings and equipment is everyone’s responsibility; hence every employee on the SOWELA Campus is responsible for the Campus keys in their possession.
- Keys are not to be loaned or duplicated by Campus personnel other than the administrator charged with Campus security.
• Lost or stolen keys must be reported immediately to Campus security.
• Problems with damaged or malfunctioning locks must be reported to Campus security.

Key Policy Agreement is available as an exhibit on page 76.

POLICIES AND PROCEDURES FOR FINANCIAL MANAGEMENT

Audits
SOWELA Technical Community College's financial records are maintained as part of the LCTCS PeopleSoft & Statewide Human Resources ISIS System. Procedural steps involving a review of transactions by different persons assure internal control over receipts and disbursements. Every year an audit of all fiscal records, authorized by the State Legislature, is conducted by the Legislative Auditor. The Legislative Auditor furnishes the LCTCS, the Board of Regents, and the Legislature with a copy of the Audit report. The report is also available for viewing on the Legislative Auditor's Internet site.

Checking Account
SOWELA Technical Community College maintains three (3) bank accounts at Capital One, N.A.

All bank reconciliations are prepared monthly and timely for accuracy. Differences are reported to the bank and interest and bank charges are recorded into PeopleSoft.

Cash Receipts Procedure
The Louisiana Constitution Article VII, Section 9 (A) requires “all monies received by the State or by any state board, agency, or commission shall be deposited immediately upon receipt in the State Treasury, except for certain exceptions listed herein.” NOTE: “Immediately” is defined as “within 24 hours of receipt.” The State Treasury cash management practices requires state depositing entities to deposit receipts in the State’s central depository account or designated regional depository accounts. The depositing agency is responsible for revenue classification in the accounting system.

• All cash receipts to include must be recorded on pre-numbered receipts generated manually or on a receipt from SIS2K system.
• The original receipt is given to the student, a copy remains in the receipt file, and a third copy is kept with the deposit information. If a receipt must be voided, the word “VOID” is written on the original receipt, along with the other two copies which must remain attached to the deposit information.
• Funds are placed in a secure money bag and are secured in a fireproof safe until deposited.
• Reconcile collections with receipts daily, being careful to account for all receipts.
• Deposits are made daily.
• Involve more than one person in the collection and recording of receipts.
• Someone other than the person receiving funds or writing checks is required to reconcile the bank statements.
• All required Federal (IRS) and State reports and forms are submitted on a timely basis.

Missing Funds Notification Process
If funds are missing from the deposit, then the following notifications must be made:

• A report must be filed first with the immediate supervisor, followed by the Campus Head and
• Campus Safety Contact who reports to the CFO who will then notify the local Police Department, immediately upon the discovery of the missing funds.
• The District Attorney’s office of the parish where the funds are missing must be notified in writing, immediately upon discovery.
• The Division of Business Administration and the Regional Director will be notified of the missing funds.
• The LCTCS Finance Staff will notify the Internal Auditor of the System who will in turn notify the Legislative Auditor of the misappropriation.

Cash Handling Procedures

Cash - any cash received should be evidenced by the issuance of a handwritten receipt or SIS2K receipt. One copy of the receipt is to be given to the payee and two copies are to be retained by the agency.

Checks - All checks received should be made out to SOWELA Technical Community College. If the payee space on the check is left blank, the school’s name should be entered immediately. Checks should not be accepted payable to “cash”.

All checks to be deposited by SOWELA Technical Community College are to be endorsed with the following restrictive endorsement:

For Deposit Only

SOWELA Technical Community College

Operating Account xxxxxxxxxx

Cash Receipts Received Through the Mail

The employee receiving the incoming mail records any checks received into a check receipt log. The checks are then signed for by the employee that prepares the deposit.

Tuition Refunds

Students attending one to five instructional days will receive a 75% refund; those attending six to ten instructional days will receive a 50% refund. After ten instructional days, no refunds are given. The following procedures are followed to process the refund:

1. When a student withdraws from the college, they complete a withdrawal form. The instructor provides the last attendance date to calculate the amount of the refund.
2. A memo is sent from the Registrar’s office to the Business Office. The refund calculation is made in accordance with our policy.
3. The Business Office reviews the memo for accuracy and prepares a voucher to be entered into PeopleSoft.
4. Business Office personnel request a check out of PeopleSoft for the total amount of refunds.
5. The check is cut by the Business Office and mailed to the student’s home address.

Procedures for Collecting and Verifying Tuition and Fees

1. Accounting personnel or staff member is assigned the duty of collecting tuition from students at the college.
2. Students must present to the accountant technician a completed schedule signed by their advisors.
3. The student pays tuition amount required or informs accountant technician that tuition will be paid with financial aid. This is verified with a SIS2K system search.
4. A copy of the tuition payment receipt is given to the student and a copy is placed with the deposit information.
5. All deposits are made within 24 hours of collection of funds
6. After deposits are entered, the Assistant Director of Finance checks the accuracy of the information entered into PeopleSoft by reconciling accounts on a monthly basis.

**Tuition and Fee Refund Schedule**

If the college cancels a class, then 100% of all tuition and fees paid will be refunded.

Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the college:

Prior to the 1st day of class 100%

1st – 5th instructional day of the semester 75%

6th – 10th instruction day of the semester 50%

After the 10th instructional day of the semester none

Refund of tuition and fees for the summer semester is made on the following basis upon a reduction in credit hours or official withdrawal from the college:

Prior to the 1st day of class 100%

1st – 3rd instructional day of the semester 75%

4th – 6th instructional day of the semester 50%

After the 6th instructional day of the semester none

Instructor completes drop form and submits to the Accounting personnel, SIS2K operator makes correction in the SIS2K data base. Information is given to the Accounting personnel to process refund according to procedure.

**PURCHASING**

Funds are distributed to the various departments on the basis of past and present need as determined by the instructors and the Department Head.

Purchases and expenditures of funds must be approved by the Department Head when requested from instructors or other personnel. No other staff member has the authority to spend money and/or commit the schools funds. Before the purchase transaction is completed, at least two people (usually more) are involved with procedural work associated with processing and disbursing funds for purchases. Purchases exceeding certain levels are made only after obtaining price quotations or bids, or purchasing from state contracts. This ensures competitive prices for large expenditures.

All request for supplies and or/equipment must be submitted on a requisition form. The employee fills out the requisition form and it is signed by the Department Head.
Possible Purchases

**Low Dollar Order:** The requisition for items under $5000.00. It is usually ordered by the end user. The purchases are charged to vendors we have accounts with and a bill is mailed to the school for payment. A bill is received and it is matched by the personnel responsible for such duties. After the Accountant reviews the documentation, the Department Head approves the payment. The order is entered and set to pay. The checks are generally cut at SOWELA on Tuesdays and Fridays. After the check has been issued, the Accounting personnel marks each voucher paid. These payments are filed in the vendor files.

**Purchase Orders:** For purchases $5001.00-$15,000.00, a telephone or fax quotation can be attained from 3 vendors. The lowest bidder is awarded the bid if their product(s) meet specifications.

For items over $15,001.00, a written bid is sent out by the office/accounting personnel to five (5) vendors to be returned to the school within 10 days. The lowest bidder is awarded the bid if specifications are met as well. The processing is the same as in a LDO except that a purchase order is printed and sent to the vendor. After the items are received, the receiving ticket is given to the purchasing agent to await the invoice. Once the invoice is received, the voucher is processed for receiving and final payment process.

**Petty Cash:** A petty cash is maintained for small purchases. A petty cash custodian is assigned the responsible for having adequate documentation of all disbursements from this fund. Generally only purchases that are less than $50.00 are put through petty cash. The purchaser provides a receipt for the goods. The petty cash fund is reimbursed as needed by processing a voucher in PeopleSoft. The check is made payable to the petty cash custodian and is then cashed to reimburse the fund.

**Depreciation**

Depreciation is reported in the college accounting records using the straight line method. Items on inventory are given at the original price. The college is a state-supported, non-profit, public agency. It produces an Annual Fiscal Report annually to be rolled up with the LCTCS and filed with OSRAP and the Legislative Auditor.

**SECURITY**

SOWELA TECHNICAL COMMUNITY COLLEGE MAIN CAMPUS

The college Security Officers can be contacted at 337-274-9790 or contact 337-488-2483.

Employees are to immediately report any prohibited behavior, safety hazard, suspicious person, dangerous circumstance, unusual occurrence, or illegal activity noted or observed within or in proximity to the work place. Security Officers commence a tour-of-duty at the start of business hours and remain on duty until the school closes in the evening and ensures that all buildings are secured.

Buildings are unlocked each business day at 6:30A.M. and secured each evening no later than 9:P.M. Outside of these hours only authorized individuals may enter buildings.

All visitors are directed to the main building (Administration) where they can notify the receptionist of their presence, receive a temporary parking pass and receive direction, if needed. The receptionist informs the contact person that the visitor is on site. All visitors must be accompanied by a faculty, staff or other designated person at all times.
Visitor access to the campus is monitored by remote security cameras and security officers performing tours-of-duty.

SOWELA TECHNICAL COMMUNITY COLLEGE-MORGAN SMITH SITE

In the event of an emergency, call **E-911 immediately.** Once authorities have been alerted to an emergency, the designated Campus Administrator is to immediately notify the Director of Facilities and Loss Prevention Coordinator who will make the appropriate determinations to address the situation.

STCC-Morgan Smith is equipped with an entry way security alarm system requiring a personalized pin code to gain entry to the building outside of normal business hours. The person designated to secure the building in the evening is required to ensure the system is armed prior to leaving.

All visitors shall register with the receptionist who will then notify the correct contact person that the visitor is on site. All visitors must be accompanied by a faculty or staff member at all times.

Employees are to immediately report any prohibited behavior, safety hazard, suspicious person, dangerous circumstance, unusual occurrence, or illegal activity noted or observed within or in proximity to the work place.

ALL LOCATIONS

All equipment on site is inventoried every year and is accounted for by location. If any type of equipment is moved, it is accompanied by a moveable property form that must be turned in to the asset manager. All computers on campus require a school ID and password to log on to computers therefore limiting access to personal computers.

EQUIPMENT MANAGEMENT PROGRAM

Maintenance Program

The goal of the maintenance program of SOWELA Technical Community College is to maximize the years of use/service received from its facilities. Faculty, students, staff and administration work together to assure that both the buildings and the grounds are clean, attractive, updated, and safe.

The mission of this guide is to provide procedures designed to preclude failures and assist in establishing a plan for proper periodic maintenance and overhauling in accordance with manufacturer’s specifications. All equipment must be maintained in a condition or readiness and individual shop instructors may be assigned certain responsibilities as are appropriate.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards.

Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. The Facilities Office will recommend and/or provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illness.

**PPE Use**

For example, if the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. The circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

**PPE Accessibility**

The Campus Safety Building Coordinators or designee shall be notified of appropriate PPE availability at the work site and provided without cost to employees. Hypoallergenic gloves, glove liners, powder free gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

**PPE Cleaning, Laundering, and Disposal**

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

**Equipment Specifications and Requirements**

All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet National Institute of Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use.

**Eye and Face Protection**

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors and faculty, with assistance from the SOWELA determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Typical hazards that can cause eye and face injury are:

- Splashes of toxic or corrosive chemicals, hot liquids, and molten metal;
- Flying objects, such as chips of wood, metal, and stone dust;
• Fumes, gases, and mists of toxic or corrosive chemicals; and
• Aerosols of biological substances.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and/or plastic eye protectors which afford the maximum amount of protection possible. If someone ventures into a protected area with proper PPE, activities should cease immediately until compliance is satisfied.

If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them. Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin-length face shield, are required to be worn whenever splashes, spary platter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Specifications
Eye and face protectors procured, issued to, and used by campus personnel must conform to the following design and performance standards:
• Provide adequate protection against the particular hazards for which they are designed
• Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use.
• Be durable.
• Be easily cleaned or disinfected for or by the wearer.
• Be clearly marked to identify the manufacturer.
• Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:
• Spectacles with protective lenses which provide optical correction.
• Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles.
• Goggles that incorporate corrective lenses mounted behind the protective lenses.

Description and Use of Eye/Face Protectors
Safety Spectacles: Protective eye glasses are made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact and particles encountered in job tasks such as carpentry, woodworking, grinding, scaling, etc.

Single Lens Goggles: Vinyl framed goggles of soft pliable body design provide adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

Welders/Chippers Goggles: These goggles are available in rigid and soft frames to accommodate single or two eye piece lenses. Welder’s goggles provide protection from sparking, scaling or splashing metals and harmful light rays. Lenses are impact resistant and are available in graduated shades of filtration. Chippers/grinders goggles provide eye protection from flying particles. The dual protective eye cups house impact resistant clear lenses with individual cover plates.

Face Shields: These normally consist of an adjustable headgear and face shield of
Tinted/transparent acetate or polycarbonate materials, or wire screen. Face shields are available in various sizes, tensile strength, impact/heat resistance and light ray filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash.

**Welding Shields:** These shield assemblies consist of vulcanized fiber or glass fiber body, a ratchet/button type adjustable headgear or cap attachment and a filter and cover plate holder. These shields will be provided to protect workers' eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding and oxyacetylene welding and cutting operations.

**EMERGENCY EYEWASH FACILITIES**

Emergency eyewash facilities meeting the requirements of ANSI Z358.1-1981 shall be provided in all areas where the eyes of any employee may be exposed to corrosive and particulate materials. All such emergency facilities shall be located where they are easily accessible to those in need.

**HEARING PROTECTION**

Hearing protection devices are the first line of defense against noise in environments where engineering controls have not reduced employee exposure to safe levels. Hearing protective devices can prevent significant hearing loss, but only if they are used properly.

The most popular hearing protection devices are earplugs which are inserted into the ear canal to provide a seal against the canal walls. Earmuffs enclose the entire external ears inside rigid cups. The inside of the muff cup is lined with acoustic foam and the perimeter of the cup is fitted with a cushion that seals against the head around the ear by the force of the headband.

Preformed earplugs and earmuffs should be washed periodically and stored in a clean area, and foam inserts should be discarded after each use. It is important for you to wash hands before handling preformed earplugs and foam inserts to prevent contaminants from being placed in the ear which may increase your risk of developing infections.

Also, check hearing protective devices for signs of wear or deterioration. Replace devices periodically.

**HEAD PROTECTION**

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. These protectors consist of the shell and the suspension combined as a protective system. Safety hats and caps will be of nonconductive, fire and water resistant materials. Bump caps or skull guards are constructed of lightweight materials and are designed to provide minimal protection against hazards when working in congested areas.

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work in head-hazard areas. Head protection will also be required to be worn by engineers, inspectors, and visitors at construction sites. Bump caps/skull guards will be issued to and worn for protection against scalp lacerations from contact with sharp objects. They will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.
HAND PROTECTION

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

WORK ORDER SYSTEM

In order for the Maintenance Department to be more efficient, SOWELA has designed and implemented a Work Request form. Before any project is begun, and added to the daily work schedule, a Work Request form must be completed and submitted to the maintenance Manager. A Work Request form can be sent by any faculty or staff located on line under “maintenance request” blank copy of the Work Request form is available in the Administrative Office.

LOCKOUT/TAGOUT

General Purpose
SOWELA Technical Community College is committed to minimizing risk of injury to its employees and providing a safe workplace. The campus has developed standard operating procedures for the control of hazardous energy in compliance with the Office of Risk Management. These procedures are known as Lockout/Tagout.

During the servicing and maintenance of machines and equipment, unexpected energizing, start up, or the release of stored energy could cause injury to employees. Lockout/Tagout procedures are designed to minimize these risks and ensure that the machine or equipment is isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance activities.

Tagout is prohibited by itself when equipment/machinery is capable of being locked out. Tagout may only be used when there is no means of locking out the device. Proper lockout of equipment or machinery is the most reliable method to prevent re-energizing the equipment. Additional training of authorized, affected and other employees is required when “tagout only” programs are used.

Power Disconnects
In general, it will be the responsibility of the Maintenance Supervisor to insure that all equipment has an approved means of power disconnect. One disconnect may service more than one machine. However, when this disconnect is locked out, all equipment connected to it must become de-energized. Any equipment that is energized or operated by steam, electricity, water, air, gas, or hydraulic pressure must be locked in an off or neutral position. Cord and plug connected equipment are not required to be locked out as long as they remain under the exclusive control of the employee working on the equipment. Because they are not readily accessible and cannot be locked, a buss plug will not be considered a power disconnect device. A valve will be considered locked-out when it is chained, locked, or enclosed in the off position, and tagged.
The Lockout Device

The lockout kit will consist of various lockout devices, small and large Master locks, and tags.

Nylon wire ties for the purpose of attaching tags are available. Any employee who is required to perform set-up, electrical or mechanical repairs, or general maintenance (such as, but not limited to, greasing and oiling) will be provided lockout devices and tags by the maintenance supervisor. Padlocks issued to employees for the lockout procedure will be confined to that use only. No other lock will be permitted. Locks for individual employees will be keyed separately. There are no Grand Master keys for these individual locks. The employee will have possession of the only key for their lock.

Power Lockout General Procedure

Each employee or crew performing the work shall lock out the power source of any machine to be repaired, serviced or set up. The only exception to this is when it is absolutely necessary to leave the machinery energized for the purpose of set-up adjustment or troubleshooting. Only qualified, authorized employees shall be permitted to perform those tasks on energized machinery. In addition to disconnecting the power source, it is also required that all residual energy is safely released prior to performing the task.

For the purpose of this procedure, the troubleshooting process will be considered ended when:

- A particular problem has been located and repairs are started.
- Individual machine components are being replaced.
- Circuit changes are being made.

A lockout device may be removed only by the employee who installed the device or by the employee’s direct supervisor. No other supervisor may order the removal of a lockout device without obtaining approval or written authorization from the supervisor of the employee that initially installed the lockout device. The procedure for the removal of locks will be periodically re-evaluated by the Campus Safety Committee.

BOILERS

SOWELA TECHNICAL COMMUNITY COLLEGE shall perform boiler inspections on applicable equipment to insure operation within the prescribed boiler/machinery code and law. The carrier shall forward a copy of this report to the affected agency for corrective actions, as well as a copy to the Office of Risk Management’s Loss Prevention Unit. Upon completion of all required corrections, the agency shall report such back to the LP Unit.

Current inspection certificates shall be posted on or near the corresponding approved boilers.

Annual Water Heater Inspections are completed by:

Office of the Louisiana State Fire Marshal
Boiler Inspection Division
8181 Independence Blvd.
Baton Rouge, Louisiana 70806
ELEVATORS

A Commercial Elevator Inspector shall conduct semi-annual elevator inspections at the Administration building only. If there are any maintenance deficiencies, recommendations and/or code violations for the elevator, the elevator contractor and the Campus Administrator shall be notified and given a written report. The agency is responsible for the repair replacement and clear documentation that all violations have been corrected.

The elevator key is conveniently located on the wall behind the reception area in case of emergency.

CONFINED SPACE

SOWELA Technical Community College has determined that no confined space exist on campus at this time. SOWELA understands that the definition of “confined space” means that:

- The space is not large enough and so configured that an employee can bodily enter and perform assigned work.
- Has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and is not designated for continuous occupancy.

SAFETY IN WELDING AND CUTTING OPERATIONS

General

Before starting welding operations outside shop areas, complete a Hot Work Cutting/Welding Permit.

Protective Clothing and Equipment

- Protective clothing and equipment shall be suitable for the type of work to be performed, kept in good repair, and kept free of oil and grease.
- Sleeves shall be kept buttoned at the wrist.
- Collars shall be kept buttoned.
- Fire resistant gauntlet gloves, aprons of leather or asbestos, and leggings shall be used as protection against radiated heat or sparks.
- Only 100% cotton underwear. No synthetic thermal underwear is allowed.
- Front pockets on overalls and aprons, and cuffs on pants shall be eliminated.
- Capes or shoulder covers made of leather or other flame and heat-resistant material shall be worn during overhead welding or cutting operations. Leather skull caps worn under helmet provide protection against head burns. When working in a confined space or an overhead location, ear plugs shall be worn or the ears covered with wire screen protectors.
- Hard hats or other types of head protectors shall be used where there is exposure to falling objects.
- Low cut shoes shall not be worn unless the ankles are covered with protective leggings.
- Employees required to wear respirators shall keep them clean and sterilized. When not in use, such equipment shall be stored in closed containers.
- The airline to supplied-air respirators shall be provided with a filter which will remove pipe scale, water, oil, mist, and noxious vapors. It shall also be equipped with a pressure reducing valve to prevent the supplied-air pressure from exceeding 25Psi.
• Insulating mats of sufficient size shall be used when sitting on the same metal which is being welded. Rubber gloves shall be worn under welding gloves when welding in wet or damp locations.

• After a welding job is completed, the material shall be chalk marked "HOT," or a warning sign shall be posted to caution other employees.

Eye Protection
• Goggles, helmets, hand shields, or other suitable eye protection having the proper lens shade for the work being done shall be worn during all welding or cutting operations. (See attached tables.)

• Goggles, helmets, and hand shields shall be checked frequently. Equipment with light leaks shall not be worn, as radiation burns will result. Cracked, broken, or loose filter plates must be replaced immediately.

• Protective colored flash goggles with side shields shall be worn under a hood for protection against harmful rays, flying chips, and sparks when an arc is struck prematurely before the helmet is lowered. The lenses shall be No. 1 or No. 3 shade. Inert gas metal-arc welding by nearby welders requires goggles under the helmet with lens shade as per table.

• When arc welding operations are performed in an area that is not enclosed or isolated, workers or other persons near the welding area (generally within 75′ of the arc) shall wear appropriate goggles.

• Flash shields shall be used when necessary.

Ventilation
Mechanical ventilation shall be used as a precaution against breathing welding fumes and dust.

When this is not provided, approved respiratory protection is required. When welding on brass, bronze, galvanized iron, or cadmium plated metals, adequate ventilation shall be provided to carry off welding fumes. Metals containing or coated with lead, cadmium, zinc, mercury, beryllium, and similar materials produce toxic fumes when welded or cut. For local exhaust suction devices to be effective, the exhaust hood entrance shall be within 9″ of the weld or cut.

Fire Prevention
When practicable, the object to be welded shall be moved to a safe location designated for welding. If the object to be welded cannot be moved to a safe location, all movable fire hazards in the vicinity shall be taken to a safe place.

• Welding and cutting operations shall not be done in rooms, compartments, or confined places containing flammable vapors or dusts, or on containers that have held flammable liquids or gases until all fire and explosion hazards have been eliminated. This is in accordance with recommendations of the American Welding Society, "Standard A6.0–Welding and Cutting Containers Which Have Held Combustibles." For petroleum storage tanks, the recommendations of the American Petroleum Institute contained in their Manual No. RP2015, "Cleaning Petroleum Storage Tanks," shall be followed. Also see Section, "Recycling of Used Steel Drums and Containers."

• Welding and cutting operations shall be performed only in areas that are free of fire hazards.

• Welding shall not be performed on the outside or inside of tanks that contain flammable liquids until all explosion or fire hazards have been removed.
• Before starting welding or cutting operations on tanks or similar surfaces, an inspection shall be made to see that no combustible material is present on either side of the surface.

• Approved fire extinguishing equipment in good operating condition shall be kept close to all welding or cutting operations.

• Sheet metal guards or other similar protection shall be used to prevent sparks (which can travel up to 35') from falling on wooden floors, partitions, or on flammable materials that cannot be moved. A fire watcher with fire extinguishing equipment shall be in attendance where combustible materials may be ignited by welding sparks. After the job is done careful inspection of these areas shall be made to ascertain that no sparks are left in flammable materials. The watcher shall be assigned to inspect the area for at least a half hour after work has been completed.

• To prevent explosions, welding or other burning torches shall not be taken into confined spaces until pressures have been regulated and unless they are to be used immediately. Remove torches as soon as the work is finished.

• When required, welding permits shall be made available for review by interested parties.

Gas Welding and Cutting: Storage, Handling, and Use of Cylinders:

• Special care shall be used in the identification and selection of cylinders to insure that the proper type of gas is used. Identification shall be made from the cylinder tag instead of depending on the cylinder color code.

• Cylinders shall be handled carefully. They shall not be dropped or jarred.

• The loading and storage platform shall be used for outdoor storage of cylinders so that they can be transferred between delivery trucks and the platform without being dropped or jarred. Full and empty cylinders of each type of gas shall be stored separately.

• Cylinders shall be stored so that they will not be knocked over or damaged by falling objects, passing vehicles, or persons.

• Cylinders shall not be stored near radiators, stoves, or any other sources of heat.

• O2 cylinders shall be stored 20' away from fuel gas cylinders and combustible materials, or if closer, separated by a non-combustible barrier (at least 5' high) with a fire resistance rating of one-half hour.``

• All cylinder storage rooms shall be well ventilated.

• Unless other suitable provisions have been made to prevent cylinders from upsetting during use, they shall be securely tied to a substantial stationary object.

• Cylinder valves shall be closed and valve protection caps replaced before cylinders are moved or placed into storage.

• Special cylinder carts shall be used for moving cylinders.

• All cylinders shall be placed in an upright position whether in use or in storage. This prevents fuel gas liquids in LP-Gas or MAPP Gas (Methylacetylene-Propadiene) cylinders or acetone liquid in acetylene cylinders from being discharged through the regulator.

• Cylinders shall be used in the order they are received from the supplier. When empty, their valves shall be closed, caps replaced, and the cylinders marked "MT Storage" to indicate that they are empty. Also see Section, "Handling, Using, and Storage of Compressed Gas Cylinders."

• Cylinders shall not be permitted to come in contact with electrical wires.

• Cylinders shall be placed in locations where they will not come in contact with sparks or flames from welding or cutting work.
When cylinders are to be hoisted or lowered by derrick, they shall be securely placed on a suitably designed carrier or platform and attached to the derrick hook by means of a choker sling. Cylinders shall not be lifted by their value or caps. Electric magnets shall never be used.

Oxygen or acetylene cylinders shall be used only when equipped with proper regulators or reducing valves.

Regulators or automatic reducing valves shall be used only with the gas for which they are intended and at pressures for which they are intended.

While acetylene cylinders are in use, the valve key wrench shall be kept in place. It shall be removed after closing the valve.

The fusible safety plug on acetylene cylinders shall not be tampered with.

Warm water, never a flame or boiling water, shall be used to remove ice from around the outlet valve of an acetylene cylinder.

Leaking acetylene cylinders shall not be placed in service. When uncontrollable leaks are present, the cylinder shall be moved to a well-ventilated open area, and the valve shall be opened slightly cigarettes or other sources of ignition at a safe distance.

The tops of acetylene cylinders shall be kept free of tools or other objects.

Fuel gas and acetylene cylinders shall be stored and used valve end up.

Fuel gas cylinders shall not be used as a substitute for compressed air, as a source of pressure, nor used for ventilation or dusting operations.

Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease, or near reserve stocks of carbide and acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire, or in an acetylene generator compartment.

Acetylene shall not be used at a pressure >15psi.

Hose Lines and Connections

Only hoses in good condition shall be used. At regular intervals, examine pressurized hose while it is immersed in water to detect leaks.

Only hose designated to be used with a specific gas shall be used. In general, hoses can be identified by their color: red=fuel gas, green=oxygen and black=inert gas.

Hose shall be protected from damage by trucks, falling objects, sharp edges, sparks, slag, and open flame.

Hose shall be placed so that it will not create a tripping hazard. Excess hose shall be coiled to prevent kinks and tangles.

Standard oxygen hose or regulator outlet connections have right-hand threads; fuel gas connections have left-hand threads with a grooved hex on the nut or shank. Connections shall never be forced.

Oil or grease shall not be used in making up connections.

Tape shall not be used to repair hose. Hose may be spliced using standard brass fittings (not copper tubing) and ferrules or hose clamps designed for this purpose.

Welders shall not stand in front of the gauges on the regulator when opening the discharge valve of the tank. Sudden pressure may destroy the gauge, blowing out the glass and parts.

Torches

Torches shall not be lighted by cigarette lighters, pilot lights, or matches. Torches shall not be re-lighted from hot work, especially when operating in a small confined space—if gases do not light instantly, ignition could be violent.
• Purge oxygen and fuel gas lines individually to remove air and other contaminants before using each day. Do not purge in a confined space.
• When torches are changed or welding is discontinued for longer than five minutes, all cylinder valves shall be closed.
• A clear, unobstructed space shall be maintained between the work and the cylinders so that pressure reducing regulators can be reached quickly in an emergency.
• If a flashback occurs because of combustible gas mixtures burning inside the tip, torch or hose, faulty equipment or misuse is generally the cause. In an oxy-fuel torch, when hissing or squealing is heard, flame has passed the mixer and the torch and cylinder valves shall be shut off and the area vacated for about five minutes. If the torch, regulator, and cylinder are cool, inspect the torch and regulator for inner damage. Discard the hose unless it will pass a pressure test—the greater of either 300psi or twice the operating pressure.

Electric Arc Welding: Equipment and Cables
• Before starting operations, all electrical connections shall be checked to determine that they are securely made and firmly attached to the work.
• Work leads shall be kept as short as possible.
• Equipment shall be examined frequently to determine that all electrical connections and insulations on holders and cables are in good condition. Loose cable connections may overheat or arc and cause a fire.
• Safety devices such as circuit breakers and interlocks shall not be shunted out or disconnected. Power sources or line fuses shall be locked out or removed when equipment is being installed, inspected, or serviced.
• Report any missing enclosures or defects in the motor or generator to your supervisor.
• Terminals of the welding generator shall not contact the frame of the welder. This produces an electrical ground.
• Only electrode holders designed to safely handle the maximum rated current required shall be used.
• Electrode holders that are not fully insulated shall be replaced. Holders with protruding screws shall not be used.
• Electrodes shall be removed from the holder when not in use.
• An arc shall not be struck on a gas cylinder or any pressure vessel as it may seriously weaken the vessel.
• Only welding cables that are completely insulated, flexible, and of proper size for the maximum current requirements of the work shall be used. Cables shall be regularly inspected for cracks, wear, or damage and repair or replace if necessary.
• Lengths of cable shall be connected by fully insulated lock-type connectors having a capacity equal to that of the cable.
• Cable lugs shall be soldered to the cable and shall be securely fastened to give full electrical contact.
• The exposed metal parts of lugs shall be completely covered with rubber tape and protected with friction tape. Exposed parts of electrical units shall have insulating covers in place before the power is turned on.
• Proper electrical contact shall exist at all joints when a building structure or pipeline is used temporarily as a ground-return circuit.
• When a structure or pipe is continuously used as a ground for the machine, all joints shall be electrically bonded to establish a good ground.
• Pipe containing gases, flammable liquids, or conduits carrying electrical conductors shall not be used as a ground-return circuit.
• Welders shall make every effort to keep welding cables dry, grease and oil-free, and protected from sparks or hot metal.
• Cables shall be supported from overhead when practical.
• Cables laid on the floor or ground shall be protected so they will not be damaged or cause a tripping hazard.
• Welding cables shall not be located close to other power supply cables or other high-tension leads.
• When discontinuing work, the power supply switch in the equipment shall be opened and the unit disconnected from the source of power.
• Welding rods shall be stored in the container on the welding machine; not thrown on floors or staging.
• Welding shall never take place in damp areas without insulation to protect workers against electrical shock. Dry duckboard or a mat shall be used if necessary.
• Gas or diesel electric generators shall have the exhaust gases vented to the outside to avoid the toxic effects of carbon monoxide and other gaseous byproducts.

**Spot Welding**
• The use of this type of welding presents certain hazards inherent to the nature of spot welding equipment.
• Prior to spot welding, the material is usually cleaned in a caustic or slightly acid bath. Employees performing these wash operations shall be protected from splashing liquid.
• Under no circumstances shall the operator of a spot welding machine adjust the contactors. This shall be done by a trained electrician.
• In hand spot welding installations, eye protection shall be required to protect the operator from the spattering metal.
• Operators shall exercise extreme care when cleaning the tips of the contactors to prevent having their fingers crushed between tips.
• Welding of materials such as stainless and high carbon steels causes excessive spattering of metal. Operators shall be cautioned to protect against the possible penetration of the metal into the tips of the fingers.

**Filter Lens Shade Numbers**

Gas Welding Operation Shade Number

1. Soldering 2  
2. Torch brazing 3 or 4  
3. Light cutting, up to 1" 3 or 4  
4. Medium cutting, 1" to 6" 4 or 5  
5. Heavy cutting, over 6" 5 or 6  
6. Gas welding (light), up to 1/8" 4 or 5  
7. Gas welding (medium), 1/8" to ½" 5 or 6  
8. Gas welding (heavy), over ½" 6 or 8

Electric Arc Welding Operation Shade Number

1. Shielded metal-arc welding 1/16, 3/32, 1/8, 5/32 inch diameter electrodes 10
2. Gas-shielded arc welding (nonferrous) 1/16, 3/32, 1/8, 5/32 inch diameter electrodes 11
3. Gas-shielded arc welding (ferrous) 1/16, 3/32, 1/8, 5/32 inch diameter electrodes 12
4. Shielded metal-arc welding 3/16, 7/32, 1/4 inch diameter electrodes 12
5. 5/16, 3/8 inch diameter electrodes 14
6. Atomic hydrogen welding 10 - 14
7. Carbon-arc welding 14

**PLAN FOR OPERATION, MAINTENANCE, & IMPROVEMENT OF THE PHYSICAL PLANTS**

A clean and orderly environment has many benefits affecting safety, health, morale and productivity. Daily housekeeping is necessary to maintain high standards of health and safety; furthermore, it is necessary for everyone to participate. SOWELA Technical Community College requires that all employees share the responsibility to care for and protect the facilities entrusted to them.

The role of the custodial staff is beyond the obvious required duties of sweeping, mopping, and gathering trash. The custodial staff helps to convey the very tone and purpose of the college. Student and employee morale are affected by the attitude reflected in the custodial staff and how they perceive their role in the vision, and purpose of the school.

Instructors are requested by administration to maintain clean, orderly, and safe classrooms and shops. They should take special precautions to protect the walls and floors from abuse. They should also be aware of any unsafe/hazardous conditions and immediately report them to the Director of Facilities, Maintenance Manager, and/or the Facilities office. This extends into the classroom where students are to be instructed in how to care for their college and are to be supervised to prevent damage from occurring.

General maintenance and repair is performed daily by the maintenance staff of the campus with the cooperation and assistance from all maintenance staff within the college as deemed necessary. Assistance is also given from instructional staff as needed. Department work stations are maintained by the students under the instructor's supervision. Routine inspections are made by SOWELA Technical Community College Director of Facilities, Safety and Property Manager, and other members of the divisional staff.

The responsibility to report any situation requiring maintenance is delegated to all staff members and the student body. A report of the problem should be routed through the administrative office for processing and scheduling by the Division of Facilities, Safety, and Property Management. The effectiveness of the plan is realized by the participation of the entire staff and student body.

**Personnel**

The Division of Facilities, Safety and Property Management is responsible for the coordination of non-instructional support services such as custodial, grounds, and facility maintenance. This division is headed by the Director of Facilities Planning and Management whose main function in this capacity are to develop, organize and coordinate the following for all the campus:

- Facility and Grounds Maintenance
- Property/Fleet Control
- Safety and Risk Management
- Vending Machine Operations
The college employs a Property/Fleet Manager and Safety Coordinator to assist in the coordination of those functions.

Preventative maintenance and custodial services are provided to ensure continued operation of the facilities and grounds to ensure normal day-to-day operation of all campuses. Services are available at each campus with staff that provides routine care and preventative maintenance to the facilities and grounds. Duties and responsibilities of the maintenance and custodial personnel are defined and specifically assigned. Full-time maintenance team whose responsibilities include upkeep of all buildings, grounds, parking areas, sidewalks, and driveways will perform these functions for all campuses in the region. The college also employs custodial staff who follows a checklist of assigned cleaning duties for each campus.

**FACILITIES ADMINISTRATION STAFF**

<table>
<thead>
<tr>
<th>SOWELA Technical Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Darbone</td>
</tr>
<tr>
<td>Nancy Ludtman</td>
</tr>
<tr>
<td>Marc Ivey</td>
</tr>
<tr>
<td>Richard Williams</td>
</tr>
<tr>
<td>Harold Carr</td>
</tr>
<tr>
<td>William Stanfield</td>
</tr>
<tr>
<td>Mark Charles</td>
</tr>
<tr>
<td>Lawrence Arceneaux</td>
</tr>
<tr>
<td>Caroline Verrett</td>
</tr>
<tr>
<td>Cherkesha Ceaser</td>
</tr>
</tbody>
</table>

**PREVENTATIVE MAINTENANCE GUIDE FOR EQUIPMENT**

The mission of this guide is to provide procedures designed to preclude failures and assist in establishing a plan for proper periodic maintenance and overhauling in accordance with manufacturer’s specifications. All equipment must be maintained in a condition of readiness and individual shop instructors may be assigned certain responsibilities as are appropriate.

Equipment in the program areas is serviced and repaired by individual program instructors and students as practical projects and by request for services by approved work orders for maintenance. Specialty items that are highly technical are services or repaired by contract with authorized dealers or vendors qualified to perform the service. Major repairs and maintenance are contracted to service vendors either by the bid process or by direct contract with authorized dealers.

A Maintenance/Service Work Order must be completed by the faculty and/or staff member requesting maintenance. Maintenance/Service Work Orders are available to all employees. The form is completed and forwarded via email to “MaintWorkRequest.” The Maintenance Manager will assign the duties to an available Maintenance Repair Technician who will perform the requested maintenance or repair. If someone other than SOWELA Technical Community College personnel must perform the repair work,
administrative personnel will follow the Louisiana Community Technical College System’s policy in determining how the repair work is completed. Once the work has been completed, the form is signed and dated by the technician completing the work and returned to the maintenance office to be filed.

PREVENTATIVE MAINTENANCE SCHEDULE

Air Compressors
- Daily
  - Drain moisture
  - Oil level
  - Unusual noise or vibration
  - Clean air filters
- Bi-Yearly
  - Inspect entire system for leaks
  - Inspect oil and change is necessary
  - Check belt wear and tension

Exhaust Fans (Yearly)
- Check wear and tension on belts
- Check for loose bolts

Oil Motors
- Inspect that all safety protection is in place and secured properly.

Gas Hot Water Heaters (Quarterly)
- Check for leaks on tank and all piping connections

Window Units (Between Semesters)
- Check cooling
- Check and clean filters

Automobile (Monthly)
- Check fan belts
- Check water hoses
- Check oil and grease
- Check battery connections
- Check tires for pressure and wear

Forklift (Weekly)
- Check tires wear and pressure
- Check all oil levels
- Check belts
- Check radiator water level
- Check tires for pressure and wear

Lawn Mowers and Weed Eaters (Weekly During Season)
- Check air filters
- Check blades
➢ Check oil
➢ Check tires
➢ Check grease

Suspended Unit Gas Heater (Yearly)
➢ Perform a tune up before being ignited
➢ Check for gas leaks
➢ Check gas valves
➢ Clean heater
➢ Check motor oil
➢ Check belts

CUSTODIAL CARE

Cleaning and up-keep of the facility is accomplished by custodial and maintenance staff who follows a checklist of assigned duties for cutting grass, weed-eating, trimming hedges, emptying trash, picking up trash, etc. Custodial care of the campus is performed daily by the maintenance staff with cooperation and assistance of all instructional programs.

CUSTODIAL SCHEDULE (GENERAL)

Floors
Vinyl/Tile
➢ Daily:
  • Dust and mop during the day and after classes are dismissed.
  • Mop tile floors in restrooms after morning and afternoon breaks.

➢ Variable Frequency:
  • Mop and Polish as required.
  • Strip and wax.

Carpet
➢ Weekly:
  • Vacuum
  • Clean spot as necessary.

General weekly clean-up of classrooms and shops are the responsibility of the respective instructor and trainees. Custodial personnel will advise and assist instructors and trainees as needed.

Walls
Classrooms and shops
➢ Variable frequency: Bi-Yearly
  • Painted walls are to be wiped with mild soap and water solution as required.
  • Touch up painting is done as required.

➢ Annual:
  • Condition of painted walls is inspected and if necessary scheduled for total painting.

Halls, Restrooms, and Other Areas
Variable frequency:
- Painted Walls are cleaned with a mild soap solution.

Quarterly:
- All restroom walls are thoroughly cleaned with a bactericidal solution.

Ceilings and Lights
All areas
 Variable frequency:
- Inspect ceilings for general care and broom sweep as needed
- Inspect light fixtures and change bulbs as needed or reported

Doors
All areas
 Variable frequency:
- All thresholds and doors are vacuumed or wiped as required.
- Glass in doors is cleaned.
- Door closure adjustments are made as seasonal temperatures warrant.

In-service cleaning procedure inspections and meetings are held as necessary. The Dean, Assistant Dean and Safety Coordinator conduct daily visual inspections and make recommendations to all custodial personnel.

MISCELLANEOUS CUSTODIAL DUTIES

Daily:
- Empty all waste baskets
- Wipe boards and chalk trays in classrooms

Weekly:
- Dust office furniture & fixtures
- Complete restroom checklist & give to Administration

CARE FOR GROUNDS AND EXTERIOR OF FACILITIES

Tractors, riding mowers, push mowers, and weed eaters will be used depending upon condition of grounds at time of grass cutting. The operator is directly responsible for readiness of all equipment, but is authorized to seek assistance of any staff member for the care of grounds keeping equipment.

Annual:
- Trim trees and apply “tree coat” to all cut trees.
- Apply fertilizer to trees during spring.

Semi Annual:
- Prune shrubbery
- Fertilize shrubbery
- Paint
- Removal of debris
• Clean windows
• Clean and sanitize furniture, student desks and chairs
• Dust and clean blinds
• Shampoo carpets
• Strip, wax, and buff vinyl and tile surfaces
• Wash concrete walks

➤ Variable frequency:
• Grass will be cut no less than once every seven days during growing season.
• Trim sidewalks and curbs with weed eaters as necessary.
• Spray ditches and fences with herbicide as required.

Driveways, Parking Areas, and Fences

➤ Daily:
• Inspect for debris and use appropriate equipment to remove excess dirt, bits of paper, etc.
• Clean exterior drains as necessary.

➤ Annual:
• Paint all parking lines with traffic marking yellow paint. This is usually done during vacation of instructors and students.
• Inspect fences for rusting or other signs of deterioration. Repair as necessary. Complete painting is done as necessary with the assistance of shop instructors.

Building Exterior and Roof Drains

➤ Semi-Annual:
• Observe condition or roof drains and inspect for proper drainage or leaks during and after heavy rains. Clean and repair as necessary.

➤ Annual:
• Wash exterior of building with high pressure washing equipment.

Housekeeping Schedule

➤ Daily Schedule:
• Vacuum carpet
• Clean and mop all restrooms
• Sweep sidewalks
• Remove trash
• Replace soap, paper towels, etc. as needed
• Clean and sanitize water fountains

➤ Weekly Schedule:
• Sweep and mop tile and vinyl
• Clean chalk trays
• Yard work (cut grass, blow leaves, remove litter)
• Clean glass doors

*The above scheduled times could be more frequent, when required.
Housekeeping Responsibilities

- Floors
  Description: Carpeted Surfaces
  Custodial Responsibilities: The custodian is to schedule a time to vacuum when it presents the least amount of interruption, for example—before 7:30 a.m. and at or around 3:00 p.m.

  Description: Vinyl and Tile surfaces
  Custodial Responsibilities: Vinyl surfaces in classrooms, cafeteria, lobby, and halls are swept and mopped once per week using cleaning and sanitizing agents. Minor spills can be wiped up immediately to avoid slips, falls, and staining. When floors are wet, post warning signs.

- Restrooms
  Custodial Responsibilities: Restrooms are to be cleaned and mopped daily. Toilets, urinals and sinks are also cleaned and sanitized daily. Soap, toilet paper and paper towel dispensers are to be frequently checked throughout the day and replaced as needed. An inspection by the Maintenance Supervisor and the Director of Facilities will be done at the end of each day.

  Report any violation of cleanliness or any unsafe situations to the Maintenance Supervisor.

- Water Fountains
  Custodial Responsibilities: The water fountains are cleaned daily

- Chalk Trays
  Custodial Responsibilities: The chalk tray should be wiped down once a week at a minimum.

- Dusting
  Custodial Responsibilities: Custodians will dust when needed as requested by Maintenance Supervisor.

- Trash Removal
  Custodial Responsibilities: Trash cans are to be emptied daily—usually at the end of the day—unless, trash has reached the top and the trash receptacle can no longer be used.
  Instructor Responsibilities: If trash cans are overflowing, instructors will be asked to place it outside the classroom door.

  It is especially important to empty trash cans in the hallways several times a day.

- Glass and Door Cleaning
  Custodial Responsibilities: Clean glass panes of all entrance doors once a week at a minimum.

MAINTENANCE AND CUSTODIAL SUPPLIES

Administrators support the Maintenance Repairers, custodians, crews, instructors and/or contracted services by providing the necessary tools, machines, and supplies to effectively accomplish their objectives. Each department is encouraged to maintain a ready supply of tools, equipment, and
supplies. Equipment and supplies for the operation, maintenance and improvement of the physical plant are acquired as needed through the state purchasing process.

An inventory of materials and supplies needed to support SOWELA Technical Community College Campus facilities must be maintained at the campus level. This list is managed by the maintenance staff on campus. When the inventory of any material or supply becomes depleted to within one or two units, cases, boxes, etc., the maintenance staff examines the inventory of other items, prepares a purchase requisition for supplies which are low in number. The requisition is submitted to the Facilities Coordinator who forwards this to the Purchasing Department.

A standard supply list includes the following:

- Paper towels
- Bathroom tissue
- Lava Hand Soap
- Toilet Bowel Cleaner
- All-purpose cleaner, detergent
- Glass cleaner
- Floor wax
- Oil Dri
- Chalk board cleaner
- Deodorant urinal blocks
- Dust mops
- Water mops
- Furniture polish
- Large trash bags
- Small trash bags
- Surface disinfectant
- 8 ft. Singer pin fluorescent light bulbs
- 4 ft. double contact fluorescent light bulbs
- 60 watt light bulbs
- 40 watt light bulbs
- EXIT light bulbs
- Buffing pads
- Carpet cleaner
- Air conditioner filters (various sizes)

**RELEVANT STATE LAWS**

Any personal protective equipment needed in the departments is to be requested by completing and submitting a purchase requisition to the Administrative Office of the SOWELA Technical Community College Division of Facilities, Safety, and Property Management. Updated facilities and services needed to meet today’s training needs are to be sought by each instructor.

An annual safety audit is performed by each campus and a representative of the Office of Risk Management performs a monitoring site visit to each of the campuses. Copies of the audits are maintained in the administrative offices of the campuses. The campus follows up on any findings reported through the audit with corrective actions/adjustments made to the plan for Operation, Maintenance and Improvement of Physical Plant as needed. An annual safety audit is performed by each
campus and a representative of the Office of Risk Management performs a monitoring site visit to each of the campuses. Copies of the audits are maintained through the audit with corrective actions/adjustments are made to the plan for Operation, Maintenance and Improvement of Physical Plant as needed.

**USE OF THE PLAN**

This plan is made available to the staff, faculty, and students of SOWELA Technical Community College as it is placed in the offices of Administration, Student Affairs, and Maintenance of each campus. This plan is also available on the SOWELA Technical Community College website and individual campus websites. Faculty is informed of their responsibilities during the orientation and classroom safety trainings.

**EVALUATION OF THE PLAN**

To effectively ensure that the equipment and machinery are working efficiently, maintenance must be a continuing process. The Division of Facilities, Safety, and Property Management is responsible for this ongoing process. Communication of all staff and administration will be continuous. Should an emergency occur requiring maintenance, the Division of Facilities, Safety, and Property Management is notified by phone with an appropriate work order following.

The responsibility of evaluating the effectiveness of the maintenance process belongs to the Director of Facilities Planning and Management. This person will monitor the custodial care and equipment maintenance logs. A SOWELA Technical Community College campus maintenance checklist will be validated by maintenance personnel servicing the campus. These will be forwarded to the Director of Facilities Planning and Management. The effectiveness of operational maintenance of the physical plan can also be determined by examining the Civil Service performance evaluation of the maintenance staff. A yearly Civil Service evaluation of all maintenance staff will be completed and reviewed with employees. Because these evaluations are confidential, they are maintained in the employees’ files.

An annual Review of all Regional Plans and Procedures will be performed by a regional team. Ratings of poor progress by the evaluation team will be accompanied by successions/strategies for improvement.

Revisions to the plan for the operation, maintenance and improvement of physical plant will be made following recommendations made by campus administrators, auditors, and faculty.