



**FLORIDA CAREER COLLEGE**

**Health & Safety Plan  
&  
Injury & Illness Prevention Plan**

**Main Campus  
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Miami, Florida 33174**

## **Health & Safety Plan**

### **Introduction**

At Florida Career College (“FCC”), it is our commitment to conduct business in a safe and efficient manner to protect the health and safety of our employees and our students. We recognize our employees and students to be our greatest asset. It is our objective to conduct daily operations with the highest regard for everyone's health and safety. FCC has established a health and safety plan & Injury and Illness Prevention plan which will emphasize the elimination of conditions, situations, and attitudes that can lead to injuries and losses.

However, we need everyone's cooperation, if we are to achieve our goal. Every employee must be conscious of safety. Every employee at FCC, regardless of their function within our organization, is responsible for safety. The following pages contain the elements of our Health and Safety plan.

It is the responsibility of department managers and supervisors to know and understand our safety policies, rules and procedures and to implement them fully in their respective departments and areas. It is the responsibility and obligation of all employees to know, understand and adhere to these rules, conducting themselves and performing their duties accordingly.

With everyone's cooperation and working together as a team, we can build a strong foundation for a healthy and safe environment for everyone at FCC.

## Overview

In an effort to keep our employees and students healthy and safe, FCC has developed the health and safety plan an Injury & Illness Prevention Plan (IIPP). The goals of these plans are to:

- Provide a system to report and investigate accidents
- Provide a means for education and distribution of the plan to employees and students
- Provide a system to regularly evaluate and revise the plan based on employee and student input
- Provide Liability Insurance to employees, students and guest
- Instruct all employees and students on our safety rules, policies, and procedures.
- Make all employees aware of the existing and potential hazards, if any, associated with their jobs.
- Train employees to protect themselves and their co-workers against hazards and conditions that can lead to work related illness or injury.
- Develop a safety culture at the business.

## Objective

In order for our health and safety plan & IIPP to be effective, all employees will be responsible for the safety of themselves and our students. Our concern for safety at FCC stems from three basic reasons: The first is YOU, our employees and students. Without healthy and productive employees, we cannot provide the best services that make FCC a successful business operation. Employees are our most valuable asset. We care about our employees and will strive to provide you a safe work environment.

The second reason is the cost of insurance, specifically, the cost of workers' compensation insurance. The more injuries we incur in a year, the higher the cost of workers' compensation insurance in the following year. By reducing the number or frequency of accidents that result in injury, we will be able to lower this cost.

The third reason for our focus on safety issues is compliance. Federal and state law mandates that all employers develop and implement an IIPP. Regulatory agencies can levy monetary fines on organizations that do not have a written IIPP or fail to document how that program is implemented.

We have invested significant time and many resources in developing FCC's Health and Safety Plan and the IIPP. It is expected that all employees familiarize themselves with these rules, policies and procedures and follow these rules without exception. Employees should ask questions to clarify any sections of this program that may not be understood. We welcome and urge employee and student suggestions and recommendations for improving this program and our work and/or study environment.

A safe and healthy work place does not occur by chance. It is the direct result of everyone's conscious effort and cooperation at building a system that works to eliminate or control situations, conditions and practices that can lead to losses. Safety is an attitude. It is not something we should take for granted. If it is not something you consciously think about and adhere to, then all the rules and procedures we establish will not make you safe.

*Safety begins with you taking responsibility for your own safety*

## **RESPONSIBILITY**

The injury and Illness Prevention Plan (IIPP) administrator,

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Program Administrator has the authority and the responsibility of implementing and maintaining this IIPP for

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Campus/ Location Name

## **COMPLIANCE**

In order for our safety program to be effective, all employees will be responsible for safety. Our program specifies what is expected of each employee at FCC. It is the responsibility of managers and supervisors to know and understand our safety rules, policies and procedures, to implement them in their respective departments, and to answer any employee questions about the IIP Plan. It is the responsibility and obligation of all employees to know, understand and adhere to these rules, policies and procedures.

Employees are expected to conduct themselves and perform their duties in accordance with these standards. All employees will be held accountable for repeated acts that do not conform to the standards set forth in the FCC safety plan.

## **DEPARTMENTAL RESPONSIBILITIES**

As part of our job duties and responsibilities at FCC, all employees will perform as outlined within this section. Our program will only be effective if all elements are implemented and adhered to throughout our operations.

### **1. EXECUTIVE MANAGEMENT:**

Responsible for the development of systems and programs that will nurture a safe and healthy work environment and result in a reduction of employee injuries. Duties include, but are not limited to:

- a) Developing strategies for controlling, or eliminating processes, procedures, and situations that can lead to injury.

- b) Allocating appropriate resources to achieve the goals of the health and safety plan and the IIPP.
- c) Ensuring that managers and supervisors are held accountable for implementing the standards of the health and safety plan and the IIPP in their departments.
- d) Ensuring compliance with legislative regulations.

## **2. FCC LOCATION SAFETY COORDINATOR (SC):**

A management member at each FCC location will be identified as the site Safety Coordinator. The safety coordinator's duties include, but will not be limited to:

- a) Inform workers of the provisions of our health and safety plan and IIPP.
- b) Evaluate the safety performance of all workers.
- c) Maintain master files on the documentation of the health and safety plan and IIPP's implementation.
- d) Review accident and injury reports and disseminating information as required.
- e) Conduct facility inspections.
- f) Develop safety training programs.

## **3. DEPARTMENT MANAGERS & SUPERVISORS:**

Responsible for maintaining a safe work environment by holding the employees within their departments responsible and accountable to the safety rules and regulations set forth in the IIPP. Their duties include, but are not limited to:

- a) Familiarity with all company safety rules and regulations.
- b) Implementing and enforcing all safety rules and regulations within their department.
- c) Provide training to workers whose safety performance is deficient.
- d) Disciplining workers for failure to comply with safe and helpful work practices.
- e) Conduct quarterly employee safety meetings.
- f) Identify and report all dangerous conditions or potential hazards and take corrective action.
- g) Conduct regular facility inspections.
- h) Report all work-related injuries and illnesses on a timely basis.
- i) Maintain files concerning inspections, safety meetings, and accident and injury reports.

## **4. EMPLOYEES:**

Employees are expected to take our health and safety & IIPP seriously. Employees are responsible for accepting safety policies and responsibilities equally with their other work duties. An employee's safety duties include, but are not limited to:

- a) Know, understand, and comply with all of the health and safety and IIPP standards set forth herein.
- b) Attend all campus and/or online training sessions.
- c) Report all job related accidents, injuries and illnesses immediately.
- d) Report all dangerous conditions and potential hazards immediately. And if possible, taking corrective action.
- e) Encourage co-workers to work safely.

## **5. STUDENTS:**

Students are aware of how and where to locate the health and safety & IIPP. Students are required to follow the steps below to ensure their safety while on campus:

- a) Know, understand, and comply with all of the health and safety and IIPP standards.
- b) Use the appropriate personal protective equipment for the skill being performed.
- c) Report all accidents, injuries, and illnesses immediately to their instructor or Campus Department Chair.
- d) Report all dangerous conditions and potential hazards to their instructor or Campus Department Chair.

### ***ENFORCEMENT***

Continual and or willful violations of the FCC Health and safety plan & IIPP will be handled in accordance with the standard company disciplinary practices, as any other human resource situation. The management of FCC expects every employee's full cooperation in abiding by the standards set forth in this program. Every employee at FCC is responsible and will be held accountable for safety.

### **COMMUNICATION**

Communication is an important element of a successful health and safety & IIPP. Matters concerning occupational safety and health will be communicated to employees through written documentation, staff meetings, formal and informal meetings and postings. Employees are encouraged to provide feedback to management concerning safety issues and our IIPP. Comments and suggestions for improving our program are most welcomed. The best and most effective safety programs are those where employees help in shaping the program to fit the changing organizational needs.

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

1. New hire orientation including discussion of safety and health policies and procedures.
2. Student orientation including discussion of safety and health policies and procedures.
3. Annual review of our health and safety plan & IIPP by the Institutional Advisory Committee. (IAC).
4. Training Programs.
5. Posted and/or distributed safety information.

## **HAZARD ASSESSMENT**

Inspections are a vital process in building and maintaining an effective health and safety and IIPP. The purpose of the safety/facility inspection or survey is to identify and correct workplace hazards **before** an accident occurs. Inspections are also an effective tool in evaluating other elements of the health and safety & IIPP, such as effective training and compliance with safety procedures.

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

- Offices
- Kitchen
- Hallways and stairwells
- Lobby
- Classrooms
- Any other Employee work area

Inspections will be performed:

1. When we initially establish the health and safety & IIPP.
2. Whenever new substances, process, procedures, or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries or illnesses occur.
5. Whenever workplace conditions warrant an inspection.

Inspections will be documented in every FCC department, at least once each month, using the appropriate form.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Accidents do not just happen, they are caused. An accident is an undesired event that results in physical harm to a person or damage to property. The purpose of an accident investigation is to determine all the facts concerning how the incident occurred. A complete accident investigation will point to the proper corrective action(s) that will assist in preventing a similar occurrence.

An investigation should be made as soon after an accident as possible, while the incident is fresh on the minds of all parties involved. The more complete the information that can be gathered about an accident, the easier it will be to determine preventive measures.

Accident investigations must be directed at "fact-finding" not "fault-finding." If appropriate, photographs and area measurements are useful. If a piece of machinery, or tool is involved, preserving that item, "as is," will assist during the investigative process.

Procedures to investigate workplace accidents and hazardous substance exposures include:

1. Interviewing injured persons and witnesses. An investigation should answer the following questions:
  - a) Who was involved?
  - b) Where and when the occurrence took place?
  - c) The sequence of events that lead to the occurrence.
  - d) Exactly what happened?
  - e) Why did the accident occur?
2. Examining the workplace for factors associated with the accident/exposure.
3. State the facts that contributed to the accident/exposure.
4. Taking corrective action to prevent the accident/exposure from reoccurring. An investigation will point to one or more of the following corrective measures:
  - a) The need for additional training for the employee(s) or student(s).
  - b) Correcting, or redesigning a procedure.
  - c) Repairing, or replacing tools, machinery, or furniture.
  - d) Proceeding with progressive disciplinary action.
5. Recording the findings and the actions taken.

### **HAZARD CORRECTION**

Unsafe and unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- 1) When observed and discovered; and
- 2) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

### **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- 1) When the health and safety and IIPP are first established;
- 2) To all new workers;
- 3) To all workers given a new job assignment for which training has not been previously provided;





- 4) Whenever new substances, process, procedures, or equipment are introduced to the workplace and represent a new hazard;
- 5) Whenever the employer is made aware of a new or previously unrecognized hazard;
- 6) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- 7) To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- 1) Implementation and maintenance of the health and safety plan & IIPP.
- 2) Emergency action and fire prevention plan.
- 3) Provisions for medical services and first aid including emergency procedures.
- 4) Prevention of musculoskeletal disorders, including proper lifting techniques.
- 5) Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- 6) Prohibiting horseplay, scuffling, or other acts which tend to adversely influence safety.
- 7) Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- 8) Proper reporting of hazards and accident to supervisors.
- 9) Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- 10) Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **EMERGENCY ACTION INFORMATION**

Florida Career College is committed to the safety of its students, staff, and faculty so that everyone can thrive and succeed in a safe environment focused on learning. Which means that FCC is committed to maintaining campuses that are free of criminal activities and alcohol & drug abuse.

As part of the FCC community, we encourage our students and staff to take personal responsibility for themselves, watch out for each other, and report any suspicious activity. Being a responsible member of the campus community not only helps an individual succeed, but it helps enhance everyone's quality of life on campus.

FCC has developed a website dedicated to Campus Safety responding to various criminal events. The website is located at: <https://www.floridacareercollege.edu/about-us/campus-safety>

## RECORDKEEPING

Documents related to the IIPP are maintained in a safe and convenient location for record keeping. Documents that should be kept on file at FCC include:

- Hazard Reports (or Reports of Unsafe Conditions or Hazards)
- Training records (database)
- Incident and Investigation Reports
- Exposure Records
- Inspections/Audits, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- Safety meetings (agendas, minutes, handouts)
- Authorizations & Permits (e.g., Confined Space permits, Hot work permits, Biological Use Authorization, Controlled Substance Use Authorization, Radiation Use Authorization, etc.)
- Training records (rosters, tests, training materials)
- Other

## **CODE OF SAFE PRACTICES**

### **GENERAL SAFETY RULES: EMPLOYEES**

- 1) Every injury, no matter how minor, must be reported immediately to your supervisor, or the FCC Location safety coordinator (SC).
- 2) Your work area, tools and equipment should be reviewed daily in order to correct hazardous conditions, or conduct necessary repairs.
- 3) Report defective tools or equipment to your supervisor immediately. Never use tools, or equipment in need of repair.
- 4) Every employee must wear the personal protective equipment provided.
- 5) Be familiar with the location of fire extinguishers and emergency exit doors.
- 6) Employees should report to work well-rested and ready to perform their tasks.
- 7) The use of drugs, or alcohol on the job, or the selling of such substances on work premises, at any time, are grounds for immediate termination.
- 8) Causing injury to another employee due to physical confrontation, horseplay, or an act of gross negligence, will be grounds for immediate termination.
- 9) No tools, equipment, or motorized vehicles are to be used without proper training and authorization.
- 10) When lifting objects, use proper lifting techniques. If the object is too heavy, get assistance.
- 11) Proper work clothing and footwear must be worn.
- 12) Do not jump off ladders, platforms, or other elevated places.
- 13) Clean up spills immediately. Do not assume someone else will.
- 14) Be sure to read the labels and the Safety Data Sheet (SDS) of the products and chemical before you use them.
- 15) Know and understand FCC's safety rules and procedures.
- 16) Cigarette smoking is not permitted in any of FCC's facilities.

### **GENERAL SAFETY RULES: STUDENT**

- 1) Every injury, no matter how minor, must be reported immediately to your instructor or Campus Department Chair.
- 2) Report any defective equipment or supplies to your instructor or Campus Department Chair immediately. Never use any equipment or supplies that are in need of repair or damaged.
- 3) Students must wear personal protective equipment in medical laboratories.
- 4) Students must be familiar with the location of fire extinguishers and emergency exit doors.
- 5) The use of drugs or alcohol on the campus, or selling of such substances on campus, at any time, are grounds for immediate termination.

## ADMINISTRATION/OFFICE SAFETY RULES

- 1) Every injury, no matter how minor, must be **immediately** reported to your supervisor or FCC location safety coordinator (SC).
- 2) Your work area, tools, and equipment should be reviewed daily in order to correct hazardous conditions, or conduct necessary repairs.
- 3) Waste baskets should be kept where individuals will not trip over them.
- 4) When lifting objects use proper lifting techniques. If the object is too heavy, get assistance. Use carts and dollies to move items.
- 5) Tape down telephone/electrical wires to avoid a tripping hazard.
- 6) File cabinets should be positioned so that file drawers do not open into aisles. Open one drawer at a time to prevent the cabinet from toppling.
- 7) Familiarize yourself with your workstation and how to make adjustments for your comfort and safety. Do not scoot across the floor while sitting in a chair. Do not lean sideways, or lean back while sitting on a chair.
- 8) Do not stand on chairs, counters, or shelves to reach overhead for items.
- 9) Familiarize yourself with the location of fire extinguishers and their use.
- 10) Know where the emergency exits are located.
- 11) Worn or warped floor mats under office chairs should be replaced immediately.
- 12) Electrical cords should be inspected to determine and correct defects.
- 13) Staples protruding from papers and booklets should be removed to avoid cuts.
- 14) Do not leave small stools, or step ladders in passageways.
- 15) Be aware of conditions that can lead to slips and falls.
- 16) Maintain hallways, aisles, and other passageways unblocked.



## **ENGINEERING DEPARTMENT SAFETY RULES**

- 1) Lock-Out/Tag-Out procedures must be implemented when electrical equipment is being repaired.
- 2) Electrical panel boards should be secured and locked.
- 3) Store all paints and gasoline canisters in fire cabinets.
- 4) All chemicals and substances must be properly labeled.
- 5) Properly identify and label shut off valves for gas and water.
- 6) Understand how to use fire extinguishers.
- 7) Use the right tool for the task being performed.
- 8) Use proper lifting techniques when moving or lifting heavy items.
- 9) Inspect all ladders and tools before use. If damaged or not working properly, do not use and notify a supervisor.
- 10) Ladders and tools should be equipped with safety treads.
- 11) Always face the ladder when you climb or descend from it.
- 12) Do not place ladders on boxes, cans or other items while using them.
- 13) All spills must be wiped up immediately.
- 14) Regularly inspect electrical extension cords for wear and tear.
- 15) Do not remove safety guards from equipment. They are there to protect you.
- 16) Always wear personal safety equipment (PPE) when called for such as eye protection or goggles, gloves, helmets etc.

### **KITCHEN/BREAKROOM SAFETY RULES**

- 1) Avoid spilling liquids on floors. Wipe up spills immediately.
- 2) Be careful when opening oven doors.
- 3) Keep kitchen equipment clean and in working order.
- 4) Do not use damaged equipment. Report damaged equipment to maintenance or your supervisor.
- 5) Open and close walk-in doors slowly to avoid striking individuals on the other side.
- 6) Always handle knives properly and store in their proper location after use.
- 7) Be aware of steam kettles that give off hot vapors and may spill boiling water.
- 8) Use kitchen gloves, or other appropriate hand protective gear when handling pots and pans that are unattended and may be hot.
- 9) Be cautious of sharp edges of foods wrapped in foil and the foil dispenser.
- 10) Use gloves when handling broken glass and dishes.
- 11) Know the location of the fire extinguishers in the kitchen.
- 12) Review all Safety Data Sheets for chemicals and detergents used in the kitchen.
- 13) Use proper lifting techniques when lifting heavy items. Use carts or dollies if needed.

## SAFETY TRAINING SERIES

### FIRST AID PROCEDURES

*This information is **not** intended to take the place of formal first aid training or certification; it is provided to enable the layperson to administer general first aid as a service to our guests and employees, or emergency care in life-threatening situations until qualified medical personnel arrive to continue treatment.*

First aid is the treatment given a victim prior to the arrival of professional medical assistance. **First aid does not replace the attention of a physician or medical emergency agencies.** While the following guidelines are not a substitute for first aid training, they will help you provide assistance until medical assistance arrives.

#### **Broken Bones**

Call for medical assistance. If medical assistance will arrive in a short time, make no attempt to move the victim unless absolutely necessary. Attempt to immobilize the injured limb to prevent further injury. If the victim must be moved, splint the injured part with any available rigid long enough to reach above and below the break. Secure the splint above and below the break. Never attempt to set a broken bone. Watch for signs of shock.

#### **Bleeding**

Call for medical assistance. If bleeding is severe, apply firm and steady pressure to the wound with layers of sterile gauze pads or bandages. If none are available, use any cloth. Do not remove the dressing. If the pad becomes saturated with blood, add more layers. Bandage the pads firmly in place. If no gauze or cloth is available, close the wound with your fingers, holding it closed. Keep the victim lying down until medical help arrives. Never use a tourniquet to control bleeding unless you are dealing with an amputated, crushed, or mangled limb. Use a tourniquet **ONLY** as a last resort effort to save a victim's life, because applying a tourniquet may result in loss of limb.

#### **Burns**

Minor Burns: Immerse burned part in clear cold water or apply ice for pain relief. Bandage with sterile pad or clean cloth. If pain persists, apply mild burn ointment.

Severe Burns: Call for medical assistance. Take immediate steps to relieve pain, prevent infection and treat victim for shock. If the burn was caused by fire, boiling liquid, or hot metal, do not strip away clothing over the affected area.





Keep air away from burn by covering area loosely in place. Apply no ointment. Keep the victim lying down. If conscious, give the victim plenty of water.

Chemical Burns: Flush the burn with large amounts of water. Cover the burn with cleanest cloth available, and have victim lie down until medical assistance arrives.

For chemical burns of the eyes, flush the eyes with large amounts of water immediately. Cover the eyes and rush the victim to the hospital.

### **Poisoning**

Call for medical assistance immediately. If the victim loses consciousness give no further assistance. If breathing stops, start mouth-to-mouth resuscitation. Follow the instructions of the “911” personnel.

### **Shock**

The symptoms of shock include weakness, cold pale and clammy skin with beads of perspiration on face and palms, rapid weak pulse, chills, nausea and irregular breathing. First aid, in these situations, involves keeping the victim warm with blankets to prevent loss of body heat and lying down. If the victim is conscious and able to swallow give water. If nausea is involved, stop all liquids.

### **Lack of Breathing**

If breathing stops for any reason, start mouth-to-mouth resuscitation. Have someone call “911”.

- a) Place the victim on their back and determine if there is anything in the victim’s mouth. If there is, turn the victim’s head to one side and wipe out the mouth with a finger.
- b) Straighten the victim’s head and tilt it back so that the chin points up. Push down to keep the victim’s tongue from blocking the airway.
- c) Place your mouth over the victim’s and pinch his nostrils shut with your fingers.
- d) Breathe into the victim’s mouth until the chest rises.
- e) Remove your mouth and listen for the sound of escaping air. If you don’t hear it, check the victim’s head and jaw positioning and repeat the process. If there is no sound of escaping breath this time, turn the victim on their side and slap the back between the shoulders. Check the mouth again for foreign matter.
- f) Repeat steps 2, 3, and 4 removing your mouth to allow breath to escape from the victim’s lungs. This process should be repeated 12 times per minute for an adult. Above all, keep repeating the process until help arrives.

If possible, wear protective clothing and wash your hands before and after administering care, even if you wear rubber gloves. Avoid direct contact with blood-soiled objects or another person's blood and body fluids. Place a barrier between yourself and victim's blood if necessary, and do not eat, drink, or touch your mouth, nose, or eyes when giving first aid. Complete the accident reporting in all cases of injury and submit it to your supervisor.



## **FIRE EXTINGUISHERS**

Have you inspected your department's fire extinguishers lately?  
Are they fully charged, strategically located and accessible for ready use?

The correct fire extinguisher to use is an ABC fire extinguisher, which is appropriate for most fires. ABC refers to the types of fires:

- A- Fires involving trash, wood and paper**
- B- Fires involving liquids, chemicals and grease**
- C- Fires involving electrical equipment**

Although most fire extinguishers work as stated herein, there are exceptions. Be familiar with the instructions on the use of fire extinguishers in your area.

### **WHAT TO DO:**

If there is a fire, get everyone outside. Call the fire department. You should NEVER attempt to stop a large fire. Close the doors to stop the spread of the fire. Don't let the fire block your escape path in case the fire gets out of control. Never use water to extinguish a grease, or electrical fire. When using a fire extinguisher learn to **PASS-**

- 1) **PULL** - Pull the pin. Some units require the releasing of a lock or latch pressuring a puncture lever.
- 2) **AIM** - Aim the extinguisher nozzle (horn or hose) at the base of the fire.
- 3) **SQUEEZE** - Squeeze or press the handle.
- 4) **SWEEP** - Sweep from side to side at the base of the fire until it goes out. Shut off the fire extinguisher. Watch for re-flash and reactivate the extinguisher if necessary.

## **BACK INJURIES**

### **Anatomy:**

Your entire body is supported by your spinal column. The spinal column is made up of 30 separate bones called vertebrae all linked and supported by a series of tiny muscles. Small pads called discs are situated between each vertebrae and act like shock absorbers to cushion pressure. The spinal column is wrapped by a system of nerves. The spinal system has three natural curves:

- Cervical - From the base of the neck to the brain
- Thoracic - Situated from the middle to the lower back
- Lumbar - Located from the lower back to the buttocks area.

These three curves need to be kept in natural alignment in order to prevent discomfort.

### **Injuries:**

Eight out of ten individuals suffer from back problems. Most low back discomfort results from muscle strain due to minor injury, or overexertion. Since the spinal system is tightly packed and bears all the weight and strain of our movements, it is common to experience back discomfort. Straining muscles beyond their limits causes back spasms and pain. The most severe problem is what we refer to as a "slipped disc." When this occurs, the disc ruptures and protrudes into the muscles and nervous system surrounding the spinal column. Such injuries can result in surgical intervention and possibly permanent disability.

### **Preventive Measures:**

- 1) Maintain a good diet to avoid becoming overweight.
- 2) Develop good posture walking and sitting.
- 3) Be conscious of how you twist and bend. Twisting and bending the wrong way can exert too much pressure on one side of your vertebrae.
- 4) Always use proper lifting techniques.
- 5) Develop a consistent exercise routine.
- 6) Eliminate or reduce your use of tobacco. Tobacco smoking reduces the supply of oxygen and nutrients to the discs that cushion the vertebrae.

## **BASIC STEPS FOR PROPER LIFTING**

The following are guidelines for conducting a proper lift of an object on the ground. To lift objects not on the ground, the same principles apply. Before lifting, examine the load for grease, sharp edges, or other hazards. Plan your path and make sure that there are no obstructions or tripping hazards. Consider how you will set your load.

Your spinal column is a very sensitive mechanism. By constantly lifting improperly you are causing irreversible damage that can lead to permanent injury.

### **Proper Lifting Procedures:**

- 1) Position your feet at shoulder width to provide the necessary balance for a smooth lift.
- 2) Tighten your stomach muscles by pulling in your stomach. Keep your back straight to keep the spine, back muscles and ligaments in correct alignment.
- 3) Bend at the hips and knees by using the sit down position. Draw the object close to the body.
- 4) Grasp the object by opposite corners and position the body so the weight is centered over your feet.
- 5) Start the lift with a thrust of your feet, lifting with your leg muscles. Use smooth movements.
- 6) Once you lift the load, keep it close to the body. Avoid twisting motions.
- 7) Squat down slowly and place the load down gently.

## **SAFTEY DATA SHEETS**

Product labels carry limited information. The Safety Data Sheet (“SDS”) is designed to inform the user of the properties of the product being used. It also advises on the proper controls and personal protective equipment that can be used to avoid illness, or injury. In addition, first aid treatment information is indicated. Before you use any product, or substance that you are not familiar with, **always** read the SDS.

At FCC, SDS’s are located in your department for the specific substances used in your job. Make sure you read them. If an SDS is not available, contact your supervisor and/or the FCC safety coordinator.

An SDS provides the following information:

- Section 1** – Identification
- Section 2** – Hazard(s) Identification
- Section 3** – Composition/Information on ingredients
- Section 4** – First aid measures
- Section 5** – Fire-fighting measures
- Section 6** – Accidental release measures
- Section 7** – Handling and storage
- Section 8** – Exposure controls/personal protection
- Section 9** – Physical and chemical properties
- Section 10** – Stability and reactivity
- Section 11** – Toxicological information
- Section 12** – Ecological information\*
- Section 13** – Disposal considerations\*
- Section 14** – Transport information\*
- Section 15** – Regulatory information\*
- Section 16** – Other information

Employers must ensure that SDS’s are readily accessible to employees

**NOTE:** Since other agencies regulate this information, OSHA will not be enforcing sections 11 through 15.

## **EYE PROTECTION**

It is estimated that 1,000 on the job eye injuries occur every working day. Over half of these injuries involve workers not wearing proper eye protection at the time of the occurrence. Every time you perform a task that generates chips, dust, or other flying particles without protecting your eyes you are risking your eyesight.

FCC provides protective eye wear for employees, as needed. Protective eye wear is required when individuals are performing activities which involve grinding, mixing, using sprays, and handling solvents and other liquids. Contact lenses **DO NOT** provide any protection against irritants and at times can assist to aggravate eye irritation.

If you get a foreign particle in your eyes, don't rub them. Use water to flush out the particle. If it cannot be flushed out, seek medical attention.

If you are welding or grinding, use the proper protective lenses that are available.

## HAZARD COMMUNICATIONS PLAN

FCC has developed and implemented this written Hazard Communication Plan as part of its overall health and safety program. The purpose of this Hazard Communication Plan is to ensure that hazardous chemicals used in the workplace are properly evaluated and that information about such substances is communicated to employees. Hazardous chemicals, for the purposes of this program, are any substances which are a physical hazard or a health hazard. The purpose of the Hazard Communication Plan is to be sure employees know about work hazards and how to protect themselves; this should help to reduce the incidence of chemical source illness and injuries.

The Hazard Communication Standard (OSHA 29 CFR 1910.1200) requires manufacturers and importers to assess the hazards of the chemicals which they produce or import, and to transmit the hazard information to the users of the hazardous substances.

No employee will be discharged or otherwise discriminated against for exercising his/her rights afforded by this program.

### **FCC provides information to employees about the hazardous chemicals known to be present in this workplace.**

The Hazard Communication Program consists of these key elements:

- Developing and maintaining a chemical inventory
- Using proper labels for chemical containers
- Providing access to Safety Data Sheets (SDS)
- Exchanging information with other contractors and the customer
- Training employees

Communication of the provisions of this program is to be accomplished by the following means:

- Obtaining Safety Data Sheets for the hazardous chemicals used in the workplace and making them readily accessible to employees.
- All hazardous chemical containers in the workplace must be labeled with the manufacturer's original label or another standardized labeling system.
- Providing hazardous chemical safety training to all affected individuals to include how to read a Safety Data Sheet, health hazards employed with the use or exposure to such chemicals, safe hazardous chemical handling methods and hazardous chemical emergency preparedness and response procedures.

## **RESPONSIBILITIES**

Responsibility and authority for the Hazard Communication Program is assigned to the FCC Location's Safety Coordinator (SC). The SC may delegate responsibilities as he/she sees fit in order to comply with this program. The SC or selected designees will:

- Establish and administer the written Hazard Communication Program (Globally Harmonized System- GHS)
- Provide for the determination and monitoring of the hazardous chemicals that are onsite.
- Monitor the dissemination of Safety Data Sheets for hazardous substances used on site.
- Ensure employee access to Safety Data Sheets.
- Coordinate training and information programs for employees.
- Ensure the labeling of containers of hazardous chemicals.
- Ensure specific Hazard Communication Standard training for employees performing non-routine tasks.
- Maintenance of a list of hazardous chemicals known to be present at any workplace.

Supervisors/Managers are responsible for the following:

- Ensuring the hazard communication training of the employees in their area, including training on non-routine tasks.
- Ensuring the proper labeling of hazardous substances in their area of responsibilities.
- Training their employees on day-to-day operations, with special attention on the specific safety and health aspects of their job assignments.
- All employees covered under the Hazard Communication Program must learn and practice the Hazard Communication training information.



## HAZARD DETERMINATION

FCC will rely on hazardous chemical manufacturers, suppliers and/or distributors for information on the physical and health hazards of the hazardous chemicals. By use of the SDS, necessary information regarding training, proper handling, hazard identification, and emergency procedures will be gathered.

### Hazardous Chemical Inventory

FCC will ensure that all Safety Data Sheets are available for all on-site hazardous substances.

- A thorough hazardous chemical inventory will be conducted at least annually to ensure that the Safety Data Sheets have been received or requested from the manufacturers or distributors of the hazardous substances. This inventory will be retained at the “Right-to-Know” station at your location.
- The hazardous chemical inventory will be kept current and updated as needed. The inventory will be used to ensure that all Safety Data Sheets have been requested. If chemicals are located that do not have a Safety Data Sheet, FCC will request a Safety Data Sheet from the supplier using the methods described in this Hazard Communication Program.
- A local purchase inventory must be maintained for “shelf stock” chemicals. Purchases of “shelf stock” are made by the FCC Location at local supply stores.
- FCC’s hazardous chemical inventory is made a part of this program (see inventory list template).
- The Program Administrator will request missing Safety Data Sheets from the manufacturer or distributor.
- Safety Data Sheets
- A Safety Data Sheet must be obtained and be present in the workplace for each hazardous substance used.
- All Safety Data Sheets shall be readily accessible to employees during each work shift when they are in their work areas.
- The Safety Data Sheet will be readily accessible, upon request to designated representatives, OSHA, NIOSH, and employee's physician.

The Safety Data Sheet must be in English and must contain the information listed in 29 CCR 1910.1200. If possible, Spanish Safety Data Sheets will be obtained as well. Information must include at least the following:

An SDS provides the following information:

- Section 1** – Identification
- Section 2** – Hazard(s) Identification
- Section 3** – Composition/Information on ingredients
- Section 4** – First aid measures
- Section 5** – Fire-fighting measures
- Section 6** – Accidental release measures
- Section 7** – Handling and storage
- Section 8** – Exposure controls/personal protection
- Section 9** – Physical and chemical properties
- Section 10** – Stability and reactivity
- Section 11** – Toxicological information
- Section 12** – Ecological information\*
- Section 13** – Disposal considerations\*
- Section 14** – Transport information\*
- Section 15** – Regulatory information\*
- Section 16** – Other information

If no Safety Data Sheet accompanies the hazardous substance, or if the Safety Data Sheet is not complete, the SC or designee will contact the distributor or supplier of the hazardous substance within 7 working days of learning of the missing or incomplete Safety Data Sheet and request a copy of the document.

- If an employee or his/her representative requests access to a Safety Data Sheet which is not available, the SC or designee will take actions to acquire the SDS. Additionally, the SC or designee will inform the requesting party, in writing, of the date of the inquiry, to whom it was made, and the response, if any. Providing a copy of the request to the manufacturer or importer will satisfy this requirement.
- The SC or designee will notify the requesting party of the receipt of the Safety Data Sheet and provide a copy of the Safety Data Sheet to the requesting party within 15 days of its receipt.

The Safety Data Sheets shall be available to employees and maintained in the following locations:

- In the office of the Designated Safety Coordinator

- Any other location where chemicals are used and/or stored

The SC or designee will keep a list of all of the hazardous chemicals in the Safety Data Sheet master file.

### **Labeling**

All containers of hazardous chemicals in the workplace will be labeled, marked or tagged, including:

- The identity of the hazardous chemical(s).
- Appropriate hazard warnings (e.g. health and physical).
- Name and address of the manufacturer or importer.

Note: All local purchases must be inspected in order to ensure that the minimum labeling requirements are met.

All labels on containers received from the manufacturer or distributor are considered the primary warning label and must not be removed or altered.

Each container of hazardous substances in the workplace, including secondary containers used, requires a label. The property should ensure that the label contains all of the requirements of 8 CCR 5194(f) (4) as follows:

- The identity of the hazardous substance(s).
- Appropriate hazard warnings (e.g. health and physical).

If a hazardous substance is transferred from the original container into a different container for use, that second container does not need a label as long as the substance transferred is for the immediate use of the individual who transferred the substance and is not left unattended for any period of time.

The label (or any other form of warning) is to be in English, legible, and prominently displayed on the container or readily available in the work area throughout each work shift. Labels in Spanish should also be considered.

In lieu of a label on the container, signs, placards, process sheets, batch tickets, operating procedures, or other such written, placed in the work area is acceptable as long as the written label conveys the information normally required on a label and is readily accessible throughout the work shift.

The Property shall not remove or intentionally deface existing labels on incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

### **Employee Information and Training**

Employees shall be trained on the Property's Hazard Communication Plan at the time of their initial assignment and whenever a new hazard is introduced into the work area. Upon receipt of a Safety Data Sheet which changes the risk or protective measures regarding the hazardous substances in issue, all affected employees will be informed of such information within 30 days of receipt of such information. Training will be updated at least annually. Recurrent training will be conducted annually.

Training may relate to general classes of hazardous substances. For example, training may be provided for corrosives, rather than on the individual compounds (e.g., sulfuric acid, hydrochloric acid).

The training will relate to the hazardous chemicals the employees may be exposed to in their work areas or may be exposed during a reasonable foreseeable emergency.

Training shall include the following topics:

- Information about the Hazard Communication Regulation (OSHA 29 CFR 1910.1200).
- The presence of any hazardous substances in the work area of the employees.
- Location and availability of FCC's Hazard Communication Program.
- Methods and observations which may be used to detect the presence of a hazardous substance in the workplace.
- The physical and health hazards that chemicals present in work areas, available protective measures, and FCC Location procedures to protect against exposures to hazardous substances.
- Explanations of the labeling system and Safety Data Sheets.
- How to obtain and use appropriate hazard information.
- The right of the employee and his/her physician to receive the above information.
- The right to protection against discrimination or discharge for exercising any aspect of FCC Corporation Hazard Communication Program.

**Note: Employees must also be informed of any hazards of non-routine tasks.**

### **Non-Routine Tasks**

Employees will be trained in the hazards of non-routine job tasks, prior to performing those tasks. Non-routine tasks are those operations performed infrequently or those jobs the employee has never performed before.

Each supervisor of the work area is responsible for assuring the employee received training.

### **Other On-Site Employers**

FCC shall notify the other employer(s) of the presence of the hazardous chemicals, and provide the other employer(s) with a copy of the Safety Data Sheet for the hazardous chemicals upon request or when deemed necessary by the Program Administrator to assure the communication process is reducing the likelihood of exposure incidents.

### **Record Keeping**

FCC will maintain a copy of the Safety Data Sheets received for hazardous substances used in the workplace. Such records shall be maintained for 30 years in accordance with OSHA standards.

Should a Safety Data Sheet be inadvertently destroyed, a record of the hazardous chemicals that were used, where they were used, and when they were used shall be retained for 30 years.

FCC will maintain employee training records pertaining to this hazard communication program for a minimum of three years

## **HAZARD COMMUNICATION – FORMS**

## CHEMICAL INVENTORY

Chemical Number	Chemical Name	Manuf./Supplier	Area Used	Hazard Warnings	Location of SDS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
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26					
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28					
29					
30					
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32					
33					
34					
35					
36					
37					
38					
39					
40					





**Florida Career College**  
**DEPARTMENT SAFETY MEETING**

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Date: \_\_\_\_\_ Supv./Mtg. Leader: \_\_\_\_\_  
Department: \_\_\_\_\_  
Topic(s) Discussed: \_\_\_\_\_  
Video shown: \_\_\_\_\_  
Handouts: \_\_\_\_\_  
Suggestions Made: \_\_\_\_\_  
\_\_\_\_\_  
Comments: \_\_\_\_\_

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**Attendees**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**Florida Career College**  
**EMPLOYEE SAFETY WARNING REPORT**

**Employee's Name:** \_\_\_\_\_ **Date of Warning:** \_\_\_\_\_  
**Violation Time:** \_\_\_\_\_ AM/PM **Violation Date:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Retraining Topic:** \_\_\_\_\_ **Retraining Date:** \_\_\_\_\_

**Type of Warning:**  Verbal  Written  Serious  
**Type of Violation:**  Unsafe Act  Improper Safety Attire  
 Unsafe Condition  Other

**Supervisor's Statement:** \_\_\_\_\_  
\_\_\_\_\_

**Employee Statement:** (Check Correct Line)

I agree with the Supervisor's statement  
 I disagree with the supervisor's statement for the following reasons: \_\_\_\_\_  
\_\_\_\_\_

**List all previous warnings and retraining below:**

First Warning: \_\_\_\_\_ Second Warning: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Retraining: \_\_\_\_\_ Date Retraining: \_\_\_\_\_

Third Warning: \_\_\_\_\_ Copy Distribution:  
Date: \_\_\_\_\_  Employee  
Date Retraining: \_\_\_\_\_  Department Supervisor  
 Personnel Department

I have read this warning decision and understand it.

\_\_\_\_\_  
Employee Signature Date Supervisor's Signature Date

**\*A decision must be made on the following:**

No further action  Suspension  Other

**Florida Career College**

**EMPLOYEE SAFETY TRAINING RECORD**

Employee: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Department of Hire: \_\_\_\_\_

Safety training for our employees is an important part of our safety program. Trainer’s initials indicate that the above employee has been trained in the safe operating requirements of each procedure/equipment listed below. Employee’s initials indicate that safe operating procedures have been demonstrated.

<b>PROCEDURE/EQUIPMENT</b>	<b>TRAINER’S INITIAL/DATE</b>	<b>EE INITIALS/DATE</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

## **LOCK OUT/TAG OUT PROCEDURE**



## OVERVIEW

It is the policy of Florida Career College that any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of power driven machinery and equipment at any of the business properties will abide by the procedures outlined in this document. Lock out is a first means of protection; warning tags only supplement the use of locks. Tags alone may be used only when the application of a lock is not practically feasible and with the approval of the appropriate supervisor.

The purpose of this procedure is to protect employees from accidental or unexpected activation of mechanical and/or electrical equipment during maintenance, repairing, cleaning, servicing, or adjusting or prime movers, machinery, or equipment.

**Lock Out** is the practice of using keyed or combination security devices (locks) to prevent unwanted activation of mechanical or electrical equipment.

**Tag Out** is the practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed.

## RESPONSIBILITIES

It is the responsibility of FCC's Location Safety Coordinator to:

- a) Ensure compliance with procedures set forth in this program.
- b) Provide annual training to employees affected by lock out/tag out procedures.
- c) Inspect energy control procedures and practices at least annually to ensure that all lock out/tag out procedures are being followed.
- d) Certify that periodic inspections have been performed (see Record Keeping and Lock Out/Tag Out Inspection form).
- e) Maintain a file of the specific equipment and operations that require the use of lock out/tag out procedures. The file will include the location, description, power source, and primary hazards of equipment/machinery, a list of the primary operators/maintenance personnel, and a list of lock out/tag out equipment that is used and maintained on site.
- f) Ensure that the supervisors and department heads, in the areas where lock out/tag out procedures apply, adhere to this program.

It is the responsibility of managers and supervisors, in the areas where lock out/tag out apply to:

- a) Ensure that each employee engaging in work requiring locking/tagging procedures to understand and adhere to the procedure.
- b) Ensure that employees have received training in energy control procedures prior to operating machinery or equipment.
- c) Provide and maintain necessary equipment and resources, including accident prevention signs, tags, padlocks, and seals.
- d) Notify FCC's Safety Coordinator of any new or revised equipment, machinery, or operations that require the use of lock out/tag out devices during servicing, maintenance, or repair.

It is the responsibility of all employees involved in departments that use lock out/tag out procedures to adhere to these procedures as outlined in the program.

## **SPECIFIC PROCEDURES**

### **Preparation for Lock Out/Tag Out**

Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, stored energy) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

### **Sequence of Lockout Procedure**

- 1) Notify all affected employees that a lockout is required and the reason therefore.
- 2) If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- 3) Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.
- 4) Lockout energy isolating devices with an assigned individual lock.
- 5) Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, and steam or water pressure must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.
- 6) After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
- 7) The equipment is now locked out.

### **Restoring Equipment to Service**

- 1) When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
- 2) When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

### **Procedure Involving More Than One Person**

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the

designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

### **Rules for Using Lockout Procedure**

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

### **Temporary Removal of Lock Out/Tag Out Devices**

In situations where lock out/tag out devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions will be followed:

- 1) Remove non-essential items and ensure that machines or equipment components are operationally intact.
- 2) Notify affected employees that lock out/tag out devices have been removed and ensure that all employees have been safely positioned from the area.
- 3) Have employees who applied the lock out/tag out devices remove such devices.
- 4) Energize and proceed with testing or positioning.
- 5) De-energize all systems and reapply energy control measures in accordance with this document.

### **Maintenance Requiring Undisrupted Energy Supply:**

Where maintenance, repairing, cleaning, servicing, adjusting, or setting up operations cannot be accomplished with power driven machinery and equipment or the energy source disconnected, such operations may only be performed under the following conditions:

- 1) The external control panel, where the machinery may be activated, must at all times be under the control of a qualified operator.
- 2) All participants must be in clear view of the operator or in positive communication with each other.
- 3) All participants must be beyond the reach of machine elements which may move rapidly and present hazard.
- 4) Where machine configuration or size requires that the operator leave the control station to install tools, and where there are machine elements which may move rapidly, if activated, such elements must be separately locked out.
- 5) During repair procedures where mechanical components are being adjusted or replaced, the machine shall be de-energized or disconnected from its power source.

### **Employee Training:**

Employees will receive annual lock out/tag out training provided through FCC's Location Safety Coordinator, as required under 29 CFR 1910.147 (c)(7)(i),(ii), and (iii).

**Record Keeping:** FCC Location Safety Coordinator will maintain inspection and training records as outlined in this document.

**Florida Career College**

**LOCK OUT/TAG OUT INSPECTION FORM**

**Inspection Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**Location** \_\_\_\_\_ **Inspected:** \_\_\_\_\_

**Employee(s) Inspected (Print/Signature):**

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

**Machine/equipment on which the energy control procedure was being utilized:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>Yes</b>	<b>No</b>
<b>Has the equipment been turned OFF at the power source?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has the employee tested the effectiveness of their lock out/tag out devices?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has the employee reviewed CPR and lock out/tag out training during the past year?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the individual is an outside contractor, have they been informed of the FCC Locations lock out/tag out procedures?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Have all energy sources to the equipment been turned off?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Were tag outs legible and clearly displayed?</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments/Observations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN**



It is the policy of **Florida Career College** that all employees engaged in allied health programs will abide by the procedures outlined in this plan. It is the employees in these departments that are primarily exposed to this biohazard.

**Purpose:** The purpose of the Bloodborne Pathogen Exposure Control Plan is to eliminate or minimize our employee's occupational exposure to viruses that can be transmitted via blood and other bodily fluids, such as human immune-deficiency virus (HIV) or hepatitis B virus (HBV).

**Responsibility:** It is the responsibility of department managers and supervisors, particularly in the areas of allied health, to ensure that all employees comply with the provisions of this plan. It is the responsibility of FCC's Safety Coordinator and the Campus President/Executive Director of each campus, to ensure that employees with potential exposure are trained and provided the appropriate personal protective equipment.

**Allied Health Program and Nursing Participants:** Contact with blood or other bodily fluids can occur in routine course of teaching and practical practice. When employees notice or come in contact with blood or other bodily fluids, the employee must use the following precautions and cleaning procedures:

- a) Use the appropriate personal protective equipment provided, such as gloves, goggles and aprons, to avoid bodily contact with the noted fluids.
- b) Place all contaminated items in the provided biohazard bags, or containers.
- c) Inspect and decontaminate all bins and pails that may have become contaminated.
- d) Inspect and decontaminate all surfaces and areas where the bodily fluids were found, using a 10% (minimum) solution of chlorine bleach, Lysol, or other EPA-registered disinfectants. The solution used must be left in contact with the contaminated surface for at least 10 minutes before cleaning.
- e) Once the areas have been cleaned and disinfected, the employee should remove their goggles, gloves, aprons and other personal protective equipment and place it in the biohazard bag for proper disposal.
- f) Transport the disposal bag or container to the designated removal area.

Broken glassware will not be picked up directly with the hands. Sweep or brush the debris into a dustpan.

**Personal Protective Equipment:** The appropriate personal protective equipment will be provided to all employees in the areas of allied health programs upon being hired. Such equipment will also be replaced, as necessary. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious fluids. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious fluids to pass through to reach the employees' clothing, skin, eyes, mouth, or mucous membrane under normal conditions of use and for the duration of time for which the protective equipment will be used.

**Employees must:**

- a) Utilize protective equipment in occupational exposure situations.



- b) Remove garments that become penetrated by blood or other potentially infectious immediately or as soon as feasible.
- c) Replace all garments that are torn or punctured, or that lose their ability to function as a barrier to bloodborne pathogens.
- d) Remove all personal protective equipment before leaving the work area.
- e) Place all garments in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

**Hepatitis B Vaccine:** The Hepatitis B vaccination **shall be made available** to all employees who have the potential for a direct exposure to infectious bodily fluids as part of their job duties. If the employee initially declines the Hepatitis B vaccination, but at a later time decides to accept the vaccination, the vaccination shall then be made available.

Employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal (The Hepatitis B Vaccine Declination Form is found at end of this section).

**Post-Exposure Evaluation and Follow-Up:** All exposure incidents shall be reported, investigated and documented by the Safety Coordinator. When the employee incurs an exposure incident, it shall be reported immediately to their department supervisor.

Following a report of an exposure incident, the exposed employee will report to their general manager, who will arrange for a confidential medical evaluation and follow-up, including the following elements:

- a) Documentation of the route(s) of exposure.
- b) A description of the circumstances under which the exposure occurred.
- c) The identification and documentation of the source individual, or area of exposure (Identification is not required if the Business can establish that identification is impossible or prohibited by state or local law.)
- d) The collection and testing of the source individual's blood for HBV and HIV serological status.
- e) Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service.
- f) Counseling.
- g) Evaluation of any reported illness.

The healthcare professional evaluating an employee will be provided with the following information:

- a) A copy of this plan.
- b) A copy of the OSHA Bloodborne Pathogen regulations (29 CFR 1910.1030).
- c) Documentation of the route(s) of exposure.
- d) A description of the circumstances under which the exposure occurred.
- e) Results of the source individual's blood testing, if available, or pertinent in the exposure incident.
- f) All medical records applicable to treatment of the employee, including vaccination status.

The employee will receive a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following:

- 1) That the employee was informed of the results of the evaluation.
- 2) That the employee was informed about any medical conditions resulting from exposure to blood or other infectious s that require further evolution or treatment

All other findings or diagnoses will remain confidential and will not be in a written report.

**Training:** All employees involved in the allied health programs of our operations will participate in a bloodborne pathogen training program. Training will occur before an employee is assigned to a task where occupational exposure may take place and at least annually thereafter. Additional training will be provided when changes such as modifications of tasks or procedures affect the employee's occupational exposure.

The training program will include at least the following elements:

- a) An accessible copy of the regulatory text of 29 CFR 1910.1030 and an explanation of its contents.
- b) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- c) An explanation of the modes of transmission of bloodborne pathogens.
- d) An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan.
- e) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious diseases.
- f) An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
- g) Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- h) An explanation of the basis for selection personal protective equipment.



## HEPATITIS B VACCINE DECLINATION FORM

I understand that due to my occupational exposure to blood or other infectious diseases that I may be at risk of acquiring the Hepatitis B virus infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious diseases and I want the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Employee Print Name) \_\_\_\_\_

(Employee Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

(Witness Print Name) \_\_\_\_\_

(Witness Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

## HEPATITIS B VACCINE DECLINATION SPANISH VERSION

### Record de la Declinación de la Vacuna Hepatitis B

Yo entiendo que a través de mi ocupación estoy expuesto a la sangre y otros es infeccioso, y que yo puedo contraer el virus hepatitis B (HBV). Me andado la oportunidad de vacunarme contra la hepatitis B, sin costo alguno. Pero, yo declino a la vacuna de la hepatitis B en este momento. Yo entiendo que declinando la vacuna yo sigo expuesto a contraer la hepatitis B, una enfermedad grave. Si en el futuro yo sigo expuesto a través de mi ocupación a la sangre y otros es infecciosos, yo puedo recibir la vacuna sin costo alguno.

Nombre de Empleado: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma de Empleado: \_\_\_\_\_

Representante de la Empresa: \_\_\_\_\_