



2023

# General Safety Plan



Revised  
2/14/2023

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**APPROVALS**

*This version supersedes all previous versions of this document.*

APPROVED: *Bryan Glatter* Bryan Glatter (Jul 27, 2023 16:25 CDT) DATE: Jul 27, 2023

Bryan Glatter, Vice Chancellor of Administration and Finance  
Division of Administration and Finance  
South Louisiana Community College

APPROVED: *Justin Hernandez* DATE: Jul 27, 2023

Justin Hernandez, Director of Facilities and Security Management  
Department of Facilities and Security Management  
South Louisiana Community College

# RECORD OF CHANGES

Description of Change	Performed By	Date
<i>General Safety Plan created. Elements of previous General Safety Plan integrated with significant revisions made.</i>	David Crochet	2.8.23

## ABOUT THE OFFICE OF SAFETY AND SECURITY

The Office of Safety and Security, under the direction of the Department of Facilities and Security Management, is charged with the responsibility for on-campus security, safety, law enforcement, and the implementation and training of the General Safety Plan.

The Office of Safety and Security is located in the Devalcourt Building, often referred to as “Devalcourt”, at the following address:

South Louisiana Community College  
Lafayette Campus  
320 Devalcourt St.  
Lafayette, LA 70506

The department is available 24/7, 365 days per year to respond to all campus emergencies, incidents, and criminal activity, by calling the Main Security line at (337) 521-8914. The College utilizes a private security contractor to assist with incident reporting and access control measures. Security personnel are stationed at all campus locations, during both day and nighttime operations, as well as weekend events.

*“Providing a quality, safe, and well-maintained environment for all of South Louisiana Community College, through hard work, efficiency, proper oversight, and planning.”*

***Mission Statement - Department of Facilities and Security Management***

# PLAN OVERVIEW

## PURPOSE AND SCOPE

The information contained in this document lays out plans and procedures for the management of safety at South Louisiana Community College with a goal of no injuries, damage, or loss.

This plan is intentionally designed with flexibility to evolve. As a learning institution, we are committed to learning and evolving our management of safety in an ever-changing world.

## AGENCY SAFETY AUTHORITY

As appointed by the Chancellor, the Vice Chancellor of Administration and Finance serves as the Emergency Response Authority to the College, and therefore, as our agency head of safety. The Director of Facilities and Security Management oversees The Office of Safety & Security and manages the execution of this plan under the Vice Chancellor's leadership.

## APPLICATION

This General Safety Plan applies to all facilities and locations which provide SLCC instructional activities.

These sites include:

- SLCC Lafayette Campus
- SLCC Lafayette ISAE Facility
- SLCC New Iberia Campus
- SLCC Franklin Campus
- SLCC Acadian Campus
- SLCC Evangeline Campus
- SLCC Gulf Area Campus
- SLCC Port of West St. Mary
- SLCC T.H. Harris Campus
- SLCC T.H. Harris Extension Campus
- SLCC Young Memorial Campus
- SLCC Young Memorial Marine Campus

## **SECTION 1: MANAGEMENT SAFETY POLICY STATEMENT**

At South Louisiana Community College, we support the provision of a safe and incident-free environment for all students, employees, and guests at all College locations. The creation and administration of sound safety policies is an important function of management and the entire College Community. The safety of our students, employees, and guests is essential to our success and is therefore an unwavering value at SLCC.

Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes to ensure safe and healthy conditions in our offices, classrooms, facilities, and on our grounds. This objective can be reached if all involved accept personal responsibility not only for their own safety, but for assisting in the safety of others. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for helping us reach our goal of no injuries, damage, or loss.

It is our intention to provide necessary supervision, effective training, and safe equipment on the job. The success of our safety and loss prevention system depends upon the collective efforts of each of us to minimize and eliminate all potential hazards. We call on all involved to devote daily attention to making safety an integral part of our operations and our lives.

## SECTION 2: ASSIGNMENT OF RESPONSIBILITY

*The primary responsibility for preventing incidents and controlling hazards rests with management. Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The keys to effective safety performance are management procedures that assign accountability.*

### *Vice Chancellor of Administration & Finance:*

1. Designated authority on matters of safety & security.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies as formulated by the Office of Safety & Security.

### *Associate Director of Safety & Security:*

The Associate Director of Safety & Security is responsible for the development and implementation of the SLCC safety program. They serve as the designated loss prevention coordinator and should have direct access to the Vice Chancellor of Administration & Finance. Their duties should include but not be limited to:

1. Planning and directing a regular program of safety inspections and incident investigations.
2. Conducting safety meetings and trainings.
3. Conducting activities to stimulate and maintain interest in safety among employees.
4. Checking for compliance with applicable safety laws and codes. Primary responsibility for coordinating the safety operations at each facility or Agency.
5. Keeping and analyzing incident records.
6. Issuing regular reports showing safety performance and incident trends.

### *Office of Facilities Management (Facilities Area Managers):*

1. Ensures the safe execution of all work orders.
2. Cooperates in devising safety equipment, guards, and appliances.
3. Maintains a regular maintenance schedule on all equipment and keeps maintenance records.
4. Makes regularly scheduled inspections in conjunction with the Safety & Security Department and makes reports.

### *Office of Facilities Management (Facilities Site Managers):*

1. Serves as on-site safety authority.
2. Inspects sites for compliance with safe work practices and safety rules.
3. Trains employees to work safely.
4. Corrects unsafe conditions and at-risk behaviors.
5. Obtains prompt first aid for the injured.
6. Reports and investigates incidents and works with the Safety & Security Department to determine cause and correct any problems.
7. Holds crew safety meetings.
8. Discusses safety with individual employees.



*Faculty/Staff Members:*

1. Works in accordance with accepted safety practices.
2. Reports unsafe conditions and practices.
3. Observes safety rules and regulations.
4. Makes safety suggestions.
5. Asks for assistance or further explanation when needed.

## SECTION 3: SLCC SAFETY RULES

The establishment of a set of safety rules does not, by itself, guarantee a low incident rate. While these guidelines are for avoiding injury, safety rules will not eliminate the need for continuous safety training nor reduce the importance of the supervisor's role in incident prevention.

### **The following safety rules shall apply to all employees of SLCC:**

- Alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated at SLCC. Smoking is prohibited on our campuses.
- Possession or use of any weapons on campus is prohibited by law.
- Employees must notify their supervisor of any permanent or temporary impairment that may reduce their ability to perform in a safe manner.
- Inspect the workstation for potential hazards and ensure that equipment or vehicles are in safe operating condition before using them. Operate equipment only if you are trained and authorized.
- If there is any doubt about the safe work method to be used, consult your supervisor before beginning work.
- Immediately report accidents, incidents, or property damage to your supervisor or The Office of Safety & Security, regardless of severity, as well as potential hazards or unsafe acts.
- Follow recommended work procedures outlined for the job, including those in the job safety analysis. Use Personal Protective Equipment (PPE) as recommended/required.
- Maintain an orderly workplace. Store all tools and equipment in their designated places. Put scrap and waste material in a designated refuse container.
- Report any smoke, fire, or unusual odors to your supervisor.
- Use proper lifting techniques. Bend your knees, not your back. Get help. For objects exceeding 50 pounds in weight, supervisors should be consulted for specific safe lifting methods.
- Never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- Fasten safety belts before starting any motor vehicle.
- Comply with all traffic laws, signs, signals, markers, and persons designated to direct traffic.
- Know emergency plans and evacuation routes via floor plan maps in each building.
- Walk, do not run. Horseplay or fighting are not tolerated on campus.
- Check all electrical cords to ensure that the wires are not frayed and that the plugs are secure. Do not allow cords to extend across doorways, aisles, or other walkways. When removing plugs from receptacles, grasp plug, not the cord.

## SECTION 4: AGENCY CLASSIFICATION

Effective July 1 of each Fiscal Year, the Office of Risk Management classifies each audited state agency as either Class A or Class B based upon the results of the agency's most recent audit or compliance review. This classification determines how often, monthly, or quarterly, the agency is required to conduct safety meetings and building inspections.

### *Class A Agency:*

An audited agency which receives a non-compliant score on the audit or compliance review will be required to conduct safety meetings and building inspections on a monthly basis effective July 1 of the upcoming Fiscal Year. A Class A agency may elect to meet more often than monthly.

### *Class B Agency:*

An audited agency which receives a Compliant score on the audit or compliance review will be required to conduct safety meetings and building inspections on a quarterly basis effective July 1 of the upcoming Fiscal Year. A Class B agency may elect to meet more often than quarterly.

The Office of Risk Management will notify SLCC prior to July 1 should there be a change in the agency's classification from the prior Fiscal Year.

***SLCC is currently classified as a Class B Agency, and as such shall follow the guidelines and requirements as set by LA ORM.***

## SECTION 5: SAFETY MEETINGS

Safety Meetings will be conducted for all employees, at a minimum, with the frequency prescribed by the agency classification. These meetings should refresh safety principles and processes, update team members on lessons learned, prepare, and practice emergency response protocols, and generally promote a safety culture committed to no injury, damage or loss.

### **Conducting the Meeting**

1. The Associate Director of Safety & Security or their designee will be responsible for selecting an activity or topic to be used as a safety meeting subject that can benefit all employees in attendance and for conducting the meeting(s). Examples of appropriate topics can include: a new job/procedure/changes in an operation, an unsafe behavior or activity, or an annual review of SLCC's Safety Rules.
2. Meetings may be conducted in a classroom-like setting (in-person or virtual) with lecture, video, and/or demonstrations.
3. Information may be distributed via email, handouts, correspondence, in which case employees shall be required to indicate that they "have received and read" the materials.
4. Record the total number of employees participating vs. the total number of employees and calculate a percentage of employees who participated.

## Document Attendance

Meeting attendance will be documented electronically via the medium used (Zoom, Webex, KnowBe4). When in-person, ensure an original signature is obtained from each employee in attendance and that the documentation reflects the date on which the information was received. For those employees to whom the safety meeting information is provided electronically, maintain a record of receipt by each employee (i.e., email read receipt.)

## Keep a Record of the Meeting

1. The Associate Director of Safety & Security will compile and keep on file Safety Meeting Reports. The Safety Meeting Report shall list the topics discussed. It should also identify the methods used to conduct the meeting (e.g., classroom, virtual, distribution of reading materials, demonstrations, etc.).
2. Electronic attendance records and/or sign-in sheets shall be available for review at the next audit or compliance review.

## SECTION 6: TRAINING

While safety training is an integral part of safety meetings, safety training occurs both in and outside of meeting spaces. Appropriate safety training shall be provided to all employees on the job who must perform new tasks or operate new equipment or whose safety performance is not satisfactory. Safety 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 safety protocols. Additionally, safety related training shall cover SLCC's specific policy on such. All safety training, whether formal or on the job training (OJT), shall be documented.

Department heads (or designee) shall ensure that trained persons are conducting job-specific safety meetings, inspecting work area, investigating incidents, analyzing jobs for safety, and demonstrating leadership skills in safety.

The Associate Director of Safety & Security, as the designated Loss Prevention Coordinator, and other loss prevention representatives shall have documented proof of attendance at least once every five years in the LA ORM Loss Prevention Program course.

SLCC is required to document the review of the following College policies for all employees. Such awareness shall be completed within 90 days of hire and additionally as indicated thereafter and may count toward the monthly/quarterly safety meeting requirements.

- Drug-Free Workplace (once every 5 years)  
*\*SLCC's Drug Free Workplace policy should be in accordance with RS 49:1001 et seq. and any other relevant statute.*
- Return to Work (once every 5 years)
- General Safety Rules (annually)

Additionally, audience specific trainings as required by this plan (i.e. High and Low-Risk Blood Borne Pathogens, Hazardous Materials Communication awareness, etc.) may be conducted as a part of a safety meeting.

## **SECTION 7: SITE SAFETY AWARENESS AND INSPECTIONS**

1. The Office of Facility Management is responsible for conducting regularly scheduled quarterly/monthly (as prescribed by agency classification, currently Class B) inspections and for identifying and correcting conditions or practices that are potential safety hazards.
2. The Facilities Area Manager or their 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 hazards.

Examples of hazardous conditions that may be detected are as follows:

- Slip or trip hazards (e.g., cords or torn/broken floor covers)
  - Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
  - Holes or protrusions such as eroded, broken or sunken walking surfaces
  - Temporary accumulation of flammable or combustible materials
  - Storage and use of chemical products and other hazardous materials
3. The completed inspection checklist(s) shall be available for review at the next audit or compliance review.
  4. All employees are responsible for reporting any potentially hazardous condition or unsafe practice they find. The employee records the unsafe condition via the Facilities Maintenance Express (FMX) system as a safety/security concern where it is tracked by digital Hazard Control Log (HCL) and treated as a work order for resolution.

The first-line supervisor/foreman is responsible for tracking reported hazards in their area 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 Facilities Manager cannot correct the hazard, they shall immediately report it to the next level of management.

5. If a hazard exists unresolved for more than 30 days, the FMX system will alert the area supervisor as well as the Associate Director of Safety & Security and the Office of Risk Management's Loss Prevention Unit.

## **SECTION 8: INCIDENT REPORTING & INVESTIGATION**

Incidents/accidents may occur despite our best efforts at safety and regular inspections. When an incident does occur, it shall be thoroughly investigated to determine the cause and any contributing factors to prevent a recurrence.

It should be noted that while the word "accident" is common vernacular and is often used interchangeably with the word "incident," we will rely primarily on the word "incident," as the word "accident" implies a happenstance that was unpreventable. We choose to work from a belief that all incidents are preventable.

The appropriate investigation report (DA2000 - employees only; DA3000 - visitors or clients) shall include information on the individual injured, a description of the incident (bodily injury vs. property damage), a statement of what caused or might have caused the incident, and any corrective action that has been taken or that should be taken to prevent recurrence. SLCC shall keep on file all incident related DA2000 and/or DA3000 or equivalent forms for review by the Loss Prevention Coordinator.

A member of the Safety & Security Department and/or contracted security provider will complete the reporting section of the appropriate DA2000/DA3000 forms.

NOTE: The DA2000 form is not required for motor vehicle incidents. The DA2041 form is required in such instances.

The Associate Director of Safety & Security or their designee is primarily responsible for conducting the incident investigation and completing applicable investigation sections of the DA2000/3000 forms. Security personnel may and the supervisor of the work unit should be involved depending upon the nature and severity of the incident. Supervisors should always have ownership and involvement in investigation and remediation in their areas. All incidents, including those occurring to non-employees, should be investigated.

In the event of a fatality, or near fatality, ORM Loss Prevention Management shall be immediately notified by the Office of Safety & Security via email or a phone call. A claim report should also follow.

Incidents do not just happen; they are caused. The Incident Reporting Forms are used to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the forms shall be completed. Notations such as N/A (not applicable) are not acceptable. These forms are available online in the Safety portion of the SLCC website and can be accessed via this link <https://www.solacc.edu/about-us/campus-security-safety/index>. If you do not have internet access, you can call the Safety & Security Department to request one.

AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS, the supervisor should follow these steps in investigating the incident.

1. If possible, ask the person or persons involved to describe what happened. Do not assign blame or fault; just get the facts.
2. Survey the incident 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.
3. Determine if there were any witnesses to the incident and get their written description of the incident using the statement form.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Notify their supervisor and contact the Office of Safety & Security.

Copies of incident investigations and supporting documentation shall be kept in a secure filing area by Safety & Security.

## SECTION 9: JOB SAFETY ANALYSIS

### When to Perform a Job Safety Analysis

A written job safety analysis (JSA) shall be performed on all jobs that have resulted in statistical incident trend or death, or where there has been a change in a job procedure/equipment. A "JSA" is not the piece of paper; Job Safety Analysis is the process of analyzing and discussing the job, its hazards, and reduction measures for each of those hazards. The JSA form is a recording of that process. It can then be used to guide the same processes for future efforts on the same job. An existing JSA can always be amended as we learn more about that operation.

### Job Safety Analysis Procedures

When deciding the level of risk assessment a job requires, including a written JSA, the following factors should be considered:

- Occurrence of Injuries: Jobs that have produced an incident trend, or death, during the past five years shall be analyzed.
- Frequency of Incidents: Jobs that repeatedly produce incidents (trends) are candidates for a job safety analysis. The greater the number of incidents 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 incidents 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 incidents, but their incident potential should be fully evaluated. A job safety analysis shall be made on every new job with potential hazards. Analysis should not be delayed until an incident occurs.
- Death: Any incident that caused the death of an employee shall have a job safety analysis performed and documented as part of the investigation.

### Step 1: Sequence of Basic Job Steps

The supervisor/foreman responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor shall conduct the job safety analysis with the help of employees who are about to perform or 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:

1. Making the breakdown too detailed so that an unnecessarily large number of steps result; or
2. 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.

The steps are listed in the first column of the written JSA form. The wording for each step should begin with an action word such as "remove," "open," or "lift."

### Step 2: Identify Potential Hazards

Hazards associated with each step are identified by asking questions like the following:

1. What could hurt me or others, or damage equipment when performing this job step?
2. What is the worst that could happen?
3. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
4. Can the employee be caught in, by, or between objects?
5. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
6. Can employees strain themselves by pushing, pulling, lifting, bending, or twisting?
7. Are there environmental hazards (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Using the Job Safety Analysis Form (JSA-1-00), document hazards associated with each step in the second column.

### Step 3: Recommended Safe Job Procedures (Reduction Measures)

The final step in job safety analysis is to develop a safe, efficient job procedure to prevent incidents by identifying hazard reduction measures for each hazard. 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. For example, "watch your pinch points" does not tell how to prevent pinch or 'caught-between' injuries. A good recommendation explains both "what" and "how." For example, "Place hands only on safety handles" says what to do to avoid injury at the same time it says what not to do.

It is important to remember that the first, best mitigation for a hazard is to eliminate the hazard altogether. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do the job that will eliminate exposure to the hazard.
2. Change the physical conditions that create the hazard by changing tools, materials, equipment, layout, location, etc.
3. Change the work procedure to eliminate the hazard.
4. Reduce the frequency of the job's performance.

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.

If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job safety analysis and involve personnel to help to reduce job hazards.

### 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 if 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.



## Use of the Job Safety Analysis

The job safety analysis provides a learning opportunity for the supervisor and employee. As mentioned previously, it can guide discussions for future jobs. It can also serve as a guide to train new employees or employees asked to perform new tasks.

Jobs that are performed infrequently require additional effort to minimize incident 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 those hazards.

Finally, the job safety analysis is an incident investigation tool. When incidents 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.

## 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.

## SECTION 10: STOP WORK AUTHORITY (TIME-OUT)

SLCC is committed to a safety culture of no injuries, damage, or loss! It will take everyone in that culture to make this goal a reality. For this reason, SLCC empowers everyone on our campuses with *Stop Work Authority*, or the right to simply stop the job by calling a “time-out” when one sees something that concerns them about safety, or that they perceive to be unsafe. This includes employees, contractors, students, and visitors. The newest set of eyes on a job will see things differently from some of us who have been around and “always done it this way!”

- When a time-out is called, all work should stop, the working team should hear and discuss the concern, and work together to come up with a change that will resolve the issue or alleviate the concern.
- When discussing the concern, we may find that the plan was good and the concern was unfounded. It is important to acknowledge the time-out because clearly someone did not understand something, which could be hazardous.
- There should never be negative repercussions from supervisors, instructors, or peers for exercising stop work authority and calling a time-out. Time-outs should be celebrated to promote a culture of empowerment to freely speak concerns. Stop Work Authority is a natural extension of the ethos “when you see something, say something.”

## SECTION 11: PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some jobs may warrant the use of equipment worn over and above an employee's/student's standard uniform to minimize exposure to hazards that can cause serious workplace injuries or illnesses. This Personal Protective Equipment, commonly referred to as PPE, may include items such as gloves, safety glasses, protective-toe work shoes/boots, earplugs or muffs, hard hats, respirators, fire-retardant (FR) clothing, and fall protective harnesses and lanyards. PPE serves as a protective barrier or *last line of defense*. It will not prevent an incident in so much as it might protect the wearer from the outcome(s).

- All PPE, where available, should be certified by a national safety standards organization like the American National Standards Institute (ANSI) and meet or exceed Occupational Safety and Health Administration (OSHA) standards.
- Job-specific PPE should always be a part of the discussion and identified via the job-specific JSA, but some types of work contain hazards which will always require certain PPE. For example, the hot work of welding will always require FR clothing, protective aprons, gauntlet gloves, and specific eye/face protection.
- An assessment should be made and documented annually in each facility to determine if PPE is needed as it relates to the Equipment Management Program, or as related to equipment maintenance and testing, as well as to instructional jobs performed at the college.
- The Department head will be responsible for procuring PPE determined to be required, assuring assessment of the condition/suitability of existing PPE, and disposing of damaged/expired PPE.
- The General PPE assessment should be revisited and updated annually. Facility Managers are responsible for keeping these assessments current and their documentation on-site, as well as making copies available to Safety & Security upon request.

## SECTION 12: ENERGY ISOLATION (LOCK-OUT/TAG-OUT)

Personnel who perform work in the vicinity of systems that are energized, can be energized, or contain stored energy are exposed to risks that must be controlled via energy isolation. The risks associated with the release of mechanical, electrical, or pressurized energy can inflict high severity injuries. Released energy hazards must be identified as a part of the Job Safety Analysis (JSA) and then controlled via energy isolation procedures also known as Lock-out/Tag-out (LO/TO).

- Designated Supervisors (instructors in class projects, facilities managers or maintenance foremen in facilities and maintenance projects) are responsible to ensure that energy isolation controls identified in this policy are integrated into the Job Safety Analysis and project processes.
- Once an energy source that workers may be exposed to on a project has been identified, that energy must be physically isolated from workers (power shut off at a breaker, pressure blocked by cap or valve, etc.). Then the ability to de-isolate the energy source must be locked away from workers or potential passers-by via physical lock and tagged to identify that it is locked out.

- Individually keyed padlocks, information tags, hasps, and other covering devices used to Lock-out / Tag-out control handles / switches shall be used.

Equipment involved in isolation of hazardous energy shall meet applicable regulatory requirements, industry standards, and/or good engineering practices. Tags shall be Occupational Safety and Health Administration (OSHA), or equivalent compliant as follows:

- Durably constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
  - LO/TO devices shall be standardized as much as practical within the workspace in at least one of the following criteria: color, shape, or size. Print and format should also be standardized.
  - Substantial enough to prevent inadvertent or accidental removal.
  - Indicate the identity of the employee applying the tag.
- Tags shall contain applicable warnings against hazardous conditions if the machine or equipment is energized and shall include a legend such as:

**Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Turn On. Do Not Operate.**

- LO/TO equipment shall be able to withstand the environment they are used in for the maximum amount of time they are expected to be exposed.
- LO/TO devices should be uniquely identified with a number or letter. The lock number should be documented in the LO/TO portion of the Job Safety Analysis.
- The Designated Supervisor is the responsible person for Lock-out / Tag-out procedures. Once the need for energy isolation is identified and documented in the Job Safety Analysis, the project manager must sign off and personally ensure that the energy source has been isolated and locked and tagged out with the LO/TO device identified in the JSA.
- Once work is complete, only the project manager may cancel the Lock-out/Tag-out and de-isolate the energy source. Temporary de-isolation for testing must also be managed by the project manager to ensure that all who need to be are involved and informed.
- Lock-out / Tag-out training should be provided to authorized employees annually, and to affected personnel every 3 years.

## **SECTION 13: CONFINED SPACE ENTRY**

Confined space entry is a specialized function of certain projects that is rare in our setting but should be taken *very* seriously if the need presents itself. When incidents occur in confined spaces, as often as not, multiple people end up overcome or dead because the hazards were not managed, and someone rushes in without thinking to help the first fallen victim and they, themselves, are overcome. For this reason, SLCC chooses to refrain from any repair or job that requires confined space entry and to utilize licensed and certified contractors who will manage the job via their own confined space entry program.

A confined space is defined as a space that has limited or restricted means of entry, is not designed for continuous occupancy, and is large enough and configured so that a person can enter the space and maneuver well enough to perform tasks.

- Typically, this includes any space designated to contain products such as liquids, bulk materials, gases, or some other containment function that does not require routine entry by personnel.
- Entry and exit into confined spaces are limited and usually consists of a small hatch.
- Natural ventilation is not or may not be adequate and fixed mechanical ventilation is not present.
- A survey should be conducted annually and a list of confined spaces and/or potential confined spaces should be maintained by the Office of Facilities Management. Copies should be made available to the Office of Safety & Security upon request.

## SECTION 14: REQUIRED DOCUMENTATION AND RECORDS

The following safety records shall be maintained by SLCC for at least **five years**. Copies of forms describing the specific procedures as noted are included with exhibits on the Office of Risk Management (ORM) website.

### Safety Meeting Documentation

Completed quarterly in each unit following safety meeting occurrences and maintained in the operating area for review at the next audit or compliance review. Copies may be sent to the Associate Director of Safety & Security or Chancellor.

### Training Documentation

Sign in sheets and/or electronic read receipts shall be completed for all training sessions and maintained in the operating area for review at the next audit or compliance review.

### Inspection Checklist

Inspection forms shall be completed quarterly (Class B) in each work unit following a general safety inspection. The completed form shall be kept in the area it covers for review at the next audit or compliance review and shall be made available to the Associate Director of Safety & Security or Chancellor and the ORM's Loss Prevention Management upon request.

### Hazard Control Log

Shall be posted in a conspicuous location or made available as needed to identify potential hazards in each work unit. Access to the original documentation should remain available in the area it covers until the hazard has been corrected, and all completed forms or digital equivalents will be kept on file until the next Loss Prevention audit or compliance review. Copies are sent to the Associate Director of Safety & Security, and ORM's Loss Prevention Management if not corrected in 30 days. Copies shall be made available to ORM's Loss Prevention Management upon request.

### Post-Incident/Accident Analysis Forms

Complete a DA2000 or DA3000 form for each incident that occurs regardless of whether it requires medical expense and/or lost time or not. A copy should be given to the Associate Director of Safety & Security. These forms should not be used in lieu of the required claims reporting forms.

### Job Safety Analysis

Completed by supervisors in each work unit. 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

Supervisor 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.

### **PPE Assessment**

An assessment should be made and documented in each facility to determine if PPE is needed as it relates to the Equipment Management Program, or as related to equipment maintenance and testing, as well as to instructional jobs performed at the college. This should be revisited/revised annually.

### **Confined Space Survey**

A survey should be conducted annually and a list of confined spaces and/or potential confined spaces should be maintained by the Office of Safety & Security.

## **SECTION 15: BLOOD BORNE PATHOGENS**

### **Blood Borne Pathogens Exposure Control Plan**

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 by using 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. Occupations with a higher risk for exposure shall comply with state and federal standards, regulations, and laws.

### **Blood Borne Diseases (not an all-inclusive list)**

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

### **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 tools and proven exposure-reduction procedures (examples: tongs, recognized work practices, specialized equipment) whenever possible.
- Be alert for sharp objects, broken glassware, used syringes in trash. Do not pick up broken glass – use brush or broom & dustpan.

### **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 incident, the contaminated area must be cleaned with the proper recommended decontamination solution (EPA-registered disinfectant suitable for non-enveloped viruses, or a solution of 1 part household bleach to 9 parts water).
- 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.

## Post-exposure Procedures

- Wash hands with antibacterial soap after contact. If antibacterial soap is unavailable, hand sanitizer with an alcohol content of at least 60% may be used.
- Flush eyes and face with fresh water for several minutes after contact.
- Follow SLCC's reporting procedures for an exposure including seeking medical counseling.

## 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 (see Appendix A). 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.

## Training Requirements

An employee's training schedule shall be contingent upon the level of exposure to BBP:

### High-risk Employees

Workers with occupational exposure shall receive training within 90 days of hire and at least once per year afterwards. See below for a list of employee job titles who have been determined to be high risk:

1. Associate Director of Safety & Security
2. Facilities/maintenance personnel

3. Security & First Responders
4. Medical staff
5. Culinary staff
6. Science labs personnel

### Low-risk Employees

All employees shall participate in a training program within 90 days of employment. If there are no BBP events, the training shall be required every five years thereafter. If a SLCC unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

### Guidelines for Avoiding the Spread of Infection

- Wash hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics.
- Keep hands away from eyes, nose, 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 supervisors.

## **SECTION 16: FIRST AID**

### **Requirements for First Aid**

All employees shall report any injury to the first aid station or appropriate personnel (immediate supervisor, Safety & Security Department, etc.) as soon as possible, at least before the end of the shift during which the incident occurred.

If available, someone who has completed a certified first aid course will treat minor injuries and the employee will be returned to work. The employee shall be required to complete an Accident/Incident Report (DA2000). A description of the incident and names of witnesses (if any) are included on the form.

If a physician is needed, the employee may be given an Employer's First Report of Injury Form for treatment to be given to the treating physician.

The employee will provide SLCC with the treating physician's diagnosis of the injury and the length of time he or she is expected to be unable to work.

For visitors and/or non-employee incidents or injuries, a DA3000 reporting form shall be completed. EMS should be contacted if medical assistance is required.

### **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 Form**

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.

### **Emergency Eye Wash**

In such situations where this is needed, typical protocol calls for a minimum of 15 minutes constant flushing time. This normally cannot be achieved via the use of small, portable, disposable containers of fluid found in many first aid kits. A fixed flushing station that uses an unlimited supply of uncontaminated fluid (e.g., potable water) is preferable.

## **SECTION 17: HAZARD COMMUNICATION & CHEMICAL SAFETY PROGRAM**

This Hazard Communication (HazCom) Program applies to any hazardous chemical, which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency. Thus, the program does not extend to office personnel, other employees whose job performance does not involve potential exposure to hazardous chemicals, or to laboratory employees.

The definition of "hazardous chemical" is extremely broad, and includes any chemical, which is a physical hazard or a health hazard. For determination of physical and health hazards associated with products not synthesized on-site, personnel should rely on the evaluation performed by the chemical manufacturer or importer transmitted via Safety Data Sheet (SDS).

### **Responsibilities**

SLCC's Hazard Communication Program is overseen by the Associate Director of Safety & Security.

#### *Associate Director of Safety & Security:*

Shall:

- Determine when and what kind of employee exposure monitoring is required.
- Write and maintain the Hazard Communication Program and ensure that all parts of the program are properly implemented.
- Develop and maintain a HazCom training program.
- Monitor procurement, use, and disposal of hazardous chemicals.
- Help develop Standard Operating Procedures (SOP) for their hazardous operations.
- Perform random safety reviews.
- Review the HazCom Program and Training programs annually and make necessary changes.

#### *Department Heads:*

Department Heads or their designees (foremen and supervisors) who have employees who work in areas where hazardous chemicals are stored, handled, or used are responsible for:

- Creating and maintaining an inventory of all hazardous chemicals.
- Ensure that all hazardous chemicals/products are properly labeled, and that these labels are not removed or defaced.
- Maintaining copies of SDS (or access to digital copies) for each hazardous chemical in the



workplace and ensuring that they are readily accessible to employees when they are in their work areas.

- Informing employees of any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, the inventory, and safety data sheets.
- Providing employees with training regarding hazards or practices specific to their work area at the time of their assignment and whenever a new hazard is introduced into their work area.
- Determining the required personal protective equipment (PPE) for the procedures and materials in use in their area.
- Ensuring that the proper personal protective equipment (PPE) is available in good condition and that the employees are trained and encouraged in its use.
- Developing safe procedures for work in their area, as well as written procedures for emergencies and evacuations, and train employees in those procedures.
- Inform employees about proper performance of non-routine tasks.
- Employees are responsible for:
  - Planning and conducting each operation according to the Hazard Communication Program.
  - Maintaining area in good order.
  - Using the required PPE.
  - Reporting any exposures, injuries, or problems to supervisor and the Safety Officer.
  - Reviewing SDS prior to using a substance for the first time and reviewing it periodically thereafter.

#### *Contracting Officials:*

Contracting officials (purchasing agents, Facilities, Maintenance, and Department Heads) are responsible for:

- Instructing all outside contractors to contact the Safety & Security Department for specific information about hazardous chemicals within SLCC that may pose a risk to contract employees.
- Contracting Officers will require all contractors to provide the information concerning hazardous chemicals brought into any SLCC facility to perform contracted work before that work begins.

#### **Hazardous Chemicals Inventory**

The Department Head, or designee, is required to maintain a list of all hazardous chemicals known to be present in each work area (e.g. maintenance shop, section, etc.) and update the list as necessary (at least annually).

The inventory must identify:

- Each hazardous chemical by the primary name on the label,
- The manufacturer or distributor of the chemical, and
- Chemical abstract number (CAS).

The inventory must:

- Be kept in the work area in a suitable format,


- On a log sheet, or in a computer.
- List all hazardous chemicals found in the work area for which the supervisor is responsible including, but not limited to:
  - Laboratory chemicals, janitorial supplies, compressed gases, cleaning products,
  - Materials found in maintenance Departments (such as lubricating oils, solvents, etc.),
  - Specialty chemicals used by illustrators, printers, etc.

#### Labeling Requirements

The supervisor shall ensure that all hazardous chemicals are properly labeled. Labels shall follow OSHA's Hazard Communication Standard (HCS) which is aligned with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). Accordingly, labels should include:

- The chemical/product identity,
- The name and address of the manufacturer, supplier, or other responsible party,
- Precautionary Statements,
- Hazard Pictograms,
- Harmonized Hazard Signal Word(s),
- Hazard Statements for each hazard class and category,
- Along with other supplemental information.

**SAMPLE LABEL**

CODE _____ Product Name _____	}	<b>Product Identifier</b>	<div style="text-align: center;"><b>Hazard Pictograms</b></div> 
Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____	}	<b>Supplier Identification</b>	<div style="text-align: center;"><b>Signal Word</b></div> <div style="text-align: center;"><b>Danger</b></div>
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.			Highly flammable liquid and vapor. May cause liver and kidney damage.
<b>Precautionary Statements</b>			<b>Hazard Statements</b>
<b>In Case of Fire:</b> use dry chemical (BC) or Carbon Dioxide (CO <sub>2</sub> ) fire extinguisher to extinguish.			<div style="text-align: center;"><b>Supplemental Information</b></div> Directions for Use _____ _____ _____
<b>First Aid</b> If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.			Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____

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Portable containers of working solutions shall be labeled appropriately unless they are intended for immediate (during a day's work-shift) use by the employee who prepared it. In this case, only the identity of the chemical must be supplied on the label.

The contents of all vessels (containing chemicals or products such as cleaning solutions) shall be identified by name on the container.

Chemicals stored in bulk quantities, pipelines, and storage tanks are required to be adequately labeled.

Storage tanks or drums may be labeled collectively rather than labeling individual containers if they are not removed from the labeled area and if the hazards are the same. It is the responsibility of the Department or area supervisor ordering and using these bulk chemicals to ensure adequate labeling.

Container labeling shall provide an immediate visual warning about the specific harm that may result from exposure to the chemical. If the manufacturer or supplier has adequately labeled the original container, transferring the information on that label to a secondary workplace container is appropriate. In many cases, the chemical manufacturer or supplier may cooperate by providing additional labels, upon request, with a chemical shipment.

If the Department needs to create labels, durable printed labels will be available in blank form with chemical names and an assortment of hazard symbols, which may be affixed to the basic label.

Personnel responsible for container labeling shall correct any outdated hazard warnings with the updated information as soon as they learn of any hazard characteristic changes.

## Safety Data Sheets (SDS)

- The supervisor is responsible for acquiring and updating SDS for all hazardous chemicals located in their work area.
- SDS should be in the latest 16-section OSHA HCS-approved format.
- The SDS shall be reviewed by all personnel using the chemical before it is used and kept in the work area so that they are readily accessible.
- To obtain specific SDS, request them from the manufacturer or distributor, or search the internet for assistance.
- Departments shall document their efforts to obtain SDS from suppliers.
- Maintain a copy of letters requesting SDS in the file until the SDS are received.
- Chemicals purchased locally from retail stores may not come with SDS. Under these circumstances, ask the retailer if they have the SDS or request it from the chemical manufacturer or supplier.
- If you have more than one SDS for a hazardous chemical from the same manufacturer:
  - Check the date and
  - Use the most current one
  - Discard all others
- To obtain further information or assistance in interpreting SDS, contact the manufacturer or distributor.

## Employee Training and Information

Affected Employees should receive HazCom training from their supervisors within 30 days of hire.

Affected employees shall receive further hazard communication training:

- When working in a new area,
- Whenever a new material or procedure is introduced into the workplace, or
- Whenever the Department Head, Safety & Security Department or Supervisor feels that refresher training is in order (at least annually).

This training shall include:

- Location and availability of the written Hazard Communication Plan.
- Physical and health hazards of chemicals in the work area and their locations.
- Methods and observation techniques used to detect the presence or release of a hazardous chemical.
- How to lessen or prevent exposure to these hazardous chemicals through usage of controls, work practices and PPE.
- How to use safety data sheets information.
- How to read and understand labels.
- Contingency plans for medical and incident response.
- The proper use of any PPE required.
- Location of SDS file and hazardous chemicals inventory.
- All training shall be documented by recording the training session subject(s), date, and attendees. Documentation shall be sent to the Associate Director of Safety & Security who will maintain the official files. The supervisor shall also maintain a copy of these records.

For those employees who are not likely to encounter one or more hazardous materials in the course of a work shift, documented HazCom training (SDS and labels only) is required within 30 days of hire, if promoted to an affected area (full program), then as listed above.

#### Non-routine Tasks

Employees performing "non-routine" tasks may be exposed to chemicals from unusual and unsuspected sources. These "non-routine" tasks may include, for example, periodic tank or boiler cleaning or the replacement of seals and gaskets. Written procedures shall be developed for every "non-routine" task by the supervisor of the employees who will perform the task. The information shall include chemical hazards associated with the performance of the tasks and appropriate protective measures required to perform the task safely. The procedures shall be included in the local copy of the Hazard Communication Program.

The LA Office of Risk Management shall provide advice and guidance upon request.

#### Spills

Any loss of containment or spill of a hazardous or suspected hazardous material should be reported to the supervisor immediately. Spill containment and clean-up should be managed like any other job with risks, and after the area is cleared and barricaded, a job safety analysis (verbal at a minimum) should be conducted prior to clean up.

#### Disposal

SLCC shares the Environmental Protection Agency's objective of creating hazardous waste disposal methods and practices that conserve natural resources while ensuring the protection of human health and the environment. Many hazardous wastes can be recycled safely and effectively, while other wastes will be treated and disposed of in landfills or incinerators. Disposal must also be performed with attention to safety. For this reason, disposal methods and vendors for some key hazardous waste categories have been laid out in Appendix B – Hazardous Materials & Waste Disposal Protocols.

**APPENDIX A: DECLINATION FORM**

Employee’s Refusal/Declination to Take Hepatitis B Vaccination

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline this vaccine, and understand that 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 materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Employee’s LoLA Number

\_\_\_\_\_  
Date

## APPENDIX B: HAZARDOUS MATERIALS & WASTE DISPOSAL PROTOCOLS

Hazardous Materials & Waste should be stored prior to permanent disposal via the method listed, then disposed of via the vendor/method prescribed. SLCC will choose vendors who will recycle first, whenever possible.

**HAZARDOUS MATERIAL TYPE**                      **TEMPORARY DISPOSAL METHOD**                      **PERMANENT DISPOSAL VENDOR**

Academic Laboratory Wastes		
Cathode Ray Tubes (CRTs)		
Household Hazardous Waste		
Mixed Radiological Waste		
Pharmaceutical / Medical Waste		
Solvent-Contaminated Wipes		
Universal Waste		
Used Oil		

Revised: 2/8/23











# SLCC General Safety Plan - 2.14.23

Final Audit Report

2023-07-27

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