

HEALTH AND SAFETY INFORMATION

TABLE OF CONTENTS

<u>Introduction</u>	1
<u>Health and Safety Mission Statement</u>	2
<u>General Safety Information</u>	3
<u>Employee Safety Responsibilities</u>	6
<u>Self Inspection Safety Checklist</u>	7

INTRODUCTION

The Belmont Abbey College Health and Safety Manual provides requisite safety standards, regulations, and procedures necessary in the prevention and handling of accidents, injuries, and hazardous waste incidents to employees, students, and visitors.

Belmont Abbey College (BAC) is required to adhere to all regulations of the Occupational Safety and Health Act of 1970 (29 CFR Part 1900) as enforced by the Occupational Safety and Health Administration (OSHA). “Every employer will furnish each of their employees a place of employment free from recognized hazards” and “shall comply with occupational safety and health standards.” BAC makes every effort to comply with the OSHA Act of 1970, to eliminate all recognized hazards and to protect all persons on each BAC campus.

The BAC safety program promotes safe work practices, safety awareness, and employee education through a combination of training, periodic inspections, and technical assistance.

[Table of Contents](#)

HEALTH & SAFETY MISSION STATEMENT

Belmont Abbey College is committed to providing a safe and healthful environment for all staff, faculty, students, and visitors of our campus. The College recognizes that a safe working and learning environment is beneficial to both employee and student performance.

It is the policy of BAC to assure, in so far as possible, all facilities of the campus are free of recognized hazards and unsafe conditions in the working and learning environment. Therefore, safety must be a cooperative effort between all employees, students, and visitors of BAC's campus. It is the responsibility of all persons utilizing the College's facilities and resources to conduct themselves in an appropriate manner, to report any recognized hazards to an appropriate College Official, and to avoid placing themselves or others in a dangerous situation.

We consider safety of prime importance at BAC, and we ask all persons associated with the College to fulfill their obligation to make this a safe and healthful environment in which to work and learn.

[Table of Contents](#)

GENERAL SAFETY INFORMATION

Health and Safety:

Director of Campus Safety and Police
Telephone: (704) 825-6200
Fax: (704) 825-6566

The Campus Safety and Police Office provides assistance to campus departments and programs and complies with all relevant safety regulations ensuring a safe environment for employees and students.

Campus Emergencies:

The Emergency call boxes are located outside the following locations:

- Police Department
- C.A. Apartments
- Music Building
- St. Leo Building
- Science Building
- Wheeler Gym

Reporting of Hazardous Conditions or Unsafe Employee Behavior:

Contact Campus Safety and Police(704) 825-6200
For immediate repair of unsafe conditions also contact(704) 825-6200

Accidents and Injuries:

- Report the incident to your immediate supervisor.
- Employees will report to the Student Health Center.
- If Student Health is not open and it is an emergency, report to Cox Road Urgent Care, 603 Cox Road, Gastonia, NC 28054 at (704) 852-9561.
- Employees must check with Human Resources before reporting to another healthcare facility.
- Your supervisor will notify the Human Resource Office to file an incident report at (704) 825-6714.
- If the Human Resource Office is not available, call Campus Safety and Police at (704) 825-6200 to report incident.

[Table of Contents](#)

Safety Inspections:

Individual departments are responsible for on-going informal inspections of their facilities and equipment to ensure that they are in safe working order. Any unsafe conditions should be corrected immediately when possible; otherwise, contact Facilities Services for assistance.

Use the self-inspection safety checklist following this section to document departmental or facility inspections. Each department must provide documentation of their inspections to OSHA during a scheduled or nonscheduled OSHA inspection.

Each department shall conduct periodic inspections quarterly in high hazard areas of the Belmont Abbey Campus including, but not limited to Chemistry, Biology, and Health Services.

Recordkeeping:

The OSHA log and summary of Occupational Injuries and Illnesses (OSHA 300) will be completed by and maintained in the Human Resources; yearly totals will be posted in February. The Human Resources will complete the OSHA Survey of Occupational Injuries and Illnesses.

The Human Resource Office will maintain North Carolina Industrial Commission Form No. 19 for individual claims.

Recordkeeping and reporting of hazardous chemicals in accordance with the Federal Community Right to Know Act (SARA Title III) will be coordinated through the departments that work with hazardous chemicals.

The Department Head will maintain records of all training coordinated and/or conducted through its department. All departments will document and maintain records related to any departmental safety training.

Safety Manual:

The Belmont Abbey Safety Manual will be evaluated on a regular basis as program elements and goals are developed. This manual will be subject to revision annually.

[Table of Contents](#)

HEALTH AND SAFETY COMPLIANCE

Bloodborne Pathogens 29 CFR 1910.30

Exposure Control Manual

- Annual Training
- Blood Protection Kits
- Exposure Testing
- HBV Vaccinations
- Record Plant Operations
- Risk Classification
- Work Practices

Emergency Action 29 CFR 1910.38

Emergency Evacuation Plan

- Building Audits
- Emergency Response
- Evacuation Drills
- Fire Extinguisher Training
- Fire Prevention Plan

Hazard Communication 29 CFR 1910.1200

HazCom Plan

- Chemical Hazards
- Chemical Inventory
- Chemical Storage
- Container Labeling
- Employee Training
- MSDS
- Safe Work Practices

Lab Safety 29 CFR 1910.1450

Chemical Hygiene Plan

- Chemical Monitoring
- Employee Training
- Labeling
- Storage
- Transporting
- Waste Disposal

Compliance and Recordkeeping

- Bloodborne Pathogens
- Hazard Communication
- MSDS Inventory
- OSHA Annual Survey
- OSHA Form #101
- OSHA Form #300
- Post OSHA Summary
- SARA Title III
- Various Training Logs

Miscellaneous Programs/Standards

- Ergonomics
- Forklift Safety
- Indoor Air Quality
- Lockout/Tagout
- PPE Standard
- Respiratory Protection
- Safety Committee

Inspections

- Periodic Audits
- Electrical
- Machinery
- Emergency Exits
- Chemical Audit Equipment
- Accident Investigation

[Table of Contents](#)

EMPLOYEE SAFETY RESPONSIBILITIES

Administrators//Department Chairs

Administrators and Department Chairs shall familiarize themselves with the BAC Safety Manual and support all safety related programs to ensure divisional and/or departmental compliance with the guidelines set forth by the safety program.

Directors/Department Chairs

Directors and Department Chairs shall assume management responsibility for the implementation of all departmental safety objectives, provide all employees adequate training, conduct general walkthrough of their department, and promote safe work practices at all times.

Supervisors/Coordinators/Lab Facilitators/Instructors

Supervisory personnel shall ensure that all employees and students under their supervision adhere to all safety rules and are sufficiently trained to safely function in the work environment.

Employees

Employees shall adhere to all BAC safety rules and regulations and immediately report any hazardous work conditions, practices, or injuries to their supervisor or Campus Safety and Police.

Students

Students shall follow all safety instructions in the use of facilities, equipment, and hazardous materials and report any hazardous conditions or practices to the appropriate faculty member.

[Table of Contents](#)

**SELF-INSPECTION SAFETY CHECKLIST
BELMONT ABBEY COLLEGE**

This worksheet is only a guideline for evaluating potential problems in your specific area. Characteristics unique to your work area should be incorporated.

Date: _____

Department: _____

	YES	NO		YES	NO
<u>EXIT ROUTES:</u>			<u>EQUIPMENT:</u>		
BAC\ Emergency Evacuation Exit Plans Posted	<input type="checkbox"/>	<input type="checkbox"/>	BAC Blood Protection Kit	<input type="checkbox"/>	<input type="checkbox"/>
Exit Routes Free of Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	Eye Wash Stations Available	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs Above Doorways	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers Charged	<input type="checkbox"/>	<input type="checkbox"/>
Exit Signs Lighted	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers Unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Fire Doors in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Sufficient	<input type="checkbox"/>	<input type="checkbox"/>
			Ventilation System Adequate	<input type="checkbox"/>	<input type="checkbox"/>
<u>HAZARDOUS MATERIAL:</u>			<u>ELECTRICAL WIRING:</u>		
Bulk Flammables Inside Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	Breaker Panels Accessible	<input type="checkbox"/>	<input type="checkbox"/>
Containers Labeled/Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Boxes Covered	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders Labeled/Good Condition	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Equipment Grounded	<input type="checkbox"/>	<input type="checkbox"/>
Flammables Stored in Safety Cans	<input type="checkbox"/>	<input type="checkbox"/>	Extension Cord Use Temporary	<input type="checkbox"/>	<input type="checkbox"/>
Gas Cylinders Secure and Capped	<input type="checkbox"/>	<input type="checkbox"/>	Wall Outlets Covered	<input type="checkbox"/>	<input type="checkbox"/>
			Wiring in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>
<u>HOUSEKEEPING:</u>			<u>MACHINERY:</u>		
Aisles Free of Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate Number of Guards	<input type="checkbox"/>	<input type="checkbox"/>
Area Free of Dirty Rags	<input type="checkbox"/>	<input type="checkbox"/>	Guards Properly Placed	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Clearance of 3 Feet	<input type="checkbox"/>	<input type="checkbox"/>	Operational Interlocks	<input type="checkbox"/>	<input type="checkbox"/>
Floors Clear of Tripping Hazards	<input type="checkbox"/>	<input type="checkbox"/>	Plugs in Good Condition	<input type="checkbox"/>	<input type="checkbox"/>
Floors Clean of Grease and Oil	<input type="checkbox"/>	<input type="checkbox"/>	Plugs Insulated	<input type="checkbox"/>	<input type="checkbox"/>
Storage Area Clean and Orderly	<input type="checkbox"/>	<input type="checkbox"/>			
Waste Containers Adequate	<input type="checkbox"/>	<input type="checkbox"/>	<u>PROTECTIVE EQUIPMENT:</u>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Removed Regularly	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			_____	<input type="checkbox"/>	<input type="checkbox"/>
<u>MISCELLANEOUS:</u>			_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

INSPECTOR:

