

SOUTH PLAINS COLLEGE SAFETY AND HEALTH PLAN

(Revised 10-5-18)

INTRODUCTION

The South Plains College Safety and Health Plan outlines general policies and procedures with which all employees should be familiar. In the event of an emergency, it may be too late for this plan to be consulted. All employees are encouraged to review this plan and be familiar with its content. This plan is developed and maintained by the Safety and Health Committee. The committee welcomes comments and suggestions from all parties to ensure that College operations provide for a safe and healthy environment for work and study.

South Plains College recognizes its responsibility to maintain a safe and healthy environment for employees, students and visitors. This document has been prepared under the premise set forth in the College's Statements of Institutional Commitments, which form the core beliefs of the organization.

“Commitment to a Quality Campus Environment: We recognize the importance of providing a safe, clean and accessible work and learning environment that is characterized by integrity, clear communications, an open exchange of ideas, appreciation for personal worth, involvement in decision-making and respect for all individuals.”

Safety is everyone's responsibility and in most instances is rooted in one's awareness of potential hazards and common sense response to such hazards. The policies and procedures outlined in this plan are based upon the latest information identified by the College and do not purport to be or to include the latest or most definitive information. The College makes no such claim and offers no assurance that this is the case. This material is informational only and not contractual. Employees are responsible for keeping themselves informed and to taking necessary precautions for their own safety and the safety of others.

SOUTH PLAINS COLLEGE SAFETY AND HEALTH PLAN POLICY STATEMENT

As an employee of South Plains College, you are the most valuable and important resource of this College. The College cannot perform its vital public mission for the citizens of Texas without the enthusiastic, energetic, professional, and dedicated work performed by every one of our employees.

The safety and health of all employees, students and visitors is a major concern. I intend to make every effort possible to provide a safe and healthy college. A safe and healthy workplace is important for everyone and does not happen by chance. Safety is everyone's responsibility, and everyone, without exception, is personally accountable to help and support the safety and health program. Everyone is asked to cooperate with the appointed Safety and Health Committee in the implementation and continued success of the South Plains College Safety and Health Plan.

I personally am committed to this plan and will do everything I can to support, promote, and participate in a safe and healthy workplace. This commitment is also expected of every supervisor in our College. It is my intent that this institution, at a minimum, complies with all applicable risk management laws, rules, regulations, and standards; takes no shortcuts when it comes to safety and health; and, gives risk management priority consideration when it comes to making decisions. If everyone does their part, we can maintain an organizational culture that integrates safety and individual concern in our work practices and behavior whether at work or at home.

South Plains College adopts, by reference, all applicable and appropriate safety-related provisions of the *Risk Management for Texas State Agencies (RMTSA) Guidelines*, (Volume III, Workers' Compensation Exposures) as a comprehensive source for risk management programs. In addition, risk management program elements and procedures specific to our College operations are contained in the attached manual.

Dr. Robin Satterwhite, President
South Plains College

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SECTION I: STANDARD OPERATIONS

Administration of Health and Safety

Safety and Health Committee

The Safety and Health Committee Chairperson is appointed by the President to assume the responsibilities identified in this plan and to chair and direct the activities of the Safety and Health Committee.

Membership of the Safety and Health Committee shall consist of the Vice President for Student Affairs (chair), Dean of Students, the Associate Dean of Students, Dean of the SPC Reese Center, Director of the Plainview Center, Executive Director of the Lubbock Center, Dean of Health Occupations, Dean of Arts and Sciences, Dean of Technical Education, Director of Health & Wellness, Associate Director of Health & Wellness, SPC Police Chief, Director of Human Resources, Director of the Physical Plant, Associate Dean of Marketing and Recruitment, selected members of the faculty, selected members of the student body, and appropriate consultants as necessary.

The committee has the following tasks:

- To develop, monitor, and promote a culture of safety, environmental health and security consciousness throughout SPC.
- To conduct evaluations of campus facilities, equipment, and operations in accordance with this manual and other standardized material as prescribed.
- To provide written recommendations and suggestions for corrective action, related to safety and health, to the administration.
- To assist in the investigation of campus accidents as needed and to utilize findings for further policy and procedure modifications.
- To review and revise this manual annually.

Employee Responsibilities

Each supervisor is responsible for ensuring safe working conditions are provided for those employees under their supervision and for investigating reports of unsafe working conditions. Each supervisor is also responsible for knowing the safety and health guidelines, investigating accidents, reporting accidents and properly advising the administration and the Safety and Health Committee of appropriate situations. Similar responsibilities are expected of faculty members and department chairs with respect to the students they instruct and supervise in clinical, shop, laboratory and field trip settings. Similarly, supervisors and faculty should assist in maintaining and improving campus safety, health and security. Each employee is to place safety and health requirements as top priority in the performance of their work duties for South Plains College.

The protection of students, fellow employees, and the public on the College's property is a shared responsibility of every employee.

All employees are responsible for notifying their immediate supervisor of a violation or deficiency in safe and healthful working conditions and for recommending corrective measures, if possible. Additionally, the employee's immediate supervisor is to be notified of every injury or accident regardless of how trivial such accidents may appear at that time.

Disciplinary Procedures for Violations

Students

Student behavior in violation of established safety policies may be considered a violation of the Student Code of Conduct. In addition, a student's grade may be downgraded as a result of the student's failure to properly observe safety procedures within the laboratory or shop. Possible sanctions and appeal procedures are set forth in the current Student Guide.

Employees

Employees who violate safety and health requirements may be disciplined through procedures outlined in the SPC Policy and Procedures Manual. Depending on the facts and circumstances involved in each situation, the College may choose to begin corrective action at any step up to and including immediate discharge.

The following sections of the Policy and Procedures Manual provide further information regarding this matter:

[DC - Grievance Procedure](#)

[DDC - Due Process](#)

[DDD - Corrective Action](#)

[DDE - Employee Conduct and Work Rules](#)

Inspections and Compliance Requirements

Annual Inspections

The Texas School Safety Audit is conducted every three years. This is an audit of the College's facilities and operations and is conducted under the direction of the Safety and Health Committee. Each audit records pertinent safety violations, noncompliance items, and observed deficiencies. Employee(s) directly involved in the use or operation of the facilities or functions being inspected are asked to participate in the inspection process.

The physical plant is required by law to do annual inspections such as elevator, fire alarm, fire extinguisher, and back flow inspections. The results of these annual audits are housed in the physical plant.

An Annual Fire Safety Report is mandated by the Higher Education Opportunity Act. A copy of the SPC Annual Fire Report is available in the SPC Police Office on the Levelland Campus. In addition, a copy of the annual fire report is available in the office of the Dean of Students.

Reporting Non-compliance

Safety concerns and violations of safety standards are reported on the Safety Concern form at <http://www.southplainscollege.edu/about/campussafety/complaints.php>. Reports will be received by the Dean of Students and appropriate steps to correct the situations will be taken. The Safety and Health Committee will review all safety concerns and the resolution of the concern at each Safety and Health Committee meeting.

Imminent Danger Action

Situations that require immediate attention due to an imminent danger will be brought to the attention of the SPC Police department directly by the individual who sees the danger.

Rights of Employees

Employees are encouraged to report any safety concern on the Safety Concern form at <http://www.southplainscollege.edu/about/campussafety/complaints.php>. Furthermore, any employee may report, to the appropriate supervisory personnel, any observed violations or deficiencies. An investigation of the complaint by appropriate supervisory personnel and notification of the results is to be given to the employee originating the complaint. The rights of employees will be exercised without retaliation on the part of any employee of the College.

Reporting of Accidents

General

The Accident/Injury Report Form should be completed anytime an employee, student or visitor is involved in an accident/injury while attending classes, labs, clinicals, or participating in an SPC activity. If the individual is an employee the form needs to be filled out when the employee was performing work related duties.

The Accident/Injury Report Form can be located online at <http://www.southplainscollege.edu/about/campussafety/complaints.php> .

The individual involved in the accident will normally complete the form, providing as much detail as possible. In the event the injured party is unable to complete the form, an SPC employee with knowledge of the situation will complete the form.

Pictures from the location where the accident/injury occurred can be attached to the Accident/Injury Report Form.

Employee related accident/injury reports will be forwarded to the Director of Human Resources. Student or visitor related accident/injury reports will be forwarded to the Dean of Students.

All serious accidents, as defined below, will be investigated by the appropriate supervisory personnel and the findings documented as soon as practical:

- Serious injury to an employee or student.
- Serious injury caused by College operations to another party.
- Major loss of College equipment or property.

- Major loss of equipment or property belonging to another party caused by College operations.

Reports of the findings will be reviewed with the appropriate supervisory personnel and appropriate administrative staff as soon as the investigation is complete.

Upon learning of a serious accident involving employees or equipment, an employee should notify the College's Vice Presidents and appropriate supervisory personnel immediately. The Vice President will inform the Office of Marketing and Recruitment and the President's Office. Serious accidents will be investigated by the appropriate supervisory personnel and reviewed by the appropriate Vice President.

The College is required to maintain a listing of all workplace illnesses and injuries and to complete a summary report of the findings to the state annually. The Accident/Injury Report Form is to be completed immediately following an injury, no matter how slight.

Accidents Involving SPC Students

If a student is involved in a serious accident, an employee must call 911 and have EMS evaluate for further medical need. If a student is transported to a medical facility based on a serious accident a urine drug screen will be required.

Release of Information

In the case of serious accidents, supervisors and employees may not release information to the news media. Information to the media is to be provided by the Office of Marketing and Recruitment College through a designated spokesperson. If contacted by the media please refer these individuals to the Office of Marketing and Recruitment.

Reporting of Crimes on College Property

General Information

The College provides 24-hour law enforcement services for the Levelland Campus. Law enforcement services are available while classes are in session at the SPC Reese Center and Lubbock Center. The Plainview Center is served by contract police officers and the City of Plainview Police Department. The SPC Police Department is responsible for investigating all crimes and accidents occurring on College property. The SPC Police Department monitors the buildings and grounds for breaches in campus security or potential threats to students, employees, and visitors. SPC Police Officers are certified Texas Peace Officers with full law enforcement authority. SPC Police can be reached at the numbers listed in the *Student Guide*, or the *Emergency Response Guide*.

Reporting Procedures

All crimes or suspected criminal activity occurring on College property or at any College-sponsored event should be reported immediately to the SPC Police Department.

Altercations and Other Disturbances

Contact the SPC Police Department or the Dean of Students at the Levelland Campus concerning any altercation or disturbance by students on campus. At the Reese Center call the SPC Police or the Dean of the SPC Reese Center. At the Lubbock Center or Plainview Center, contact the police officer on site or the Center Director. If, in the opinion of the employee, the incident warrants emergency service personnel, 911 may be called directly by the employee. The employee should attempt to obtain the names of anyone who observed the incident or who might be able to provide any information useful in the investigation of the incident.

Campus Police Services

Access to Campus Facilities

Campus security is a shared responsibility among all employees. Special arrangements can be made for unlocking or locking buildings by calling the SPC Police Department.

Contractors may be provided temporary access to facilities to perform service or construction work during periods the College is closed. Special arrangements should be made with the Director of Physical Plant to assure that building security is provided during these periods. The Director of the Physical Plant oversees the issuance of keys to employees for access to buildings and rooms the employee might need to enter to conduct their duties.

An employee's supervisor may provide access to other areas on a temporary basis when such access is warranted. An employee may not lend any building key to another employee and is responsible for any misuse or breach of security that results from this transfer. Keys are not to be transferred from one employee to another nor any building key duplicated.

Police Escort Services

The SPC Police are available to accompany individuals to their cars or residence halls during evening hours or when an individual feels that an escort is needed.

Medical Emergencies, First Aid, and Medical Treatment

Requests for Emergency Medical Assistance

In cases where emergency medical attention is needed call 911 and ensure the injured individual is cared for and evaluated. If possible have someone meet the ambulance and direct them to the individual needing attention.

Student Medical Treatment for Accidents

Students who receive medical treatment as a result of an accident are covered under the Student Accident Insurance Policy as outlined in the *General Catalog* and the *Student Guide*. The student must fill out the online Accident/Injury Report form.

Information and claim forms for the Student Accident Insurance Policy will be provided to the student after the student submits the online Accident/Injury Report form. The student is

responsible for completing Part II of the form and taking a copy to the treatment facility and sending the original to the insurance agent.

Medical Return to Work Authorization

In some situations, a Return to Work Authorization may be required from the attending physician before an employee may return to work. The employee's supervisor is responsible for seeing that this form is sent to the Human Resources Office allowing the employee to return.

First Aid Kit Location

It is recommended that each department or office maintain a first aid kit for non-emergency medical care. The location of this kit should be communicated to all employees working in that area.

Automated External Defibrillator (AED) Locations and Maintenance

AEDs are provided by the College in strategic areas and training offered to employees on how to use AEDs. The Associate Director of Health and Wellness is responsible for ensuring batteries on AEDs are replaced at the appropriate time intervals. If a battery starts chirping prior to being replaced contact the Associate Director of Health and Wellness to have this attended to.

Levelland – Located in all buildings (except Smallwood & Magee residence halls) and the SPC Police Car

Reese Center – Located in all SPC buildings

Lubbock Center – Eight units located throughout the building

Plainview Center– One located in main building & one located in welding technology building

First Aid, CPR and Stop the Bleed Training

Trainings are offered free of charge to SPC employees. It is recommended that each department have at least one individual trained in these skills.

Power Losses

General Information

The College may experience power losses to one or more buildings due to storms, power company disruptions, or damage to the service lines entering the campus or center. These interruptions can lead to conditions that may result in personal injury or damage to equipment or facilities. This section sets forth general procedures to be used in the event of loss of power.

Power losses greatly increase the likelihood of an accident due to the following:

- The loss of lighting increases the possibility of injury to those moving throughout the building/campus.
- The attendant electrical surge accompanying the restoration of power may damage electrical devices not switched off.

- The operation of electrical devices during a phase loss may result in damage to these devices.
- The electrical loss may disrupt telephone service and emergency devices such as fire alarms.

In the event of power loss, every effort should be made to immediately turn off all electrical equipment within an employee's work area before power is restored to protect the equipment within their area. When sufficient lighting exists during day hours to work safely and the building is comfortable without air conditioning, the building may remain open for operation. During evening operations, the building may be evacuated. Further directions concerning class schedules will be provided by the Vice President for Academic Affairs.

Reporting Power Losses

In general, the loss of power or the disruption in normal electrical service should be reported immediately to the Director of the Physical Plant (806-893-2922) and the Maintenance Supervisor (806-891-2363). Maintenance staff will investigate the scope and condition of power loss and proceed to correct the matter accordingly.

In instances when power loss is due to the disruption of utility service, the electric company will be called to restore services.

Emergency Lighting

During periods of power outages, emergency lighting will automatically come on in the hallways and stairways of all buildings that have these devices.

Weather Events

Weather Delays and Cancellations

The College will delay or cancel classes when inclement weather poses concern for the welfare of students and employees. This decision is made by the President of SPC. Information about delays or class cancellations will be communicated to employees via the Emergency Notification System. Email, text and telephone messages will be sent to faculty, staff and students. When the College is closed, information will be made available through local radio and television stations for updates on the College's schedule of operation.

Severe Weather

In the event of severe weather, the South Plains College Emergency Operation Plan ([policy GB](#)) will guide the College in its response to the crisis situation.

Personal Protective Equipment

Policy

South Plains College recommends, and in some instances requires its employees to use, personal protective equipment for eyes, face, head, and extremities, together with protective clothing,

respiratory devices, and protective shields and barriers when potential hazards exist. All required personal protective equipment is provided by the College and is to be used and maintained in a sanitary and reliable condition wherever it is necessary due to the hazards associated with a process or the environment (e.g., chemical hazards, radiological hazards, or mechanical irritants). Such hazards include the exposure to or performance of:

1. Hot solids, liquids, or molten metals
2. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding
5. Repair or servicing of any vehicle
6. Caustic or explosive chemicals or materials

Responsibility of Departments

The provision of necessary personal protective equipment and wearing of said equipment at all appropriate times is the responsibility of each individual department head. The College has furnished an initial stock of eye and face protective devices to departments that have indicated a need. All subsequent needs and requirements for eye and face protection devices, as well as needs for all other types of personal protective equipment and devices, should be met by departments with their regular budget allocations.

The maintenance of personal protective equipment in a sanitary, usable, and reliable condition, the issue and recovery of units of equipment, the replacement of worn or defective equipment, and the addition of inventory to meet current needs, is the responsibility of individual departments.

Eye and Face Protection (Employees and Visitors)

Certain areas of the College may be considered areas where eye protection is warranted at all times. These areas will be designated “100% Eye Protection Areas” by Department Head.

Employees and students are required to wear proper eye protection for all work that may expose them to any of the hazards listed in Section 1-9.1. Employees and students with work assignments in close proximity to the performance of these tasks and with a potential exposure to eye injuries are required to wear appropriate eye protection. Any visitors who enter areas that require the use of safety glasses must be provided with them for protection. Individuals who require the use of corrective lenses and are required under this policy to wear eye protection will wear safety glasses designed to fit over their corrective lenses.

Hand/Foot Protection

Maintenance employees must wear some type of glove when their job duties may subject their hands to possible abrasion, cutting, or chemical exposure.

Sturdy work shoes are recommended for maintenance and shop work. Athletic shoes and canvas loafers are not recommended as work shoes for individuals with shop responsibilities. Employees whose duties involve the use of certain types of power equipment (e.g., lawn mower,

weed eater, edger) or the movement of heavy objects should use safety work shoes with metal toes.

Academic Laboratory and Shop Practices

General

Instructors are responsible for the observance of industry accepted and government mandated safety procedures within the laboratories and shops in which they teach. This manual does not attempt to specify or mandate procedures for a particular area. The instruction of students in proper safety practices must be incorporated into the content of each course requiring shop or laboratory work. The observance of safe laboratory or shop practices in the developing tradesperson or technician should be an expected outcome. Each instructor is responsible for:

- Understanding the proper safety practices appropriate to the procedures and machines utilized within their area of instruction.
- Enforcing established or recommended safety rules within their area of instruction
- Correcting unsafe actions by students or part-time faculty
- Eliminating unsafe conditions within their areas or resolving them with the assistance of their department chair or Safety and Health Committee.
- Participating in the safety program and providing information when requested.

New Employee Safety and Health Orientation

Policy

South Plains College requires all new employees to attend a new employee orientation. This orientation includes an awareness of safety importance and the employee's responsibility for maintaining a safe and healthy work environment. An overview of workplace safety basics is also provided. The expected results are that SPC employees are more safety conscious employees who are receptive to learning and practicing the specifics of a safe, healthy workplace.

Safety Orientation for New Employees

All new employees of South Plains College will participate in a safety and health orientation program within (2) two weeks of their first day of reporting to work. The orientation will consist of the following information:

- General safety policies of the College
- Fire reporting procedures
- Fire extinguisher location and use
- Fire prevention
- Safe lifting techniques
- Hazardous Materials Communications (MSDS)
- Communicable disease policies

The new employee's supervisor will present safety procedures and policies specific to the new employee's position and any information the supervisor feels will provide the new employee with a safe environment.

Smoking Policy

South Plains College prohibits the use of any tobacco product, electronic cigarette, or vapor device throughout all indoor areas and within a 25 foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and SPC vehicles. Included in this ban are tobacco products of all types (including, but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both). This ban also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products such as e-cigarettes, vapor cigarettes, pipes or other types of inhalation devices. (SPC Policy and Procedure Manual section GFA.)

Handling of Suspicious Mail

Employees and the students of South Plains College are encouraged to use caution when handling incoming mail. The Department of Homeland Security lists the following characteristics of a suspicious package:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Badly written or misspelled labels
- Generic or incorrect titles
- Excessive postage or no postage
- Foreign writing, postage, or return address
- Missing, nonsensical or unknown return address
- Leaks, stains, powders, or protruding materials
- Ticking, vibration, or other sound

The United States Postal Service states that if you receive a suspicious letter or package:

- Stop. Do not handle it.
- Isolate it immediately.
- Do not open, smell or taste it.
- Contact SPC Campus Police

The United States Postal Service states that if you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate the area immediately
- Call 911
- Wash your hands with soap and water

SECTION 2: FIRE PREVENTION AND PROTECTION REQUIREMENTS

Standard Operating Procedures

Fire Prevention Procedures

The following procedure must be followed in an effort to reduce the risk of fire:

- Sufficient waste receptacles should be provided and emptied on a daily basis.
- All oily cloths are to be kept in a covered metal can.
- Accumulations of paper and flammable materials are to be kept to a minimum.
- Combustible materials should be stored in a proper cabinet or container and away from heating or electrical devices.
- Finely divided material produced in shops or laboratories (e.g., sawdust or fabric) should be frequently removed to prevent accumulation.

Exit ways

No obstructions may be placed in front of or upon any exit door. No aisle, exit access, or stairway may be obstructed with furniture or other obstructions so as to reduce the required width of the exit way during hours the facility is open to students or employees.

Doors, Hallways, Stairways, and Landings

Fire doors separating stairwells from hallway or smoke partition doors must be maintained in working order. They are never to be blocked, wedged, or tied open. The storage of any kind, or the use of office or laboratory equipment in the hallways or stairways, is strictly forbidden.

Railings, Steps, Walks

The area immediately outside of building exits will be maintained free of material at all times. Bicycles and vehicles are not permitted on sidewalks immediately adjacent to an exit.

Fire Extinguisher

Fire extinguishers, in appropriate sizes and types, are provided throughout the campus for normal activities in each area. Extinguishers are inspected as required by a qualified contractor. The theft of or tampering with an extinguisher should be reported immediately to the SPC Police Department.

Fire Evacuations

Fire alarms or other evacuation notification procedures will be sounded to evacuate the building or buildings. Able individuals are encouraged to assist with the evacuation of disabled and impaired persons when possible.

As soon as the fire alarm is activated, the faculty, staff and students will immediately exit the building by the nearest exit. Any faculty teaching a class when an alarm is activated should supervise an orderly exodus of students from the classrooms and buildings. All classroom doors should be closed after everyone has exited. The faculty member will stay with the class until the

administrator in charge has made the all-clear announcement and normal activities can be resumed. Under no circumstance is anyone allowed to re-enter the building until the reason for the alarm has been determined and corrected.

Employees must know where all exits are in the buildings in which they work. The Safety and Health Committee will provide information in an appropriate manner so that everyone has a working knowledge of the evacuation procedures.

It is the responsibility of employees to make certain their areas are evacuated promptly and properly.

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate the evacuation of any of the buildings on the College campus. Knowledge of the evacuation routes will reduce the possibility of panic or unsafe action in the event of an emergency.

Fire Log

The Higher Education Opportunity Act (HEOA) requires that all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus housing facilities publish an annual fire safety report, maintain a fire log, and report fire statistics to The Secretary of Education. A copy of the SPC fire log is available in the SPC Police Office on the Levelland Campus. In addition, a copy of the annual fire report is available in the office of the Dean of Students.

SECTION 3 – (POLICY GG) COMMUNICABLE DISEASE POLICY

Objectives of the Policy

1. Minimize the risk of students or employees acquiring or transmitting communicable diseases through an organized education program, which shall emphasize primary prevention.
2. Protect the confidentiality of students or employees with a communicable disease.

General Policy Statement

South Plains College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of South Plains College should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, South Plains College has an obligation to provide a safe environment for all students and employees.

General Guidelines

The following general guidelines apply to all communicable diseases listed on the Texas Notifiable Conditions list distributed by the Texas Department of State Health Services (<https://www.dshs.texas.gov/idcu/investigation/conditions>).

- a. If an individual has, or suspects they have, a communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician the individual should immediately report the matter to the Dean of Students (for students) or the Director of Human Resources (for employees) who may provide information on educational resources, counseling referrals and testing referrals.
- b. As a general rule, those individuals who are diagnosed with a communicable disease and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize college facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis with the input of the Health Response Team (HRT). The HRT may consist of the following college personnel: Dean of Students, Director of Human Resources, the Associate Director of Health & Wellness, the Dean of Health Occupations, with consultation from the State Health Department, the SPC contracted physician, and the individual's physician. The Dean of Students (for student cases) or the Director of Human Resources (for employee cases) is responsible for gathering the input of this group. The input of the HRT shall be used to consider whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. Each case shall be reevaluated at reasonable intervals, so long as the individual has a

communicable disease and remains enrolled or employed or continues to perform a service for the college.

- d. A student, employee or other individual who has a communicable disease and who desires to participate in college activities should be encouraged to provide current reports from the treating physician concerning his/her condition, whether they should be in contact with others, and if current health status permits him or her to attend classes or college functions, or perform the essential functions of his or her job. SPC reserves the right to require a medical examination of an employee by a physician appointed by the college to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.
- e. If a HRT member receives information from any source that an individual has a communicable disease, they are to immediately report the information to the Dean of Students (for students) or the Director of Human Resources (for employees).
- f. The Dean of Students (in student cases) or the Director of Human Resources (in employee cases) will convene the HRT to review the incident and develop an action plan.
- g. Should any disease reach an epidemic or pandemic state, the college will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the college community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the college and community.
- h. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All college personnel will respect the medical privacy rights of all individuals and comply with all laws regarding the confidentiality of medical information, including Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the Texas Health & Safety Code. Information shall not be shared, published, or re-disclosed except as permitted by law.
- i. The HRT shall monitor the medical status of all individuals identified as having a communicable disease. Changes in the individual's medical status may warrant re-evaluation of the HRT's previous recommendations and/or consultation with medical personnel. The circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the college population.
- j. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The college will comply with these recommendations.
- k. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the departmental level.

Communicable Disease Review Committee

The Health Response Team (HRT) will review any case of communicable disease that may be of public health concern on a continuing basis. The committee will issue recommendations to the administration on the individual's potential threat or danger to himself/herself and others in South Plains College or its clinical affiliates. When considering recommendations of dismissal of a student or discharge of an employee with a communicable disease, the HRT will consider the interests of the affected individual, other students and employees, patients in clinical affiliates, and the college.

The HRT will review this policy biannually on odd numbered years.

Date Revised: 3/18/2019 by Executive Council

SECTION 4: BLOODBORNE PATHOGENS

Effective April 16, 2019 South Plains College adopted the Bloodborne Pathogens Exposure Control Plan (June 2012 version) as issued by the Texas Department of State Health Services [<https://dshs.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=23853>]. An adaptation of the State plan will be reviewed and adopted for the 2019-2020 Safety and Health Plan review.

SECTION 5: POLICY FI - CARE TEAM

Campus Assessment, Response and Evaluation (CARE) Team

Policy/Procedure

South Plains College is committed to providing learning opportunities that are high quality, accessible, flexible and affordable in a learning environment that is innovative, stimulating, compassionate, safe, diverse and supportive of the community. On rare occasions the College may be required to respond to students who may be in crisis or whose mental, emotional or psychological health condition may directly threaten or disrupt the learning environment. The CARE Team has been created to provide a caring, confidential program of identification, intervention and response in order to provide students with the greatest chance for success.

Purpose

The CARE Team is established to:

- Monitor and/or provide a systematic response to situations involving students whose behavior or mental, emotional or psychological health condition may be disruptive or harmful to themselves or others in the College community or students who may pose a direct threat to themselves or to the health and safety of the members of the College community.
- Provide recommendations regarding reasonable accommodations that may be provided to students with mental health issues to enable the student to remain safely in their educational program.
- Provide a multi-disciplinary panel of medical, law enforcement and administrative professionals to consider whether a student meets the standard to be involuntarily withdrawn from the university.

Composition

The Care Team Committee consists of the Dean of Students, Dean of SPC Reese Center, Associate Dean of Students, Associate Director of Health and Wellness, and the Director of Health and Wellness. The composition of the CARE Team may be adjusted as needed based upon the situation. This committee will meet bi-monthly and as needed.

Records

Records created by the CARE Team relating to individual students are educational records protected in accordance with the Family Education Rights and Privacy Act (FERPA). Records are maintained in the Office of the Vice President for Student Affairs and requests for access and for release of information must be reviewed by the Vice President for Student Affairs.

Referrals

Any employee of South Plains College who has concern for the well-being or safety of a student or the College community, or who has reason to believe that a student may pose a direct threat to themselves or the College community, may refer a student to the CARE Team for an

individualized assessment. To refer a student to the CARE Team, the employee should complete and submit the Care Team Referral Questionnaire found on the employee page of MySPC.

Actions

The CARE Team will conduct an individualized, informal assessment of a referred student's present ability to safely participate in their educational program. This may include:

- Consultation with administrators, faculty, staff and other students who may have witnessed or been impacted by specific behaviors of the student.
- Consultation with the student, as well as family members if appropriate.
- Consultation with mental health or other medical professionals as may be permitted by law.

As a result of the assessment, action taken may include:

- Continue to monitor the situation
- Refer the student to appropriate resources
- Refer the student to the Dean of Students to consider possible violations of the Student Code of Conduct
- Recommend changes to the student's educational program or housing assignments
- Encourage the student to consider taking a voluntary leave of absence
- Administrative withdrawal of the student (The student will be afforded a hearing and appeal procedures as with any other administrative withdrawal. A student who is administratively withdrawn by CARE team recommendation may not seek to reenroll or be readmitted to the College before the start of the next term. The student may only be reenrolled or readmitted to the College after confirmation by the CARE Team that the conditions that caused the withdrawal are no longer present. The CARE Team may require any documentation or evaluation that it deems necessary to consider the possible readmission or re-enrollment. The student is not entitled to a hearing on the determination.)

Examples of Reasons for Concern

Abnormal behaviors are overt actions, omissions to act, or verbal or written statements, which would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances. This may include:

- Changes in behavior (i.e. withdrawn, irritable, confrontational, depressed, angry),
- Negative or disruptive attention seeking in the classroom that is viewed as problematic.
- Threats to harm self or others.
- Openly confrontational with faculty, staff and/or other students.
- Passive / aggressive acting out

Emergency Procedures

In dealing with students with emotional problems or abnormal behavior, there may be instances that are dangerous to the student or others. If a situation appears to be life-threatening or dangerous to others, Campus Police or 911 should be called. The police will determine if the student must be restrained or hospitalized.

Review

This student affairs policy/procedure will occur by April 15 of each year by the CARE team with recommendations for revisions presented to the Dean of Students by May 1.

APPENDIX A: WORKPLACE SAFETY AND HEALTH REQUIREMENTS

In order to maintain a safe and healthy workplace, the following checklists are provided to serve as guides for conducting periodic workplace safety inspections by building supervisors and other responsible personnel. Non-compliance of these basic requirements should be corrected at the time of inspection if possible, or should be reported to the proper maintenance or supervisory personnel for corrective measures.

OFFICE SAFETY and HEALTH INSPECTION CHECKLIST

DEPARTMENT/OFFICE:

General Office Safety

YES NO

Are aisles, doorways and corners free of obstructions to permit visibility and movement?

Are chairs in safe condition and are casters, rungs and legs sturdy?

Are there any sharp edges, burrs or splinters on furniture?

Is all equipment stored in its proper place(s)?

Do extra books and file boxes clutter office and areas? If yes, designate area

Are there loose materials and /or coverings on walls in offices? If yes, designate location

Are persons in this area designated for the administration of first aid? List employee(s) names: Ext:

Are carts, dollies, etc. available for use in transporting heavy objects and boxes?

Are entrances and /or exits to stairwells and offices blocked or obstructed?

Is the loading dock free of debris and clutter?

Tripping/Falling

YES NO

Are floor surfaces secure and free of hazards or posted "Wet" floor if hazardous?

Are carpeted areas clean, carpets secured to floor and free of worn or frayed seams?

Are all emergency exits properly lighted and free of debris?

Are all emergency exits clearly marked and visible?

Is there adequate walking space approaching exits? (4 feet of each side of exit)

Are stairways in good condition with handrails available and covered with skid resistant materials?

Where stairs are carpeted, is the carpeting well secured?

Where one or two steps adjoin different levels, are they easy to see and are they marked?

Is the area equipped with a step stool or ladder so high objects can be reached safely?

Do doors open directly into pedestrian walkways? If so, are the doors equipped with windows and/or warning signs?

Are restrooms marked and free of wet floors, boxes, etc.?

Electrical

YES NO

- Are all electrical appliances and equipment properly grounded or double insulated?
- Are plugs and outlets overloaded and/or adapters being used?
- Is all electrical equipment in proper working order?
- Are there frayed and/or worn cords?
- Are all phone cords and electric cords secured under desks or along baseboards?
- Are temporary use cords taped to the floor for their entire length?
- Do runners cover permanent use cords when crossing walkways?

Storage

YES NO

- Are file cabinets and flammable storage closets and/or cabinets arranged so drawers and doors do not open into walkways?
- Where work is done with materials such as cleaning fluids, glues, correcting fluids, etc., are storage places adequate?
- Are flammable and/or hazardous materials stored in metal fireproof containers with airtight lids?
- Is there storage above 6 feet? If yes, designate location
- Are the office areas equipped with storage cabinets?
- Are small or loose items boxed and labeled as to contents (i.e., biohazard, trash, file, flammable, etc.) and properly stored?
- Are all shower rooms/lockers in proper order - free of clutter, and sanitary?
- Is the mailroom clearly marked and free of clutter?

Fire

YES NO

- Are the locations of fire extinguishers and hoses posted?
- Have fire extinguishers and hoses been inspected?
- Are emergency and fire evacuation plans for the building posted?
- Are fire extinguishers located near copying machines?
- Are candles, candle warmers, plug-in scent devices present?
- Is there excessive clutter or paper products?
- Are there hot plates, coffee cup warmers present?
- Are coffee makers in appropriate designated areas?
- Are there space heaters? **Only space heaters provided by Physical Plant should be utilized.**

GENERAL WORKPLACE INSPECTION CHECKLIST

DEPARTMENT/OFFICE

Exit and Access

YES NO

- Are all exits visible and unobstructed?
- Are all exits marked with a readily visible sign that is properly illuminated?
- Are there sufficient exits to ensure prompt escape in case of emergency?

Are areas with limited occupancy posted and is access/egress controlled to persons specially authorized to be in those areas?

Are there special precautions established to protect employees during construction and repair operations?

Fire Protection

YES NO

Are portable fire extinguishers provided in adequate number and type?

Are fire extinguishers inspected monthly for general condition and operability and noted on the inspection tag?

Are fire extinguishers recharged regularly and properly noted on the inspection tag?

Are fire extinguishers mounted in readily accessible locations?

Are interior standpipes and valves inspected regularly?

Are fire alarm systems tested at least annually?

Are employees periodically instructed in the use of extinguishers and fire protection procedures?

If you have outside private fire hydrants, were they flushed within the last year and placed on a regular maintenance schedule?

Are fire doors and shutters in good operating condition?

Are fusible links in place?

Is the local fire department well acquainted with the agency, location and specific hazards?

Automatic Sprinklers:

a. Are water control valves, air and water pressures checked weekly?

b. Are control valves locked up?

c. Is maintenance of the system assigned to responsible persons or a sprinkler contractor?

d. Are sprinkler heads protected by metal guards where exposed to mechanical damage?

e. Is proper minimum clearance maintained around sprinkler heads?

Housekeeping and General Work Environment

YES NO

Are NO SMOKING signs prominently posted in areas containing combustibles and flammables?

Are covered metal waste cans used for oily and paint soaked waste?

Are they emptied at least daily?

Are paint spray booths, dip tanks etc., and their exhaust ducts cleaned regularly?

Are stand mats, platforms or similar protection provided to protect employees from wet floors in wet processes?

Are waste receptacles provided, and are they emptied regularly?

Do the toilet facilities meet the requirements of applicable sanitary codes?

Are washing facilities provided?

Are all areas of the facility adequately illuminated?

Are floor load capacities posted in second floors, lofts, storage areas, etc?

Are floor openings provided with tow boards and railings or a floor hole cover?

Are stairways in good condition with standard railings provided for every flight having four or more risers?

Are portable wood ladders and metal ladders adequate for their purpose, in good condition and provided with secure footing?

If you have fixed ladders, are they adequate, and are they in good condition and equipped with side rails or cages or special safety climbing devices, if required? For loading docks:

- a. Are dockplates kept in serviceable condition and secured to prevent slipping?
- b. Do you have means to prevent car or truck movement when dockplates are in place?

Machines and Equipment

YES NO

Are all machine operations that expose operators or other employees to rotating parts, pinch points, flying chips, particles or sparks adequately guarded?

Are mechanical power transmission belts and pinch points guarded?

Is exposed power shafting less than 7 feet from the floor guarded?

Are hand tools and other equipment regularly inspected for safe condition?

Is compressed air used for cleaning limited to 30 psi static pressure?

Are power saws and similar equipment provided with safety guards?

Are grinding wheel tool work rests set to within 1/8 inch or less of the wheel?

Are grinding wheel tongue guards set to within 1/4 inch of the wheel?

Is there any system for inspecting small hand tools for burred ends, cracked handles, etc.?

Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting or leakage?

Is care used in handling and storing cylinders and valves to prevent damage?

Are all air receivers periodically examined, including the safety valves?

Are safety valves tested regularly and frequently?

Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork, or other combustible materials?

Is there clearance of at least 4 feet in front of heating equipment involving open flames, such as gas radiant heaters and fronts of firing doors of stoves, furnaces, etc?

Are oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

Is there at least a 2-inch clearance between chimney brickwork and all woodwork or other combustible materials?

For Welding or Flame Cutting Operations

Are only authorized, trained personnel permitted to use such equipment?

Have operators been given a copy of operating instructions and asked to follow them?

Are welding gas cylinders stored so they are not subject to damage?

Are valve protection caps in place on all cylinders not connected for use?

Are all combustible materials near the operator covered with protective shields or otherwise protected?

Is a fire extinguisher provided at the welding site?

Do operators have the proper protective clothing and equipment?

Materials

YES NO

Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?

Are all flammable liquids that are kept inside buildings stored in proper storage containers or cabinets?

Do you meet OSHA Standards for all spray painting or dip tank operations using combustible liquids?
Are oxidizing chemicals stored in areas separate from all organic materials?
Do you have an enforced NO SMOKING rule in areas for storage and use of hazardous materials?
Are NO SMOKING signs posted where needed?
Is ventilation equipment provided for removal of air contaminants from operations such as production grinding, buffing, spray painting and/or vapor degreasing, and is it operating properly?
Are protective measures in effect for operations involved with X-rays or other radiation?

Fork Lift Truck Operations:

Are only trained personnel allowed to operate forklift trucks?
Is overhead protection provided on high lift rider trucks?

For Toxic Materials:

Are all materials used in your facility checked for toxic qualities?
Have appropriate control procedures such as ventilation systems, enclosed operations, safe handling practices, proper personal protective equipment (e.g. respirators, glasses, goggles, gloves, etc.) and medical surveillance of employees being instituted for toxic materials?

Electrical Wiring, Fixtures and Controls

YES NO

Are the workplace electricians familiar with the requirements of the National Electrical Code (NEC)?
Do you specify compliance with the NEC for all contract electrical work?
Do the electrical installations in hazardous dust or vapor areas, meet the NEC for hazardous locations?
Is all conduit, BX cable, etc., properly attached to all supports and tightly connected to junction and outlet boxes?
Is there evidence of fraying on any electrical cords?
Are rubber cords kept free of grease, oil and chemicals?
Are metallic cable and conduct systems properly grounded?
Are portable electrical tools and appliances grounded or double insulated?
Are all ground connections clean and tight?
Are fuses and circuit breakers the right type and size for the load on each circuit?
Do switches show evidence of overheating?
Are switches mounted in clean, tightly closed metal boxes?
Are all electrical switches labeled to show their purpose?
Are motors clean and kept free of excessive grease and oil?
Are motors properly maintained and provided with adequate over current protection?
Are bearings in good condition?
Are portable lights equipped with proper guards?
Are all lamps kept free of combustible material?
Is your electrical system checked periodically by someone competent in the NEC?

Employee Protection

YES NO

Is there an attending physician for medical care designated at your agency?
Do you have one or more employees trained in first aid?
Are your first aid supplies adequate for the type of potential injuries in your workplace?

Are there quick water flush facilities available where employees are exposed to corrosive materials?
 Are hard hats provided and worn where any danger of falling objects exists?
 Are protective goggles or glasses provided and worn where there is any danger of flying particles or splashing or corrosive materials?
 Are protective gloves, aprons, shields or other means provided for protection from sharp, hot or corrosive materials?
 Are approved respirators provided for regular or emergency use where needed?
 Is all protective equipment maintained in a sanitary condition and readily available to use?
 Where special equipment is needed for electrical workers, is it available?
 When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials, and not in toilet facility areas?
 Is protection against the effects of occupational noise exposure provided when the sound levels exceed those shown in Table G-16 of the OSHA noise standard?
 Is there a safety and health committee or group that allows participation of employees in the safety and health activities?
 Is safety and health training for all employees requiring such training been provided and documented?
 Do employees have a copy of the agency's safety and health rules and practices?

LABORATORY SAFETY and HEALTH INSPECTION CHECKLIST

DEPARTMENT/OFFICE

Hazardous Materials

YES NO

Is this room used for research, teaching, chemical preparation, storage or some other purpose? Please specify
 Are radio nuclides, carcinogens, biologically hazardous agents or chemicals used in this room? Please specify the specific agent. Also please note the disposal method presently used for all agents:
 If disposal is through a public system, have all inherent hazards been neutralized?
 Are emergency procedures established and posted for disruption of the operation in progress, e.g. explosive gases or reactions, poisoning, chemical spill, vapor releases and personal contamination?
 Are known toxic, caustic and other hazardous materials adequately labeled?
 Are mechanical pipetting devices available on all situations where mouth suction would be hazardous?
 Are smoking, eating, drinking and the application of cosmetics prohibited at the experiment area?
 Are flammables properly stored in accordance with Flammable Policy Requirement?
 Are storage areas and/or rooms where hazardous materials are used adequately ventilated?
 Is there a current inventory of hazardous chemical, radioactive materials, and biological agents? If yes, date
 Is there a current safety and health manual that has been developed specially for this laboratory?

Waste Disposal

Are adequate waste disposal containers provided?
 Has the method of disposal of all solid and liquid wastes been evaluated?
 Are solid wastes, such as discarded glassware, blood collection tubes, specimens and bacteriologic wastes, safely disposed of?

Are acid bottle carriers used for all large containers (over 500 ml)?
Are all containers of corrosives, acids and caustic materials properly labeled with a warning as to the hazardous content?
Are procedures adequate for the disposal of toxic and/or biologically hazardous materials?
Are there written procedures for the handling and disposal of contaminated specimens, used biologic media and animal remains?
Are syringes, needles, broken glass and other sharp objects disposed of safely preventing exposure and/or injury to housekeeping and waste handling personnel?

Physical Characteristics

Personal Protective Equipment
Compressed Gases
Egress
Electrical Hazards
Fire Protection
Machine and Instrument Guarding
Ventilation
Housekeeping
Signs

Personal Protective Equipment

YES NO

Is necessary protective equipment provided, used, and maintained in a sanitary, safe and reliable condition?
Are eye protectors provided where machines or operations present the hazard of flying objects, glass or chemicals?
Are sufficient washing facilities (including eye washes and deluge showers) available for all persons required to handle liquids that may burn, irritate, etc.?
Is a respiratory protection program used where needed?
If employees are allowed to lunch on the premises is an adequate space away from laboratory area provided for that purpose?

Egress

YES NO

Are all exits maintained to provide free and unobstructed egress from all parts of the room or building?
Are all exits free of locks or fastening devices that could prevent free escape?
Are aisles maintained clear and unobstructed for movement to personnel?