8.1 Safety Committees and Health and Safety Manual

8.1.1 Scope -- The Community College of Allegheny County (CCAC) will comply with applicable local, state and federal safety and health standards in its' commitment to provide healthy and safe environments for students, employees and visitors at each College site.

8.1.2 Campus/College Safety Committees -- Each campus shall establish a safety committee in accordance with Pennsylvania Act 57 (1966). Committees shall include members of administration, faculty, staff and physical plant personnel from the campus and its’ respective off-campus centers.

A College wide committee, under the direction of the Risk Manager, will be established and comprised of at least three members from each campus committee. Other members, as deemed appropriate by the Risk Manager, may be included.

8.1.3 Health and Safety Manual -- The College wide committee shall develop, implement and maintain a College Safety Manual. College faculty, staff and students shall comply with all applicable OSHA (Occupational Safety and Health Administration) rules and regulations as well as those identified in the College Health and Safety Manual.

8.2 Fire Prevention and Safety

8.2.1 Scope -- There are numerous local, state and national codes related to fire prevention and safety applicable to the CCAC and the college endeavors to adhere to those codes to the highest degree. Any proposed new construction or renovation, no matter how minor, and in some cases the purchase of furniture and equipment can be affected by these codes. Therefore the Facilities Management Department shall be consulted prior to beginning any construction or renovation project and the purchase of any equipment or furniture requiring power or air handling.

8.2.2 Fire Alarm and Other Emergency Equipment -- Fire and related emergency equipment
such as fire alarm pull stations and control panels, fire extinguishers, fire hoses, emergency lights and exits shall not be blocked from physical access or full visibility.

8.2.3 **Fire Drills** -- All campuses and dedicated College sites will conduct one fire drill per semester. At least one drill per year will be conducted during the evening. Drills shall be conducted to minimize disruption to classes during test periods.

Documentation of drills will be provided to the Risk Manager and to the site Director of Business Affairs.

When the alarm sounds, all persons are to leave the building via designated egress routes and/or as directed by floor wardens and monitors. Failure to do so is a serious violation of policy and may result in disciplinary action.

8.2.4 **Evacuation Diagrams** -- Permanently affixed diagrams indicating the viewer’s location and path(s) of egress from the location shall be posted in all areas with ten or more occupants. Such diagrams will be in accordance with the College signage guideline.

8.2.5 **Open Flames** -- Use of any open flame devices such as candles or incense burners in any College building is prohibited. Excluded are open flames used in controlled environments such as laboratories, food service areas or in classroom instruction.

8.3 **Vehicles**

8.3.1 **Licensing of Vehicle Operators** -- All persons requesting authorization to drive College owned vehicles must provide the following to the campus Dean of Administration:

a) Copy of his/her current valid Pennsylvania driver’s license and proof of insurability (current personal automobile insurance certificate).

b) Completed PA Department of Motor Vehicles Form DL-503, Request for Driver’s Record. The College will assume the cost of the submittal of this form.

Employees and occasional drivers must demonstrate competency in operating a vehicle prior to being authorized use of the vehicle.

Loss or suspension of a driver’s license, loss of insurability and/or inability to operate a motor vehicle due to health reasons may result in loss of the employee’s authorization to operate College owned vehicles until the situation or condition is rectified. Any employee authorized to operate College owned vehicles shall, upon suspension of his/her driver’s license, immediately notify his/her supervisor who will in turn notify the campus Dean of Administration.
8.3.2 Operating College Vehicles -- Persons operating College vehicles or personal vehicles while on College business shall comply with the motor vehicle laws of the state where the vehicle is being operated. Operators are responsible for the payment of any moving or non-moving citations received. Violation of motor vehicle laws, careless use or abuse of College vehicles will be cause for suspension of College driving privileges. Such suspension may affect continued employment.

Operators must report all accidents, moving violations and damage to College vehicles while under his/her supervision to his/her supervisor and the Campus Business Office as soon as possible.

8.3.3 Operator Inspections -- Operators shall, prior to operating a College vehicle, perform a visual inspection of the vehicle for damage and operational deficiencies. Oil, coolant and transmission fluid levels shall also be checked. If there are problems or conditions that will prevent safe operation of the vehicle it shall be reported immediately to the vehicle dispatcher.

8.3.4 Passenger Vans -- The National Highway Traffic Safety Administration has issued a warning related to the instability of 15 or more passenger vans when loaded with people, cargo or combinations of both. In addition, the Pennsylvania Department of Education prohibits transportation of persons from pre-school age through grade 12 in these vans. Accordingly transportation of children in this age range affiliated with College programs is prohibited in vehicles with a capacity of more than nine persons including the driver.

8.3.5 Illegal Parking (fire lanes, exits, etc.) -- When parking vehicles in college parking lots, drivers are not to block or impede access to and from the lot, fire lanes, loading docks or adjacent building emergency exits. Vehicles are not to be parked in any area that prevents access to buildings by emergency response personnel or safe exit by building occupants.

8.3.6 Cellular Telephone Use While Driving -- Use of a cellular telephone for College business while driving is prohibited. If it is necessary for the vehicle operator to make a telephone call while driving, it is recommended that the driver pull off of the road until the call is completed. Vehicle operators shall not perform any activity while driving that reduces his/her full attention from operating the vehicle in a safe, courteous manner.

8.4 Environmental

8.4.1 Scope -- Through application of sound engineering principles and adherence to applicable building codes the College endeavors to provide acceptable levels of indoor air quality in all of its’ buildings. All systems in use at the college are designed to codes and practices
in place at the time of design.

Heating, ventilation and air conditioning are separate components that create the interior environment and are designed as systems within themselves. They also function as a balanced system with each other. Even minor changes to any component can have a noticeable effect on the operation of the system.

8.4.2 **Indoor Air Quality** -- Blocking, disabling, re-directing or otherwise interfering with heating, ventilating or air conditioning systems and related components, except by authorized personnel, is prohibited.

Concerns about indoor air quality initiate certain evaluative actions. Concerns regarding air quality, other than temperature, are to be directed to the Campus Physical Plant Supervisor who in turn will notify the Chief Facilities Officer or his/her designee. Upon investigation the appropriate actions will be taken to alleviate the situation. Corrective actions may include relocation of the employee(s) on a permanent or temporary basis.

8.4.3 **Smoking** -- Smoking cigarettes, cigars, pipes or use of smokeless tobacco products in the interior of college owned or leased facilities and external areas, except for those for those designated for that purpose, is prohibited.

8.4.4 **Use of Refrigerants** -- Purchase of new refrigerant containing equipment shall specify non-CFC (chlorofluorocarbon) refrigerant, particularly when the equipment will be located indoors in proximity to regularly occupied office or instructional spaces. Replacement components for existing equipment shall be non-CFC (chlorofluorocarbon) to the extent possible.

8.4.5 **Non-laboratory Hazardous Waste Disposal (fluorescent lamps, etc.)** -- Non-laboratory waste such as fluorescent or halide type lamps may be considered characteristically hazardous if they contain materials such as mercury. Disposal of these products may be subject to federal and state regulations and, if disposed of improperly, may subject the College to fine or other penalty. Disposal of such items shall be through a coordinated system, internal or via commercial contractor, to ensure the safety of the College community and compliance with applicable regulations. Recycling programs shall be used to the extent available.

8.5 **Office Safety**

8.5.1 **Workplace Housekeeping** -- All areas of the College are to be maintained in a manner that presents a neat, uncluttered appearance. Materials are not to be accumulated or stored in a manner that may present a fire hazard, block access/egress to work areas,
exits and maintained equipment, or impede normal operations.

Areas found to be in violation of this article will be brought to the attention of the occupant and department head or supervisor for corrective action. Persons not complying with the corrective action recommendation may be subject to disciplinary action.

8.5.2 Extension Cords -- Electrical extension cords shall only be used to provide electrical power to portable or temporary equipment or for applications where equipment is not routinely used. Extension cords are not to be used for long-term convenience replacing permanent outlets. Multi-outlet devices (power strips) shall be equipped with a fuse or circuit breaker and be of the appropriate capacity for the load handled. All extension cords and multi-outlet devices shall be three-wire grounded and be UL (Underwriters Laboratory) listed.

8.5.3 Portable Space Heaters -- Space heaters, if used, are to be placed in a manner that does not create fire hazards or danger to persons. Space heaters are not to be used in confined spaces such as under desks, near combustible materials or vapors, or on wet floors.

8.5.4 Holiday Decorations -- Decorative items used at holidays, celebrations or other events must be of non-combustible materials. If live plant materials are used, they must be treated with a National Fire Protection Association (NFPA) approved fire retardant material prior to being placed in a College location.

Electrical items used for displays must be disconnected at the end of each day and prior to unoccupied periods of any building. Extension cords and terminal strips may be used on a temporary basis if done so and maintained so as not to create hazardous conditions.

Decorative items must not be situated in a manner that diminishes occupant safety by blocking work areas or restricting access/egress to building corridors, entries and exits.

8.5.5 Emergency Response -- Response actions to emergency situations shall be in accordance with the campus Emergency Guidelines Manual.

8.5.6 Halogen Lamps -- The use of free standing floor model or desk top open style lamps known as “torchieres” with halogen lamps is prohibited. These lamps burn extremely hot and can easily ignite flammable material or cause severe burns to skin.

8.6 Communications

8.6.1 Accident Reporting and Investigating -- All accidents, no matter how small the injury may seem, are to be reported as soon as possible and an accident report completed. In the
event of an accident, notify the immediate supervisor, if applicable, and the campus Business Office. If the accident requires medical attention or the victim is immobile or unconscious, call 911.

8.6.2 Training -- Employees shall receive on the job or classroom training in accordance with applicable health and safety organization guidelines as defined within the college Health and Safety Manual. Such training shall be mandatory.

8.6.3 Chemical Hygiene Plan -- All College departments using chemicals or substances having MSDS (Material Safety Data Sheets) shall develop and implement a chemical hygiene plan in accordance with the College Safety Manual. The Plan shall be posted in a conspicuous place in the area of chemical use.

8.7 Furniture and Equipment

8.7.1 Ergonomic Guidelines -- Purchases of office and classroom furniture, seating, and computer desks shall be made in accordance with the College ergonomic guidelines to ensure that considerations for user safety and comfort are met.

8.7.2 Procurement of Equipment -- Procurement of new or used equipment for interior use that is unusually heavy, oversized or requiring unusual installation shall be brought to the attention of the Facilities Management Department prior to acquisition. Facilities Management will determine if there are limitations to the location(s) where the equipment is to be located.

8.8 Other

8.8.1 Weapons -- Possession of weapons on college owned or leased premises or at college sponsored events is prohibited. This includes persons with valid permits to carry arms.

8.8.2 Skateboards and roller blades -- Use of skateboards, roller skates/ blades, scooters or bicycles is prohibited in College buildings. Skateboards, roller skates/ blades, scooters or bicycles, when used as a means of transportation by students, employees and invited visitors only are restricted to sidewalks and paths. Operation must be done in a responsible manner that does not endanger the user, other persons, or property.

Acrobatics or use of any riding device on walls, stairs, handrails or any other surface not intended for such use is prohibited. Persons damaging College property through such use will be responsible for the costs of repair and may also be liable for damages to the person or property of others. Disciplinary action may also be taken.
8.8.3 **College Keys and Access Cards** -- The word ‘key’ as used herein includes electronic access cards or other devices capable of enabling or disabling locking mechanisms. Employees may be issued keys to his/her work area with the supervisor’s written approval. Keys to exterior doors are not to be issued except in special situations and only with written permission of the Campus President and the Chief Facilities Officer, or their respective designees.

Grand master keys and above shall not be issued without the written approval of the College President. Master keys are to be issued only to persons who must access several areas on a frequent basis. Master keys are not to be issued for convenience reasons. Master keys shall be issued only for those specific areas to be accessed by an employee. Individual keys under a master key will not be issued to any employee with a master key.

Keys shall not be issued to students or seasonal employees.

Individuals must sign a receipt for each key issued. Keys are to be turned in to the issuing department if an employees’ work location or assignment changes or at termination of employment. Employees are not to turn keys over to another employee.

Duplication of College keys, or distribution of keys for use by others to whom the keys were not assigned without prior approval of the campus Dean of Administration is prohibited.

All new locks and keys, and revisions to existing locks and keys will be coordinated with the Facilities Management Department to ensure compliance with key system hierarchies and security requirements.

8.8.4 **General Safety Practice** -- All employees are responsible for:

- Their personal safety and the safety of those under their supervision by exercising maximum care and good judgment to prevent accidents.
- Observing and abiding by rules and regulations, safety signs, warnings and operating practice notices
- Reporting unsafe conditions, practices or equipment
- Reporting all accidents, regardless of how minor it may seem
- Seeking first aid immediately
- Cleaning up their work area each day
- Wearing job appropriate safety clothing and equipment
- Knowing the location of Material Safety Data Sheets (MSDS), firefighting equipment and equipment shutdown devices in their area
8.9 **Response to Reports of Bed Bugs/Pest Infestations** -- The following steps will be followed in the event that an employee receives a report that a student has bed bugs or otherwise becomes aware of the possible presence of a bed bug or other pest infestation in any College facility:

1. The employee who receives the report or becomes aware of the potential presence of bed bugs or other pests in a College facility shall immediately report the concern to the Campus President and the Campus Physical Plant Supervisor/Director.

2. The Campus President and Physical Plant Supervisor will take immediate action to quietly remove all students, staff and other occupants from the areas which are or may have been affected.

3. The Campus President and Physical Plant Supervisor will coordinate a prompt and thorough inspection of the involved areas utilizing the services of a certified pest inspection and control company. For reported bed bug infestations, contracted services that utilize trained detection animals may be required.

4. If the presence of bed bugs or other pest infestation is identified, the College will ensure that the area is promptly and appropriately sanitized by a certified pest control company.

5. If bed bugs are identified on a student or employee’s belongings, the Campus President and/or the Physical Plant Supervisor will arrange to provide the student or employee with plastic bags or a plastic bin in which to store their belongings and transport them off campus to their home.

6. Once the area has been sanitized and the infestation eliminated, the area can be reopened for normal use.

7. Students reporting a bed bug infestation at their place of residence will be instructed to remain at home and not return to campus until the student presents evidence that his/her home has been inspected and determined to be free of the infestation by a license pest control company. Information regarding available pest control companies and procedures to manage residential infestations will be provided to the student.

8. Employees reporting a bed bug infestation will not be permitted to remain at the worksite or to return to work until the employee presents evidence that his/her
home has been inspected and determined to be free of the infestation by a licensed pest control company. The College will assist the employee to engage an appropriate contractor.

9. Upon receipt of a report of possible bed bug or other pest infestation, the Campus President shall immediately notify the College President. The College President and the Campus President may consult with the Allegheny County Department of Health and/or other College administrative and staff members in order to evaluate the situation and determine the appropriate actions. Actions to be determined will include the following:

a) Whether to issue a notice to the campus and/or College community, and the content of such notice;

b) Whether it will be necessary to close any buildings or facilities in order to facilitate the inspection and sanitation process or to prevent the spread of the infestation.