

NORTHSHORE TECHNICAL COMMUNITY COLLEGE

SAFETY MANUAL



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

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General Safety Plan

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

MANAGEMENT POLICY STATEMENT
Northshore Technical Community College – Sullivan Main Campus
Branch Campuses: Florida Parishes, Hammond Area

A major goal of public agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

This objective can be reached if all employees accept personal responsibility for their own safety and well being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to her/him and others.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each administrator and instructor will be held accountable for safety in areas under their supervision. Each is responsible for ensuring that all safety rules, policies, and procedures are followed.

It is our intention to provide good supervision, effective training, and safe equipment on the job. The success of our safety and loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.



William S. Wainwright, Chancellor

ASSIGNMENT OF SAFETY RESPONSIBILITY

The ultimate responsibility for preventing accidents and controlling hazards rests with management. Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The key to effective safety performance is management procedures that are delineated to various positions within the organization.

EXECUTIVE AND OPERATING MANAGEMENT

1. The Vice Chancellor of Finance & Administration and Facilities & Property Manager for Northshore Technical Community College have coordinating responsibility for safety on the campuses.
2. The VC Finance & Administration authorizes necessary expenditures, as approved by Campus Deans, to provide safe working conditions.
3. The VC Finance & Administration approves safety policies as deemed necessary for the Northshore Technical Community College and/or as formulated by the Campus Deans, Safety Coordinators and/or Safety Committees.
4. The VC Finance & Administration and/or the Facilities & Property Manager apprises the Northshore Technical Community College Chancellor of all safety issues and necessary updates to safety guidelines.
5. The Northshore Technical Community College Chancellor, Campus Deans, Associate Dean, Assistant Deans, Facilities & Property Manager, and/or VC Finance & Administration participate in the safety program as recommended by the safety coordinators or committees (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

SAFETY COORDINATORS

Safety Coordinators are designated for each campus. The Safety Coordinators are responsible for supervising and coordinating the safety operations as designated by the Campus Dean. He/she has open communication with the VC Finance & Administration, Campus Deans, employees and safety committee members. The safety coordinator's duties shall include but are not limited to:

1. Coordinate the safety operations as designated by the Dean at each facility or campus.
2. Keeps and analyzes accident records.
3. Conducts educational activities, safety meetings and drills.

4. Conducts activities to stimulate and maintain interest in safety among employees.
5. Serves on the safety committee.
6. Supervises accident investigations.
7. Supervises the planning and completion of a regular program of safety inspections.
8. Supervises checks for compliance with applicable safety laws and codes.
9. Issues regular reports showing safety performance and accident trends.
10. Reviews plans annually with administrators, safety committees and employees for the purpose of updating plans and procedures as needed.

▪ **EMPLOYEE RESPONSIBILITY**

Employees must work safely and efficiently as they perform their campus duties. The employees' responsibilities are as follows:

1. Working according to accepted safe practices.
2. Reporting unsafe conditions and practices.
3. Observing safety rules and regulations.
4. Making safety suggestions.
5. Serving on safety committees.
6. Asking for assistance or further explanation if a task is unclear or seems unsafe.
7. Using the Northshore Technical Community College Safety Handbook for reference and the Louisiana Community and Technical College Safety Policies.

SAFETY COMMITTEES

Safety Committees are established on each campus and are made up of the Safety Coordinator, and other key staff and/or faculty members as determined by the Campus Dean. The Safety Committee is responsible for reviewing all safety plans and assuring that these documents remain current and up-to-date. Safety Committee members may also assist with safety meetings conducted for staff and faculty.

SAFETY PROGRAM POLICY

There is no compromise for Safety. A Safety Program is designed to create safety attitudes and a safe environment. Safety attitudes and safe environment protect people from minor and disabling injuries. Fatal injuries also can result from bad safety practices. We cannot overemphasize the importance of a good safety program for the Northshore Technical Community College.

The college administration, instructors and staff are concerned about the safety of students and any other persons that are on the premises of these campuses. Each instructor will instill in every student a sense of responsibility for his or her own safety and the safety of others. Safety is one of our major concerns along with teaching students to respect equipment paid for by hard earned taxpayers' dollars. Safe equipment is well-maintained equipment.

Northshore Technical Community College will follow all safety rules that cover the class or shop each student attends. Instructors will give all students enrolled in their program a copy of the program's Safety Rules.

The first study assignment in each shop is on SAFETY ORIENTATION. Instructors' list safety precautions in each study assignment and these will be reviewed prior to performing a job in the shop. They view safety films that are beneficial to the student for each shop class. Regular safety meeting are held in the shops to review safety procedures with students.

The history of lawsuits has placed a significant burden of responsibility on the campuses and the instructors concerning student safety. These potential losses are great including human suffering and considerable dollar losses. Therefore, safety is a top priority at the Northshore Technical Community College campuses.

FIRST-AID

The American National Red Cross defines First Aid as “the immediate and temporary care given to a victim of an accident or sudden illness, until they can obtain the services of a physician.” They require First Aid whenever an injury occurs and should be limited to doing what is necessary to preserve life. The primary concern is the care of the injured person and prevention of additional injury to the person.

First-aid may be administered only by someone who has completed a certified first-aid or emergency response course or someone who has advanced medical training. Refresher training is required according to certification requirements. A qualified first-aid person(s) should be available for all classes.

Administration at each campus site will maintain a file of trained first-aid attendants. This file contains training records and the date of necessary recertification. First aid administered will be documented on the Accident/Incident Report Form.

FIRST-AID KIT AND INVENTORY FORM

A first-aid supply kit is available in each training area. Eye wash stations are available in departments that present possible hazardous eye situations. Zee Medical Services conducts regularly scheduled visits to the campuses to restock and update first aid materials.

EMPLOYEE GUIDELINES

1. The use of medicines/cleaners such as alcohol, Merthiolate, first-aid cream, etc., is prohibited. This also applies to the distribution of aspirin and other over-the-counter medicine. The rule applies to both employees and students.
2. A first-aid outline published by the Louisiana Office of Risk Management is posted in all work areas.
3. Calmly and coherently report all injuries and near miss accidents immediately to the Administration Office.
4. Do not treat an injury yourself, unless you are trained in first aid. Get advice and treatment from a trained first-aid attendant.
5. Unless a victim is exposed to further danger at the accident site, do not move him or her until the full extent of the injury is known, first-aid has been given, and emergency transport assistance has arrived.
6. Do not attempt to perform regular job functions if abilities have been impaired by an injury.
7. In case of serious injury, 911 Emergency Service is available in the areas served by all Northshore Technical Community College campuses.
8. In case of student injuries, the student’s parents or a qualified ambulance/emergency medical service should provide transportation. It is strongly recommended that state vehicles not be used to transport the injured to a medical facility.

9. Any illness or sickness that impairs an individual's ability to perform, should be treated the same as an accident.
10. Use quick reference for emergency phone numbers posted on Evacuation Routes and/or throughout the campuses.

PROCEDURE FOR ACCIDENT/ INCIDENT INVESTIGATION

An accident is defined as “a series of unplanned events that caused or could have caused personal injury or property damage.” The instructor responsible for the area in which the accident occurred should investigate all accidents, including those occurring to non-employees. “Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage. The safety coordinators should follow-up with an investigation and report results to the safety coordinator.

When an employee is injured, the employee must assist the employer in completing the State Employee Accident/Incident Report Form HR-006. These forms are available from the Northshore Technical Community College website at www.NorthshoreCollege.edu. Work injuries are then entered into the STARS computer system by the Northshore Technical Community College Human Resources staff. The supervisor retains a copy of the accident/incident form with copies going to the Northshore Technical Community College Human Resources Department, the NTCC Facilities & Property Manager, the Dean, the Department Head, and the Campus Safety Coordinator.

In order to acquire necessary medical aid for injured persons, the Dean should follow The following steps in investigating the accident.

1. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
2. Survey the accident scene for information. Assemble any objects that might have contributed to the accident.
3. Determine if there were any witnesses to the accident and get their accounts of the incident.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Complete the investigation portion of the Accident/ Incident/ Report.

INSTRUCTIONS FOR COMPLETING ACCIDENT/INCIDENT REPORT

Accidents do not just happen; they are caused. The Accident/ Incident Report is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents. All spaces on the form are to be completed. Notations such as N/A (not applicable) are not acceptable.

This form is available on the Northshore Technical Community College website, Facilities section at www.NorthshoreCollege.edu.

Once an accident occurs, the investigator must take immediate action to prevent a similar event. The investigator completes the Root Cause Analysis Portion of the Accident/ Incident Report.

- Note any unsafe acts or conditions and contributory factors associated with the accident/incident.
- Draw a conclusion as to why the act was committed and why the condition exists.
- Explain immediate action taken to prevent a recurrence of the accident.
- Suggest what long-range action is necessary to prevent the accident.
- Indicate what additional assistance is needed to prevent the recurrence of the accident/ incident.
- To prevent similar accidents/incidents, share the analysis and the actions that should have been done with others at the facility.

Write your name and title on the bottom of the form.

The supervisor/instructor in the area where the accident occurred retains the original form. Copies should be sent to the Northshore Technical Community College Human Resources Department, the Northshore Technical Community College Facilities & Property Manager, the Campus Dean and the Safety Coordinator.(if different from the F&PC Manager)

PROCEDURES FOR INSPECTION

1. The Campus Dean divides the grounds and facilities into specific housekeeping units. Housekeeping responsibility for each unit is assigned to specific custodial/maintenance workers.
2. The Campus Dean or his designee meets with custodial/maintenance workers to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling the potential safety and fire hazards.
3. The Dean or his designee is responsible for conducting regularly scheduled inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

Some examples of hazardous conditions are as follows:

- Slip or trip hazards such as cords or torn or broken floor covers
 - Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
 - Holes or protrusions such as eroded, broken or sunken walking surfaces.
 - Temporary accumulation of flammable or combustible materials.
 - Storage and use of chemical products and other hazardous materials.
4. All employees are responsible for completing an Inspection Checklist each quarter. The Inspection Checklist are to be presented to the Safety Coordinators one week prior to the quarterly safety meeting(s) schedules at each campus.
 5. All employees are responsible for reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log which must be kept in each operating area.
 6. The first-line instructor or Safety Coordinator is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If an instructor cannot correct the hazard, he or she should report it to the next level of management. Hazard Control Logs should be reviewed daily.
 7. If a hazard still exists for more than 30 days, the Safety Coordinator must send copies of the Hazard Control Log to the Northshore Technical Community College Facilities & Property Manager, Department and Agency Heads and to the Loss Prevention Unit of the Office of Risk Management.
 8. The Hazard Control Log is retained in the originating work area for at least one year or until all hazards have been corrected.

9. Routine inspections are conducted by the Louisiana State Fire Marshal and all findings are reported to the college's Dean and Safety Coordinators. The coordinators will address any negative report by the Fire Marshal immediately.

JOB SAFETY ANALYSIS

Job safety analysis is a procedure used to review work methods and uncover hazards that may result in accidents/ incidents. The hazards might have been overlooked in the design of the building, workstation, equipment, tools, or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel.

Job safety analysis is one of the first steps in hazard prevention, accident/ incident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have resulted in a trend, death, or a change in job procedures or equipment. There are three objectives in job safety analysis:

1. To systematically evaluate jobs and work methods to eliminate hazards and potential hazards;
2. To develop a tool to assist in the teaching of safe work procedures, and
3. To provide a framework for accident/incident analysis.

WHEN TO PERFORM A JOB SAFETY ANALYSIS

A job safety analysis should be performed on all jobs that have resulted in a trend, death, or a change in a job procedure or equipment.

JOB SAFETY ANALYSIS PROCEDURE

Step 1: Select the Job

The following factors should be considered when selecting jobs to be analyzed and in establishing the order of analysis. They are listed in order of importance.

1. Production of Injuries: Jobs that have produced medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents: Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity: Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.

4. New Jobs or a Change in a Job: New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis should be made on every new job created. Analysis should not be delayed until an accident or near miss occurs.
5. Death: Any accident that caused the death of an employee must have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis

The instructor or the safety coordinator responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The employees who regularly perform the task should be involved in the job safety analysis. As a rule, the job safety analysis should contain less than 12 steps.

Job safety analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job, and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Step 3: Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain themselves by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat or radiation)?

Step 4: Identify Solutions

The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do the job. Consider work saving tools and equipment. Select the safest method.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (tools, materials, equipment, layout, and location) to eliminate or control the hazard.

3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
4. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. Eliminate the condition or practice that result in excessive repairs or service. At least attempt to minimize the effect of the condition.

Step 5: Conduct a Follow-up Analysis

No less than once a month, each supervisor should observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the job in accordance with the safety procedures developed.

Use of the Job Safety Analysis:

- The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.
- New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis.
- Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.
- The job safety analysis is an accident/incident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Record Keeping:

Job safety analysis forms should be maintained in a notebook or file in the department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained in the front of each department's notebook or file.

SAFETY MEETINGS

PREPARE FOR MEETING

1. Conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. Another appropriate topic is a new job, procedure, or changes in an operation. A safety meeting can help identify and eliminate hazards before accidents occur.

CONDUCT THE MEETING

1. Discuss only one topic per meeting
2. Use the Safety Meeting Report form to document the meeting.
3. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
4. Reach an agreement with employees on how to eliminate or control the situation.
5. Conduct a minimum of one safety meeting per quarter.

KEEP A RECORD OF THE MEETING

Copies of the Safety Meeting Report forms should be sent to the safety coordinator or agency head. The Instructor or the Safety Officer should keep the originals.

SAFETY RULES

1. Smoke only in approved outside areas. All facilities of Northshore Technical Community College are smoke-free facilities.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe conditions or act to your lead instructor.
9. If there is any doubt about the safe work method to be used, consult the instructor before beginning work.
10. Immediately report accidents, near misses, and property damage to an instructor regardless of the severity.
11. Instructors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined areas.
12. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
13. Maintain an orderly environment and work procedure. All tools and equipment are to be stored in a designated place. Put scrap and waste material in a designated refuse container.
14. Report any smoke, fire, or unusual odors to your instructor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the instructor must determine specific methods for safe lifting.

16. Never attempt to catch a falling object.
17. If your work creates a potential slip or trip hazard, use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
21. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
22. Adhere to departmental rules and procedures specific to departmental operations.
23. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with agency safety rules will not be considered desirable for continued employment with the State of Louisiana.

TRAINING

SAFETY TRAINING FOR EMPLOYEES

The purpose of employee safety training is to establish a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. There are four primary objectives in employee safety training:

1. To teach employees hazard recognition and methods of corrective action;
2. To involve employees in accident prevention;
3. To motivate employees to accept their safety responsibilities; and
4. To provide employees information on accident causes, occupational health hazards, and accident prevention methods.

STEPS IN CONDUCTING EMPLOYEE SAFETY TRAINING

- 1. Select appropriate training topics and schedule training by priority. Eleven training topics are recommended as essential to each agency or facility:**

Safety Program Objectives

- Rights and responsibilities of the employee
- Authority and responsibilities of the supervisor
- Safety policy/rules
- Accident and near miss accident reporting procedures
- Job safety analysis
- Accident experience and trends

Hazard Recognition Control

- Types of hazards
- Preventive measures
- Inspection procedures
- Recording and reporting
- Immediate temporary controls

Emergency First-Aid Procedures

- Recognizing first-aid emergencies
- Gaining control
- Emergency care

Emergency Response Procedures

- Alarm systems
- Evacuation routes
- Fire extinguisher training

Personal Protective Equipment

- What to use
- When to use
- Storage area
- How to check, inspect, and maintain

Material Handling

- High risk jobs
- Proper lifting
- Proper carrying

Slips, Trips, and Falls

- Recognizing potential problems
- Minimizing exposure

Unsafe Environmental Conditions

- Outside (heat, cold, winds, rain, hurricanes, tornadoes)
- Inside (noise, dust, vapor, fumes)
- Other (fire, bomb threats)

Good Housekeeping Practices

- Tools and equipment
- Vehicles
- Yard

Work from Elevations/Use of Ladders

- Preventing a fall
- Falling safely

Safe Vehicle Operation

- Pre-operation inspection
- Control of common hazards
- Rules of the road

- 2. Develop a lesson plan for each training session. A complete lesson plan should include the following:**

Title: Clearly identifies the topic.

Objectives: States what the trainee should know or be able to do at the end of the training period. A well written objective limits the subject matter, is specific, and stimulates thinking on the subject.

Estimated Time of Instruction: States the length of the training session. Ample time should be allowed to thoroughly cover the subject.

Materials: States the material to be used in training including equipment, tools, charts, slides, films, etc.

What the Instructor Will Do: Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for the instructor (show cart, write key words on chalkboard, etc.).

What the Employee Will Do: Indicates how employees will apply the material in the training session. Evaluation: Establishes an assessment method (test, demonstration) for determining whether the training objectives are achieved.

Assignment: Provides employees an opportunity to apply the material on the job. (See Sample Lesson Plan)

SAFETY TRAINING FOR SUPERVISORS

The immediate job of preventing accidents and controlling work hazards falls upon the Dean because safety and production are part of the same supervisory function.

Objectives of safety training for instructors include the following:

1. To involve instructors in the agency's accident prevention program.
2. To establish the instructor as the key safety person in each unit.
3. To help instructors understand their safety responsibilities.
4. To provide instructors with information on cases of accidents, occupational health hazards, and methods of prevention.
5. To help instructors gain skill in accident prevention activities.
6. The Dean supervises and appraises accident investigation.
7. The Dean has to plan and direct a regular program of safety inspections.
8. The Dean checks for compliance with applicable safety laws and codes.

MAINTENANCE DEPARTMENT

1. Maintenance personnel work with safety committee, safety coordinator, and staff to ensure safe working conditions.
2. The Dean executes work orders promptly.

3. Maintenance personnel cooperate in devising safety equipment, guards, and appliances.

DEAN, SAFETY COORDINATOR, SAFETY OFFICER AND INSTRUCTORS

1. Inspects work area for compliance with safe work practices and safety rules.
2. Trains employees to work safely.
3. Corrects unsafe conditions and unsafe acts.
4. Obtains first-aid for injured promptly.
5. Reports and investigates accidents and works with the safety Coordinator to determine the cause and correct the problem.
6. Serves on safety committee.
7. Holds crew safety meeting.
8. Discusses safety with individual employees.

EMPLOYEES WILL:

1. Work in accordance with accepted safety practices.
2. Reports unsafe conditions and practices.
3. Observes safety rules and regulations
4. Makes safety suggestions
5. Serve on safety committees.
6. Ask for assistance or further explanation when needed.

SUGGESTED SAFETY TOPICS FOR SUPERVISORS

Safety and the Instructor: Relationship between safety and productivity

Know Your Accident Problems: Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs.

Human Resources: Employee motivation, basic needs of workers, instructors as a leader, alcohol and drug problems.

Maintaining Interest in Safety: Committee function, employee relations, and instructors' role in off-the-job safety.

Instruction for Safety: Job instruction training, procedure for conducting job safety analysis.

Industrial Hygiene: Environmental health hazards (lighting, noise, ventilation, temperature).

Personal Protective Equipment: Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation.

Industrial Housekeeping: Results of good housekeeping, responsibility of the instructor.

Material Handling and Storage: Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases.

Guarding Machines and Mechanisms: Principles of guarding, benefits of good guarding, types of guards, standards and codes.

Hand Portable Power Tools: Selection and storage—safe use of hand tools and power tools.

Fire Protection: Recognizing fire hazards, understanding fire chemistry, setting up fire brigades, instructor's role in fire safety.

Personal, Protection, & Equipment (PPE) Guidelines

	Machine							
	Welding	Carpentry	Tool	HVAC	Automotive	Diesel	Nursing	Janitorial
<u>EARS</u> <i>Tapered foam, plugs, earmuffs</i>	X	X	X	X	X	X	X	
<u>EYES</u> <i>Safety glasses, face shield, welding goggles</i>	X	X			X	X		
<u>HANDS</u> <i>welders, leather, coated cut, resistance, latex</i>	X	X	X	X	X	X	X	X
<u>FACE</u> <i>Welding Helmet, face shield</i>	X	X	X	X		X		
<u>FEET</u> Impact and compression resistance	X	X			X	X		
<u>BODY</u> Flame resistance	X							

RECORDKEEPING

The following safety records will be kept by Northshore Technical Community College campuses for at least one year. Copies of forms are included with exhibits describing the specific producers as noted.

SAFETY INSPECTION CHECKLIST: Completed quarterly in each work unit following a general safety inspection. The completed form is submitted to the campus Safety Coordinator one week prior to the quarterly safety meeting.

WORK ORDER SYSTEM: *The work Order System replaces the Hazardous Control Log. When a potential hazard is identified the person reporting the hazard completes a Work Order which is turned in to the Safety officer to be routed to the person or persons responsible for correcting the hazard. Copies are kept in the possession of the Safety Officer for LPO review.*

ACCIDENT/INCIDENT REPORT: Must be completed for each accident/incident. Attach it to the Employer Report of Injury/Illness when an injury has resulted that requires treatment by a physician. The supervisor/instructor retains the original. Copies are sent immediately to the Northshore Technical Community College Human Resources department, the Northshore Technical College Facilities & Property Manager, and the Campus Safety Coordinator.(if different from the NTCC F&PC Manager)

Complete for each incident which occurs that does not require medical expense or lost time. A copy should be given to Northshore Technical Community College Human Resources department, the Northshore Technical Community College Facilities & Property Manager, the Safety coordinator within the agency.

JOB SAFETY ANALYSIS: Completed by instructors in each work unit or the agency Safety Coordinator. Job safety analyses should be performed for death, trends, new equipment or a change in procedures. Job safety analysis forms are kept in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

SAFETY MEETING REPORT: Completed quarterly following safety meeting and maintained in the Safety Coordinator's office for one year. Copies should be sent to the Safety Coordinator and the NTCC Facilities & Property Manager.

TRAINING DOCUMENTATION: Complete following training sessions and maintained in the Safety Coordinator's area for one year. A copy should be sent to the Northshore Technical Community College Facility & Property Manager.

SAFETY COORDINATORS

Sullivan Main Campus:	Gerald Blappert
Florida Parishes Branch Campus:	Burke Jones/Danny Karl
Hammond Area Branch Campus:	L. J. Blanchard

EVALUATION AND REVISION

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits, accident/incident reports, safety drill reports, and the Safety Check Sheets completed by each department. The Campus Safety Coordinators will be responsible for coordinating the annual reviews of the plan and the attachments.

Revised plans are to be distributed to all faculty and staff in a timely manner. Human Resources should also receive copies of any revisions to include in a revised Personnel Manual. Portions of the plan that are included in the Campus Catalog/Handbook are also to be monitored on an annual basis to assure that students are getting updated information.

Bloodborne Pathogens Exposure Control Plan

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

Date of Revision: **June 15, 2010**

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this college the following job classifications are in this category: Air Conditioning/Refrigeration, Automotive Technician, Electronics/Electrical, Diesel Mechanics, Drafting & Design Technology, All Health Occupations, Office Occupations, Welding, Vet Technician and Assistant, Office Personnel, and Maintenance Personnel

Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

Compliance Methods

Universal precautions will be observed at this college in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Any BBP incident, accident or injury is

Highly Confidential. It is not to be discussed with anyone other than the Campus Administrator and/or Safety Coordinator. Individuals with any known BBP are given the respect of anonymity. Engineering and work practice controls will be utilized to eliminate or to minimize exposure to employees at this college. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be

utilized. At this college, the following engineering controls will be utilized: sharps containers and thermometer sheaths.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is semiannually by the nursing staff. Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Each instructor and/or supervisor shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. Each instructor and/or supervisor shall insure that if employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed if no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. At this college, recapping or removal is permitted only for **teaching** not to recap and throw away.

Containers for Reusable Sharps

Contaminated sharps that are reusable are to be placed immediately or as soon as possible after use into appropriate sharps containers. At this college, the sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. Reusable sharps containers are located in the nursing area.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, cabinet shelves, or on countertops or bench tops where blood or other potentially infectious materials are present. Mouth pipetting/suctioning of blood or other potentially infectious procedures are prohibited. All procedures will be conducted in a manner, which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. To accomplish this goal this college will teach methods, such as covers on centrifuges, usage of dental dams if appropriate, etc.

Specimens

Specimens of blood or other potentially infectious materials will be placed in a container, which prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. (Employers should note that the standard provides for an exemption for specimens from the labeling/color coding requirement of the standard provided that the college utilized universal precautions in the handling of all specimens and that the containers are recognizable as containing specimens. This exemption applies only while the specimens remain in the campus. If the employer chooses to use this exemption, then it should be stated here). Any specimens, which could puncture a primary container, will be placed within a secondary container that is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

Contaminated Equipment

Each instructor and/or supervisor are responsible for insuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment

PPE Provision

All personal protective equipment used at this college will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or to other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. (Indicate how clothing will be provided to an employee, e.g., who has responsibility for distribution. You could also list which procedures would require the protective clothing and the recommended type of protection required. This could also be listed as an appendix to this program).

PPE Use

The Campus Administrator and/or Safety Coordinator shall ensure that employees use appropriate PPE unless the employee declines to use PPE under certain circumstances. For example, if in the employee's judgment the use of PPE would prevent the delivery of health care or pose an increased hazard to the safety of the employee, he or she may choose to decline the use of PPE. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

PPE Accessibility

The Campus Administrator and/or Safety Coordinator shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees. Hypoallergenic gloves, glove liners, powder less gloves, or other similar

alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

PPE Cleaning, Laundering and Disposal

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

Gloves

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures; and when handling or touching contaminated items or surfaces. Disposable gloves used at this college are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield or chin-length face shields, are required to be worn whenever splashes, spray platter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Additional Protection

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) shall be worn in instances when gross contamination can reasonably be anticipated (such as autopsies and orthopedic surgery). The following situations require that such protective clothing be utilized:

Housekeeping

This college will be cleaned and decontaminated on a regular basis. Decontamination will be accomplished by utilizing materials such as a quaternary disinfectant or bleach. All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surfaces may have become contaminated since the last cleaning. All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a daily basis by the Buildings, Grounds, and Equipment Maintenance Personnel. Any broken glassware, which may be contaminated, will not be

picked up directly with the hands. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Regulated Waste Disposal

Disposable Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on both sides and bottom, and labeled or color coded. During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries). The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping. The second container shall be labeled or color-coded to identify its contents. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner, which would expose employees to the risk of percutaneous injury.

Other Regulated Waste

Other regulated waste shall be placed in containers, which are closeable, constructed to contain all contents and to prevent leakage of fluids during handling, storage, transportation, or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

NOTE: Disposal of all regulated waste shall be in accordance with applicable United States, state, and local regulations.

Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked (biohazard labeled or color coded red) bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up

General

Recombiuaz HB, the Hepatitis B vaccine, and other vaccination series will be given to all employees who may have possible occupational exposure. Post-exposure and follow-up

evaluation will be done on all employees who have had an exposure incident. The Campus Administrator shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- a. Made available at no cost to the employee
 - b. Made available to the employee at a reasonable time and place
 - c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional and
 - d. Provided according to the recommendations of the U.S. Public Health Service
- All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

The Health Occupations Department Head is in charge of the Hepatitis B vaccination program. Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within ten (10) working days of initial assignment to all employees who have occupation exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination. If the employee declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available. All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal. If a routine booster dose of Hepatitis vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to administration and/or Safety Coordinator. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. The route of exposure and the circumstances under which exposure occurred shall be documented
- b. Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by state or local law
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Campus Administrator shall establish that legally required consent cannot be obtained. The source individual's blood, if available, shall be tested and the results documented
- d. When the source individual is already known to be infected with HBV and HIV, testing for the source individual's known HBV and HIV status need not be repeated
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. Collection and testing of blood for HBV and HIV serological status will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained;
- b. The employee will be offered the option of having his or her blood collected for testing of the employee's HBV/HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-ups will be performed by a local Hospital.

Information Provided to the Health Care Professional

The Health Occupations Department Head shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- a. A copy of 29 CFR 1910-1030
- b. A written description of the exposed employee's duties as they relate to the exposure incident
- c. Written documentation of the route of exposure and circumstances under which exposure occurred
- d. Results of the source individual's blood testing, if available and,
- e. All medical records relevant to the appropriate treatment of the employee including vaccination status

Health Care Professional's Written Opinion

The Health Occupations Department Head shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination. The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and shall not be included in the written report.

Labels and Signs

Individuals disposing of biohazard contamination shall insure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship

blood or other potentially infectious materials. The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be submitted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction. Blood products that have been released for transfusion or other clinical uses are exempt from these labeling requirements.

Information and Training

The Health Occupations Department Head shall insure that BBP training is provided at the time of initial assignment to tasks where occupational exposure may occur and that it shall be repeated within twelve (12) months of the previous training. Training shall be tailored to the education and language level of the employee and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents
- b. A discussion of the epidemiology and symptoms of blood borne diseases
- c. An explanation of the modes of transmission of bloodborne pathogens
- d. An explanation of the Northshore Technical Community College Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy
- e. The recognition of tasks that may involve exposure
- f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices, and personal protective equipment (PPE)
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's
- h. An explanation of the basis of selection of PPE's
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- l. Information on the evaluation and follow-up required after an employee exposure incident
- m. An explanation of the signs, labels, and color-coding systems The person conducting the training shall be knowledgeable in the subject matter. Employees who have received

training on blood borne pathogens in the twelve (12) months preceding the effective date of this policy shall receive training only in provisions of the policy that were not covered. Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Recordkeeping

Medical Records

The Health Occupations Department Head, and/or office staff is responsible for maintaining medical records as indicated below. These records will be kept in the nursing office at a Northshore Technical Community College Campus. Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.1020. These records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years. The records shall contain the following:

- a. The name and social security number of the employee
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination
- c. A copy of all results of examinations, medical testing, and follow-up procedures
- d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes exposure and circumstances of exposure

Training Records

The Campus Safety Coordinator is responsible for maintaining the following training records. These records will be kept at each respective Northshore Technical Community College Campus. Training records shall be maintained for three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions;
- b. An outline describing the material presented;
- c. The names and qualifications of persons conducting the training;
- d. The names and job titles of all persons attending the training sessions.

Availability

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Dean of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this college is closed or there is no successor employer to receive and retain the records for the prescribed period, the college Facility and Property Manager shall be contacted for final disposition.

Evaluation and Review

Faculty, staff and students are responsible for reviewing this program and its effectiveness annually. The Campus Administrator and/or Safety Coordinator will implement updates as needed.

Outside Contractors

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

Hazardous Materials and Hazardous Wastes Program

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

INTRODUCTION

All hazardous materials handled, used, stored, and transported will be managed to comply with safety, pollution prevention, waste minimization, waste management regulations, and Northshore Technical Community College (NTCC) policy. A hazardous material is any material which, because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial threat to human health or the environment when released or spilled. Typical hazardous materials used by the NTCC include, but are not limited to: fuels, oils, paints, solvents, batteries, compressed gases, and wastes of these materials.

TRAINING

All employees and students who manage, use, store and/or dispose of hazardous materials or wastes are trained on the following topics: hazard communication, acquisition, use, handling, transporting of hazardous materials, waste management, pollution prevention, waste minimization, spill response and cleanup, emergency response, and field awareness utilizing this program and a Haz Com Powerpoint located on the NTCC website.

PROCUREMENT

A Material Safety Data Sheet (MSDS) will be obtained with all purchases of hazardous materials. The MSDS will be conveniently available to all users of that product. All employees will know where the MSDSs are located for all materials they use and will be familiar with the information found in the MSDSs.

HAZARDOUS MATERIALS AND WASTE MANAGEMENT

Other persons filling jobs related to hazardous materials/waste management are:

Tony Mizell, Welding Instructor, Sullivan Campus

Neal Harris, Automotive Instructor, Sullivan Campus

Norman Boyles, Custodian 2, Sullivan Campus

Daniel Walker, Maintenance Repairer 2, Sullivan Campus

Paul Witkowski, Machine Shop Instructor, Sullivan Campus

Galen Maki, HVAC Instructor, Sullivan Campus

Michael Singley, Diesel Powered Equipment, Sullivan Campus

Terry Addison, Maint. Repairer Master, Florida Parishes Campus

Barry McNabb, Welding Instructor, Florida Parishes Campus

Matthew Titus, Welding Instructor, Florida Parishes Campus

Nolan Landry, Automotive Instructor, Florida Parishes Campus

Milton Gomez, Maintenance Repairer Master, Hammond Campus

John Ford, Custodian 1, Hammond Campus

Gregory Himel, Welding Instructor, Hammond Campus

Donald Baham, Automotive Instructor, Hammond Campus

Louis Blanchard, Automotive Instructor, Hammond Campus

Materials Safety Data Sheets 4.1 (Online)

Employees and students will use the MSDS as a guide to the safe use, handling, and storage of hazardous materials. Appropriate personal protection, such as goggles, gloves, outwear, and respirators will be worn by employees and students when using or handling hazardous materials. An online MSDS program is utilized to manage all hazardous materials for Northshore Technical Community College.

Storage of Hazardous Materials 4.2

All hazardous materials will be stored and secured in designated areas that are marked as such and are well known to facility personnel. Materials in operating areas will be kept to a minimum.

4.2.1 Container identification

All containers of hazardous materials will be labeled with the contents of that container. Labels will be of a material compatible with the contents and be readable throughout the life of the contents. Containers used for transferring smaller quantities of a product will be marked with the contents of the container. Only the contents of the container shall be evident on the container. All other labels or markings will be eliminated. Containers without labels may be used for small quantities of hazardous materials that are in direct control of the user. Hazardous materials will **never** be stored or left unattended in containers without appropriate labels

4.2.2 Incompatible materials

Incompatible materials such as flammables and corrosives and flammables and oxidizers will not be stored together.

4.2.3 Flammable liquid storage cabinets

Flammable and combustible materials stored indoors must be stored in storage cabinets specifically designed for such materials. Flammable storage cabinets will be approved by the Safety Coordinator. The inspection certificate, good for one year, will be posted on the cabinet. Cabinets will be properly grounded and vented. These volumes will not be exceeded. No combustible materials, such as cardboard and rags, will be stored in the cabinets.

4.2.4 Corrosive cabinets

Corrosive materials are liquids or solids such as acids and bases that damage human skin on contact. Cabinets specifically designed for the storage of corrosive materials are recommended for large quantities of highly corrosive materials.

4.2.5 Closed containers

Hazardous material containers will be kept in serviceable condition and be kept closed when not in immediate use. The contents of a leaking or otherwise unserviceable container will be transferred or be placed within an overpack designed for such use. Overpack containers will have proper markings and labels.

4.2.6 funnels

All funnels affixed to drums of hazardous materials will be equipped with some kind of closing device, such as a ball valve, to keep product from spilling and evaporating. If drums are not otherwise secured, funnels will be equipped with a locking device.

Used Oil 4.4

Used oil will not be handled as a hazardous waste if it has not been contaminated with a hazardous waste. All used oil must be stored within containment structures capable of retaining the entire contents of the largest single container. Individual logs will be kept for each container. Petroleum based and synthetic based oils may be mixed.

Oil Filters 4.5

Used oil filters must be gravity hot drained or crushed and drained. The oil drained from the filters must be handled as used oil. Filters may be discarded as a non-regulated solid waste as long as there is no free flowing oil on or in the filter.

Fuels and Absorbent with Fuels 4.6

Fuels will be stored in compatible containers in good condition (no dings or dents on seams, no large dents in sides, or rust that compromises the integrity of the container). All fuels must be stored within containment structures capable of retaining the entire contents of the largest single container, plus sufficient freeboard to allow for precipitation. Fuels

containers will have markings and labels consistent with their contents, including warning labels, fuel type, and fuel condition.

Due to hazardous waste characteristics, absorbents with fuels will be handled as a hazardous waste.

Solvents and Absorbent with Solvents 4.7

Many solvents are flammable and/or toxic. Employees and students will consult the MSDS and individual shop Standard Operating Procedures for proper use, storage and handling of solvents. Solvents may be considered hazardous wastes when ready for disposal. Due to hazardous waste characteristics and Resource Conservation and Recovery Act (RCRA) listed chemicals in many solvents, absorbents with solvents will be handled as a hazardous waste.

Antifreeze and Absorbent with Antifreeze 4.8

Used antifreeze will be accumulated in the automotive department. Due to hazardous waste characteristics; absorbents with antifreeze will be handled as a hazardous waste.

Paints and Thinners and Absorbents with Paints and Thinners 4.9

Flammable paints and thinners will be stored in flammable liquids storage cabinets. Paint, thinners, and absorbents containing paints and thinners will be stored properly and handled as a hazardous waste.

Cleanup Materials from Spills 4.10

Used pads, booms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents.

Batteries 4.11

4.11.1 alkaline

Spent alkaline batteries will be collected and they will be disposed of as hazardous materials/hazardous waste.

4.11.2 Lead acid batteries

Lead acid batteries will be handled and stored in a manner that prevents leaks or ruptures. Lead acid batteries that are no longer needed will be disposed of as hazardous materials/hazardous waste.

4.11.3 nickel-cadmium, mercury, silver, lithium batteries

When nickel-cadmium (ni-cad), mercury, silver, lithium, or other batteries not listed above are no longer needed, will be disposed of as hazardous materials/hazardous waste.

Pressurized Cylinders 4.12

All pressurized gas cylinders will be secured when stored or in use to prevent them from being knocked or pulled over. Pressurized gas cylinders will be labeled with appropriate DOT labels. Entrances to rooms or buildings containing pressurized gas cylinders will also be labeled with the appropriate DOT labels.

Flammable gas cylinder storage shall be in a separate room or compartment which has no open flame for heating and is well-ventilated. Outside storage will be used when practical. During welding operations, oxygen and acetylene cylinders will be located far enough away from the operator's position to prevent undue danger from radiation, sparks, slag, or misdirection of the torch flame. Cylinder valves must be closed when the apparatus is not actually in use by the welder, and the regulator and hose drained. Both gauges will read zero.

Spill Cleanup and Response 4.13

4.13.1 Cleanup

Any employee or student who causes or learns of a release of a hazardous substance associated with their work will make reasonable efforts to promptly contain and clean up the hazardous substance. Employees will follow spill cleanup procedures as directed by their shop SOPs and as provided on the MSDS of the spilled product. Spill kits, containing appropriate cleanup materials and protective gear, will be kept in all areas where hazardous materials are used or stored. Used pads, booms, and other absorbent materials used to clean up spills of hazardous materials will be placed into compatible containers. The containers will be labeled with the contents and the Safety Coordinator will be notified for disposal instructions. Employees and students will **not** attempt to cleanup spills of unknown materials or materials that present a safety hazard.

4.13.2 response

If a spill is of an unknown material, presents a safety hazard, or is beyond the capability of the employee to clean up or contain, immediately report the spill to the post fire department at **911** and the Safety Coordinator.

POLLUTION PREVENTION AND WASTE MINIMIZATION

Spill Prevention 5.1

Inventories of hazardous materials will be kept to a minimum. Hazardous materials in work areas will be kept to a minimum. Quantities of hazardous materials removed from storage will be limited to the amount required for the job at hand.

The potential for the release of hazardous materials or wastes in the work areas will be minimized by proper storage and handling practices.

Waste Minimization 5.2

It is the responsibility of every NTCC employee and student to minimize wastes through the following techniques:

5.3 Product Substitution - Substitute less toxic products when feasible.

5.4 Product Streamlining - Reduce to a minimum the number of different products used.

5.5 Purchasing Control - Purchase only the amounts absolutely needed.

5.6 Materials Management - Improve material receiving, storage, and handling practices to reduce damage and loss.

5.7 Material Separation - Separate incompatible products and hazardous from nonhazardous materials.

5.8 Material Rotation - Rotate perishable material from back to front of storage when new material is received.

5.9 Proper Storage - Store at proper environmental conditions.

5.10 Housekeeping Practices - Improve housekeeping and provide an organized and neat work environment.

5.11 Preventive Maintenance - Maintain a strong preventive maintenance program.

5.12 Work Planning - Plan and sequence work to reduce leftover products and materials.



Policy & Procedure No. HR-004 Northshore Technical Community College

Title:	Violence in the Workplace
Effective Date:	07/08/2010
Last Revision Date:	08/10/2011
Cancellation:	HR1930.5
Office:	Human Resources (HR)

Violence in the Workplace

PURPOSE

Northshore Technical Community College (NTCC) will not tolerate threats or acts of violence, including acts of domestic violence, in the workplace. All firearms and dangerous weapons are banned from the workplace. Retaliation against any employee who reports a threat or act of violence or assists NTCC in the investigation of a complaint is strictly prohibited. No employee shall intentionally bring false charges against another person or employee in the workplace.

SCOPE AND APPLICABILITY

This policy applies to all NTCC employees, and to all individuals who, while not NTCC employees, perform work at NTCC for its benefit.

Employees are the State's most valuable resource; and employee safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free from threats and acts of violence. Recognizing the increasing incidents of violence in the workplace, the Governor of the State of Louisiana issued an Executive Order MJF 97-15 committing the State to work towards a violence free workplace for State employees. Northshore Technical Community College fully supports this effort.

DEFINITIONS

Acts of Violence -Acts of violence include any physical actions, with or without a dangerous weapon, whether intentional or in reckless disregard, that harms or threatens the safety of another individual in the workplace.

Threat of Violence -A threat of violence is any act or statement, which by its very nature causes a reasonable person to fear for his/her safety or that of another person.



Policy & Procedure No. HR-004 Northshore Technical Community College

Domestic Violence -A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence; sexual, emotional or psychological intimidation; verbal abuse; stalking or economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds; in heterosexual and same sex relationships, living together or separately, married, or unmarried, in short term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.

Intentional -Intentional is a state of mind that exists when circumstances are such that a person either actively desires or, in the ordinary course of human experience, must have known, that the consequences of his/her act or failure to act would result from his/her action or inaction.

Dangerous Weapon -For purposes of this PPM, a "dangerous weapon" means any firearm, knife, gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

Workplace -Workplace includes all NTC facilities, premises or equipment and any location, leased or otherwise, where NTCC employees are engaged in NTCC business.

ROLES & RESPONSIBILITIES

All Employees:

- Should, where warranted, call emergency services at 911 or the appropriate law enforcement agency when experiencing or observing imminent violence or an actual incident of violence.
- Should, intervene only if doing so would not subject themselves or others to bodily harm.
- Should, if he/she believes a crime has been committed against him/her, report it to the proper law enforcement agency.
- Shall report any violation of this policy to his/her immediate supervisor, or the nearest member of management. Such reports will be promptly and thoroughly investigated.
- Shall notify his/her supervisor of any restraining orders or civil protective orders against individuals barred from the workplace. Employees may choose to submit a recent photograph of the barred individual to their section head/Regional administrator for forwarding to security officials to assist them in identifying the individual should he/she appear in the workplace.

Supervisors

- Shall promptly respond to issues related to workplace safety.
- Shall determine whether the appropriate law enforcement agency/security should be contacted in the event of a potential or actual incident of violence.



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- Shall promptly inform his/her appointing authority of any violation of this policy even if the situation has been addressed.
- Shall immediately notify his/her appointing authority in the event he/she is advised of a restraining order or a civil protective order.

Appointing Authority:

- Shall work with human resources, safety officer, legal counsel, investigator and, where applicable, police/security in promptly conducting investigations concerning allegations of violations of this policy, including interviewing witnesses and parties.
- Shall obtain from each employee who is a witness or party to a threat or act of violence a Violence Incident Statement. Attempts shall be made to obtain a Violence Incident Statement from each witness, including non-employees.
- Shall take appropriate action, disciplinary or otherwise, based on the findings of the investigation.
- Shall exercise discretion in taking appropriate action in the event he/she is advised of a restraining order, a civil protective order or threat of violence.
- Shall warn an employee of a threat made by another to do harm to that employee.
- Should, where warranted, contact the Employee Relations Manager for guidance and referrals.

Human Resources

- Shall coordinate with the appointing authority, safety officer, legal counsel, investigator and, where applicable, police/security, the prompt investigation into any allegations of policy violations to determine the appropriate action to be taken.
- Shall gather and confidentially maintain Department-wide information and records on threats and acts of violence in the workplace.
- Shall consult with and advise appointing authorities regarding concerns about violent and potentially violent employees, domestic partners, or others.
- Shall provide confidential referral services for clinical evaluation/treatment and to any employee desiring assistance with situations relating to anger, threats, or acts of violence in the workplace.

Safety Officer

- Shall regularly conduct workplace analysis of NTCC facilities to determine existing or potential hazards for occurrences of workplace violence and recommend appropriate modifications.
- Shall assist the appointing authority, human resources, legal counsel, investigator and, where applicable police/security, in the prompt investigation of any allegations of policy violations to determine the appropriate action to be taken.



Policy & Procedure No. HR-004 Northshore Technical Community College

ENFORCEMENT

Employees who violate this policy will be subject to disciplinary action. In most cases, termination will result from a violation of this policy. Non-employee violations of this policy will be handled in accordance with applicable laws.

Policy Reference: LCTCS Policy # 4.008 Security Policy and Crime Statistics
Executive Order MJF 97-15

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	07/08/2010	07/08/2010
X	Regional Director	07/08/2010	07/08/2010

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to NTCC Campus Deans



Violence in the Workplace Acknowledgement

This acknowledge that I have received, this date, a copy of the Violence in the Northshore Technical Community College Workplace Policy (HR-004), effective 07/08/10, and understand that I am required to abide by the terms and provisions of this Policy as a condition of employment with the Northshore Technical Community College.

Date: _____ Employee Name: _____

Employee Signature: _____



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Northshore Technical Community College

Violence Incident Statement

Name of Person Making Statement: _____

Campus: _____ Phone No.: _____

Title: _____

INCIDENT STATEMENT

Date of Incident: _____ Location: _____

Incident Duration: _____ a.m. /p.m. to _____ a.m./p.m.

Names of Parties Involved: _____

Witnesses: _____

Detailed description of incident: Specify WHO, WHAT, WHEN, WHERE, HOW and WHY. (If necessary, attach additional sheets). Completed statement should be forwarded to the Chancellor (or administrator) or section head (copy to NTCC Human Resources).

Signature: _____ Date: _____



Policy & Procedure No. HR-004 Northshore Technical Community College

Title:	Harassment
Effective Date:	07/08/2010
Last Revision Date:	08/10/2011
Cancellation:	HR1930.57
Office:	Human Resources (HR)

Harassment

PURPOSE

Northshore Technical Community College (NTCC) considers harassment and discrimination to be a serious offense. NTCC in accordance with the EEOC, Office of Civil Rights and state regulations, adopted this policy to define harassment, including sexual harassment, procedures for investigating harassment claims and remedy of violations. The Equal Employment Opportunity Commission, the Office of Civil Rights and state regulations prohibit harassment, including sexual harassment and other forms of unlawful acts of harassment. This policy applies to all unclassified employees, classified employees, students, faculty, vendors and clients of the NTCC.

SCOPE AND APPLICABILITY

This policy applies to all NTCC employees, and to all individuals who, while not NTCC employees, perform work at NTCC for its benefit.

Employees are the State's most valuable resource; and employee safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free from threats and acts of violence. Recognizing the increasing incidents of violence in the workplace, the Governor of the State of Louisiana issued an Executive Order MJF 97-15 committing the State to work towards a violence free workplace for State employees. Northshore Technical Community College fully supports this effort.

DEFINITIONS

Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute harassment of a sexual nature. Sexual harassment interferes with work performance when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of



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an individual's employment

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Workplace Harassment – Persistent aggravating annoyance that infringes on an employees' right to a comfortable work environment. Harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female – is to be subjected to unsolicited and unwelcome overtures or conduct, verbally, visually, physically or by electronically transmitted means.

Harassment – Physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment. This includes, but is not limited to: harassment because of race, color, sex, sexual orientation, religion, creed, age, national origin or ancestry, marital status, disability status, medical condition, veteran status or any other basis protected by federal, state or local government, ordinance or regulation. Examples of Harassment:

- Explicitly or implicitly requiring an individual to provide sexual favors, dates or other social engagements as a term or condition of employment
- Demands or suggestions of sexual favors or acts as a basis of employment decisions affecting him/her, such as promotion, wage increases, assigned duties, shift assignment or any other condition of employment
- Actions or behavior having the effect of unreasonably interfering with an individual's work performance or creating and uncomfortable, intimidating, hostile or offensive work environment
- Unwelcome requests for sexual favors, dates or other social engagements
- Unnecessary or inappropriate touching of an individual
- Unwelcome or inappropriate use of vulgar language of a sexual nature, sexual gestures or humor
- Unwelcome, inappropriate or graphic remarks about an individual's sexuality or sexual experience directed to an individual or another individual
- Displaying sexually oriented photographs, magazines, cartoons or other visual materials, bringing such materials to read, display or view at work
- Displaying signs or other materials attempting to segregate an individual by sex within the workplace
- Explicit or degrading verbal comments, suggestions or slurs about an individual's appearance



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INDIVIDUAL RIGHTS

Harassment imposes on an individual's right to have a comfortable and suitable work environment. Individuals must refrain from any form of harassment and should always treat others with respect. Sexual harassment can involve males or females being harassed by member of either sex. Although sexual harassment usually involves a person of greater authority, individuals in positions of lesser or equal authority have engaged in prohibited behavior.

REPORTING HARASSMENT

If an individual believes he/she has been the subject of harassment, he/she should make their unease or disapproval known to the harasser; make a written record of the date, time, nature of the incident and name of witnesses; and/or report the incident to their immediate supervisor and NTCC Director of Human Resources. All incidents of harassment should be reported regardless of the seriousness with urgency. The complainant is not required to report the incidents to the person engaging in such harassment.

APPOINTED AUTHORITY

An Appointed Authority who knowingly tolerates or allows harassment to exist or a hostile working environment to occur, and who fails to report or respond appropriately will be subject to disciplinary action up to and including termination. The Appointed Authority should notify the NTCC Director of Human Resources.

INVESTIGATION OF COMPLAINTS

Complaints of harassment are to be investigated expeditiously. To obtain information and facts, the complainant, respondent and witnesses will be interviewed. The empowered investigator must present a written report with recommended remedial measures based upon results of the investigation. The NTCC will not tolerate any type of retaliation against any of the investigation parties. Adequate steps will be taken to ensure the complainant is protected from retaliation during the investigation process. A record of the investigation report must be included in the respondent's personnel file, if it is determined during the investigation he/she engaged in prohibited conduct.

NON-COMPLIANCE

Individuals who violate this policy will be subject to disciplinary action up to and including termination. Persons who violate this policy may also be subject to civil damages or criminal penalties.

Northshore Technical Community College (NTCC) prohibits unlawful harassment of employees and students.

Policy Reference: Federal EEO Laws La. Revised
Statutes 23:301, 312, 332
LCTCS Policy # 6.011 Harassment Policy



Policy & Procedure No. HR-004
Northshore Technical Community College

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	07/08/2010	07/08/2010
X	Regional Director	07/08/2010	07/08/2010

Distribution: Distributed Electronically via College's Internet
 Hard Copy Distribution to NTCC Campus Deans

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 6.030

Title: DRUG FREE WORKPLACE

Authority: Board Action

Original Adoption: 3/12/03

Effective Date: 06/10/09

Last Revision: 3/12/03

Louisiana Community & Technical College System (LCTCS) is committed to maintaining a drug free workplace. The illegal use of drugs or alcohol for consumption within the system office and colleges of the LCTCS interferes with the accomplishment of this mission. It is understood that alcohol may be used in laboratory situations and should not be misused for other purposes. Various federal and state laws and regulations apply to employees of the LCTCS including Federal Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101226), and Revised Statutes of the State of Louisiana.

Definitions:

LCTCS - Any property, college campus or leased site.

Drug free workplace - a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug Free Workplace Act of 1988.

Controlled substance - a controlled substance in schedules I through V of Louisiana R.S. 40:964 or Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

Conviction - finding of guilt (including a “no contest” plea) or the imposition of sentences, or both, by any judicial body having the responsibility to determine violations of the federal or state criminal drug statutes.

Misuse of alcohol - any possession, consumption or other use of an alcoholic beverage in violation of this policy.

Safety-sensitive or Security-sensitive positions: Positions with duties that may: 1) require or authorize safety inspection of structure; 2) require or authorize access to a prison or an incarcerated individual; 3) require or authorize carrying a firearm; 4) allow access to controlled substances (drugs); 5) require or authorize inspecting, handling, or transporting hazardous waste as defined in R.S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5); 6) require or authorize any responsibility over power plant equipment; 7) require instructing or supervising any person to operate or maintain, or that may require or authorize operating or maintaining, any heavy equipment or machinery; and 8) require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee.

Sample - urine, blood, saliva, or hair

General Policy

The unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in LCTCS business is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on LCTCS property in addition to any location from which an individual conducts LCTCS business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to LCTCS disciplinary action up to and including termination of employment.

Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. LCTCS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, LCTCS reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

Drug Tests/Screens

LCTCS reserves the right to require drug screening for pre-employment, re-employment or reinstatement.

All employees are subject to being tested for drugs under the following circumstances:

1. Reasonable Suspicion: A belief based on reliable information from independent sources or reliable, objective facts derived from direct observation of behavioral or performance indicators such that a prudent person would ~~suspect that an employee is in~~ violation of this policy.
2. Commercial Driver's License Requirement: Each employee who is required to obtain a commercial driver's license (CDL) must be tested for drugs, alcohol, or controlled substances in accordance with the provisions of the Omnibus Transportation Employee Testing Act of 1991.
3. Post-Accident/Incident: Following an accident that occurs during the course and scope of an employee's employment that a) involves violation of safety precautions, b) involves equipment or property damage, c) involves unusually careless acts were performed, d) results in a fatality, e) results in or causes the release of hazardous waste or materials, as defined in R.S. 30:2173(2) and/or R.S. 32:1502(5), or f) involves an on-the-job injury.
4. Rehabilitative: Required ~~as a part of a monitoring program established~~ by the employer to assure compliance with terms of a rehabilitation agreement. Note: Rehabilitation is not required to be offered. The LCTCS reserves the right to ensure that any substance abuse treatment program or

facility chosen by an employee to seek rehabilitation meets accreditation or certification to conduct such rehabilitation.

5. Safety-Sensitive or Security-Sensitive Position:

- a. Prior to promoting an employee to a safety-sensitive or security-sensitive position or to a higher level safety-sensitive or security-sensitive position
- b. Random Drug Testing: LCTCS reserves the right to use random drug testing for those employees in safety-sensitive and security-sensitive positions where any form of substance abuse may affect the operation of the department through unsafe work behavior/performance or error in judgment, or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the general public.

b. Non-exclusive List of Safety-sensitive or Security-sensitive Positions:

- Positions with duties that may require or authorize the safety inspection of a structure;
- Positions that require or authorize access to a prison or an incarcerated individual;
- Positions with duties that may require or authorize carrying a firearm;
- Positions with duties that may allow access to controlled substances (drugs);
- Positions with duties that may require or authorize inspecting, handling, or transporting hazardous waste as defined in R.S. 30:2173(2) or hazardous materials as defined in R.S. 32:1502(5);
- Positions with duties that may require or authorize any responsibility over power plant equipment;
- Positions with duties that may require instructing or supervising any person to operate or maintain, or that may require or authorize operating or maintaining, any heavy equipment or machinery; and
- Positions with duties that may require or authorize the operation or maintenance of a public vehicle, or the supervision of such an employee;

Rights of the Employee/Employer

- 1. Any employee, confirmed positive, upon his written request, shall have the right of access within seven working days to records relating to his drug tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.
- 2. LCTCS may, but is not required to, afford an employee whose drug test is certified positive by the medical review officer the opportunity to undergo rehabilitation without termination of employment.

Procurement of Drug Testing Services

Employee drug testing services shall be procured through the Office of State Purchasing, Division of Administration, pursuant to applicable bid laws.

Expectation of Privacy

Employees are hereby notified that LCTCS offices and work sites are the property of the LCTCS and there is no expectation of privacy with regard to LCTCS offices and work sites. Under appropriate circumstances and in accordance with the law, the LCTCS, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of LCTCS facilities and properties, including state-owned vehicles.

Confidentiality

All tests/screening under this policy shall be done in strict confidence. Information obtained from tests/screening will be provided only on a need-to-know basis. Medical information obtained will be protected as confidential unless otherwise required by law or overriding public health concerns.

Employer Notification Requirements

The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervisor within five (5) days of conviction of any criminal drug statutes when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that LCTCS report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. If reasonable accommodation cannot be made, employees who operate LCTCS vehicles on a regular and recurring basis may be forced to utilize accrued leave or be placed in leave without pay status during the period of suspension of driving privileges. Employees returning to work after such suspension shall be required to provide proof of restoration of driving privileges.

Employee Notification

The LCTCS will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs.

All new employees will receive a copy of this policy and will be required to sign that the policy has been received. As a condition of employment, all LCTCS employees must comply with this policy. This signed form will be retained in the employee's personnel file.

Posting Requirement

In accordance with provisions of Act 1027 (1990 Regular Session), drug free zone posters will be posted on a bulletin board and/or other prominent location(s) in each campus of each of the LCTCS institutions.

Driver Safety Program

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

Introduction

R.S. 39:1543 requires the development of a comprehensive loss prevention program, for implementation by all state agencies, including basic guidelines and standards of measurement. The Driver Safety Program is part of the Loss Prevention program required by the Office of Risk Management in accordance with LAC Title 37. [2.1.1] Its purpose is to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive state owned vehicles or personal vehicles on state business. The Office of Risk Management is required by state law to assess premiums to each state agency.

The following materials are included to assist administrators, supervisors, and loss prevention representatives, in managing and implementing safe driving by state employees. A glossary and sample forms are included and described later in this section of the manual.

Components of Louisiana's Driver Safety Program

1. College Policies and Procedures:

A. Responsibilities –Northshore Technical College shall implement a written safe driving program. This program shall include rules defining:

1. Who shall be permitted to drive on state business.
2. Identifying employees authorized to operate motor vehicles under the campus control. Only those employees authorized by their campus dean shall be permitted to operate their personal vehicle or a state vehicle on state business.
3. Policies shall outline the roles and responsibilities of managers, supervisors, and employees in driver safety. These policies shall be issued to all drivers and form the basis for the agency's Driver Safety Program.

The Loss Prevention Unit

Campus Deans/Safety Coordinators:

These individuals are responsible for implementation of the Driver Safety Program and shall stress the importance of the department's Driver Safety Program to all employees. Prior to authorizing state employees to drive, they are responsible for completing all of the following steps for employees that are authorized to drive:

1. Verifying that each driver has a valid and properly classed driver's license.
2. Obtaining/reviewing official driving records (ODR's) and ensuring that employees meet all program requirements to be authorized to drive.
3. Certifying that each employee has completed an ORM recognized defensive driving course <http://www.lctcs.edu/defDriverDemo/launch.htm> within 90 days of hire.

4. Signing and dating, along with the employee, the Driving Authorization and History Form (DA 2054). 20100701
 5. Notifying the appropriate supervisors which employees have been authorized to drive or not authorized to drive.
 6. Maintaining a list of employees who have been authorized to drive or employees not authorized to drive at each audit location.
 7. Ensure that policies and procedures are established and implemented; and
 8. Training courses are conducted and documented.
- The purpose of this appointment is to insure coordination between the Driver Safety Program and the Fleet Management Program.

Safety Coordinators

1. Provide time for each authorized employee to complete the ORM on-line Defensive Driving Course <http://www.lctcs.edu/defDriverDemo/launch.htm>.
2. Allow only authorized employees to drive on state business.
3. See that all vehicles provided to these employees are in safe operating condition, including the use of a monthly checklist.
4. Follow through that all deficiencies noted during the inspections are corrected and such actions documented.
5. Ensure that all accidents and incidents are properly reported and said records are maintained.

Employees

1. Employees shall only operate those vehicles for which they are licensed and insured.
2. Employees who are authorized to drive state vehicles are responsible for the safe operation of those vehicles.
3. Drivers shall report any unsafe condition or accident involving state vehicles to their supervisor or designee.
4. Employees who drive their personal vehicle on state business shall be required to show proof of insurance annually.
5. Employees shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than their next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle.

Authorization Process

Prior to approval by their Campus Dean or his/her designee, the employee shall complete the Authorization and Driving History form (DA 2054). The information on this form is used to acquire the Official Driving Record (ODR) from the Department of Public Safety. An ODR shall be obtained from the Department of Public Safety annually. The Authorization and Driving History Form and the ODR are then submitted to the Agency head or designee for review and compliance with requirements to be authorized to drive.

If an employee possesses an out-of-state license, the agency must either acquire a certified copy of the ODR from that state or require the employee to do so at his/her own expense. It is the agency's responsibility to designate which employees are authorized to drive or NOT authorized to drive on state business.

The authorization process shall include:

1. An annual review of the employee's motor vehicle driving record (ODR).
2. Only individuals possessing a current and proper class driver's license shall be authorized by an agency to drive a motor vehicle on state business.
3. Verifying (via the DA2054) that the employee can provide proof of liability insurance if he/she will use a personal vehicle to conduct state business. Requiring the employee to furnish proof is strictly up to each campus.
4. Completion and passing of an ORM recognized defensive driving course within 90 days of employment and a minimum of every three years thereafter.
5. Developing a list of employees authorized to drive or employees NOT authorized to drive. Any person that is determined in the year to be a high risk driver should be removed from the authorized list or added to the unauthorized list, whichever list the agency is updating.
6. Determining when driving responsibility shall be taken away from an employee because of moving violations or revocation of license, or lack of insurance for their private vehicle. Within 45 days of obtaining the ODR, the agency head or designee shall review the ODR and sign and date the Authorization and Driving History Form (DA 2054). [2.4.2] NOTE: If there are no changes to the driver information, then the DA2054 may be used on more than one occasion if the authorized agency personnel date and sign an addendum and attach it to the DA2054. High-risk drivers shall not be authorized to drive vehicles on state business from the date of discovery for a minimum of twelve (12) months. High-risk drivers are those individuals:

1. Having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous twelve (12) month period or
2. Having a single conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve (12) month period.

If an employee is not authorized to drive, that employee and his/her supervisor shall be notified in writing that they shall not drive on state business. The immediate supervisor and the fleet control officer shall be notified that this employee shall not be given authority to drive on state business.

Preventive Maintenance

The agency shall develop a preventive maintenance procedure and a preventive maintenance schedule for each vehicle included in the program. It is recommended that the agency follow the suggested manufacturer's preventive maintenance (PM) on vehicles.

Training

The Loss Prevention Unit shall, upon request, assist each agency in implementing documented driver safety training programs that address the needs of the agency and in identifying training aids and resources that can be used for driver safety.

All authorized drivers shall successfully complete an ORM recognized defensive driving course within ninety (90) days of entering the program and shall complete a refresher course at least once every three years unless their class of license requires other additional training or testing. Drivers who have convictions on their motor vehicle records shall be required to retake a recognized driving course within ninety (90) days of notification of a conviction.

Claims Reporting/Accident investigation – Upon request, the Loss Prevention Unit will assist agencies in conducting investigations into claims resulting from accidents involving vehicles used on state business. The Loss Prevention Unit also assists the Claims Unit in investigating accidents resulting in a claim.

Accident Reporting

A vehicular accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

All accidents shall be reported to the employee's immediate supervisor and Driver Safety Coordinator by the driver of the state vehicle on the day of the accident. If the driver is not able to complete the Louisiana State Driver's Accident Report Form (DA 2041), then the driver's supervisor will complete the report to the best of his/her ability for the employee. The supervisor may enter identifying information and attach the police report. The DA 2041 shall be completed within 48 hours after any vehicle accident while on state business and forwarded to the Claims Unit. The DA 2041 form can be downloaded from: <http://www.doa.la.gov/orm/formsCR.htm>. If the accident involves a workers' compensation claim, then the DA1973 form shall also be completed and sent to the Claims Unit. Some form of documentation is needed to verify the timely submission, whether a fax confirmation sheet or email received receipt.

(Note: When an accident occurs in an employee's personal vehicle while he/she is on state business then strike through "state vehicle" and write "personal vehicle" on the accident reporting form. In addition, in ALL cases the employee's liability insurer is the primary insurer of the accident. ORM's coverage is excess over any other collectible insurance).

A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) shall accompany the DA 2041 or should be sent to the Claims Unit as soon as it is received by the agency. **Do NOT delay submission of the DA 2041 waiting on the police report.**

1. Failure of an authorized driver to report any vehicular accident may be cause for suspension of Driver Authorization.

2. The supervisor of the authorized driver involved in an accident shall review the accident report within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report. All accidents require completion of the Vehicle Accident Report (DA 2041).
3. The supervisor (or safety coordinator, if appropriate) may consider what corrective action(s) may be necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc. This should be noted immediately on the DA 2000 report.
4. Agency heads, or the designee, will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report – if one was completed), and the Authorization and Driving History Form (DA 2054).

Safety Audits and Record Keeping

The Loss Prevention Unit shall, upon request, assist agencies in reviewing and analyzing the Driver Safety Program to ensure it is properly designed to have the intended impact. Data concerning the type, frequency, and amount of claims shall be provided to the agency. By providing this data, the Unit assists the agencies in identifying where losses are occurring and how the losses may be reduced or eliminated. Driver Safety Program records shall be maintained at the agency location and/or a central location designated by the agency for review at the next audit or compliance review.

Fleet Management

Each agency that provides for the use of state vehicles by employees to conduct official business is expected to adhere to the requirements of the State's Fleet Management Program (Title 4, Part V, subchapter F; Title 34, Part XI of the Louisiana Administrative Code).

GLOSSARY

A. Louisiana State Driver Safety Program Accident Report (DA 2041): This form is completed for any vehicular accident that occurs while being operated on state business. It is critical that employees and supervisors understand their roles in reporting accidents and accurately describing what occurred in a vehicular accident.

B. Agency Head: The highest authority within a subsidiary of a department.

C. Authorization and Driving History Form (DA 2054): Record that is maintained by the agency on each employee who drives on state business. The form shows:

1. The employee's current personal information (Name, address, date of birth, license number, etc)
2. Employment information (employer, phone number, supervisor, etc.)

3. When an employee was authorized to drive
4. The date of his/her last Defensive Driving class
5. The type/class of driver's license the employee holds
6. Certification by the employee that he/she maintains liability insurance as required by state law
7. The signature of the Agency Head or designee authorizing the employee to drive

Driver Safety Coordinator: Individual appointed by Campus Dean to plan, organize, direct, and control the Driver Safety Program for the agency.

High-Risk Driver: Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation, within the previous twelve (12) month period.

Moving Violation: A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right hand lane.

Negligent Injury: The inflicting of any injury upon the person of a human being when caused proximately or caused directly by an offender engaged in the operation of, or in actual physical control of any motor vehicle, aircraft, watercraft, or other means of conveyance whenever any of the following conditions exist:

The operator is under the influence of alcoholic beverages.

The operator's blood alcohol concentration is 0.08 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood.

The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.

The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription and the influence is caused by the operator knowingly consuming quantities of the drug or drugs that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.

Nolo Contendere: "No contest" – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

Official Driving Record (ODR): Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

Reckless Operation: The operation of any motor vehicle, aircraft, vessel, or other means of

conveyance in a criminally negligent or reckless manner.

State Business: Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the state in the course and scope of their duties.

State Vehicle: Any licensed vehicle owned, leased and/or rented by the State of Louisiana.

Unauthorized (“NOT authorized”) Driver: A driver shall be considered “NOT” authorized if any of the following occur:

1. Meets the high-risk driver definition
2. Does not complete/pass the ORM-recognized driver course within the allowed time period
3. He/she does not hold a valid driver’s license
4. The ODR isn’t cleared of all flags as noted in Item #5 of “How to review an ODR” (in Appendix)
5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.

Vehicular Operation While Intoxicated: A vehicle operator shall be considered under the influence when:

1. The operator is under the influence of alcoholic beverages; or
2. The operator’s blood alcohol concentration is 0.08 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or
3. The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964; or
4. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtained with or without a prescription.

Vehicular Accident: Any collision in which the vehicle comes in contact with another vehicle, person, object, or animal – which results in death, personal injury, or property damage (regardless of: who was injured, what was damaged or to what extent, where it occurred or who was responsible).

APPENDIX

Steps for Authorizing Drivers

Process for Reviewing an Official Driving Record (ODR)

Examples of:

Official Driving Records (ODR)

Driver’s License Restriction Codes

Authorization and Driving History Form (DA 2054)

Louisiana State Driver’s Accident Report Form (DA 2041)

Sample Vehicle Inspection Checklist 20100701

Authorizing Drivers

- 1.** Employee shall complete and sign Authorization and Driving History Form (DA 2054).
 - a.** Complete ALL of the employee identification information at the top of the form. (Name, address, date of birth, License number, license expiration date, etc.)
 - b.** Complete ALL of the fields regarding employment.
 - c.** Enter the most recent date that the employee completed an ORM-recognized Defensive Driving class. Make sure this field is kept current.
 - d.** Indicate the type of Driver's License the employee holds. Verify that the employee's license is applicable to the type of vehicle he/she will be driving on state business.
 - e.** If the employee is using their personal vehicle on state business, then they shall complete the "use of private vehicle" section of the DA 2054 certifying that they carry liability insurance as required by state law.

- 2.** Agency head or designee reviews the Official Driving Record that is requested and issued by the applicable State Office of Motor Vehicles to ensure the employee does not meet the high-risk driver definition (see ODR Review Instructions).

- 3.** Verify the employee has passed an ORM recognized defensive driving course within ninety (90) days of entering the program and is repeated every three (3) years.

- 4.** If the employee meets all of the above requirements, that employee may be authorized to drive on state business.

- 5.** Only the Agency Head or his/her designee may review and authorize an employee to drive on state business. The authorization form shall be signed and dated by the Agency Head or his/her designee. The ODR shall be attached to the DA 2054.

- 6.** A list indicating who is authorized to drive or not authorized to drive on state business shall be completed after all employee records have been reviewed and then released to the proper supervisor/fleet control manager. This list shall be available for the Loss Prevention Officer's review upon request.

How to Review an ODR (Official Driving Record)

(See sample ODR form on p.13)

1. Verify the employee name, address and license number match the information on the Driving Authorization Form (DA2054).
2. Check the license expiration date.
3. Check the license class and any restrictions that may affect the employee's ability to drive.
4. Verify any violations that were received in the past twelve months and whether these violations meet the high-risk driver definition in your Agency's policy.
5. Make sure the following flags are not noted on the record above the violations section:

/NI = No Insurance

SUS = Suspended

REV = Revoked

AF = Affidavit outstanding

*PUL = Pull notice for license 20100701

Authorization and Driving History Form

Name: _____ Drivers License No: _____
Address: _____ License Office No.: _____
City: _____ Expiration Date: _____
Class License: _____ Date of Birth: _____
Issue Date: _____ Date of Hire/Last Training _____

Employed By: _____
Section: _____ Unit: _____
Job Title: _____
Immediate Supervisor's Name: _____

Is it this employee's primary purpose to drive vehicles? _____

Is a current Official Driving Record attached? _____

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____

Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License: Endorsements: Restrictions:

A: Combinations Vehicle : () **T:** Double Trailer : () **L:** Airbrakes : ()

B: Heavy Straight Vehicle: () **P:** Passenger Vehicle : () **Others** : ()

C: Light Vehicle : () **N:** Tank Vehicle : ()

D: Commercial Vehicle : () **H:** Hazardous Material : ()

E: Personal Vehicle : () **X:** Combination N+H : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head Date of Authorization

(or designated individual)

03/23/2007

DA 2054

General Operation & Maintenance Plan

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

General Operation and Maintenance Plan

The goal of Northshore Technical Community College is to maximize the years of use/service received from each of its facilities. Faculty, students, staff and administration work together to assure that both the buildings and the grounds are clean, attractive, updated, and safe.

Instructors are requested by administration to maintain clean, orderly, and safe classrooms and shops. They should take special precautions to protect the walls and floors from abuse. They should also be cognizant of any unsafe/hazardous conditions and immediately report them to the Campus Dean and/or Safety Coordinator. OSHA and/or ANSI standards are to be adhered to and enforced by instructors. Any personal protective equipment needed in the departments is to be requested by completing and submitting a purchase requisition to the Administrative Office. Updated facilities and services needed to meet today's training needs are to be sought by each instructor.

Students are encouraged by the faculty and staff to take pride in the campuses, to refrain from marking on walls, doors, and other surfaces, to utilize waste receptacles for trash, to respect the property of others and to report any unsafe/hazardous conditions. The Student Government Associations (SGA) are ambassadors for the campuses and encourage the student body to take pride in the campuses.

Maintenance Repairers, custodians and/or contracted services are assigned general schedules of tasks to be performed. These are tasks that must be performed on a regular basis. In some cases, the maintenance staff supervises inmate crews from area prisons or jails. The inmate crews are made up of trustees. Any personal protective equipment needed by maintenance personnel to complete their tasks is to be request by completing and submitting a Purchase Requisition to the Administrative Office.

The Maintenance Repairers, custodians and/or contracted services are conscientious about the cleanliness and appearance of the buildings and grounds of the campus. They make an effort to maintain a clean, safe environment for our students, faculty and staff.

Administrators support the Maintenance Repairers, custodians, crews, instructors and/or contracted services by providing the necessary tools, machines, and supplies to effectively accomplish their objectives. Each department is encouraged to maintain a ready supply of tools, equipment, and supplies.

A Maintenance/Service Work Order must be completed and signed by the faculty and staff member requesting maintenance. Maintenance/Service Work Orders are provided to all employees. The form is completed and signed by a campus dean and forwarded to the proper personnel that will perform the requested maintenance or repair. Once the work has been completed, the form is returned to the administrative office to be filed.

The Maintenance Repairers, Custodians and/or contracted services follow a schedule of regular tasks. Copies of daily, weekly, annually, and as needed tasks are attached. Large, permanent fixtures/appliances may need to be repaired by an instructor or by a professional other than the campus maintenance personnel. A Maintenance/Service Work Order is completed, signed and submitted to the administrative office. If someone other than campus personnel must perform the repair work, administrative personnel will follow the Louisiana Community Technical College System's policy in determining how the repair work is completed.

An annual safety audit is performed by each campus. A representative of the Office of Risk Management performs a monitoring site visit to each campus. Copies of the audits are maintained in the administrative offices of the campuses. The campuses follow up any findings on the audits with corrective actions.

In summary, Northshore Technical Community College faculty, staff and students take pride in the appearance of its campuses. Yearly repairs and updates to the facilities, equipment, and grounds add to the attractiveness of the facilities and foster a positive work environment that aids in meeting the goals of the college. The General Operation and Maintenance Plan and its attached tasks assignment sheets provide a means to continue to receive the maximum years of use/service from our facilities. The task sheets may be customized to make assignments to individual maintenance personnel and/or faculty and staff personnel as needed on the individual campuses.

Annual evaluations and/or revisions to this plan will be addressed in December of each year. This will allow for review of recommendations made in the annual safety audits and the Safety Check Sheets completed by each department. Evaluations and/or revisions for the Northshore Technical Community College safety manual are conducted annually. The safety manual is available to faculty and students via the Northshore Technical Community College website. The Campus Safety Coordinators will be responsible for coordinating the annual reviews of the plans.

Instructional Departments Maintenance Tasks Sheet

Month/Year: _____

Daily Tasks

1. Vacuum/sweep floors and mats
2. Empty all waste receptacles and clean
3. Clean blackboards and trays
4. Clean windows
5. Mop floors and buff
6. Clean water fountain (if located in department)
7. Remove excessive clutter from desks and work areas
8. Make a visual check for problems with electrical receptacles and light fixtures. Note any problems on the Hazardous Control Log and submit a Maintenance/Service Work Order for maintenance needed outside of the campus.
9. Note **any** hazardous conditions that need to be taken care of on the Hazardous Control Logs that are to be posted on your bulletin boards. Complete a Maintenance/Service Work Order for items noted on the Hazardous Control Log and submit to the Administrative Office.

Weekly/Monthly Tasks Check List

ITEM	WEEKLY SERVICE						MONTHLY SERVICE	
Instructional Departments	Dust all furniture						Clean all windows	
	Dust files and/or lockers						Change Air Conditioning Filters, if applicable	
	Dust window ledges						Wax and/or buff floors, if applicable	
	Polish furniture, metal, etc.							
	Clean walls							
	Clean mats (if in department)							

Signature of Personnel Completing Tasks: _____ Date: _____

Title of Personnel Completing Tasks: _____

Maintenance Department's Tasks Sheet

Month/Year: _____

Daily Tasks

1. Sweep floors
2. Mop and buff floors
3. Clean windows and glass doors when needed
4. Empty all waste receptacles and clean
5. Dust furniture in offices, hallways, lobbies, and faculty and student centers
6. Note any hazardous conditions noticed on the Hazardous Control Log that is to be posted in the Maintenance Office. Complete action taken on items listed on the log.
7. Check Hazard Control Logs for any routine maintenance needed in the various departments
8. Complete service requested on Maintenance/Service Work Orders
9. Make a visual check for problems with electrical receptacles and light fixtures. Note any problems on the Hazardous Control Log and submit a Maintenance/Service Work Order for maintenance needed outside of the campus.
10. Clean Offices and Faculty Conference Room
 - a. Sweep floors
 - b. Dust and/or clean all furniture, tables, and appliances
 - c. Clean windows when needed
11. Clean Student Lobby
 - a. Sweep and clean floors
 - b. Clean water fountains
 - c. Dust and wipe furniture and tables/chairs
 - d. Mop and clean floors
 - e. Clean vending machines
 - f. Empty and clean all can receptacles
12. Clean Ladies and Men's Restrooms
 - a. Clean all wash room fixtures
 - b. Empty all waste receptacles and clean
 - c. Clean mirrors and windows
 - d. Check paper and soap dispensers and refill/stock
 - e. Sweep and mop floors
 - f. Dust all furniture
 - g. Polish all furniture, metal, etc.
 - h. Clean walls and toilet compartments
13. Clean up Grounds and Parking Lot
 - a. Pick up trash
 - b. Sweep sidewalks
 - c. Empty garbage cans

Maintenance Department's Tasks Sheet (Page 2)

Weekly/Monthly Tasks Check List

ITEM	WEEKLY SERVICE							MONTHLY SERVICE	
General Buildings	Dust all files and window ledges								
	Clean walls								
	Clean windows								
	Wax/polish floors								
Offices, Meeting Room and Faculty Lounge	<ul style="list-style-type: none"> ▪ Dust all lockers, files, door and window ledges ▪ Wax and/or buff floors ▪ Polish furniture, tables ▪ Clean out refrigerators and appliances ▪ Clean all windows when needed ▪ Vacuum carpets ▪ Clean walls and doors 								
Student Lobby and Halls	<ul style="list-style-type: none"> ▪ Clean mats ▪ Clean and buff floors ▪ Keep buffer and pads clean ▪ Dust all door and window ledges ▪ Clean windows when necessary ▪ Polish all furniture, tables, metal, etc. ▪ Clean walls and glass doors ▪ Clean microwaves 								
Grounds and Parking Lot	<ul style="list-style-type: none"> ▪ Clean Grounds and Parking Lot ▪ Empty garbage cans and clean ▪ Cut grass ▪ Edge sidewalks, flower beds and buildings ▪ Inspect and call for repair of parking lot lights 								
Roof								Check roof drainage and clean	
Drainage Ditches								Clean drainage ditches and debris	
Electrical Outlets and Fixtures								<ul style="list-style-type: none"> ▪ Remove light switch/electrical outlet plates and check for dust, spider webs, etc. ▪ Remove covers from light fixtures, dust and change bulbs if necessary. 	

Signature of Personnel Completing Tasks: _____ Date: _____

Title of Personnel Completing Tasks: _____

Preventive Maintenance Program

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

Introduction

The following preventive maintenance tasks are examples of various scheduled maintenance tasks provided to assist campuses in the development of maintaining their equipment. Campus Maintenance personnel are required to follow these schedules, and are reminded to follow manufacturer's recommended maintenance schedules in particular when a warranty is still in force.

Individual maintenance schedule records for boiler and pressure vessels, motors and engines, gear sets, electrical equipment and transformers are provided in this program. These schedules should be tracked on a computer based program or typewritten.

Individuals assigned the task of lubricating should document how often lubrication is performed, what type of lubrication is used, quantity required in each piece of equipment, and keep an inventory record of the different lubricants needed.

Schedules

Water Heaters:

A. Monthly

1. Visually check pressure temperature relief valve for proper spring action and disk seating.
2. Check for leaks at all seams on the outer casing, around the bottom, and all plumbing connections.
3. Check the operation of the safety valve(s) by manually opening it.

B. Annually

1. Inspect the burner and burner controls for proper flame setting (gas fuel).
2. Flush the vessel and check for evidence of mineral deposits.
3. Check the resistance of the heating elements on electric water heaters. An infinite resistance indicates that the element is burned out and needs to be replaced.

Low Pressured Hot water Heaters:

Daily: (Within season)

1. Check operation through water level sight glass to insure proper water level in system.
2. Insure water pumps are on and circulating.
3. Check that gas valves are on and heater is firing.
4. Check Pilot is lit and no smell of gas, and secure immediately if gas smell is present.
Check that gas valves are on and heater is firing.
5. Check proper operation of temperature and pressure gages.
6. Insure "boiler Room" is kept clean, and free of trip hazards.

Monthly:

1. Check around heater looking for possible leaks, both water or gas. Take necessary actions if detected.

2. Check gas fire thermo coupling to insure gas firing is taking place.

Quarterly:

1. Test each low water fuel cutoff on high pressure and low pressure steam boilers in an actual test by slowly lowering the boiler water level until the burners shut off. When making this test, water level should never be permitted to fall out of sight in the gauge glass.
2. Look for proper color of gas fire. Flames should be blue with no yellowing in flame.

Annually:

1. The low water cutoff should be inspected and cleaned as necessary to determine proper operation.
 2. Lift pop of valve and reseal insuring valve function and does not leak by.
 3. Insure that State Fire Marshall Certificates are current and up to date. Certificates must be visible near or on the Heater.
 4. The testing interval should be based on operating experience and not exceed what is necessary to keep the safety valves in satisfactory condition. Any safety valve testing requirements established by regulatory bodies, including government agencies, must take precedence over other procedures.
- Testing: Per manufacturer and/or jurisdiction specifications.

Coil-Type Water Tube Boilers (steam cleaning equipment)

Annually:

1. Excess temperature controls and low water cutoff should be provided and properly maintained (see manufacturer's operation procedures for testing).

Air Conditioning Units (window units/heat pumps)

Monthly: (window units) clean the evaporator air filter or replace if it is a disposable type.

Annually: (window units)

1. Lubricate the fan motor.
2. Clean the evaporator and condenser coils (more often for severe conditions).
3. Clean the pan for proper condensation draining.
4. Check for leaks throughout the system.
5. Check the electrical connections for looseness and tighten if necessary.
6. Winterize the system if necessary.
7. Check the Freon charge before summer use.

Heat Pumps

Monthly:

Clean the evaporator air filter or replace if it is a disposable type.

Annually:

1. Lubricate the fan motor.
2. Clear the evaporator and condenser coils (more often for severe conditions).
3. Inspect for leaks throughout the system.
4. Test the defrost cycle.
5. Clean the condensate drain.
6. Check the electrical connections for looseness and tighten if necessary.
7. Check the fan belts, adjust or replace as necessary.
8. Check the Freon charge in the system.

Large Air conditioning units/DX units**Weekly:**

Check the oil level if applicable

Monthly:

Check air filters for cleanliness, and replace if necessary. (2-3 month intervals would work)

Annually:

1. Lubricate the fan motor.
2. Clear the evaporator and condenser coils (more often for severe conditions).
3. Inspect for leaks throughout the system.
4. Test the defrost cycle.
5. Clean the condensate drain.
6. Check the electrical connections for looseness and tighten if necessary.
7. Check the fan belts, adjust or replace as necessary.
8. Check the Freon charge in the system.

The vibration analysis will show if the tolerances inside the machine are becoming unacceptable.

During Off Season or Maintenance Shutdown (most systems run all year

Annual inspections should be conducted by a factory authorized dealer of that equipment and perform the following inspections.

1. An annual vibration, oil analysis and heat scan should be done. These tests will determine whether there are internal problems that could affect the life of the equipment. The oil analysis shows whether there are metal particulates, moisture or other symptoms that could be detrimental to the integrity of the equipment. The heat scan will show if there are unusual areas that are running hot such as bearings.

2. Check the oil carefully and renew before spring startup. Drain the seal oil reservoir, atmospheric float chamber and main oil pump and fill with new oil after

service operations have been completed.

3. Make a thorough inspection for leaks and repair if necessary. The most likely places are around the cooler ruptured disc or relief valve, the cooler condenser expansion joint, suction, damper seal, low refrigerant cutout bulb in the cooler, and valves, flare and gauge connections in the purge (if applicable).
4. Inspect the purge thoroughly for tightness of all connections. Make a leak test and an operational test (If applicable).
5. Check for loose connections and starter operation.
6. Clean motors of foreign material. On variable speed motors, inspect the drum controller for smooth operation. Check the resistance element for loose connections.
7. Check operation and setting of all safety controls. This includes condenser high pressure cutout, low refrigerant temperatures cutout, and low oil pressure switch. Inspect operating controls such as the chilled water controller. Inspect and clean all thermostats, hydrostats and relays. Check for proper calibration. Examine sequence of operation of control instruments and operators such as damper motors (If applicable) and chilled water valves.

Air conditioning systems (DX units)

Compressors

Daily:

1. Listen for unusual noises and vibrations.
2. Check and record suction and discharge pressures.
3. Check the oil level and look for oil leaks.
4. Check the bearing temperature.
5. Check for crank case sweating (reciprocating type).

Weekly

1. Check the oil level if applicable.
2. Insure unit is not making any loud or unusual noises. Stop unit and investigate.

Monthly

Check high and low pressure cutoff setting.
Clean the condensate drain.

Annually

1. Check for Freon leaks.
2. Check couple alignment if it is an open drive.
3. Check unloading devices for proper operation.
4. Clean strainers and oil filters if it is determined by the annual oil analysis that it is needed or due to manufacturer's recommendations. (Note: Due to the improvement of the lubricants, most manufacturers recommend that if the oil

analysis shows the oil is good condition, to leave it alone).

5. Check and test relief valves.

5 Years

Perform an Eddy Current Test on the condenser and evaporator.

Annually:

1. Lubricate the fan motor.
2. Clear the evaporator and condenser coils (more often for severe conditions).
3. Inspect for leaks throughout the system.
4. Test the defrost cycle.
5. Clean the condensate drain.
6. Check the electrical connections for looseness and tighten if necessary.
7. Check the fan belts, adjust or replace as necessary.
8. Check the Freon charge in the system.

Air conditioning systems (chilled water type)

Daily

1. Check equipment readings.
2. Check oil and Freon levels in the bull's-eyes.
3. Check to see if the controls are operating properly.

Annually

During Off Season or Maintenance Shutdown (most systems run all year)

Annual inspections should be conducted by a factory authorized dealer of that equipment and perform the following inspections.

1. An annual vibration, oil analysis and heat scan should be done. These tests will determine whether there are internal problems that could affect the life of the equipment. The oil analysis shows whether there are metal particulates, moisture or other symptoms that could be detrimental to the integrity of the equipment. The heat scan will show if there are unusual areas that are running hot such as bearings.
2. Check the oil carefully and renew before spring startup. Drain the seal oil reservoir, atmospheric float chamber and main oil pump and fill with new oil after service operations have been completed.
3. Make a thorough inspection for leaks and repair if necessary. The most likely places are around the cooler ruptured disc or relief valve, the cooler condenser expansion joint, suction, damper seal, low refrigerant cutout bulb in the cooler, and valves, flare and gauge connections in the purge (if applicable).

4. Clean strainers and oil filters if it is determined by the annual oil analysis that it is needed or due to manufacturer's recommendations. (Note: Due to the improvement of the lubricants, most manufacturers recommend that if the oil analysis shows the oil is good condition, to leave it alone).

5. Check and test relief valves.

5 Years: Perform an Eddy Current Test on the condenser and evaporator.

6. Check for loose connections and starter operation.

7. Clean motors of foreign material. On variable speed motors, inspect the drum controller for smooth operation. Check the resistance element for loose connections.

8. Check operation and setting of all safety controls. This includes condenser high pressure cutout, low refrigerant temperatures cutout, and low oil pressure switch. Inspect operating controls such as the chilled water controller. Inspect and clean all thermostats, hydrostats and relays. Check for proper calibration. Examine sequence of operation of control instruments and operators such as damper motors (If applicable) and chilled water valves.

5 Years: Perform an Eddy Current Test on the condenser and evaporator. (If applicable)

Air Condition Motors

Daily

Visually check the motor and bearings for excessive noise, vibration or high temperature.

Monthly

1. Oil or grease the bearings according to manufacture's specifications if necessary. (Note: The practice of greasing monthly often causes overheating of the bearings and premature failure. Only lubricate monthly if that is what the manufacturer recommends. It is usually based on hours of use rather than time dated such as monthly).
2. Check the brushes for arcing (D.C. only).

Annually

1. Clean the frame and air passages.
2. Check voltage and amperage.
3. Check vibration isolators and anchor bolts.
4. Check to see if the motor comes up to speed promptly.
5. Check all electrical connections for looseness and tighten if necessary.
6. Check the couple for alignment and tightness.

Air Compressors (pneumatic systems)

Daily

1. Listen for unusual noises and vibrations.
2. Check and record suction and discharge pressures.
3. Check the oil level and look for oil leaks.
4. Check the bearing temperature.
5. Check for crank case sweating (reciprocating type).

Monthly: Check high and low pressure cutoff setting.

Annually

1. Check couple alignment if it is an open drive.
2. Check unloading devices for proper operation.
3. Replace oil and oil filters
4. Check and test relief valves.

Motors

Daily

Visually check the motor and bearings for excessive noise, vibration or high temperature.

Monthly

1. Oil or grease the bearings according to manufacture's specifications if necessary. (Note: The practice of greasing monthly often causes overheating of the bearings and premature failure. Only lubricate monthly if that is what the manufacturer recommends. It is usually based on hours of use rather than time dated such as monthly).
- Check the brushes for arcing (D.C. only).

Annually

1. Clean the frame and air passages.
2. Check voltage and amperage.
3. Check vibration isolators and anchor bolts.
4. Check to see if the motor comes up to speed promptly.
5. Check all electrical connections for looseness and tighten if necessary.
6. Check the couple for alignment and tightness.

Evaporators: (fan coil units, Air Handling Units)

Daily

1. Check to insure units are operating.
2. Listen for unusual noises, and investigate if necessary.

Monthly

1. Check for refrigerant leaks.
2. Check for chilled water leaks.

Annually

1. Check for refrigerant, or water leaks.
2. Drain out all the water and clean if necessary.
3. Check drain pans and inspect the pans and tubes for clogging.
4. Replace any damaged tubes.
5. Check belt and pulley alignment.
6. Lubricate bearing both motor and blower.

Piping

Monthly

Check for leaks and repair if necessary.

Annually

1. Check all the valves and repair if necessary.
2. Check the piping for signs of rust and corrosion, repairing or replacing as necessary.
3. Clean the strainers (cooling water).
4. Check for signs of sweating on insulation and repair (chilled water or refrigerant lines).

Reciprocating Compressor (Pneumatics systems)

Daily

1. Listen for unusual noises and vibrations.
2. Inspection of lubrication oil level, oil pressure. Also check inlet filters and water condensate level in storage tank.
3. Check operating compressor for unusual vibrations and excessive external vibrations of attached piping.

Monthly

Check belt tension and change or adjust belts and pulley.

Annually

Full capacity pressure relief valve between compressor discharge and first shutoff valve on the main compressed air pipeline if applicable.

Pumps

Centrifugal and Axial

1. Daily documented inspection of pump site to check for stuffing box leakage, excessive bearing temperatures, excessive pump noise and excessive piping vibration.
2. Check valve at pump discharge to prevent reverse flow through pump, and subsequent impeller detachment from shaft.
3. Adequate fluid flow to mechanical seals should be monitored daily to prevent early destruction of the seal.
4. Factory lubrication recommendations should be followed during the life of the pump.
5. A generally accepted rule for maintenance of a centrifugal pump is, “as long as operation continues, the unit should be left alone”.

Fans and Blowers

Daily

1. Listen for unusual noises and vibrations.
2. Check belt tension and change or adjust belts and pulley.

Annually

1. Check motor mounts for loose bolts, make adjustments as required.
2. Check belts for proper belt tension, and pulley alignment. Make necessary changes as applied.
3. Check for proper balance and alignment, make necessary changes or adjustments as needed.
4. Lubricate bearings if necessary.
5. Check electrical connection on controller and or starters.

Electric Panels

Conduct periodic visual inspection for discoloration of wiring, loose connections and cleanliness.

Daily

1. Listen for unusual noises.
2. Check for overheating.
3. After each fault interruption, check unit and replace damaged parts.

Weekly

Examine indoor enclosures for signs of improper door latch operation, moisture, and or water.

Annually (Environmental or operational conditions may warrant more frequent inspections.)

1. Keep interior clean and free of any dust or accumulation of foreign materials.
2. Check interior surfaces for moisture.
3. Check ventilation.
4. Check all insulating members for evidence of cracking.
5. Check high voltage switchgear for corona (white or gray powdery residue).
6. Check for thermal damage caused by exposure to excessive temperatures.
7. Check and tighten loose connections.
8. Examine the contacts for burning or pitting.
9. Exercise the breaker mechanism.
10. Test protective relays to trip breakers (If applicable).

All Distribution Panels (large and small)

Infrared scanning is required once every five (5) years to detect hot spots, loose connections, overloaded circuits, etc. Agencies without the proper testing equipment shall have the tests conducted by an outside contractor.

Motor Control Equipment

General:

The proper cleaning frequency depends upon the operation and surrounding conditions.

Monthly

1. Clean and tighten all connections and lubricate bearings.
2. Check level and condition of oil.
3. Keep covers closed and latched and enclosures tight.

Annually

1. Inspect copper arching tip and renew when proper contour cannot be maintained.
2. Remove deposits from arc chutes and barriers.
3. Remove and replace barriers before they are burned through.
4. Check contact pressure and alignment.
5. Check controls for undesirable grounds.
6. Replace frayed or worn shunts.
7. Check bus bar support insulators and keep clean.

Transformers

General

1. A Direct Current (D.C.) high potential test should be scheduled whenever internal trouble is suspected.
2. If a transformer has handled severe overloads or there is indication of internal trouble, it should be inspected as soon as possible.
3. The need for spares depends on importance of the process or production served, repair time and replacement lead time.

Daily:

Listen for unusual noises. Take corrective action to avoid any possible damages that might present them self.

Monthly

Check areas around transformers insuring all trash and non essential material are not collected around transformer not to cause any fires in that area.

Annually

1. Check ambient temperature.
2. Check temperature of ingoing and outgoing cooling air for dry type.
3. Check the ampere load on important transformers if changes have been made in power consumption.
4. Clean dirt and dust from exterior.
5. Check breather for any restrictions.
6. Check protective alarms such as temperature indicators.
7. If located outdoors, check surrounding area for vegetation, foreign objects stored there, or wildlife that pose a threat of grounding or shorting the phase Conductors.

Fuses

1. Clean all insulators and inspect for damage.
2. Replace badly pitted or burned contacts. Check pressure and alignment.
3. Check expulsion fuses for mufflers to restrict gas discharge.
4. Check latch to be sure fuse assembly is firmly locked in when closed.
5. Check size of fuses and adequacy of interruption capacity.

Electric Motors Over 10 h.p.

Semi-Annually

1. Open frame motors in dusty or linty locations should be cleaned with vacuum equipment unless designed for cleaning with low pressure compressed air. Air should be clean, dry, and less than 30 psi.
2. Lubricate motor as per manufacturers' recommendations.
3. Check the bearing temperature.
4. Inspect motor surrounds for water, oil, steam, dirt, dust and any loose objects.
5. Observe motor for vibration and noise.
6. Examine main current paths for evidence of overheating.
7. Check grease in ball and roller bearings. Bearings sealed for life require no additional lubrication. If unit has sleeve bearings, drain, clean and renew oil in cups. Drain, wash out, and renew oil in sleeve bearings.

8. Check motor amperes.
9. Check motor hold down bolts, end shield bolts, pulleys, couplings, gears, journal keys, set screws and alignment.

Storage Batteries

General

1. Adequate ventilation should be provided for all battery storage areas to prevent hydrogen accumulation.
 2. Inspect battery terminals to make sure they are clean, tight, and free of corrosion.
 3. Remove any dust or dirt accumulations on top of cells and keep them clean and dry.
 4. Check level of electrolyte.
 5. Batteries in a common bank should be maintained at the same temperature. Therefore, windows in a battery room are not recommended (one reason).
 6. Batteries should be supported on racks so they are not in direct contact with the ground.
- B. Monthly: Check and record specific gravity and voltage of the pilot cell on each battery or group of cells.
- C. Quarterly: Give the battery an equalizing charge to ensure that it is fully charged.

Semi-Annually

1. Check specific gravity and voltage of each individual cell. Uneven cell voltages and specific gravity indicate trouble or approaching failure.
2. Check ventilation in the area where the battery is located.

Relays

Daily:

Observe indicating targets

Semi-Annually:

Inspect relays and condition of contacts.

Annually

1. Check contacts and replace if necessary.
2. Check calibration and operate to determine if relays will function as needed under fault conditions by setting up artificial conditions under simulated loads.
3. Check floor for matchbooks, folded paper, etc. used to prevent relay contacts from making contact (over-riding relay) which are removed just prior to your examination.

Lightning and Surge Protective Equipment

Annually

1. Inspect and clean all exposed insulation surfaces on lightning arrestors and capacitors. Occasionally, an enthusiastic maintenance person will put a coat of

paint on arrestors or bushings. Beware!

2. Check line and ground leads for damage. Clean and tighten connections.
3. Test resistance of the ground connection. Resistance should be five ohms or less.

Rectifiers (Power Semi-conductor Equipment)

General

1. Check for excess temperature build-up by installing thermocouple to the base or heat sink.
2. For forced cooling type units, ensure that the cooling medium is operating properly.
3. Clean any dirt accumulation with a solvent that is safe to use on that piece of equipment.
4. Check for looseness of connections and mounting and tighten if necessary.

Uninterruptible Power Supplies

General

1. Be sure all input and output power has been disconnected when work is to be done.
2. Discharge and ground all capacitor terminals in charger and inverter with a grounding stick.
3. Use a vacuum cleaner and a cloth to clean inside of charger and inverter cabinets.
4. Check for liquid contamination (battery electrolyte, oil from capacitors, etc.).
5. Tighten all terminals.
6. Inspect all terminations and control circuits for corrosion.
7. Check battery condition.
8. Connect source power and check control circuit power supply voltages per manufacturer's specifications.
9. Check and adjust voltage output and frequency per manufacturer's specifications.
10. After reconnection, check the output voltage and frequency under load.
11. Simulate a power failure and check for proper system operation.

MONITORING SYSTEMS TESTING EQUIPMENT

As applicable, this testing equipment should be included for a complete preventive maintenance program:

1. Vibration - installed on all critical rotating machines.
2. Infrared - used to find hot spots in electrical equipment such as transformers, switchgears, and cables.
3. Megger testing (insulation resistance) - used to detect grounds, damp windings, damaged insulation, current leakage to ground and other conditions that contribute to electrical breakdown.

4. Transformer oil testing - used to detect dissolved gases in the transformer oil (annually). It is recommended that on special equipment the agency follow suggested manufacturer's preventive maintenance.

ULTRASONIC

Used on metal, ceramics, plastic, etc. to detect surface and subsurface discontinuities, measure thickness of a material, and detect weld flaws.

Advantage: Only one side of a surface of an object need be accessible.

Principle: High frequency vibration or sound waves are reflected as echoes from both the discontinuity and the front and back surfaces of the piece being tested.

Echoes are converted to electric signals for amplification and display on an oscilloscope.

RADIOGRAPHY

Radiography is used to search for imperfections beneath the surface of fabricated metal in fired and unfired pressure vessels. It is also used to reveal internal discontinuities in welded joints. It will pick up gas pockets or voids, slag inclusions, incomplete fusion and inadequate joint penetration.

Advantage: Gives a permanent record and in most instances, will detect a small discontinuity.

Principle: Short wavelength electromagnetic radiation, specifically X-Ray or Gamma Ray, is used to penetrate objects opaque to longer wavelength visible light.

LIQUID PENETRANT

Liquid Penetrant is used to locate surface discontinuities in various products, such as fine surface cracks.

Advantage: Can provide indication of discontinuities in metals and other nonporous materials.

Principle: Liquid flows evenly over the object and into the tiny cavities of the specimen. Excess material is removed leaving behind that which seeped into the discontinuity. A developer draws the material that seeped into the discontinuity by capillary action. After drying, examination is performed under a white light or black light condition depending on whether visible dye or fluorescent penetrants were used.

MAGNETIC PARTICLE

Magnetic particle is used to detect discontinuities such as surface or slightly subsurface cracks in ferromagnetic materials.

Advantage: The sensitivity of the magnetic particle test is higher than that of the dye penetrate process.

Principle: Either dry powder or liquid fluorescent magnetic particles are used. The method consists of magnetizing an area to be examined and then applying magnetic particles of different colors to the surface. The particles are retained on the surface at cracks and discontinuities due to leakage in the magnetic field.

EDDY CURRENT

Eddy Current is used to check pipe and tubing for defects such as seams as shallow as .002 of an inch in such material as automotive valve spring wire. It can check over 150 feet of resistance per minute.

Advantage: Can detect flaws in materials not easily accessible.

Principle: A circulating electrical current is induced in an object being checked. This electrical whirlpool is known as an eddy current. Flaws in the test material disrupt the current and consequently, reveal themselves.

THERMAL OR INFRARED

Thermal or infrared is used to test the amount of heat or the heat flow through a piece of equipment and measure its quality for evaluation. It will pick up hot spots in electrical equipment such as switchboards, cables, etc.

Advantage: An entire plant can have its electrical equipment checked in a short period of time. It will point out hot spots and the degree of heat being admitted over normal temperatures.

Equipment can take a picture of the material showing the seriousness of the condition.

Principle: Infrared, known as thermo vision, is equipment that detects admitted infrared radiation, converts it to video signal and reproduces the thermal image in black and white on a monitor screen. It allows you to see heat images.

OVERPOTENTIAL

Over potential determines if insulation on electrical equipment can withstand the normal or abnormal stresses to which it is subjected. Advantage: Equipment for D.C. over potential testing is relatively small, lightweight, portable and less expensive than the equivalent A.C. equipment. D.C. voltages are less damaging to insulation than A.C. and time is not critical.

Principle: The D.C. over potential test is a controlled over-voltage test, sometimes referred to as a direct current leakage test or step voltage test. The current is measured at each step increase of applied direct current-potential and is constantly observed for any abnormalities since, in most cases, the test can be stopped before breakdown occurs.

INSULATION-RESISTANCE

Insulation –resistance is used to detect grounds, damp windings, carbonized or damaged insulation, foreign deposits, current leakage to ground and other conditions that cause or contribute to electrical breakdown.

Advantage:

Test equipment is generally lightweight and portable. Testing can also be completed in a short time.

Principle:

A 500-volt D.C. megger is standard test instrument. Electrical equipment should be disconnected from all sources of power. Insulation resistance varies with changes in temperature, humidity, test voltage, and duration of test voltage application.

Consequently, for a comparison of one set of readings with another, the conditions should be the same.

Ideally, the insulation-resistant test should be administered by applying 500 volts for D.C. for one minute at a temperature of 40 degrees FC.

DIELECTRIC ABSORPTION

This test furnishes data concerning the relative condition of the insulation with respect to moisture and other contaminants.

Advantage: Test equipment is generally lightweight and portable. Access to only one surface is needed.

Principle:

Insulation-resistance test equipment can be used for this test. A test voltage of 500 volts direct current is commonly used and applied for 10 minutes, with readings of the insulation resistance taken at definite intervals. For high voltage apparatus, a 2,500-volt test voltage is preferred. A graph of the insulation

resistance in megohms as a function of time should be plotted. Readings are taken at 1/4-minute intervals for the first minute and every minute for the next 9 minutes. A steady increase in insulation resistance during the time that the voltage is applied is an indication of clean dry windings. A moist or dirty winding will not have a steady increase and the curve will flatten out. This is the result of current leaking through, or over, the surface of the winding insulation.

POWER FACTOR

Sometimes known as the “doble” test, power factor is used for determining the quality of the insulation in cables, circuit breakers, insulating liquids, regulators, rotating machines and transformers. It is also used for determining the insulating qualities of bushings and insulators, machines and transformers as well as the insulating qualities of bushings and insulators.

Advantage:

Equipment is generally lightweight and portable.

Principle:

Power factor is a measure of the energy component of the charging current and watts loss of insulation. The type of insulation, test voltage and the moisture and voids in the insulation, principally affects the power factor of the insulation.

An increase in the power factor over a period of time indicates deterioration. Results are recorded and compared with previous tests. A low power factor is an indication of a safe condition.

DISSOLVED GAS ANALYSIS

GAS CHROMATOGRAPHY (GC)

The most informative method of fault gas detection is dissolved gas analysis. In this laboratory method, an oil sample is taken from a transformer; the dissolved gases are then extracted, separated, identified, and quantitatively determined.

Various lab methods have been used, including infrared absorption and mass spectroscopy, but gas chromatography has emerged as the most popular technique.

Electrical arcing or corona action under oil creates acetylene and other combustible gases; therefore, the presence of combustible gases dissolved in the oil is indicative of incipient faults. These incipient faults can often be found in advance of failure. Many costly failures, both from the standpoint of rewind costs and unit downtime, have been avoided, based on GC test results.

Diffusion of gases between liquid and gaseous spaces takes time, during which serious equipment damage can occur undetected, if only gas samples from the transformer headspace are analyzed for combustibles. Monitoring the oil for dissolved gases offers both the required sensitivity, and gives the earliest possible detection of a newly formed fault. The only disadvantage for GC lies in that it can't be done readily (as yet) in the field. On the other hand, this method is not only applicable to all types of oil-filled equipment, it gives the information required to properly evaluate the transformer's ability to properly perform its intended function.

Lockout/Tagout Program

Northshore Technical Community College



**Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus**

POLICY

It is the policy of *Northshore Technical Community College* that any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of prime movers, machinery, or equipment on department/agency property will abide by the procedures outlined in this document and specific procedures outlined in the Northshore Technical Community College Equipment Management Program. Lockout is a first means of protection; warning tags only supplement the use of locks. Tags alone may be used only when the application of a lock is not feasible and with approval of the appropriate supervisor (provided the employer complies with the provisions of the standard that requires additional training and more rigorous periodic inspections).

PURPOSE

To ensure that all individuals are protected from accidental or unexpected activation of mechanical and/or electrical equipment during maintenance, repairing, cleaning, servicing, or adjusting said equipment.

DEFINITIONS

LOCKOUT: The practice of using keyed or combination security devices ("locks") to prevent the activation of mechanical or electrical equipment.

TAGOUT

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

Tag out devices will be of the non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds.

ACTIVATION/ENERGIZATION

To set machinery into motion by starting, switching, pushing, moving, or otherwise engaging power sources for such equipment. To provide a flow of electricity or complete a circuit that is the main power source for the machinery/equipment.

ENERGY CONTROL PROCEDURES

Use of lockout/tag out equipment to ensure safe work practices.

HAZARDOUS MOTION

Motion of equipment under mechanical stress or gravity that may abruptly release and cause injury. Hazardous motion may result even after power sources are disconnected. Examples are coiled springs or raised hydraulic equipment.

PRIME MOVER: Power driven machinery and equipment.

RESPONSIBILITIES

Department Head or Qualified Designee

Provide training to authorized/affected employees on lockout/tag out procedures. Inspect energy control procedures and practices at least annually to ensure that general and specific lockout/tag out procedures are being followed.

Inspections must be carried out by persons other than those employees directly utilizing energy control procedures. Inspections will include a review of each authorized employee's responsibilities. Certify that periodic inspections have been performed (**See: LOCKOUT/TAGOUT INSPECTION FORM**)

Maintain a record of equipment, machinery, and operations that require the use of lockout/tag out procedures. The record will include the location, description, power source, and primary hazards of equipment/machinery, a list of the primary operators/maintenance personnel, and a list of lockout/tag out equipment that is used and maintained on site.

Department Head or Qualified Designee: Ensures that each supervisor adheres to procedures.

SUPERVISORS

Ensure that all employees and all contractor/vendor employees engaging in work requiring locking/tagging out of energy sources understand and adhere to adopted procedures. Ensure that employees have received training in energy control procedures prior to operating the machinery/equipment. Provide and maintain necessary equipment and resources, including accident

prevention signs, tags, padlocks, and seals. Where applicable, incorporate operation specific lockout/tag out procedures into the department/agency Equipment Management Program. Notify the designated individual(s) of new or revised equipment, machinery, or operations that require the use of lockout/tag out devices during servicing, maintenance, or repair.

EMPLOYEES

Adhere to Specific Procedures outlined in this document for all tasks that require the use of lockout/tag out procedures. Maintain lockout/tag out supplies in maintenance vehicles.

SPECIFIC PROCEDURES

The following simple lockout procedure is provided to assist agencies in developing their own procedures. For more complex systems, more comprehensive procedures may need to be developed, documented, and utilized.

PREPARATION FOR LOCKOUT/TAGOUT

Conduct a survey to locate and identify all isolating devices to determine which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked or tagged out. More

than one energy source (electrical, mechanical, stored energy, or others) may be involved.

SEQUENCE OF LOCKOUT/TAGOUT SYSTEM PROCEDURE

Notify affected employees that a lockout or tagout system is going to be utilized and the reason why. The authorized employee shall know the type and magnitude of energy that the machine/equipment utilizes and shall understand the hazards thereof. If the machine/equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc. Lockout/Tagout the energy isolating devices with assigned individual lock(s) or tag(s). No copies of keys shall be made or distributed. After ensuring that no personnel are exposed, verify the energy sources have been disconnected. Operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating control(s) to neutral or off position after the test. The equipment is now locked out or tagged out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL OPERATIONS

After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment (with the key being placed in a lockout box or cabinet that allows the use of multiple locks to secure it). Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

TEMPORARY REMOVAL OF LOCKOUT/TAGOUT DEVICES

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

Remove non-essential items and ensure that machine or equipment

components are operationally intact. Notify affected employees that lockout/tagout devices have been removed and ensure that all employees have been safely positioned or removed from the area.

Energize and proceed with testing or positioning.
De-energize all systems and reapply energy control measures.

MAINTENANCE REQUIRING UNDISRUPTED ENERGY SUPPLY

Where maintenance, repairing, cleaning, servicing, adjusting, or setting up operations cannot be accomplished with the prime mover or energy source disconnected, such operations may only be performed under the following conditions:

The operating station (e.g. external control panel) where the machine may be activated must be under the control of a qualified operator at all times.

All participants must be in clear view of the operator or in positive communication with each other.

All participants must be beyond the reach of machine elements that may move rapidly and present a hazard.

Where machine configuration or size requires that the operator leave the control station to install tools, and where there are machine elements that may move rapidly if activated, such elements must be separately locked out.

During repair procedures where mechanical components are being adjusted or replaced, the machine shall be de-energized or disconnected from its power source

EMPLOYEE TRAINING

Authorized employees shall receive annual lockout/tagout training from a qualified individual. Affected employees shall receive awareness level training every three (3) years.

RECORDKEEPING

INSPECTION RECORDS

The maintenance unit supervisor will maintain inspection records as well as complete and maintain all LOCKOUT/TAG OUT INSPECTION FORMS

TRAINING RECORDS

Training records will be maintained and include an outline of topics covered and a sign in sheet of those employees attending.

SAMPLE LOCKOUT/TAG OUT INSPECTION FORM

1. Inspection Date: _____
2. Inspector (Printed Name/Signature): _____ / _____
3. Employee(s) Inspected (Printed/Signature): _____ / _____

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

Item Yes No

Does employee have access to adequate lockout/tag out devices?

Has employee tested the effectiveness of his/her lockout/tag out devices?

Has employee received lockout/tag out training in the last year?

If this is an outside contractor, has a supervisor informed him/her of the necessity for adhering to these procedures?

Have all procedures been followed?

Were tag outs legible and clearly displayed?

Lockout Procedure

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or startup of the machine or equipment or release of stored energy could cause injury.

Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

(Type of compliance enforcement to be taken for violation of the above)

Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

(Name(s)/Job Title(s) of affected employees and how to notify)

(2) The authorized employee shall refer to the agency procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

(Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy)

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(Type(s) and location(s) of machine or equipment operating controls)

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

(Type(s) and location(s) of energy isolating devices)

(5) Lock out the energy isolating device(s) with assigned individual lock(s)

(6) Stored or residual energy (such as that in capacitors; springs; elevated machine members; rotating flywheels; hydraulic systems; and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

(Type(s) of stored energy - methods to dissipate or restrain)

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(Method of verifying the isolation of the equipment)

(8) The machine or equipment is now locked out.

"Restoring Equipment to Service." When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

- (1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- (2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

Funds are appropriated from the Legislature for the continuation of the State's Mechanical and Electrical Preventive Maintenance Program. To apply for funds for internal inspection repairs, replacement and/or overhaul of Boiler/machinery and air conditioning equipment owned by the State:

1. To be eligible for funds, you must have a written Loss Prevention Maintenance Program for all mechanical and electrical equipment that will contain the history of each piece of equipment, and will include maintenance responsibilities, when maintenance is to be performed, and how records will be maintained. This program must be audited and found to be in compliance by the Office of Risk Management (ORM).

*2. A written request shall be submitted to the assigned Loss Prevention Officer, who will forward his recommended concurrence/non-concurrence to the Loss Prevention Unit Manager, Office of Risk Management, stating the amount of funding needed for each piece of equipment. Each request shall refer to each piece of equipment by location, manufacturer's name, model and serial number. **Three bids must accompany the request depending on the size, amount and nature of the expense.***

3. A statement from the Agency Head must also be included stating no funds are available within the agency budget to perform the necessary repairs.

4. An inspection of the equipment may be made by engineers of the Mechanical and Electrical Insurer for the State and/or by an ORM Loss Prevention Officer.

5. Contract price from factory representative or low bidder to perform operation necessary to effect an inspection must not exceed \$1,500.00.

6. After receiving approval from FP&C, coordinate all future activities with FP&C.



Title:	Cash Handling and Bonds & Crime
Effective Date:	01/10/2007
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Cash Handling and Bonds & Crime

PURPOSE

The Bonds and Crime Loss Control Program has been developed to protect the Northshore Technical Community College Campuses from financial and/or property losses resulting from any act and/or omission by any employee in the performance of his/her respective duties.

The purpose of the Bonds and Crime Comprehensive Loss Control Program is to:

- Assign responsibility for developing and managing fiscal controls within the Northshore Technical Community College.
- Establish each individual's accountability for the performance of his/her duties in compliance with the agency's internal fiscal control program.
- Reduce the System's exposure and losses and to safeguard its assets.
- Maintain the public's confidence in the officials', appointees' and employees' ability to conduct the System's business in an honest and professional manner.
- Protect assets against robbery and safe robbery.

All campuses within Northshore Technical Community College must have both an awareness of and show a commitment to strong internal controls for cash receipts. The Chancellor, VC of Finance & Administration, and Campus Deans are responsible for establishing and maintaining the proper environment of internal controls. This environment is established by written procedures. It is maintained by **awareness** through regular communications between management and staff and through management's **commitment** by example and review.

Internal controls are necessary to prevent mishandling of funds and to safeguard against loss. Strong internal controls also protect employees from inappropriate charges of mishandling funds by defining responsibilities in the cash handling process.

"Cash" includes coin, currency, checks, money orders, and credit card transactions.

All campuses and departments collecting cash must address the cash receipt controls by developing, implementing and enforcing procedures in support of these controls.



BONDS & CRIME COVERAGE

Fidelity Bonds : (Mandatory)

- The employees' Faithful Performance Blanket Bond covers loss sustained by insured because of dishonest or fraudulent acts of employees. "Faithful Performance" provides coverage for loss caused by failure of employee to perform duties faithfully. This bond is required by the state of Louisiana. There is a \$250 deductible for this coverage. Coverage is provided against loss through forgery or alteration of checks drawn by the insured. There is a \$250 deductible for this coverage.

Property Manager Bond: (Mandatory)

- This bond covers dishonest or fraudulent acts of failure to perform duties faithfully, in connection with the handling and control of the Department's property, resulting in loss to insured. This bond is required by revised statutes. There is a \$250 deductible for this coverage. This exposure is covered by Fidelity Bonds above.

Crime - Inside and Outside Premises; ;Money and Securities: Depositors, Forgery (Usually Secured by Combination Crime Policy): (Mandatory)

- This policy covers all perils except those that are excluded by the policy on money and securities within premises and outside premises while conveyed by messenger. Property other than money and securities are insured against robbery (not theft) or safe burglary. Coverage is provided against loss through forgery or alteration of checks drawn by insured. There is a \$250 deductible for this coverage.

PROPERTY DAMAGE

Property damage is inspected to determine severity and the effects on the use of the equipment or facilities. An Incident report is made employing the appropriate incident and inspection forms and the resulting reports are filed with the Office of Risk Management, the Chancellor, the Dean's Office, and Support Services. If the item is able to be repaired to operational standards then procedures are taken to bring it into compliance with the standards. If the item is too severely damaged to be repaired, then the Office of Risk Management, LPAA, and any other agencies affected are notified for the appropriate action.

CASH HANDLING

STATUTORY REFERENCE

Deposits

The Louisiana Constitution Article VII, Section 9 (A) requires "All monies received by the State or by any state board, agency, or commission shall be deposited immediately upon receipt...except for certain exceptions listed therein."

NOTE: Immediately is defined as *within 24 hours* of receipt.

Misappropriation Notification Requirement

LSA-R.S. 24:523- Notification of the legislative auditor and district attorney . "An agency head of an auditee who has actual knowledge of any misappropriation of the public funds or assets of his agency shall immediately notify, in



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writing, the legislative auditor and the district attorney of the parish in which the agency is domiciled of such misappropriation. The district attorney, or other prosecutorial agency, notified of such misappropriation may request audit assistance from the legislative auditor with respect to the misappropriation.”

LCTCS Board Policy

This policy is also governed by [LCTCS Board Policy # 5.013](#) which is titled “Cash Management and Investment”.

GENERAL PROCEDURES (For all Campuses)

Collecting and Receiving Checks or Cash

Cash - Any cash received should be evidenced by the issuance of a sequentially-numbered, handwritten receipt or machine-produced receipt. One copy of the receipt is to be given to the payee and one copy is to be retained by the agency.

If a receipt must be voided, then all copies of the receipt should be kept with the deposit with VOID written on the affected receipts. Receipts should not be thrown away as all receipts must be accounted for.

Checks -

- a. All checks received should be made out to Northshore Technical Community College (NTCC). If the payee space on the check is left blank, Northshore Technical Community College should be entered immediately. Checks made payable to cash should not be accepted.
- b. All checks to be deposited by NTCC are to be endorsed with a restrictive endorsement and entered into the agency check log immediately upon receipt. The endorsement should be as follows:

For Deposit Only
Northshore Technical Community College
Account Number

At all times, funds should be placed in a locked bank bag (or locked metal container) and the bag should be secured in a safe or locked cabinet or locked desk; and

Access to the funds should be limited to the fund custodian.

A check receipt log is to be maintained at all mail entry points where checks are received.

The check receipt log should be transmitted to the accounting office before 3:00 p.m. each day a check is received. Any checks received after 3:00 p.m. should be transmitted to the accounting office before 3:00 p.m. the following work day. The log should be signed by the person transmitting the checks and countersigned by the person receiving the checks for deposit.

Making Deposits

1. To maintain proper security and good internal control procedures, the responsibility for preparing and making the deposit should be assigned to an employee other than the one assigned the responsibility for opening the mail, maintaining the check log, making the deposit, writing checks, and preparing the bank reconciliation.



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2. All funds received must be verified to the receipts and registration information to verify that all monies have been receipted and accounted for.
3. The employee assigned the responsibility of deposit preparation will prepare the deposit ticket, secure the funds and verifies that the funds were deposited into the proper bank account. All receipts should be accounted for and in sequential order. Any breaks in receipt order must be investigated.
4. Under no circumstances will employees make disbursements from the cash receipts. All cash receipts must be in the custody of the Business office.
5. All copies of the deposit ticket should have the bank stamp on them.
6. A copy of the deposit ticket should be attached to the documentation and maintained in the campus' files.

Bank Reconciliation

1. All bank reconciliations will be performed centrally and should be performed no later than thirty (30) days after receipt of the bank statement.

Missing Funds Notification Process

1. If funds are missing from a deposit, then the following notifications must be made.
2. A report must be filed with the local Police department, immediately upon discovery of the missing funds.

The Chancellor and VC of Finance & Administration should be notified immediately. A detailed synopsis of how the incident occurred should be scanned/emailed or faxed to the Chancellor and VC of Finance & Administration. The Chancellor or VC of Finance & Administration will notify the LCTCS Director of Internal Audit immediately. The Director of Internal Audit will then notify the District Attorney's office of the parish where the funds are missing and the Legislative Auditor's Office.

CAMPUS SPECIFIC CASH HANDLING PROCEDURES

During NTCC registration weeks, staff members of the NTC Fiscal Affairs office may assist with collection of funds at different campuses within NTCC where duties are segregated to maintain proper internal controls and checks & balances. At anytime that the procedures below change, the Campus Dean should notify the NTCC VC of Finance & Administration and the Chancellor of the change of procedures prior to the change so that the new procedures can be reviewed for proper internal controls.

NTCC—Sullivan Campus

- The Accounting Technician collects funds from students and enters the information into QuickBooks. A QuickBooks generated receipt is given to the student.
- At the end of the day, the Accounting Technician counts the total funds collected. The Accounting Technician will request the Restricted Funds Accountant to print a QuickBooks transaction detail by account report. The Restricted Funds Accountant will initial the report and give it to the Accounting Technician. The Accounting Technician will prepare the deposit slip and the PIV form, and then gives the total funds collected, the PIV form, the QuickBooks transaction detail report, and the deposit slip, to the Director of Accounting or his/her designee. The PIV form should be completed daily if time permits and submitted to the Accounting Technician for classification in the NTCC official accounting system.
- The Director of Accounting will verify that the total funds collected match the total funds in Quickbooks/receipt book. He she will also check the deposit slip.
- After the deposit slip and the PIV form is completed, the Accounting Technician will take the funds, the



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deposit slip, and the PIV form to Capital One Bank. All funds should be deposited within 24 hours.

- The Accounting Technician brings the bank-stamped deposit slip, the bank-stamped PIV form, and a bank-generated receipt (if received) to the Director of Accounting or his/her designee to verify that the amount actually deposited matches the documentation.
- In the absence of the Accounting Technician, the Financial Analyst will assume the duties listed above for the Accounting Technician. In the absence of the Director of Accounting, his/her designee (other than the Restricted Funds Accountant) will resume his/her duties listed above.

NTCC—Florida Parishes Campus

- The Administrative Assistant 4 collects funds from students and issues a receipt in QuickBooks.
- At the end of the day, the Administrative Assistant 4 counts the total funds collected. The Administrative Assistant 4 will request the Administrative Assistant 2 to print a QuickBooks transaction detail by account report.
- The Administrative Assistant 2 verifies that the total funds collected match the total funds on the transaction detail report and prepares the deposit slip and PIV form. The Administrative Assistant 2 takes the deposit to the bank. All funds should be deposited within 24 hours.
- The Administrative Assistant 4 scans (daily) a copy of the bank-stamped PIV and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant 2 mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped PIV form, the bank-generated receipt (if received), and the QuickBooks transaction detail report to the NTCC Sullivan Campus for classification in the NTCC official accounting system. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.
- Upon the absence of either person, the Campus Dean handwrites a receipt (triple copy) and places in the bank bag. The bag is placed in the night deposit box at the Bank of Greensburg. When the Administrative Assistant 2 returns to work, she picks up the bag at the Bank and prepares the deposit after verification and returns it to the bank.

NTCC—Hammond Campus

- The Administrative Assistant 2 collects funds from students and issues a receipt in QuickBooks.
- At the end of the day, the Administrative Assistant 2 counts the total funds collected. The Administrative Assistant 2 will request the Administrative Assistant 4 to print a QuickBooks transaction detail by account report.
- The Administrative Assistant 4 verifies that the total funds collected match the total funds on the transaction detail report and prepares the deposit slip and PIV form. The Maintenance Repairer Master takes the deposit to the bank. All funds should be deposited within 24 hours.
- The Administrative Assistant 2 scans (daily) a copy of the bank-stamped PIV and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Administrative Assistant 2 mails (timely) one copy of the bank-stamped deposit slip, the bank-stamped PIV form, the bank-generated receipt (if received), and the QuickBooks transaction detail report to the NTCC Sullivan Campus for classification in the NTCC official accounting system. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

NTCC—Adult Education

- The Chief Examiner collects money orders, written to NTCC, from students and issues a receipt in QuickBooks. No cash or checks are accepted.
- At the end of the day, the Chief Examiner counts the total amount of money orders collected, assures they match the Authorization for Administration of GED Test Applications, and prepares a bank deposit slip and a PIV form.
- The Chief Examiner takes the deposit to the bank. All funds should be deposited within 24 hours.



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- The Chief Examiner scans a copy of the bank-stamped PIV and deposit slip to the NTCC Accounting Technician located at the Sullivan Campus.
- The Chief Examiner mails (monthly) one copy of the bank-stamped deposit slip, the bank-stamped PIV form, the bank-generated receipt, and a copy of the money orders to the NTCC Sullivan Campus.
- The Accounting Technician will print reports from St. Tammany Parish Quick Books to verify that the total amount of money orders deposited match receipts.

NTCC—Slidell Instructional Service Center (Behrman)

- The Site Manager collects funds from students and issues a receipt in QuickBooks.
- At the end of the day, the Site Manager counts the total funds collected. The Site Manager will request the Welding Instructor to print a QuickBooks transaction detail by account report.
- The Welding Instructor verifies that the total funds collected match the total funds on the transaction detail report. The Site Manager prepares the deposit slip and PIV form. The Welding Instructor takes the deposit to the bank and returns the bank-stamped PIV and deposit receipt to the Site Manager. All funds should be deposited within 24 hours.
- The Site Manager scans (daily) a copy of the bank-stamped PIV and deposit slip to the Accounting Technician at NTCC Sullivan Campus.
- The Site Manager mails (monthly) one copy of the bank-stamped deposit slip, the bank-stamped PIV form, the bank-generated receipt (if received), and QuickBooks transaction detail report to the NTCC Sullivan Campus for classification in the NTCC official accounting system. The Director of Accounting or his designee will verify that the amount actually deposited matches the documentation.

Policy Reference: Cash Management & Investment [LCTCS Board Policy # 5.013 Louisiana Constitution Article VII, Section 9 \(A\)](#)
[LCTCS Board Policy # 5.019 Misappropriation of Assets – Notification Policy](#)
[LSA-R.S. 24:523- Notification of the legislative auditor and district attorney](#)

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	09/02/2006	12/21/2006
X	Campus Deans	09/02/2006	12/21/2006
X	Regional Director	09/02/2006	12/21/2006

Distribution: Distributed Electronically via College’s Internet
 Hard Copy Distribution to Campus Deans



Title:	Key Control Policy
Effective Date:	07/01/2007
Last Revision Date:	08/10/2011
Cancellation:	
Office:	Facilities Management (FM)

Key Control

PURPOSE

This policy and procedural guidance is designed to facilitate the issuance of keys on as-needed basis, to define responsibility for issuance and collection of keys, and to encourage responsible care of keys by key holders. It is applicable to Northshore Technical Community College (NTCC) faculty, staff, students, and contractors and other essential personnel requiring access to NTCC buildings and facilities.

PROCEDURES

1. Definitions

- a. Key(s): All devices used to lock/unlock mechanical locking devices and electronic access devices used in lieu of mechanical locks in NTCC buildings and facilities. Lockers, desks, file cabinets, and other similar storage devices (excepting podiums/cabinets securing media equipment) are normally excluded.
- b. Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access to NTCC buildings and facilities.
- c. Key Control File: Records maintained by the Campus Key Control Personnel identifying keys by type, number, lock access and listing persons in possession of specific keys.
- d. Key Coordinator: A person designated in writing by a department head to authorize issuance of keys on his or her behalf.
- e. Type of Keys:
 - Master – Operates all locks in the NTCC key schedule.
 - Operating – Operates a specific single lock only.
- f. Campus Key Control Personnel: Some designated by the Campus Dean to control and manage all keys for the campus.

2. Responsibilities



a. Campus Key Control Personnel

- Primary responsibility for the security of the building and grounds of the NTCC campus.
- Maintains all key control files and records of original, duplicate and replacement keys for each building and facility.
- In coordination with department heads and Deans, develops key schedules that provide access to NTCC buildings and facilities and yet maintains a high level of security.
- Securely stores all unissued or unused keys.
- Evaluates key authorizations to insure the type of key requested is appropriate and that issuance would not create an unacceptable security risk.
- Investigates loss or theft of NTCC keys when possible.
- Reports all key losses or thefts to department heads or key coordinators and Deans when deemed appropriate.
- Furnishes department heads or key coordinators, upon request, a list of all persons in their department who are in possession of keys.
- Notifies the Campus Dean to determine whether the billing and collection process for lost keys; for keys not returned upon change in status or location of the person to whom keys were issued; or key not returned upon recall is needed.
- Requests new, duplicate or replacement keys to be made or ordered by the Dean.
- Purchases, maintains, and installs locks and other door hardware. Requests to acquire non-standard locks, hardware or other specialty items will be evaluated by the Campus Dean, and if approved, must be funded by the requesting department.
- Develops key schedules in coordination with the Campus Dean and department heads.
- Informs and coordinates all requests for lock changes with the Facilities Manager.
- When requested by the Dean, acquires new, duplicate or replacement keys for storage or issue.
- Authorize the issuance of keys to contract and other essential personnel. Proof of insurance or bond, as well as a signed release by the contractor or other personnel acknowledging that they will be held responsible for any and all re-key and/or replacement costs incurred by the NTCC due to the loss of keys in their possession may be required before issuance of any keys.

c. Department Heads

- Authorize the issuance of keys to faculty, staff and students under the department's control. This responsibility may be delegated to one or more designated key coordinators by filing a Key Coordinator Designation (Appendix A) for each designee with the Campus Key Control Personnel.
- Conduct an annual review of all keys issued to faculty, staff and students in the department. Upon request, the Campus Key Control Personnel will furnish a list of department key holders. The list should be used to verify that key holders still have a need for keys they possess.



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- Provide written notification to faculty, staff or students who have been issued keys when a change in status, location or actual need requires the individual to return keys to the Campus Key Control Personnel.

d. Fiscal Affairs Office

- Collect replacement key fees or new key deposits (when required) prior to issuing a replacement key for a key that has been lost, stolen or damaged.
- Collect fees assessed when keys are not returned upon change in status or location, or keys not returned upon recall.

d. Key Holder

- Sign Key Holder Agreement for each key received.
- Maintain personal possession of issued NTC keys. Keys are not to be duplicated or loaned or transferred to others for any reason. Unauthorized duplication, use or transfer of any key may result in administrative and/or disciplinary action against the key holder.
- Report loss or theft of keys to the appropriate department head and the Campus Key Control Personnel by the fastest means possible immediately upon discovery.
- Return all keys in key holder's possession upon change of status or location, when recalled by the Campus Key Control Personnel, or when no longer needed to perform job related responsibilities.

General Policy

- a. A campus building, office or other space may not be secured by a locking device, either mechanical or electronic, that is incompatible with the campus key schedule and/or has been authorized by the Campus Dean.
- b. Every building utilizing mechanical locks and/or electronic access devices will be keyed to a master key that is controlled by the Campus Key Control Personnel. This key will be available in emergency situations; i.e., when life/safety is threatened or when official representatives of fire, police and/or other emergency personnel require immediate access.
- c. Each building using mechanical locks will also be keyed to a master key, which may be used by selected academic personnel, custodial services personnel, and facilities services personnel. In addition, there may be several levels of mechanical/electronic passkeys that permit only limited access by selected individuals or groups to one or more offices or spaces within a building.
- d. The Campus Dean may centrally program each campus building, office or other space using electronic access devices in lieu of mechanical locks.
- e. Keys may be issued only to faculty, staff, students currently enrolled at NTCC, contractors or other essential personnel based on actual need and consistency with job responsibilities or class/research requirements.



- f. Keys remain the property of the NTCC while in the possession of the key holder and are issued for the sole use of the key holder. No keys may be duplicated or loaned or transferred to any other person by the key holder.
- g. All repairs or additions to any locking device, mechanical or electronic, or to any door hardware will be the responsibility of Campus Key Control Personnel or the Campus Dean and will be documented on a numbered work order. The Campus Dean will inform the Campus Key Control Personnel of any work requests pertaining to locks or door hardware that are not initiated by the Campus Key Control Personnel. Any person causing unauthorized repair or change to a locking device or door hardware will be held responsible for the costs required to return the affected device or door to its original condition.

5) Procedures

a. Authorizing and Issuing Keys

- The Department Head or Designated Key Coordinator must submit a Key Issuance Request (Appendix B) to the Campus Key Control Personnel for each individual authorized to receive a key.
- Upon receipt of a properly submitted Key Issuance Request, the Campus Key Control Personnel will:
 - Evaluate the authorization to insure that issuance of the type of key requested is warranted and would not create an unacceptable security risk.
 - Complete a Key Control Record for the individual indicating keys issued.
 - Prepare a Key Holder Agreement form (Appendix C) for keys.
- Provide the keys to be issued to the employee, student, contractor or other authorized person, together with the Key Holder Agreement form.
- Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification and signing of the Key Holder Agreement form.
- After issuance of key, Campus Key Control Personnel will retain the completed agreement form in the individual's Key Control Record.

b. Lost or Stolen Keys

- When a key is reported as lost or stolen, the Campus Key Control Personnel will prepare and file an incident report.
- The Campus Key Control Personnel will consult with the Campus Dean to determine action to be taken to modify locks and/or issue new or replacement keys.
- Determination of action to be taken will be based on the assessed threat to the security of NTCC community and property, and the costs that would be incurred for the action.
 - If it is determined that reasonable security can be maintained solely by issuing a replacement key to the person who reported a lost or stolen key, the Campus Key Control Personnel will:
 - o Annotate the corrective action decision on the file copy of the incident report.



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- o Prepare a Replacement Key Authorization (Appendix D) and send to the appropriate department head or key coordinator for approval. A replacement fee can be charged before a replacement key is issued unless investigation of the incident establishes that the key was stolen and that negligence on the part of the employee, student, contractor (or other authorized person) did not contribute to the theft.
- Upon receipt of the approved Replacement Key Authorization prepare Key Holder Agreement for Replacement Key form (Appendix E) for replacement keys.
- Provide the replacement key to be issued to the employee, student, contractor or other authorized person, together with a Key Holder Agreement for Replacement Key form, to the Campus Key Control Personnel.
- Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification, signing of the Key Holder Agreement for Replacement Key form and payment of the assessed fees, if any.
- After issuance of key, Campus Key Control Personnel will retain the completed agreement form with the individual's Key Control Record.
- If it is determined that attaining reasonable security requires re-keying (i.e., the changing of tumblers in lock cylinders or the replacement of lock cylinders to accommodate different keys), the Campus Key Control Personnel will:
 - Annotate the corrective action decision on the file copy of the incident report and submit a work request to Campus Dean for re-keying or re-coring of all affected locks.
 - The Campus Dean will approve a work order to either change the tumblers in lock cylinders or replace the lock cylinders and to acquire new keys.
 - Upon receipt of the keys for the re-keyed lock, the Campus Key Control Personnel will prepare a Replacement Key Authorization (Appendix D) and send to the appropriate department head or key coordinator for processing. A replacement fee can be charged before a replacement key is issued unless investigation of the incident establishes that the key was stolen and that negligence on the part of the employee, student, contractor, or other authorized person did not contribute to the theft.

Upon receipt of the approved Replacement Key Authorization, prepare a Key Holder Agreement for Replacement Key form (Appendix E) for replacement keys.

- Provide the replacement key to be issued to the employee, student, contractor or other authorized person, together with a Key Holder Agreement for Replacement Key form, to the Campus Key Control Personnel.
- Campus Key Control Personnel will issue the key to the individual upon presentation of appropriate identification, signing of either the Key Holder Agreement for Replacement Key form and payment of the assessed fees, if any.
- After issuance of key, Campus Police will retain the completed agreement form for filing with the individual's Key Control Record.
- Initiate a recall of all keys issued for the original lock. Issue a new key upon return of old key and update the Key Control Record.
- Repeated reports of a lost, stolen or damaged key by the same person may result in the suspension of key privileges.

c. Change in Status or Location



- Upon termination, retirement, or separation from employment; termination of student enrollment; termination of contract (or other special personnel status); or upon transfer to a new building, room or space, any key that has been issued to an individual or contractor must be returned to the Campus Key Control Personnel. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or key replacement fees may be charged.
- Department heads or key coordinators must provide written notification by memo or e-mail to faculty; staff, student, contractor or other authorized persons (courtesy copy to the Campus Key Control Personnel and Campus Dean) of the requirement to return keys prior to the effective date of the change in status or location.
- Keys may be returned to the Campus Key Control Personnel during school hours and a receipt for the key(s) being returned will be given to the key holder. Proper documentation will be noted on the individual's Key Control Record.
- Upon receipt of a returned key, the Campus Key Control Personnel will:
 - Annotate the individual's Key Control Record with date of return.
- Keys that are not returned will be treated as lost and the Campus Key Control Personnel will notify the Campus Dean to determine whether the billing and collection process for lost keys will be initiated.
- If the individual is an employee, former employee or student no longer actively enrolled, the Finance Office will invoice the individual for the amount of the fee owed.
- If the individual is an actively enrolled student, the amount of fee owed will be added to the student's account.
- If the individual has departed the campus, the invoice will be sent to the individual's last known address.
- Any invoice not paid within 30 days of the date of the invoice can be referred to a collection agency in accordance with normal debt collection procedures.

d. Recall of Keys

In addition to replacement of keys that may be necessitated as a result of key loss or theft, it may be necessary to replace keys for a variety of other reasons: keys or locks damaged beyond repair; new locking devices; new construction; new doors; new occupants, or other facilities or security related issues. NTCC reserves the right to request the return of keys that have been issued to faculty; staff, students, contractors, or other authorized personnel at any time. Keys not returned upon recall will be treated as lost and fees may be assessed.



Key Coordinator Designation

Department Heads may delegate the authority to submit requests for the issuance of keys to faculty, staff, and students under the department's control by sending an e-mail to the Safety and Security Services Office as follows:

To: Key Control Personnel

From: (Department Head)

Subject: Designation of Key Coordinator

I, _____, _____,
Name Working Title

Do here by designate

_____, _____,
Name Working Title

As a Key Coordinator who may submit requests for the issuance of keys on my behalf for

_____.
Northshore Technical Community College, XX Campus

Appendix B



Key Issuance Request

To request the issuance of a key to an employee or student under the control of the requesting department, the Department Head or Designated Key Coordinator must submit an e-mail to the Safety and Security Office as follows:

To: Key Control Personnel

From: (Department Head or Designated Key Coordinator)

Subject: Key Issuance Request

Request that key described below be issued to the following employee or student. I certify that the key requested is necessary for and consistent with the job responsibilities or class/research requirements of the key holder and authorize the key to be issued.

1. Key Holder Information

- a. Name: _____
- b. Employee or Student Identification Number: _____
- c. Department/Program/Office: _____
- d. Telephone Number: _____

2. Key Information

- a. Building and Room: (Indicate building, room number, key type (operating or master), and for operating key type, the specific room number) _____
- b. Other Space: (Description) _____



Key Holder Agreement

Date: _____

Name of Key Holder: _____

Employee ID or Student ID: _____

Department: _____

Office Location: _____

Phone: _____

Department Director/Key Coordinator: _____

Description	Tag #	Key #	Sub #

Other Access: _____

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the NTCC and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the Campus Key Control Personnel, which may result in fees being assessed for the lost, stolen or damaged key in accordance with the NTCC Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the NTCC for any other reason. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required



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to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or forfeit their deposit; other key replacement fees may be applied.

Signature of Key Holder

Date

Key Control Personnel

Appendix D

Replacement Key Authorization



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To initiate the issuance of a replacement key to an employee or student who has reported the loss, theft, or damage of a previously issued key, the Campus Key Control Personnel or Campus Dean will send an e-mail to the responsible department as follows:

From: Campus Key Control Personnel
Campus Dean

To: (Department Head or Designated Key Coordinator)

Subject: Replacement Key Authorization

Upon the approval of the department, a replacement key may be issued to the following key holder who reported that the original key issued to him or her was lost, stolen or damaged. Please reply to this message indicating your approval or disapproval.

1. Replacement fees or new key deposit must be paid prior to issue of replacement key as follows:

- _____ Fee of \$_____ assessed to the individual
- _____ Fees Waived; Approval only required for replacement issue

2. Key Holder Information

- a. Name: _____
- b. Employee or Student Identification Number: _____
- c. Department/Program/Office: _____
- d. Telephone Number: _____

3. Key Information

- a. Building and Room: (Indicate room number or name, key type (operating or master), and for operating key type, the specific room number) _____
- c. Other Space: (Description) _____

The Department Head or Designated Key Coordinator must send a reply (including the original message in the reply) to the e-mail from the Campus Key Control Personnel (above) as follows:

Subject: Replacement Key Authorization

EITHER

Issuance of a replacement key to the individual cited in your message is not approved.

OR



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Issuance of a replacement key to the individual cited in your message is approved. If a replacement fee has been indicated as being required in your message, the individual has been informed that the Fiscal Office will require payment of the required when the replacement key is issued.



Key Holder Agreement for Replacement Key

Date: _____

To: Finance Office

From: Campus Key Control Personnel
Campus Dean

Name of Key Holder: _____

Key Type: _____ Building: _____ Room: _____

Other Access: _____

The above key is being issued as a replacement for a key reported as lost, stolen or damaged while in possession of the key holder. Fees for the replacement key are assessed as follows:

To the Key Holder: \$_____ (to be collected in cash)

I understand that the above key is being issued as a replacement for a key lost, stolen or damaged while in my possession and that the fees for the replacement key have been assessed in accordance with the UWT Key Control Policy and Procedures.

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the NTCC and is provided for my sole use as the key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the Campus Key Control Personnel and Campus Dean, which may result in fees being assessed for the lost, stolen or damaged key in accordance with the NTCC Key Control Policy and Procedures.

I agree to return any key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the NTCC for any other reason. I understand that the key deposit will be refunded upon return of the key, but that failure to return the key per this agreement will result in forfeiture of the key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for summer quarter but returning for autumn quarter are not required to return keys. However, students falling under the above-mentioned category who do not return for autumn quarter are required to return the key(s) no later than the second week of that quarter or forfeit their deposit, other key replacement fees may also apply. _____

Signature of Key Holder



Policy & Procedure No. FM-003
Northshore Technical Community College

To: Campus Key Control Personnel
Campus Dean

From: Finance Office

Payment from individual for replacement fees in the amount of \$_____ has been received.

Date: _____

Signature of Finance Department

Policy Reference: N/A

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	05/05/2007	07/01/2007
X	Campus Deans	05/05/2007	07/01/2007
X	Regional Director	05/05/2007	07/01/2007

Distribution: Distributed Electronically via College's Internet and E-mail

Security and Cyber

Northshore Technical Community College



Sullivan Main Campus
Florida Parishes Branch Campus
Hammond Area Branch Campus

Security & Cyber

The goal of Northshore Technical Community College is to ensure the safety and security of each state employee and visitor/client while also securing the campus property and its contents (regardless of current value). Each campus is responsible for implementing a documented site-specific security plan, which includes property control procedures. The security plan provides a means of controlling access to Northshore Technical Community College employees as well as clients/visitors, and vendors. Means for access control may include but are not limited to:

Door locks

Campus door locks to specific class rooms have assigned keys to staff responsible for that room. Exterior door keys are assigned to Administrative staff who were granted permission to have access to the building.

Emergency Preparedness

A separate emergency preparedness plan is used in the event of emergency situations for NTCC. This plan is kept separately and securely by the NTCC faculty and staff.

Alarm systems

(regardless of contents or their value)

Certain administrative staff members are granted permission to have an access code to the alarm system. When and if changes are made the Dean/administration are informed and are given permission to the Facility Manager to make the necessary changes.

Lighting

Exterior lighting is controlled by automatic time clocks with pre set on / off times. Interior lights are manually controlled with set emergency lights to stay on 24/7 for security purposes.

Surveillance cameras

Cameras are mounted and positions through the interior hallways and perspective areas of the outside campus. Recording is performed on motions 24/7 365 day/year. History can be obtained by date, time and area.

ID cards

Staff /students are required to have and wear I.D badges at all times during the time spent on campus.

Parking lot security

Facility manager and or Maintenance personnel survey the parking lot twice a day looking for illegally parked vehicles, and any disturbances that may arise.

Campus/Grounds security

Facility and Maintenance personnel in their daily work observe activity along with surveillance cameras during the operations of the day.

Cyber/Data security

Staff and student lab computers are protected by log-ins and passwords, anti-virus programs, a firewall, and a content filter.

Standard Hours of operation

The standard hours of operation vary from semesters and locations:

Fall and Spring/7:30 am-5:00 pm Monday Wednesday- Friday 7:30 am- 9:00pm Tuesdays- Thursdays.

Summer/7:30 am-5:00pm Monday – Friday.

Sign in and sign out log

All visitors are required to check in at the administration office or student services, address their reason for visit and sign in with the date, time, and nature of the business conducted.

Whenever the NTCC campuses are closed, employees, students and visitors are not permitted on campuses unless prior approval from the Campus Dean has been documented. Faculty and staff who need to come to campus during campus closure hours must contact the campus dean prior to coming to campus. Once approval has been secured, the employee will sign-in and out properly. Students and/or visitors are not permitted on campus unless accompanied by a faculty or staff member and have prior approval.

ORM TRAINING SCHEDULE

Training topics	QUARTERLY	1 year	3 year	5 year
BLOOD BORNE PATHOGEN (Low RISK) POWERPOINT				X
BLOOD BORNE PATHOGEN (High RISK) POWERPOINT		X		
DISABILITY ACT				X
DRUGS IN THE WORK PLACE				X
RETURN TO WORK				X
HARASSMENT				X
VIOLENCE IN THE WORK PLACE				X
MATERIAL SAFETY DATA SHEETS(MSDS) -- Online				X
SAFETY RULES		X		
CHEMICAL ASSESSMENTS		X		
HAZARDOUS COMMUNICATION PROGRAM AND POWERPOINT			X	
DRIVER HISTORY FORM(2054)		X		
DEFENSIVE DRIVING TRAINING			X	
GENERAL SAFETY TRAINING	X			