2015

Safety Handbook

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
DICKSON

740 Highway 46 S
Dickson, TN 37055

Satellite Campuses:
248 Beasley Drive, Dickson, TN 37055
135 International Blvd, Clarksville, TN 37040
110 Main Street, Clarksville, TN 37040
225 Noah Drive, Franklin, TN 37064
104 Elizabeth Street, Ashland City, TN 37015

Revised May 2015

Table of Contents

GENERAL SAFETY INFORMATION

It is the policy of the Tennessee College of Applied Technology Dickson (TCAT Dickson) to maintain an effective accident prevention program and the necessary personnel to assist the instructor who is responsible for the safety of the students, tools, machines and equipment. The first objective of each occupational training program shall be safety.

Training programs must be conducted under maximum safety conditions for all personnel. Safety instructions will be given throughout a student's course of study as appropriate to the occupation. Each student must sign a Record of Instruction in Safety or similar form to acknowledge that s/he has been provided instruction in safety. Shop instructors are advised to administer tests to students to ensure comprehension of safety instruction.

Each employee is expected to be personally responsible for fire prevention, housekeeping and compliance with the school's Safety Handbook.

Because instructors are responsible for the enforcement of proper safety rules in their respective programs, the instructor should be present in the training area during scheduled training times. Care should be taken to avoid leaving students without supervision. Dress code appropriate to the occupational program should be specified during the student's orientation and these codes should be enforced throughout the student's training.

Safety and Health Protection on the Job

The Tennessee Occupational Safety and Health Act of 1972 as amended provides job safety and health protection for employees of state and local government agencies. Enacted by the General Assembly in 1972, the purpose of this state law is to assure safe and healthful working conditions throughout the state. The Tennessee Department of Labor is responsible for administering the Act. The Department issues job safety and health standards, its safety and health specialists conduct jobsite inspections to ensure compliance with the Act, and employers and employees are required to comply with standards and rules promulgated pursuant to the Act,

Job Safety and Health is Everybody's Responsibility

Employers: The law requires that each employer furnish his employees a place of employment free from recognized hazards that might cause serious injury or death; and the Act further requires that employers comply with the specific safety and health standards issued by the Department of Labor,

Employees: The law also requires that each employee comply with safety and health standards, rules, regulations and orders issued pursuant to the Act and applicable to his conduct,

Compliance with Safety and Health Requirements

To ensure compliance with safety and health requirements, state and local government agency administrators are responsible for designating appropriate personnel to conduct periodic inspections of their facilities and operations. They are further responsible for initiating remedial action to eliminate conditions determined hazardous to the safety and health of their employees. The Commissioner of Labor is charged by law to monitor these public agency programs to

ensure their effectiveness in providing safe and healthy working environments. Employees or their representatives have the right to notify the Department of Labor and request inspection if they believe that an unsafe and/or unhealthy condition exists at their workplace. Names of employees who file complaints will be withheld upon request. If it should become necessary for an inspection to be conducted by the Division of Occupational Safety and Health of the Department of Labor and the Department believes that the Act has been violated, a citation alleging such may, at the discretion of the Commissioner, be issued to the agency or local government. Citations of violation issued by the Department of Labor Division of Occupational Safety and Health, must be prominently displayed at or near the place of violation, The Tennessee Department of Labor will make investigations of catastrophes, fatalities and complaints as required. The law requires that an authorized representative of employees be given an opportunity to accompany the inspector. Where there is no authorized employee representative, the inspector must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

The Act provides the employee may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act. The Commissioner of Labor must be notified within 30 days after such discriminatory act occurs.

The Act requires that any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by his employer of such fact and informed of the exposure and corrective action being taken.

To file a complaint, report an emergency or seek TOSHA advice, contact your employer or the Tennessee Department of Labor, Division of Occupational Safety and Health, 220 French Landing Drive, Nashville, TN 37243. Telephone 615-741-2793.

The Five “Es” Relating to the Instructor’s Role in Safety Education and Accident Prevention

Shop/laboratory activity must be conducive to learning. The instructor assumes a degree of responsibility for the welfare and safety of the students in his/her charge by virtue of assigned duties. Adequate facilities are provided and the instructor is expected to utilize them in a safe and proper manner. This responsibility involves the five “Es” of safety education:

1. Engineering — Engineering is concerned primarily with the control of physical conditions of the building, including safety features. The instructor has an obligation for continuous inspection and an obligation to correct less than standard conditions.

2. Education — Rules and regulations governing the activity in the shop/laboratory must be clearly stated and meaningful. The instructor has a responsibility to teach the necessary rules and regulations. These experiences shall be integrated throughout the entire course of study, through positive instruction, not negative warning.

3. Enforcement — Enforcement of safety rules is the most important feature of successful accident prevention. The instructor shall insist that the rules and regulations be followed consistently and completely.

4. Example — Instructors must provide a consistently good example for students at all times. If an instructor performs a particular demonstration or operation in a dangerous manner, the student will assume that this is an acceptable way to do the task. Enforcement of safety practices can be enhanced with setting good examples by the instructor.

5. Enthusiasm — Presenting safety information the first week of class as a separate unit within a course does not complete the instructor's duty. Students must constantly be reminded of potential hazards in using tools and machines. Acquiring the desire and ability for self-protection from potential injury can only be accomplished through a well-organized and regulated safety program. This can only be done by an instructor who is enthusiastic about safety procedures and practices.

Instructor Liability

Because it is impossible to instruct effectively without usage of tools and machines, the possibility exists for an instructor to become involved in legal action resulting from a school-related injury. The instructor(s) must realize the legal and moral responsibilities of teaching potentially hazardous manipulative activities.

Harm and injury occurring in a learning environment has two basic considerations. One consideration involves the instructor and the other involves the student. With regard to the instructor, a fundamental law governs the association of instructor and student which requires the avoidance of negligent conduct. Mutually, the student has a duty to be alert, act carefully and be aware for their own protection, commensurate with age and maturity level.

Accidents are classified into two types: 1) a "pure accident" which means that the accident was unforeseeable, unavoidable and that no one was to blame for the injury, and no damages are recoverable; and 2) accidents that result from negligence — that is an injury as having occurred through the negligence or intentional wrong-doing of another, and damages are often times recoverable.

Well-equipped schools, up-to-date courses of study and advanced technology require the student in a technology center to participate in a wide range of activities. These opportunities have intensified the student's broad learning experiences. Concurrently the possibility of injury has increased due to closer proximity to a variety of equipment and materials which are potentially hazardous.

An instructor in charge of a shop or laboratory is expected to supervise the student closely and regularly inspect facilities and equipment to correct potential hazards before allowing students to use them. Deviation from normal supervision required of an instructor may result in being held liable for any injury that may result. Instructors who do not instruct a student on the proper methods of using tools or machines or do not supervise to see that proper procedures are followed are omitting a specific legal duty. If an injury results, the instructor may be declared negligent and therefore liable or tort. A tort is a type of legal action putting into effect the principle of law that stipulates that injured parties have recourse against those who have caused them injury.

Guarantees cannot be given by the instructor that no injury or damage will result from their acts. In general, a claim against a school employee will be affirmed as valid in court only if it can be shown that injury to a student occurred because the instructor exceeded his/her authority, used poor judgment, was negligent or failed to take reasonable precautions.

In the event of an accident in a school shop or laboratory, the nature of the accident, the place where it occurred and the conditions surrounding the accident are some of the factors considered in establishing legal liability and its effect on the individual instructor. If the facts clear the instructor of blame, he/she will not be held liable. Therefore, assumption is, that negligence is the key factor in determining liability. Liability is established where there is proof of negligence. Tort liability is dependent on the negligence of the individual who is the legal cause of the injury.

Instructors can be held liable for injuries sustained by a trainee if 1) he is proven negligent and his negligence was the cause of the accident, or 2) the situation is a matter of proof and the burden of proof is upon the trainee or his representatives. However, legal proceedings may be instituted against the instructor whether he is liable or not. This means lawyer fees, time loss, worry, other expenses and trouble.

The direct or immediate cause of an injury is the proximate cause. It is an element in establishing liability. To be held liable, the careless conduct or actions of the instructor must be clearly established as the proximate cause of the injury sustained by the trainee.

Some conditions that may result in an instructor being proven negligent are:

1. Being absent from instructional area.
2. Lack of consideration of age, maturity and ability.
3. Lack of proper safety instructions.
4. Neglect of equipment.
5. Lack of insistence that proper safeguards are used.
6. Failure to use reasonable care.

Some suggestions:

1. Give adequate supervision at all times. This is the key to an effective safety program.
2. Be able to show that you have developed a definite plan for safety and that each trainee has been reached by it.
3. Always practice safety.
4. Establish safety rules for operation of all power equipment and allow no irregularity in their enforcement.
5. Carry professional liability insurance and encourage trainees to carry insurance.

Elements Necessary for Negligence

A very high degree of care in supervision is required if the instructor is to avoid the charge of negligence in the event of an accident which causes injury to a student. Generally, the interpretation of the law by courts and other legal authorities indicate that an instructor is governed by the common-law obligation that every person must act or use that which he/she controls so as not to injure another. There are certain basic elements which are necessary for an action based on negligence. They are defined as follows:

1. **Failure of the individual to act so as to protect others from unnecessary risk.** When such failure results in injury to another causing loss or damage, it could result in the charge of negligence.

2. **Failure to act as a reasonably prudent and careful person would under the circumstances involved.** By definition, this would indicate that either action or inaction may constitute negligence. Negligence thereby becomes a factual question with the specific events surrounding an incident being of utmost importance.

3. **Lack of due diligence or care.** Application could involve such things as care of the physical conditions, care and maintenance of tools and equipment, poor housekeeping, adequate supervision, safety instructions and proper example. Negligence can, therefore, be interpreted as substandard conduct as compared to the standard contained in the law for the protection of students against unreasonable risk of harm to themselves or others.

4. **Permit a third person to use an object or to engage in an activity.** It can also be considered negligent to permit a third person (person other than the instructor or student) to use an object to engage in an activity the instructor knows, or should know, that the person is likely to use the object or to conduct himself in the activity in such a manner as to create an unreasonable risk of harm to himself or others.

Suggested Minimum Safety Regulations

1. Emphasis on safety should be an integral part of everyday instruction. Daily attention to safety should be emphasized through instructional procedures.

2. Students will not be permitted to operate hazardous machines before or after school when the instructor is not present.

3. No guards or safety devices shall be removed from any machine without approval of the instructor in charge.

4. The use of defective tools, machines or other equipment is prohibited.

5. Any defective tool or machine must be reported to the instructor for repair or approval of repair.

6. Personnel other than instructors, maintenance or students will not be permitted to operate machines without prior approval from the program coordinator or director.

7. Students will not be permitted to operate machines until approval is given by their instructor.

8. Precautions must be taken in wearing goggles, glasses, respirators or face masks whenever there is any danger of flying or falling particles, chips, radiation, glass, harmful dust or fumes.

9. Operators of hazardous equipment must observe prescribed rules with regard to the wearing of protective clothing and devices for their own safety.

10. Floors must be kept free of oil, water and other similar materials.

11. All electrical apparatus must be considered “hot” and must be treated as such until checked.

12. Horseplay and practical jokes will not be permitted.

13. All accidents must be reported to the instructor in charge regardless of the nature or severity.

14. Approved accommodations will be considered when tasks are assigned.

15. Each instructor is responsible for administering a well-organized safety program pertaining to his or her area, giving periodic instruction to individual students as needed to ensure a well-developed safety program.

Hazard Communication Program

The U.S. Department of Labor, Occupational Safety and Health Administration has promulgated standards to require chemical manufacturers or importers to assess the hazards of chemicals which they produce and to require employers to provide information to their employees about the hazardous chemicals to which they are exposed, by means of a hazard communication program, labels, Material Safety Data Sheets and information and training. It is the responsibility of the instructors to label any unmarked spray bottles in the department. Each instructor is responsible for providing information to students regarding hazardous materials to which they are exposed in their occupational area and for ensuring that safety precautions are exercised as needed.

Additional information on these standards or other safety standards may be obtained by contacting the Tennessee Occupational Safety and Health Division in Nashville at 615-741-2793.

Procedure for Identifying Hazardous Chemicals

1. The person requesting the chemical will note on the supply requisition form that an SDS sheet is required from the supplier at the time the order is placed.
2. Upon receipt of the SDS, the instructor will make a copy of the MSDS sheets to forward to the master SDS book maintained in the Business Office.
3. The instructor will insert the SDS in their program SDS book.
4. If the new product has any special hazards or PPE requirements associated with it, the students should be informed before use.
5. If any portion of any hazardous chemical is removed from its original container to be used out of a smaller container, a label must be made and affixed to the new container identifying the contents.

6. New students should be informed of the safe use of any chemicals that they will be subject to using: proper use, handling and PPE required. The students must be shown where the SDS book is located and how to locate and review a data sheet on a chemical being used.

Training for Employees

TCAT employees are trained periodically during in-service on SDS sheets and their upkeep. All TCAT employees are instructed annually on labels and Safety Data sheets. An SDS binder containing the data sheets for their program are to be assembled and maintained by the responsible instructor of each program. Each instructor is responsible for covering right-to-know and hazard communication for each student as part of their program safety curriculum.

Chemical Lists

The chemical list will vary for each department. A copy of all chemical lists will be kept in the master SDS binders.

NOTE: The chemical list must be updated as a new chemical is added to inventory. Chemicals may be omitted from the list if they are:

1. In small containers (such as spray cans), AND
2. Used infrequently, AND
3. Obtained from general retail stores.

PREVENTION

The safety handbook of TCAT Dickson/Clarksville emphasizes prevention as the necessary means to ensure the safety and health of students and the protection of physical facilities. Through adherence to established preventive measures, the school has had no major or minor fire-related incidents or other evacuation incidences since its establishment in 1965.

Safety Inspections

A continuous safety inspection of all properties owned by the facility should be made. These inspections are made to be certain that applicable safety code requirements are being met and there is prompt detection and correction in localized unsafe conditions and practice.

A safety checklist *(see following page)* is used for regular inspections to be conducted by personnel appointed by the director. This will provide uniformity in inspection procedures and ease the reporting discrepancies.

The checklist has been constructed to identify possible fire, liability and workplace hazards. All safety checklists and inspection reports should be reviewed and kept on file by the Facilities Supervisor. Copies of the completed Safety Inspection Report will be provided to the instructors. The original shall be kept on file with the Facilities Supervisor for the Tennessee College of Applied Technology -- Dickson

Fire Extinguishers

Portable fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times when not being used. It is recommended that every classroom be equipped with a fire extinguisher. Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. They shall be placed along the normal routes of traffic. Extinguishers must not be obstructed or hidden from view. In large rooms or if units have to be out of view, some means shall be provided for indicating conspicuously the location and intended use of each extinguisher.

Fire extinguishers shall be inspected at least monthly to determine that:

1. Each extinguisher is where it belongs.
2. No extinguisher has been used or tampered with.
3. No extinguisher has been damaged, has corroded or otherwise impaired.

Fire extinguishers shall be inspected at least yearly and when monthly inspections reveal defects to assure appropriate repair or replacement as well as full charge status. When extinguishers are removed from the premises for recharge they shall be replaced with substitute units. Durable tags shall be attached to each unit to identify maintenance and recharging dates and the person who performed the services.

.

Fire/Life Safety Review Checklist (International Fire Code 2003)

Agency:			**Inspection Date:**		
Division:					
Building Location/Address:					
Inspected By:	**Phone Number:**		**E-mail:**		

	INSPECTION ITEMS	Y	CODE	N	COMMENT
A.	**EXITS**				
1	All exit doors unlocked during business hours		IFC 1008.1.8		
2	No exits, aisles, corridors or stairways obstructed		IFC 1023.6		
3	All exit doors and hardware operate properly		IFC 1008.1.9		
4	No storage beneath exit stairs		IFC 315.2.2		
5	All lighted exit signs and emergency lighting operate properly		IFC 1011.1		
B.	**FIRE SAFEY & EVACUATION PLANS**				
1	Fire safety & evacuation plans implemented & communicated to occupants		IFC 404.3		
2	Employees trained in fire safety & evacuation plans at orientation, then annually		IFC 406.3		
3	Evacuation drills are conducted periodically		IFC 405.1		
C.	**HOUSEKEEPING**				
1	All areas free from combustible waste material creating a fire hazard		IFC 304.1		
2	Combustible materials kept clear of ignition sources		IFC 305		
3	All oily & greasy rags kept in self-closing metal cans		IFC 304.3.1		
4	Exits & exit enclosures clear of combustible materials storage		IFC 315.2.2		
5	Mechanical, electrical equipment & boiler rooms clear of combustible		IFC 315.2.3		
6	Flammable liquids stored away from exits, aisles, corridors & stairways		IFC 314.3		
7	Portable containers for flammable liquids are approved		IFC 2702.1		
8	Flammable liquids storage in excess of 10 gallons in approved containers		IFC 3404.3.4.4		
9	Sprinkler heads unobstructed, 18 inches free clearance		IFSTA Ch 4		
10	All compressed gas cylinders properly used, stored & secured		IFC 3003.3.3		
D.	**FIRE PREVENTION/FIRE PROTECTION**				
1	Fire alarms inspected, tested & maintained according to NFPA 72		IFC 901.6.1		
2	Sprinkler systems (water) inspected, tested & maintained according to NFPA 25		IFC 901.6.1		
3	Other fire suppression systems inspected, tested & maintained		IFC 901.6.1		
4	Fire pumps inspected, tested & maintained according to NFPA 25		IFC 901.6		
5	Emergency generators are exercised monthly		IFC 901.6		
6	Smoke detectors are in proper locations & tested periodically		IFC 901.6		
7	Water supply valves accessible & locked in the "ON" position		IFC 901.6		
8	Sprinkler control valves are on & all zones are pressurized		IFC 901.6		
9	Sprinkler system impairment program in place		IFC 901.7		
10	Fire lanes provide access & are not obstructed		IFC 503.4		
11	Unobstructed access to all fire protection equipment (OSY valves, etc.)		IFC 508.5.4		
12	Fire extinguishers visually inspected monthly/tested annually (NFPA 10)		IFC 901.6		
13	Fire extinguishers available, visible & unobstructed (NFPA 10)		IFC 901.6		
14	Smoking areas designated, "No Smoking" signs posted & policy enforced		IFC 310		
15	Self-closing fire doors function properly & are free of obstruction		IFC 703.2		
E.	**ELECTRICAL**				
1	Electrical cords kept in good condition (No broken or frayed cords used)		IFC 605.5		
2	Extension cords are not used for permanent wiring		IFC 605.5		
3	Electrical wiring, devices & equipment in good condition (No fire or shock hazard)		IFC 605.1		
4	Ground fault receptacles used where necessary & tested monthly		Best Practice		
5	All multi-plug adapters equipped with overcurrent protection		IFC 605.4		
6	All multi-plug adapters directly connected to permanently installed receptacle		IFC 605.4.2		
7	Electric panels & outlets in good condition, no wiring exposed, covers in place		IFC 605.6		
8	Heat-producing portable appliances visually inspected daily or have auto shut-off		Best Practice		

Personal Protective Equipment

This checklist is intended to assist instructors in maintaining a safe working/instructional environment. Each instructor should cover the requirements of their program as part of their new student safety orientation, and the student should sign off as part of the overall training.

This checklist will assist the instructor in assuring the proper Personal Protective Equipment (PPE) is available and being used.

	YES	NO
The proper kind of wearing apparel is worn for the work being done.		
Are safety glasses/goggles/face protection required?		
Is the proper foot protection being worn?		
A respirator is worn when necessary.		
Rings and other jewelry are removed by students when working in the shop.		
Are gloves required and are they being worn?		
Has each student signed off on having had training on the PPE required in their area of training and is the documentation in the student's file?		

Sample Safety Record Form

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program, and it becomes the student's responsibility to adhere to the safety and health requirements taught.

TCAT Dickson uses the form below to document each student's completion of required safety training.

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
DICKSON

740 Highway 46, Dickson, TN 37055
Phone: 615-441-6220 Fax: 615-441-6223
www.tcatdickson.edu

SAFETY RECORD

NAME	PROGRAM

I have had explained to me the school regulations relating to shop safety and have been instructed in the proper operation and care of machines in the program in which I am enrolling.

I hereby promise to observe all rules of safety. Furthermore, I will try to protect others from hazard and accidents, and if necessary, call the attention of the instructor to any violation of these rules.

STUDENT SIGNATURE	DATE

I certify that the above-named student has passed an examination in the proper use of shop machines and other regulations related to safety.

Failure to follow these regulations will result in the student being excluded from instructional activities.

INSTRUCTOR SIGNATURE	DATE

Revised 7/2013

TCAT Dickson complies with non-discrimination laws: Title VI, VII, Title IX, Section 504 & the ADA.

Lockout/Tagout Procedures
1910.147@(1)

Definitions

Hazardous Energy Sources: This term applies to stored or residual energy such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure.

Lockout: The placement of a lock on an energy-isolating device. This act prevents workers from operating a piece of equipment until the lock is removed.

Tagout: The placement of a tag on an energy-isolating device. A tagout device is a prominent warning device of a lockout and should contain the employee's name.

Energy-Isolating Device: A mechanical device that prevents the transmission or release of energy. Examples include manually operated circuit breakers, disconnect switches, and line or block valves. Push buttons, selector switches, and other control circuit devices do not isolate energy. Energy-isolating devices should be lockable by means of a hasp or other type of attachment. It should not be necessary to dismantle or reassemble a device to lock it. However, where a lockout mechanism device is not available, removal of a handle or valve may be necessary.

Authorized Personnel: A person who locks-out or tags-out equipment for service or maintenance. Authorized personnel have received formal training in proper lockout/tagout procedures. Annual refresher training must supplement the initial training.

Lockout/Tagout Procedures

Lockout/Tagout procedures are used to isolate hazardous energy sources – typically electricity. However, hazardous energy can also be in the form of hydraulic or pneumatic systems, pressurized airlines, steam or other thermal systems, chemical lines, or it may even be present in strictly mechanical systems. Apart from stored energy sources, lockout/tagout should be used to protect personnel from unintended releases of hazardous substances such as natural gas, CO2 or Halon in automated fire-extinguishing systems, and hot or large-volume water systems during maintenance and repair. When service or maintenance work is required, lockout and tagout devices help ensure that personnel are safe from possible energy releases. All personnel whose works involves hazardous energy sources must be formally trained in lockout/tagout procedures.

Before performing service or maintenance work on machines, turn them off and disconnect them from their energy sources. To further ensure employee safety, lockout and tagout *energy-isolating devices*. The following provides information on lockout/tagout procedures.

Applying Lockout/Tagout Devices

Only *authorized* personnel may apply lockout/tagout devices. The following steps provide a brief outline of approved application procedures:

- Notify affected personnel that the equipment requires service or maintenance and is scheduled for shutdown and lockout/tagout.

- Use established procedures to identify the type, magnitude, and hazards of the equipment's energy source. Make sure you know the proper methods for controlling the energy source.

- If the equipment is operating, shut it down using normal shutdown procedures.

- Isolate the equipment from its energy source by activating the energy-isolating device(s)

- Lockout and tagout the energy-isolating device(s). Each authorized person will be given their own lock and key in order to eliminate the possibility of others inadvertently unlocking an isolation device when it is being worked on by another. When isolating devices are not lockable, tagout will be used instead of lockout. When isolating devices are lockable, lockout along with tagout should be employed.

- Every single authorized person working on a system shall independently lockout and/or tagout the system using his or her own lock and/or tag. (At no time should any employee depend on the lock or tag of another worker to protect them during their service activities. Use your own lock and/or tag!)

- Dissipate or restrain stored and residual energy using methods such as grounding, repositioning, blocking, bleeding, etc. (Capacitors, springs, hydraulic systems, and air/gas/water pressure systems may contain stored or residual energy).

- Ensure that all employees are clear from the equipment. Then, test the equipment for successful isolation by attempting to operate it. Return the operating control to off or neutral after verifying the isolation.

- The machine or equipment is now locked/tagged out.

Removing Lockout/Tagout Devices

When service and maintenance are complete, authorized personnel may remove their lockout/tagout devices and return equipment to normal operations. The following steps provide a brief outline of approved removal procedures:

- Inspect the work area and remove any nonessential items. Make sure the isolation equipment is intact and in good working condition.

- Ensure that all personnel are safely removed from the equipment and that they have been informed that the system will be turned on.

- Verify that the equipment controls are in neutral or off.

- Remove the lockout/tagout devices and re-energize the equipment (You should only remove your own lockout or tagout device. It is the responsibility of each authorized person to remove his or her own lock or tag).

  Note: The removal of some forms of blocking may require the equipment to be re-energized before safe removal.

- Notify affected personnel that the service is complete and the equipment is ready for operation.

If it is necessary to remove a lock of an authorized person that is not present, the following procedures should be employed along with the normal lock/tag removal procedures previously described above. Only the Foreman of the work crew involved can remove the lock of the authorized employee and only under the following conditions:

- A thorough visual inspection of the work site must be performed to ensure that the work area is clear and the authorized person is not present.
- The foreman or authorized employer representative shall verify that the authorized employee is not on campus (under no circumstance should any lockout or tagout device be removed unless it is confirmed that the authorized employee is not present)
- All reasonable efforts to contact the authorized employee shall be made to inform the employee that his/her lockout/tagout device has been removed
- The employer shall ensure that the authorized employee is aware that the device has been removed before he/she resumes work on campus.

The focus of these removal procedures is to ensure that the authorized employee is not in the work area, and that they will not return to the work area assuming that the equipment is still locked or tagged out.

Lockout/Tagout Training

Personnel whose work requires them to service systems containing any of the potentially hazardous energy sources described above must receive documented training on proper lockout/tagout procedures. This initial training must be supplemented by documented annual refresher training. Only those persons who have received proper training will be authorized to work on systems containing hazardous energy sources. New Facility Operations employees must receive a copy of this procedural document, documented training, and their own lock and key before they are allowed to work alone on systems containing recognized hazardous energy sources.

Where tagout alone will be used, all personnel working with the equipment or at the work site, must receive awareness training on tagout procedures.

TCAT Dickson/Clarksville
Lockout/Tagout Training Certification

Name: _____

Date: _____

I have received and understand the following training on the Lockout/Tagout program and procedures.

1. Review of General Procedures
2. Review of Safety Video on Lockout/Tagout Procedures
3. Review of Specific Procedures for machinery and equipment.
4. Location and use of Specific Procedures
5. To ask for the assistance from the Safety Designee when in doubt.

Authorized Instructor's Signature _____

Trainer's Signature _____ _____

Flammable Materials

Small quantities of flammable materials are stored in metal cabinets in each shop for daily use. Storage methods and containers have been approved by the fire marshal's office. Large quantities of flammable materials are stored in metal cabinets that meet OSHA standards.

Smoking Policy

TCAT Dickson/Clarksville's policy prohibits smoking in:

1. classrooms and laboratories;
2. the snack bar, restrooms and shop areas.
3. 30 ft. from any building entrance.

Areas provided for smoking during break and lunch will be designated by the instructor.

Eye Safety

Recognizing that the danger of eye injury is ever present in shop classes, TCAT Dickson/Clarksville requires all students and visitors in shop classes to wear eye-protective devices of industrial quality.

Lifting Safety

Trying to lift or move too much weight forces you to use your body incorrectly and frequently causes injuries. Incorrect lifting puts most of the pressure on the muscles of your lower back. Because these muscles are not strong enough to handle the stress, you can sustain severe injuries. If you do not follow guidelines for promoting proper body mechanics, you are putting yourself in jeopardy.

Proper use of body mechanics prevents injuries to all members of your work team. Guidelines that are the basis for the implementation of body mechanics include:

1. Assume a proper stance before moving objects.
2. Distribute workload evenly before moving objects.
3. Establish a comfortable height when working.
4. Push and pull objects when moving them to conserve energy.
5. Use large muscles for lifting and moving. Lift with your leg muscles; not the back muscles.
6. Avoid leaning and stretching.
7. Request assistance from others when working with heavy objects to avoid strain.
8. Avoid twisting your body.
9. Wear a back brace to support the back and keep body alignment when available.
10. Work close to the body so that the center of gravity is not misaligned.
11. Keep the body in proper alignment by bending the knees and keeping the back straight when lifting.
12. Keep the body in correct alignment when turning and reaching for objects to prevent muscle strain or back injury.
13. Hold objects close to the body to prevent muscle strain or back injury.
14. Move muscle as a unit and in alignment rather than twisting.

Prevention of Slips and Falls

To help avoid injuries resulting from slips and falls, employees are required to adhere to the following rules:

Office Safety

- Never run under any circumstances, except where a life is threatened and time is critical.
- Wear appropriate footwear for the job being performed. If you are not sure, ask your supervisor.
- Do not climb on equipment or building structures, except when design allows or under direction of supervisor.
- Always use footstools, ladders or elevated work platforms to reach high places. Never use chairs or makeshift ladders,
- Do not rush! Slow down and be alert when rounding corners.
- Act responsibly! When you see a condition that could cause a fall or other type accident, take immediate steps to correct or protect the hazard. It is part of your job, no matter what your job is.

Tripping/Slipping Hazards

All employees are responsible for following the above rules and for assisting supervision in efforts to prevent accidents. Evaluation of your total job performance includes the attention you give to this responsibility.

To prevent tripping/slipping hazards, employees should immediately report any of the following:

- Slippery floors or stairs;
- Broken stair edges or flooring;
- Stairways with dim lighting, loose or missing hand rails;
- Loose, raised or torn carpets and floor mats;
- Walkways with protruding pipe ends, recessed access caps or any hold or protruding object that could cause a fall;
- Any walkway where water collects including areas where ice forms;
- Walkways and working areas cluttered with storage, tools and equipment or where frequent grease or other spills occur;
- All unprotected floor openings such as stairwells, balconies, maintenance pits, access openings, etc., should be properly guarded with rails or decking.
- When a spill on floors or walkways occurs, it should be immediately guarded to prevent contact by unsuspecting persons and then cleaned up as soon as possible.
- The person responsible or the one first discovering the spill should immediately stand guard over the spill warning anyone approaching the area.
- If you leave the scene, a plastic cone with warning sign, chair or other easily noticeable object should be placed in the center of the spill until you can return with cleaning equipment. Never apply absorbent material to a spill and then leave it unattended.
- If frequent spills occur, employees responsible should determine what can be done to prevent reoccurrence; consult your supervisor.

INTERVENTION

Hazardous Material Spill Responses

A hazardous material spill is a spill in which there is a significant amount of hazardous material released or one in which the release of the substance cannot be controlled.

Examples of hazardous materials in quantities that would be considered a spill are: more than one gallon of bleach, more than 100 ml of sulfuric acid, over one gallon of gasoline and any quantity of mercury.

- If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, then seek medical attention.
- Contact front office.
- Stop the source of the hazardous material if possible.
- Evacuate the immediate area, closing doors behind you.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Make yourself available to emergency personnel to supply critical information to aid in clean up.

Provide as much of the following information as possible:

- Where has the hazardous material spill occurred? Specify ~~floor,~~ room ~~number~~ and location in room.
- Has there been a fire and/or explosion?
- Are there any injuries? If so, how many?
- What material has been spilled?
- What is the state of the material (solid, liquid, gas, combination)?
- Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

Infectious Material Spill Responses

Examples of infectious materials include blood and other body fluids.

Infectious Material Spill Responses

- If the infectious material comes in contact with your skin, immediately wash with soap and water.
- Unless trained, DO NOT attempt to clean up the spill yourself.
- Contact the front office or Maintenance at either the Dickson Main Campus or Clarksville Extension Campus.
- Make yourself available to responding Environmental Health and Safety personnel to supply information to aid in clean up.

A Blood-borne Pathogen Exposure Control Plan is available from the Health Careers Coordinator.

First Aid for Eye Injuries

Before Competent Medical Help is Obtained:

NOTE: No matter how minor the injury, professional medical treatment must be obtained as soon as possible.

NOTE: Determine if the victim is wearing contact lenses — they must be removed before first aid is administered.

Specks in the Eye:

1. DO lift the upper eyelid outward and down over the eye.
2. DO let tears wash out speck or particle.
3. DO — if particle doesn't wash out — keep eye closed, bandage lightly and see a doctor.
4. DO NOT rub the eye.
5. DO seek professional medical treatment as soon as possible.

Blows to the Eye:

1. DO apply cold compresses immediately for 15 minutes and again each hour as needed to reduce pain and swelling.
2. DO seek professional medical treatment as soon as possible.

NOTE: Discoloration (black eye) could mean internal damage to eyes.

Cuts and Punctures of the Eye or Eyelid:

1. DO bandage lightly.
2. DO NOT wash eye with water.
3. DO NOT try to remove an object imbedded in the eye.
4. DO seek professional medical treatment as soon as possible.

Chemical Splashes:

Eye damage from chemicals may be extremely serious, as from alkalis or caustic acids; or less severe, as from chemical "irritants."

In all cases of eye contact with chemicals:

1. DO flood the eye with water immediately, continuously and gently for at least 15 minutes. Using eyewash fountain, hold head under faucet or pour water in the eyes using any clean container. Keep eyelids open as widely as possible.
2. DO NOT use an eye cup.
3. DO NOT bandage the eye.
4. DO seek professional medical treatment as soon as possible.

NOTE: Spray containers are an increasing source of chemical eye injury compounded by the force of the contact. Whether containing caustics or "irritants," spray containers must be carefully used with proper instruction and supervision.

Fight Intervention

DO:

1. Announce your presence.
2. Call students by name.
3. Ask them to stop.
4. Remove the audience.
5. Give choice.
6. Get help.
7. Contact law enforcement if needed.

DO NOT:

1. Rush in to separate.
2. Invade personal space.
3. Become involved by taking sides.

Severe Weather Watch or Warning

The National Weather Service issues the announcement of a severe weather watch or warning. A severe weather watch is advance notice that conditions are favorable for such an event. A severe weather warning is notification that severe weather is imminent based on all available weather information,

The Director or person in charge will keep close watch on the weather conditions in the vicinity of the school during the weather watch or warning period and take action when necessary.

Each instructor should follow the campus tornado plan and move students to the designated "safe area." The instructor is to remain with students during the time of the tornado and account for each student until the danger has passed. The instructor will report any damages and/or injuries to the director of the school. Appropriate action will be taken.

Because of the location of the school, the school is the safest place to be during a tornado. Students should not leave any time during a tornado sighting. Medical help will be requested when necessary.

Tornado and Hazardous Weather Plan -- Dickson

When a tornado threatens or a tornado warning is issued, the administrative office will issue a warning on the intercom system that will be heard around the campus.

At this time:

1. All students and personnel should go to their program's designated "safe area" in a safe and orderly manner.
2. Program instructors shall be responsible for a headcount of their students. In the absence of the instructor, the class designee will assume the responsibility of performing a headcount.
3. Safe areas will be identified and posted on each program's bulletin board.
4. All students and personnel should remain in their safe rooms until all clear has been issued from the administrative office.

The following are some important tips to remember,

- Seconds count. Follow the drill according to the plan developed.
- Lead all students to the designated safe places in a calm, orderly and firm manner.
- Everyone should then crouch low, head down, protecting the back of the head with the arms.
- Stay away from windowed hallways, foyers and large open rooms, such as the multipurpose room.

After the tornado, keep students assembled in an orderly manner in a safe area away from broken glass and other sharp debris and away from power lines, puddles containing power lines and emergency traffic areas. While waiting for emergency personnel to arrive, carefully render aid to those who are injured. Keep everyone out of damaged parts of the school. Ensure no one is

using matches or lighters in case of leaking natural gas pipes or fuel tanks nearby. It is very important for instructors and administrators to set a calm example for students at the disaster scene and reassure those who are shaken.

Indoor Safe Areas -- Dickson

Administrative Office Technology — Restrooms and storage area in classrooms
Automotive — Automotive classroom
Computer Information — Conference room
Cosmetology — Cosmetology classroom
Dental Assistant — Center dental operatory
Diesel Powered Equipment — Restroom in new building
HVAC — HVAC tool room restroom/hall
Industrial Maintenance/Electricity — Technology Foundations classroom
Machine Tool — Machine shop tool room
Practical Nursing — Nursing classroom
Welding/Pipefitting – Welding tool room and restroom
Administrative Staff/Financial Aid — Conference room
Office Staff— Front office, roll down door

Tornado and Hazardous Weather Plan – Clarksville Extension Campus

When a tornado threatens or a tornado warning is issued, the administrative office will issue a warning on the intercom system that will be heard around the campus.

At this time:

1. All students and personnel should go to their program's designated "safe area" in a safe and orderly manner.
2. Program instructors shall be responsible for a head count of their students. In the absence of the instructor, the class designee will assume the responsibility of performing a headcount.
3. Safe areas will be identified and posted on each program's bulletin board.
4. All students and personnel should remain in their safe rooms until all clear has been issued from the administrative office.

The following are some important tips to remember.

- Seconds count. Follow the drill according to the plan developed.
- Lead all students to the designated safe places in a calm, orderly and firm manner.
- Everyone should then crouch low, head down, protecting the back of the head with the arms.
- Stay away from windowed hallways, foyers and large open rooms.

After the tornado, keep students assembled in an orderly manner in a safe area away from broken glass and other sharp debris and away from power lines, puddles containing power lines and emergency traffic areas. While waiting for emergency personnel to arrive, carefully render aid to those who are injured. Keep everyone out of damaged parts of the school. Ensure no one is using matches or lighters in case of leaking natural gas pipes or fuel tanks nearby. It is very

important for instructors and administrators to set a calm example for students at the disaster scene and reassure those who are shaken.

Indoor Safe Areas -- Clarksville

Administrative Office Technology — AOT Lab Storage
Automotive — Automotive tool room/hall
Computer Information — CIT tool room
Cosmetology – COS storage area
HVAC — HVAC tool room
Industrial Maintenance/Electricity – IMT storage area
Machine Tool — Machine shop tool room
Mechatronics — MECH storage area
Practical Nursing – PN storage area
Technology Foundations – Hallway in office at work area
Welding/Pipefitting---Welding Shop Tool room
Office Staff— Hallway at work area/bookstore

Tornado and Hazardous Weather Plan – Satellite Campuses

Satellite campuses at Ashland City, Clarksville Nursing, Franklin and the Advanced Manufacturing Center campus will follow the severe weather plan developed by the organization that controls the building in which they are located.

Plan for Student Safety in the Event of Real, Threatened or Impending Danger

A disaster has been defined as any situation, usually catastrophic in nature, where numbers of persons are plunged into helplessness and suffering and, as a result, need food, clothing, shelter, medical, nursing, hospital care and/or other basic necessities, This could include any situation which could cause injury to persons on this campus, including but not limited to fires, tornadoes, floods, hurricanes, earthquakes, bomb threats or violent acts by an individual.

The two types of disasters are as follows:

1. Sudden: Those disasters with little or no warning.
2. Forewarned: Those disasters in which warning notices are received up to 24 hours in advance.

The purpose of this plan is to outline steps to be followed by the TCAT personnel to ensure that notification is given to the Disaster Response Agencies.

The following is a list of those agencies which respond to the scene of a disaster and the basic functions required of each.

I. Ambulance Service — 911

Functions:

A. Provide transportation for casualties to the hospital.
B. Provide transportation for casualties to other medical facilities.

II. Police —911

Functions:

A. Control traffic outside the school.
B. Assist in clearing visitors out of the school.
C. Assist in communications.
D. Assist in administering first aid.

III. Auxiliary — Hospital

Dickson Site:
Tri Star Medical Center
111 Highway 70
Dickson, TN 37055
615-446-0446

Clarksville Site:
Gateway Medical Center
651 Dunlop Street
Clarksville, TN 37040
931-502-1000

Franklin Site:
Williamson Medical Center
2021 Carothers Road
Franklin, TN 37067
615-435-5000

Ashland City Site:
Centennial Medical Center at Ashland City
313 North Main Street
Ashland City, TN 37015
615-792-2400

Functions:

A. Assist with identification and tagging of patients.
B. Serve as messengers and any other duties which may arise.
C. Provide medical treatment of injuries.

IV. National Guard — 615-441-6227

155 Bruce Drive
Dickson, TN 37055

Functions:

A. Communication.
B. Provide communication.
C. Provide additional area and equipment for treatment.
D. Provide aid from medical detachment.
E. Assist in the control of visitors.

In the event of a disaster or emergency at the Tennessee Technology Center, the following procedures will be followed:

1. Provide appropriate first aid.
2. Call 911, giving assessment of the situation. Remain on the line until released.
3. Direct all uninjured visitors and students to vacate the premises, if appropriate.
4. Assign other personnel to assist in traffic control.
5. Brief Disaster Team personnel of assessment of the situation upon their arrival and relinquish control of the area.
6. Assist the responding Disaster Team as requested by the team leader.

This plan is supported by the Emergency Action Plan and directional evacuation charts placed in each shop or classroom.

Emergency Action Plan — Dickson

Tennessee College of Applied Technology Dickson
740 Highway 46
Dickson, TN 37055

In the event of emergency, employees and students are alerted by:

- Verbal announcement
- Public address system announcement
- In the event of a fire, the fire alarm system will sound and announce evacuation instructions. At that time all students and staff will meet at their designated emergency locations. Instructors are to perform a roll count to ensure all students are out of the building.
- In the event of a general evacuation, the assigned telephone operator will announce over the PA and intercom system to immediately evacuate the building. This warning will be issued twice. This announcement will be as follows: **This is an emergency; all persons are to evacuate the building at once.**
- An EVAC designee will canvas the building making the same announcement.
- The policy of this establishment in the event of fire or other emergency is: All employees and students shall evacuate the building immediately except designated EVAC personnel.
- In the event of an emergency employees and students shall evacuate the building by means of the nearest marked exit and gather at your program's emergency location.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of a small fire, any employee shall attempt to extinguish the fire before evacuating.
- In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate:
    - Maintenance Supervisor — EVAC Operations;
    - Assistant Director — EVAC Canvas;
    - Student Services Coordinator — EVAC Traffic.
- The following employees are to perform rescue or medical duties during an emergency:
    - Practical Nursing Instructor — Medical;
    - Health Careers Coordinator — Medical;
    - Student Services Coordinator and/or operator —911 call.
- After evacuation of the building, employees and students are to gather in the following locations:
    - Nursing, AOT, IMT — Northwest parking lot adjacent to nursing classroom
    - CIT, Dental, Cosmetology, Support Staff— Church front lawn
    - Auto, Machine Tool, Diesel Equipment, HVAC, Welding/Pipefitting — Along fence at church lawn, east side parking lot
- It is imperative that all drives be kept clear for emergency vehicles.
- No one is to leave the premises or move an automobile unless asked to by an EVAC Team Leader.
- After an emergency evacuation, the procedure for accounting for all employees and students is: Each instructor is responsible for performing a headcount of their students. This count should match the daily sign in/sign out roll. If someone is missing, notify the Canvas Team Leader at once. In the absence of the instructor, the class designee will assume the responsibility of performing a headcount.

- For further assistance with emergency evacuation procedures, the following individuals may be contacted:
    - **Dickson Police Dispatch — 615-446-8041**
    - **Dickson Fire Department— 615-446-0390**
    - **Any Emergency Call —911**

Emergency Action Plan — Clarksville

Tennessee College of Applied Technology Dickson / Clarksville Extension Campus
135 International Blvd.
Clarksville, TN 37040

In the event of emergency, employees and students are alerted by:

- Public address system announcement
- Verbal announcement
- In the event of earthquake, fire or general evacuation, the assigned telephone operator will announce over the PA and intercom systems to immediately evacuate the building. This warning will be issued twice. This announcement will be as follows: **This is an emergency; all persons are to evacuate the building at once.**
- An EVAC designee will canvas the building making the same announcement.
- The policy of this establishment in the event of fire or other emergency is: All employees and students shall evacuate the building immediately except designated EVAC personnel.
- In the event of an emergency employees and students shall evacuate the building by means of the nearest marked exit and gather at your program's emergency location,
- Portable fire extinguishers are provided in the workplace for employee use. In the event of a small fire, any employee shall attempt to extinguish the fire before evacuating.
- In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate:
    - Mechatronics Instructor — EVAC Operations;
    - Campus Coordinator — EVAC Canvas;
    - Automotive Instructor — EVAC Traffic.
- The following employees are to perform rescue or medical duties during an emergency:
    - Student Services Counselor — First aid;
    - Campus Coordinator and/or operator — 911 call.
- After evacuation of the building, employees and students are to gather in the following locations:
    - AOT, IMT, MECH, Welding/Pipefitting, COS, Tech Foundations, Administrative Staff, CIT — Student parking lot south of the building
    - Auto, Machine Tool, HVAC, Practical Nursing — South lawn adjacent to International Blvd.
- Students are to gather in individual program areas until head count is made.
- It is imperative that all drives be kept clear for emergency vehicles.
- No one is to leave the premises or move an automobile unless asked to by an EVAC Team Leader.
- After an emergency evacuation, the procedure for accounting for all employees and students is: Each instructor is responsible for performing a head count of their students. This count should match the daily sign in/sign out roll. If someone is missing, notify the Canvas Team Leader at once. In the absence of the instructor, the class designee will assume the responsibility of performing a headcount.
- For further assistance with emergency evacuation procedures, the following individuals may be contacted:

- **Clarksville Police Department — 931-648-0656**
- **Montgomery County Police Department — 931-648-0611**
- **Clarksville Fire Department — 911**
- **Crisis Intervention — 931-648-1000**
- **Any Emergency Call— 911**

Emergency Action Plan — Franklin

Tennessee College of Applied Technology Dickson
Franklin Instructional Service Center
225 Noah Drive, Franklin, TN 37185

In the event of an emergency, employees and students will follow the Emergency Action Plan established by Workforce Essentials for the facility.

Emergency Action Plan — Ashland City Nursing

Tennessee College of Applied Technology Dickson
Ashland City Instructional Service Center
Practical Nursing
104 Elizabeth Street, Ashland City, TN 37015

In the event of an emergency, employees and students will follow the Emergency Action Plan established for the Cheatham County Educational Annex Building.

Emergency Action Plan — Advanced Manufacturing Center

Tennessee College of Applied Technology Dickson
Advanced Manufacturing Center
248 Beasley Drive, Dickson, TN 37055

In the event of an emergency, employees and students will follow the Emergency Action Plan established for the Dickson County Career Center facility.

Bomb Threats

The person receiving the call will:

1. Notify the director or his designee, who will clear the building of students and nonessential personnel and call 911.
2. Keep the caller on the phone as long as possible while noting:
    a. The date and time of the call.
    b. The exact words of the caller.
    c. Probable age and sex of the caller.
    d. Speech pattern or accent of the caller.
    e. Background noises.
3. Ask the following questions:
    a. Where is the bomb?
    b. When will it go off?
    c. What does it look like?
    d. What type of bomb is it?
    e. Why was it put in this building?
    f. Who put it here?
    g. Who are you?

The director or his designee will:

1. Instruct staff and students not to move or touch any suspicious device or object.
2. Avoid use of and turn off two-way radios, cell phones and intercoms, DO NOT EVACUATE THE BUILDING USING THE INTERCOM SYSTEM.
3. Verbally inform all staff to:
    a. Escort students carefully to outside gathering locations in accordance with the emergency egress plan maps. Take class roll book with you as you evacuate. Movement must be kept as quiet as possible since any motion may jar and thereby detonate the device.
    b. Account for the presence of all reported in attendance for the day.
    c. Remain at locations until given direction to return.
4. Decide, once authorities have arrived, whether or not to conduct a search, and when it is safe for students and staff to re-enter the school.

Pretend difficulty with hearing, keep caller talking. If the caller seems agreeable to further conversation, ask questions like:

"When will it go off?" (Certain hour _____ Time remaining _____)
"Where is it located?" (Building _____ Area _____)
"What kind of bomb is it?"
"Where are you now?"
"How do you know so much about the bomb?"
"What is your name and address?"

If the building is occupied, inform the caller that detonation could cause injury or death.

Did the caller appear familiar with the building by his description of the bomb location?

ACTION AND COMPOSURE ARE ESSENTIAL!

Write the entire bomb threat message and any other comments made.

MESSAGE DETAILS:

Bomb Threat Telephone Checklist

BOMB THREAT CHECKLIST

Copy this sheet and place it near your phone.

Caller's Voice

___ Calm
___ Angry
___ Excited
___ Slow
___ Rapid
___ Soft
___ Loud
___ Laughter
___ Crying
___ Normal
___ Slurred
___ Distinct
___ Disguised
___ Accent
___ Familiar
___ Deep
___ Nasal
___ Stutter
___ Lisp
___ Raspy
___ Ragged
___ Clearing Throat
___ Deep Breathing
___ Cracking Voice

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

If the voice is familiar, who did it sound like?

_____

Exact Wording of Threat:

_____
_____
_____
_____

Threat Language:

___ Well Spoken
___ Educated
___ Foul
___ Incoherent
___ Taped
___ Irrational
___ Message read by threat maker

REMARKS: _____

_____

Background Sounds:

___ Street noises
___ Houses noises
___ PA system
___ Phone booth
___ Office machinery
___ Long distance
___ Factory machinery
___ Animal noises
___ Voices
___ Static
___ Music
___ Local
___ None

Other: _____

_____

Sex of caller: _____
Race/nationality of caller: _____
Age of caller: _____
Length of call: _____
Time of call: _____

IMMEDIATELY DIAL 9-1-1 • Give responding officers this completed sheet.

Date: _____ Name: _____ Job Title: _____
Department Name: _____ Phone No.: _____

Earthquakes

Staff will:

1. Instruct students to drop to "all fours;" cover head; move away from walls, windows and tall objects; get under a desk or heavy, sturdy object until shaking stops.
2. Evacuate the building following emergency evacuation plan if possible or through the nearest clear exit. Take roll books and emergency first aid kits with you.
3. Assemble class in your designated area that is free from debris, clear from buildings, trees, exposed lines or any other hazardous items which may fall.
4. Check roll, prepare students for departures. In the absence of the instructor, the class designee will assume the responsibility of checking the roll.
5. Remain at the location until directed to return.
6. Sign students out according to "Student Sign-out Policy."

The director will:

1. Clear the building of students and non-essential personnel. Call 911.
2. Instruct staff and students to evacuate the building carrying roll books and first aid kits.
3. Issue order to appropriate staff to cut off gas.
4. Search building for remaining students, injuries, gas or water leaks.
5. Check stability of building, decide whether to have students and staff return to building or remain outside.
6. Monitor both emergency and regular radio frequencies for emergency messages and bridge/highway closures.
7. Release staff once all students have departed. Retain those necessary for securing the building.
8. Conduct an outcome evaluation within 72 hours.

Instructional Service Centers at Ashland City, Clarksville Nursing, Franklin and the Advanced Manufacturing Center campus will follow the Emergency Action Plan developed by the organization that controls the building in which they are located.

Evacuation Plan for Disabled Students and Staff

The instructor will assist disabled students with their specific needs.

All staff will be responsible for seeing that any disabled students are given appropriate assistance to assure safe evacuation and/or shelter in an emergency situation.

Students may be used to assist fellow students at the discretion of the instructor.

Criminal Activity

The following procedure should be followed if an individual reports they have been the victim of a crime on campus.

1. Report the information/crime to the director or his designee.
2. The director or his designee will contact the appropriate law enforcement agency.
3. DO NOT:
    a. Investigate beyond “who, what, when, where” from the victim.
    b. Bring witnesses together.
    c. Ask witnesses to write down their stories/observations.
    d. Contact the alleged offender.
    e. Bring the victim and the alleged offender together.
    f. Release the names of any individuals involved in the investigation.
4. Report to Student Services Coordinator for submission to the T.B.I.
5. A copy of the Annual Safety and Security Report is maintained in the Student Services office and is available upon request.

Actual Fire Situations

The director or designee shall:

1. Call 911.
2. Check the stability of the building with fire officials and decide whether to have students and staff remain outside or return to the building.
3. Release staff once all students have departed, retaining those needed to secure the building.
4. Conduct an outcome evaluation within 72 hours.

Staff shall:

1. Exit the building with students according to the Emergency Action Plan.
2. Assemble class at the predetermined location according to the plan. Assure they are free from debris, clear from the building, trees, exposed lines or hazards. The safest place is in the open.
3. Check the class roll and account for all students. In the absence of the instructor, the class designee will assume the responsibility of checking the roll.
4. Provide initial first aid.
5. Remain at the location until directed otherwise.
6. Sign students out according to "Student Sign-out Policy."

Serious Illness, Injury or Death of a Student or Employee While on a Field Trip or Extracurricular Activity

Instructor will:

1. Verify nature and severity of the incident.
2. Obtain as much information as possible.
    b. Nature of illness or accident
    c. Location of incident
    d. Types of injuries
    e. Number of victims
    f. Names and descriptions of persons involved
    g. Description and license number of involved vehicles
3. Call 911 and identify self, school and information gathered above. Remain on the line until released,
4. Notify the director or his designee.

FOLLOW-UP / INVESTIGATION

How to Investigate Accidents

Purpose of Accident Investigation

To obtain information through which recommendations for corrective action can be developed for the prevention of similar or other accidents, either in the area affected or elsewhere in the organization. This is done by:

1. Determining Accident Causes — Seeking out the elements and sources from which the accident developed.
2. Determining Corrective Measures — Analyzing the cause factors and making recommendations for their elimination,
3. Developing Educational Materials — Producing information which will guide personnel into developing a "Safety Consciousness" and knowledge of safe conditions and safe work methods.

Which Accidents Should be Investigated

All accidents are potentially serious. All are important regardless of the degree of seriousness of any resulting.

Every accident should be properly investigated, bearing in mind the following order of importance:

1. Deaths or other catastrophes.
2. Permanent disabilities.
3. Temporary disabilities.

When Should Accident Investigations be Made

As soon as possible after the accident. Delays — even those of only a few hours — can permit information or items of importance to be removed, destroyed or forgotten.

NOTE: It is the policy of the Tennessee College of Applied Technology -- Dickson that each instructor complete an accident report no matter how minor the injury. Use Accident Report form. Complete and turn in to the Student Services Office and place a copy in the injured person's file.

Six Questions to Answer as the Basis of Accident Investigation

1. Who — was injured?
2. How — did the accident happen?
3. When — did it happen?
4. Where — did it happen?
5. What — were the materials, machines, equipment or conditions involved?
6. Why — did it occur?

What Specific Information Should be Obtained

1. Occupation — What work was the injured person doing?
2. Gender — State whether male or female.
3. Age — Exact if possible; otherwise approximate.
4. Date — Show day and hour of occurrence.
5. Place — Give the specific location.
6. Type — What type accident — fall, struck by, caught in, burned?
7. Equipment — What materials, machines involved?

In addition to these fundamental and basic points, the following items should receive appropriate attention, depending upon the circumstances in each case:

- Descriptions by Witnesses — Get various accounts of the accident…the worker's, his/her supervisor's and other witnesses.

- Unsafe Conditions — State what unsafe condition contributed to the accident. Give reasons for its existence, if possible.

- Unsafe Acts — List any unsafe acts involved. Why did they occur…lack of skill, poor attitude, misunderstanding?

- Corrective Action — What has been done to prevent recurrence of the accident?

Other Information

You can't get too much information about an accident. What may appear to have been a simple accident may have contributing circumstances which are quite involved. Underlying causes must be sought.

A report that a student "got a particle in his/her eye" or "was not wearing goggles" gives no clue as to how or why the accident happened. Determine where the particle came from and how. Why wasn't the worker wearing his/her goggles?

Never say a student was "careless." This is an effect, not cause. If you think he/she was careless, find out why — there is always a reason.

Principles Which Should be Observed

1. Use Common Sense — Stick to the facts, weigh their value, reach justified conclusions.

2. Investigate Each Clue — An apparently reasonable conclusion will often be changed by exploring factors which may not appear to be important.

3. Check for Unsafe Conditions and Acts — Both are present in the great majority of accidents.

4. Make Recommendations — No investigation is complete unless corrective action is suggested.

Follow-up/Investigation

5. Investigate All Accidents — Chance is often the sole difference between a trivial accident and a serious one. Results cannot be predicted.

6. Prepare Report — Written reports are helpful tools for study and analysis, to determine specific areas or operations in which accidents are occurring and for follow-up action on recommendations.

Sample Accident Report Form

ACCIDENT REPORT

Tennessee College of Applied Technology - Dickson

To be completed immediately after any accident in the school and filed in main office.

1. Who was injured? Name: _____ Training Area _____

2. What was the nature & extent of injury? (Describe fully; use back of form if needed)

_____

_____

_____

_____

3. Who gave medical treatment? First Aid in school _____ By _____

Physician _____ Hospital _____

4. Date & time of accident: Date: _____ Time: _____ ☐ AM ☐ PM
Was injured person supposed to be in this place at this time? ☐ Yes ☐ No

5. Exact place accident occurred. _____

6. Who saw the accident or was near the injured when accident occurred?
Name Address Phone

_____

_____

_____

7. What was the cause of the accident? (Describe briefly what occurred)

_____

_____

8. What was the injured person's statement regarding the accident?

_____

9. What was the mental & physical condition of the injured prior to the accident?

_____

10. What can be done to prevent recurrence of this or similar accidents?

_____

11. Additional comments.

_____

_____

_____

Report made by: _____

Title: _____

FOR OFFICE USE ONLY

Received By: _____ Date & Time: _____

Reviewed by Asst. Director and/or Maintenance Supervisor _____ Date: _____

Follow-up: _____

_____

Copies: _____ Student File

Revised 7/2013

Follow-up/Investigation

A Tennessee Board of Regents Institution

Accredited by:
Accrediting Commission of the Council on Occupational Education

www.tcatdickson.edu

Tennessee College of Applied Technology -- Dickson complies with non-discrimination laws: Title VI, VII, Title IX, Section 504 & the ADA. Preference for admission is given to students who are residents of the State of Tennessee.