

# Safety Manual

## I. PURPOSE

The Citadel Safety and Emergency Procedures Program is established to:

- A. Create and promote safety awareness and preparedness among staff, faculty, and students.
- B. Encourage the elimination of unsafe conditions and practices on campus.
- C. Prepare employees and students to react to emergency situations.
- D. Promote a safe and healthy work, study, and living environment.

## II. ORGANIZATION

### A. The Citadel Safety Committee

- 1. Will be responsible for helping to educate the entire campus community about safe work habits and practices.
- 2. Will ensure that all departments are informed of applicable laws, regulations, and guidelines pertaining to safety in the workplace.
- 3. Will provide consulting and technical assistance to the campus community in all areas covered by this program, including regulatory compliance.
- 4. Will be composed of the following:

Chair - Risk Management & Safety Officer

Members - Director of Public Safety  
Director of the Physical Plant  
Director of Human Resources  
Assistant Commandant of Cadets  
Regimental Provost Marshal

One representative from each of the following departments:

Chemistry, Biology, and  
Health and Physical Education

5. Will meet semiannually. The Chair may call special meetings as necessary.

B. Safety Officer

1. The Citadel's Risk Management & Safety Officer, under the direction of the Vice President for Facilities and Engineering, is the primary safety authority and Fire Marshal for the campus. S/he is responsible for planning and directing efforts to achieve the following:
  - a. A safe working environment throughout the campus.
  - b. Regular safety training for all members of the campus community.
  - c. A "Think Safety" attitude among the campus population.
  - d. Compliance with national, state, and local laws pertaining to worker health and safety.
2. The Risk Management & Safety Officer's duties include
  - a. Conducting periodic inspections of campus buildings and facilities.
  - b. Establishing and maintaining contact with the following outside agencies:
    - The State Fire Marshal
    - The Charleston Fire Department
    - The National Safety Council
    - The National Fire Protection Association
    - The Charleston County Office of Emergency Preparedness
    - The S.C. Department of Health and Environmental Control
    - The U.S. Environmental Protection Agency
    - The Occupational Safety and Health Administration
  - c. Establishing and maintaining a reference library of fire, safety, and environmental regulations.

- d. Coordinating regular safety training of all employees and providing new employee safety orientation.
- e. Providing accident investigation assistance.
- f. Reducing the possibility of personal, financial, and property loss through the use of acceptable risk management techniques.

C. Managers, Supervisors, Faculty, Staff, and Cadets

While this safety program is intended to provide a framework for a safe campus environment, the ultimate responsibility for safety rests with each individual. No program can overcome irresponsibility on the part of any campus community member. Attention and concern for safety by each individual, especially those directly responsible for the welfare of others, are ultimately the most important elements in providing a safe and healthy campus environment.

III. SAFETY-CONSCIOUS ENVIRONMENT AND ACCIDENT PREVENTION

A. Responsibilities and Practices

Responsibility for establishing safe working conditions, safe work habits, and the elimination of fire hazards will be a part of each faculty, student, and staff member's daily activities. A successful safety program depends upon support from the highest levels of management for its implementation and acceptance by individuals of all levels. "Managing by example" is never more appropriate than when promoting safety awareness to subordinates.

Supervisors must motivate subordinates to practice safe work habits. There are a number of general rules to follow when implementing a safety program:

1. Practice good housekeeping. KEEP IT CLEAN AND NEAT.
2. Use the proper tool for the job.
3. Ensure sufficient workspace is provided.
4. Insist that employees and students wear protective equipment when necessary.
5. Provide proper training for the task. Never assume the individual

knows what to do or how to do it.

6. Ensure that a sufficient number of people are assigned to the task and that enough time is available to complete the task properly.
7. Do not underestimate the amount of risk that is involved with any task.
8. Do not use any machine, activate any equipment, or energize any circuit until all safety precautions have been taken.
9. Repair or discard faulty or damaged tools and equipment.
10. Be demanding of yourself and others to observe safe work habits and practices.

Each individual must realize that safety precautions are taken to prevent injury, save lives, and protect property. These precautions are not intended to restrict anyone in the performance of his/her duties but rather to assist everyone in working safely.

#### B. Maintaining a Safe Working Environment

##### 1. Assessment

Good housekeeping is one of the most important requirements for maintaining a safe work and learning environment. A neat and clean workspace generally contains far fewer hazards that contribute to accidents, fires, illnesses, and injuries. Department heads or supervisors will make periodic assessments of their respective workspaces to identify any hazards or potential hazards that may exist. This assessment should be conducted by physically walking through the interior and exterior of all work areas and noting deficiencies or conditions such as

- a. Unorganized or cluttered areas.
- b. Excessive waste, trash, or other items that should be disposed of.
- c. Spills, leaks, or moisture build-up on floors or walls.
- d. Areas that are in disrepair or require maintenance.
- e. Improperly stored tools, equipment, or materials.

- f. Broken or damaged tools or equipment.
- g. Any other problem that presents an untidy or unsafe condition.

## 2. Corrective Action

If an unsafe condition or deficiency is discovered, the department head or workspace supervisor will be notified and s/he shall make an immediate effort to correct the condition. If immediate correction is not possible, the condition shall be reported to the campus Risk Management & Safety Officer at 953-4816, and the Physical Plant will be contacted to provide assistance, if necessary.

## 3. Preventive Action

The following is a list of methods that will be used to ensure that all work areas remain in a safe condition:

- a. All aisles, corridors, passageways, and stairways shall be kept free of dirt, debris, spills, blockage, or other hazards.
- b. Any area not intended for pedestrian traffic shall be clearly marked and distinguished.
- c. Floor space intended for access to doors, windows, or safety equipment shall be maintained at least 36" wide.
- d. All spaces, both interior and exterior, shall be properly lighted for their intended use.
- e. Waste receptacles shall be provided in sufficient quantity and emptied regularly to prevent overflow or spillage.
- f. All equipment, tools, and materials shall be properly stored when not in use.
- g. All landscaping and grounds areas shall be groomed and maintained to minimize trip, slip, cut, bump, or other hazards to pedestrians.
- h. The areas near doors, walkways, and loading docks shall be kept clear of debris, vegetation, and other obstructions.

#### 4. Emergency Action

This Safety Program provides basic information concerning precautions and activities that, when implemented as part of each employee or student's daily routine, can help reduce the risk of injury or death. However, all departments and activities shall have in place an Emergency Action Plan that can be implemented in the case of an emergency such as a fire, explosion, natural disaster, chemical spill or release, or any other occurrence that suddenly threatens the safety and well-being of students, faculty, or staff members.

An Emergency Action Plan shall include information about

- a. What to do if an emergency strikes.
- b. Building or work area shutdown and evacuation procedures.
- c. Special instructions and/or assignments for those employees who may be needed to assist with firefighting, rescue, evacuation, or other activities.
- d. Locations to muster and account for personnel during and after an evacuation.

This plan shall be communicated to all employees upon their initial assignment to a department, and it shall be reviewed periodically by department heads or supervisors and revised as necessary.

#### C. Office, Classroom, and Shop Safety

1. No person shall be permitted to operate any mechanical equipment until that person has received appropriate training in its use.
2. All safety guards, shields, or other protective devices on any piece of equipment must not be removed or tampered with in any way.
3. Personal protective equipment (PPE), including safety glasses, face shields, gloves, aprons, and respirators, shall be used whenever necessary.

*When in doubt, contact your supervisor for guidance!*

4. All personnel shall use caution when moving about the workspace or classroom and shall be alert to any potential trip, bump, cut, or other hazards that may be present. *Under no circumstances shall any person run through any workspace!*

5. Desk, cabinet, and file drawers shall be kept closed when not attended.
6. Liquid spills and leaks shall be cleaned up immediately. If immediate cleanup is not possible, the affected area shall be closed to foot traffic until cleanup is complete.
7. No person shall attempt to lift or move any object until it has been determined that the object can be moved safely by hand. See Part III, Section D, "Lifting," for further information.
8. No person shall engage in any type of horseplay in the workspace or otherwise knowingly create an unsafe environment at any time.

#### D. Lifting

Safe lifting and handling of heavy objects must be taught and emphasized regularly. Because of the high incidence of injuries caused by improper lifting, supervisors must stress the use of proper lifting techniques at all times. The following are basic rules for the safe handling of heavy objects:

1. Never attempt to lift more than you can handle. If necessary, get help!
2. Get as close to the load as possible and squat so that you will be lifting with the legs, not the back. Keep your back straight. Do not twist!

#### E. Laboratory Safety

The laboratory environment often includes special risks and hazards to which each member of the faculty, staff, and student body must be constantly alert. The best method of protecting yourself and others is to incorporate a "think safety" attitude into all laboratory tasks and experiments. The following are some mandatory safety policies that must be adhered to in all laboratory settings:

1. General Rules for Laboratories
  - a. All labs will be provided with
    - Safety showers and/or eyewash stations
    - Dry chemical and CO<sub>2</sub> fire extinguishers
    - Fume hoods
    - Wash sinks
    - Personal protective equipment

Material Safety Data Sheets  
First-aid supplies

- b. All laboratory training and familiarization programs shall include a safety curriculum.
  - c. A file of publications related to lab safety will be maintained and readily available to all faculty, staff, and students.
2. Specific Rules for Laboratory Users
- a. Eye protection is required at all times when chemicals are in use, experiments are taking place, or the possibility of eye injury is present.
  - b. Horseplay, jokes, and other acts of mischief are strictly prohibited.
  - c. Eating, drinking, smoking, or applying cosmetics or lip balm is prohibited.
  - d. Appropriate clothing including lab coats and aprons must be worn at all times. Open-toe shoes or sandals are prohibited.
  - e. No unauthorized experiments or activities are permitted.
  - f. Mouth pipetting or suctioning should never be attempted.
  - g. No chemicals, materials, or equipment may be removed from the lab.
  - h. Waste materials will be stored in properly labeled containers. Do not pour waste chemicals down the sink.
  - i. Never work alone in the laboratory.
  - j. Ensure that proper ventilation is established before beginning any activities that include the use of chemicals.
  - k. Wash hands and face before leaving the laboratory.
3. Storage of Laboratory Materials and Chemicals

Storage facilities must be stable and secure against sliding, tipping, and collapse, and the storage area must be kept neat and clean at all times. All containers MUST be clearly labeled as to their contents and stored in relation to their “chemical families.” Only minimal supplies of flammable materials or liquids will be kept on hand. Large containers of reagents will be stored as low as possible, preferably in a tray or containment device that is capable of holding an accidental release of the chemical. Specially designed storage cabinets will be used whenever possible.

**An accurate inventory of all materials stored in the laboratory shall be maintained by the lab supervisor at all times.**

Hazardous waste disposal will be arranged as necessary to minimize the amount of hazardous waste materials on hand and will be coordinated through the Office of Risk Management & Safety.

F. Hazardous Materials and Compressed Gases

The following guidelines must be followed by any employee who uses, stores, or transports hazardous materials or compressed gas cylinders.

1. No employee shall use or store any hazardous material without having immediate access to the Material Safety Data Sheet (MSDS) for that specific material.
2. All safety precautions and storage instructions outlined on the MSDS, including any requirement for protective equipment, will be adhered to by all employees involved in the use or storage of a hazardous material.
3. Hazardous materials shall be kept in their original shipping containers whenever possible.
4. All hazardous material containers shall be properly labeled in accordance with U.S. Department of Transportation regulations.
5. The valve protection cap must be in place at all times on any compressed gas cylinder that is not in use.
6. A compressed gas cylinder valve must never be used as a lifting lever.
7. When stored, the compressed gas cylinders must be kept away from heat and securely fastened to a wall or placed in a storage rack designed to hold them in an upright position.

The Citadel's Hazard Communication Standard Program contains additional information about identifying and safely handling hazardous materials.

G. Motor Vehicle Operation:

All faculty, staff, and students who operate a Citadel or State-owned vehicle must be licensed by the State of South Carolina or another state in the United States to operate that specific class of vehicle. It is the vehicle operator's responsibility to know and adhere to all laws related to motor vehicle operation on campus and State roads. In addition, each driver of a Citadel or State-owned vehicle is expected to be familiar with and abide by the provisions outlined in The Citadel's Vehicle Use Policy. A copy of this policy may be viewed on the Physical Plant's World Wide Web page (<http://www.citadel.edu/pplt>), or a printed copy may be obtained from the Motor Pool Dispatcher. For information about State vehicle laws, see *The South Carolina Driver's Handbook*. Copies of the handbook are also available from the Motor Pool Dispatcher.

The following general safety rules must be followed by anyone who operates a Citadel or State-owned vehicle:

1. The operator must be thoroughly familiar with the vehicle controls before attempting to operate the vehicle. An operator's manual, the vehicle registration, and accident reporting instructions may be found in the glove compartment of each vehicle.
2. Visually inspect the vehicle prior to operation in order to determine that all equipment is in good condition. Report all deficiencies to the Motor Pool Dispatcher immediately.
3. Seat belts must be worn by all occupants of the vehicle.
4. Low-beam headlights must be turned on whenever the windshield wipers are in use.
5. Operating any vehicle while under the influence of alcohol, narcotics, or other intoxicants is strictly prohibited.
6. The vehicle engine must be turned off while refueling.
7. Vehicles must never be parked in a manner which presents a hazard to the public. All necessary precautions to prevent a parked vehicle from moving unintentionally must be taken. No vehicle shall be left unattended while it is running.

8. Operating a vehicle with passengers on the exterior or standing in the bed of a truck is strictly prohibited.
9. When backing, the vehicle operator must take every precaution to prevent an accident. Precautionary measures may include using a “spotter” when necessary.
10. All equipment and materials carried in or on vehicles shall be properly secured to prevent movement while the vehicle is in operation.
11. In the event of an accident, no matter how minor, a report must be filed and information provided as outlined in section 3(G)(4) of The Citadel’s Vehicle Use Policy.

#### H. Boating and Waterfront Safety

1. The Citadel Boating Center provides watercraft for use by students, faculty, and staff who meet the eligibility requirements outlined in The Citadel Boating Center’s Regulations, a copy of which may be viewed at the Boating Center or on the Physical Plant’s World Wide Web page located at <http://www.citadel.edu/pplt/>.

The following general rules must be followed by all personnel who use the Boating Center for any activity:

- a. Only authorized students, faculty, staff, or guests are permitted within the Boating Center compound.
  - b. All personnel who intend to use the facility must check in with the attendant on duty before beginning any activity.
  - c. Individuals who cannot swim or those who have some type of disability that may prevent them from being able to rescue themselves from the water must be wearing an approved life jacket while on any Boating Center dock, pier, or boat.
  - d. Any operator of a watercraft owned by The Citadel must be in compliance with the regulations of the State Department of Natural Resources at all times.
2. Only the Boating Center Director or, in his/her absence, the attendant on duty can authorize any exception to these rules or any rule or policy outlined in The Citadel Boating Center Regulations.

## I. Fire Safety

The entire campus community must be actively involved with all aspects of fire prevention and safety. It is dangerous to believe that a fire will never happen. Only a proactive approach to fire prevention will help reduce the potential for a serious fire on campus.

### 1. General Fire Safety Rules

- a. Learn the locations of the fire alarm stations and nearest exits to the work area.
- b. Determine the location of any fire-fighting equipment located near the work area and learn how to use it properly.
- c. Keep workspaces free of any combustible trash or debris.
- d. Immediately report any unsafe conditions to the responsible supervisor and the campus Risk Management & Safety Officer.
- e. Never block, chock, or otherwise force a fire door to stay in the open position for any reason. If unsure if a door is a “fire door,” contact the campus Risk Management & Safety Officer for assistance.
- f. Do not obstruct free access to fire-fighting equipment.
- g. Store flammable liquids in appropriate containers or cabinets designed for such use.
- h. Maintain at least eighteen (18) inches of clear space under and around all sprinkler heads.

### 2. If a fire is discovered

- a. Alert all personnel in the immediate area and activate the nearest Fire Alarm station.
- b. Close all doors surrounding the area involved (to prevent fire spread) and immediately evacuate the area.

- c. Call 9-911 and notify the Fire Department; also call 953-5114 and immediately notify Public Safety.
  - d. If the fire is small, trained personnel may attempt to contain the blaze using on-site equipment until the arrival of the Fire Department. Do not take chances. If in doubt – EVACUATE.
  - e. Notify the campus Risk Management & Safety Officer as soon as possible.
3. When a Fire Alarm is sounded
- a. Close all doors and windows.
  - b. Evacuate your work or living space using the closest exit.
  - c. DO NOT use any elevator. Use the stairs.
  - d. Only those personnel who are actively involved in firefighting activities may remain in the building – all others must evacuate.
  - e. NEVER assume the alarm is false. Always respond as if there is an emergency.
4. Supervisory Responsibilities
- a. Ensure that all personnel under your control are familiar with the provisions of this program.
  - b. Enforce the provisions of this program.
  - c. Train your personnel to use firefighting equipment.
  - d. Ensure that all personnel are aware of available evacuation routes and the location of the nearest fire alarm stations.
  - e. Once an evacuation has taken place, account for all personnel assigned to you and report any missing personnel to arriving Fire Department units.

## J. Natural Disasters

There are several types of natural conditions that have the potential to affect The Citadel campus. These conditions are

Hurricanes  
Tornadoes  
Severe Thunderstorms  
Tidal Flooding  
Earthquakes

### 1. Hurricanes, Tornadoes, Thunderstorms, and Flooding

In the event that one of these conditions threatens The Citadel, the Vice President for Communications will coordinate with the Vice President for Facilities and Engineering, the Director of Public Safety, and the Citadel Risk Management & Safety Officer to issue warnings and advisory statements as the situation develops. Public announcements of the location, intensity, and projected movement of storms are made via electronic media and are updated regularly. All personnel should monitor radios, televisions, and e-mail for announcements and advisories. Battery-operated radios should be kept available in anticipation of a loss of electrical power.

The Citadel's Risk Management & Safety Officer will maintain a liaison with the National Weather Service and inform all departments of changes and additions to the latest advisories.

The Commandant of Cadets will issue any necessary warnings or instructions to the Corps of Cadets.

The \_\_\_\_\_ provides further information concerning the command structure, responsibilities, and actions to be taken in the event of a severe storm.

### 2. Earthquake

An earthquake is a natural hazard that is not likely to be predicted prior to its occurrence. This means that such an event will occur with virtually no advance notice.

If an earthquake strikes

- a. If outdoors, attempt to get away from any structures and move to a clear field or open area.
- b. If indoors, drop and cover immediately. Ceilings and windows can be expected to fall. Seek shelter under the sturdiest object available – desks and tables make good temporary shelters.

After the earthquake

- a. Immediately check for injuries to yourself and others and provide first aid.
- b. Check for fires or fire hazards. Pay close attention to gas mains and electrical wiring that may be damaged.
- c. Attempt to move employees to safe areas outside the buildings. Aftershocks can be expected.
- d. Assistance from outside agencies will be requested as necessary. However, EMS and other emergency services may not be readily available to respond and/or assist with the treatment and/or transport of injured personnel.
- e. The senior person from the Infirmary will establish contact with The Citadel's Public Safety Department and organize a team to survey, triage, and treat victims. The team leader will report to the VP for Finance and Business Affairs or someone acting on his/her behalf. If the incident occurs after regular working hours, the senior Public Safety Officer on duty will initiate this process using any available assistance.
- f. The VP for Facilities and Engineering, The Citadel Risk Management & Safety Officer, and the Director of the Physical Plant will immediately organize employees and determine what steps need to be taken to bring the campus back into a safe operating condition.

#### IV. ACCIDENTS AND ACCIDENT REPORTING

The success of any safety program depends on the immediate reporting, investigation, and analysis of accidents resulting in injury to persons or damage to equipment and property. The timely reporting of all accidents and near-misses provides the necessary data to identify unsafe acts and conditions that warrant attention.

Any employee that suffers an at-work injury which requires medical attention will report to a Worksite Partners location for treatment. The employee's supervisor must contact the Department of Human Resources before sending the employee for treatment so that the State's medical management company, CompEndium, may be notified. Work-related injuries that occur after regular working hours or on weekends will be reported to Public Safety.

***In the case of a potentially life-threatening or serious emergency, call 9-911; then notify Public Safety at 3-5114; then notify the Department of Human Resources.***

##### A. Accident Reporting

**Any accident or incident that results in an injury to an employee, student, or visitor or results in damage to property must be reported.** The Citadel Risk Management & Safety Officer will be notified immediately of all incidents involving transport by EMS.

##### 1. Employees

Injuries to employees will be reported on the First Report of Injury Form. This form is available through the Human Resources Department. Work-related injuries **MUST** be reported to a supervisor immediately. The employee's supervisor is required to complete a Supervisor's Report of Injury or Illness. These forms must be forwarded to The Citadel Human Resources Department.

##### 2. Cadets

An injury involving a cadet will be reported to Public Safety and The Citadel Infirmary immediately. Public Safety will investigate the accident/injury and file a report of the circumstances surrounding the accident/injury. The Citadel Infirmary will attend to the injured cadet and request transportation to a hospital, if necessary. A copy of all associated reports and investigations will be forwarded to The Citadel Risk Management Safety Officer for review and safekeeping.

### 3. CGPS Students and Visitors

Any accident or injury that involves a visitor to The Citadel's campus or a CGPS student will be reported to Public Safety immediately. The responding officer will render first aid, call for EMS transport (when necessary), investigate the incident, and prepare a report.

### 4. Property Damage

Any incident that results in damage to State property will be reported to Public Safety immediately. The responding officer will investigate the circumstances of the damage and prepare an incident report.

A copy of all accident reports and investigations must be forwarded to The Citadel Risk Management & Safety Officer for review and for the processing of required regulatory reports and insurance claims.

## B. Accident Investigation

The primary consideration of an accident investigation is to determine the cause of the accident, not to assign fault. All factors and conditions will be taken into consideration during this process. Supervisors are the primary investigators when an accident occurs in their respective shop or department. If conditions or circumstances existing outside of their area have contributed to an accident, supervisors must consult with the supervisor(s) of the other area(s).

The basic steps in an accident investigation are

1. Interview those involved as soon as possible.
2. Attempt to get all the details of the incident. Encourage witnesses to get involved and explain or demonstrate what happened.
3. Inspect for physical causes that may have contributed to the accident, such as
  - a. Not using or improperly using safety equipment.
  - b. Defective tools or equipment.
  - c. Poor working conditions

4. Inspect for personnel causes, such as
  - a. Hazardous work practices.
  - b. Lack of proper training.
  - c. Poor judgment.
  - d. No safety awareness.

All accident investigations will be prepared and forwarded to The Citadel Risk Management & Safety Officer as soon as possible. If steps need to be taken to correct any problems or conditions that may have contributed to the accident, these actions should be taken immediately to prevent a similar incident from occurring.