



ACCIDENT ILLNESS PREVENTION PROGRAM

BACKGROUND

The 1993 amendments of the Pennsylvania Workers Compensation Act, Pennsylvania Act 44, reemphasized to employers in the Commonwealth, the responsibility for, and importance of protecting the health and safety of their workforce.

Among the amendments are provisions requiring insurance carriers and self-insured to establish and maintain loss prevention programs, and creating an incentive for employers to establish health and safety committees in their workplaces; these are aimed at reducing the incidents of work-related disease.

The amendments require self-insured employers to establish, implement and maintain an effective illness and injury prevention program, including, but not limited to, a written program for identifying and evaluating hazards; procedures for correcting unsafe conditions; a system for communicating safety information to employees; regularly scheduled safety meetings; employee training programs; compliance strategies; on-going documentation and record keeping; and, identification of a person responsible for the program.

1. REGULATORY AUTHORITY

Commonwealth of Pennsylvania, Department of Labor and Industry, Act 44-1993, Article X, Health and Safety.

2. ADMINISTERING AGENCY

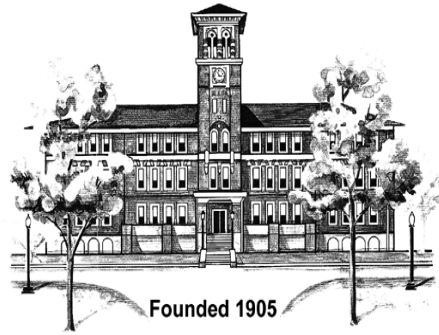
Commonwealth of Pennsylvania, Thaddeus Stevens College of Technology.

3. SCOPE

Although provisions of this program apply to all employees, Thaddeus Stevens College of Technology is committed to providing for the health and safety of students and members of the public. Employees of the college are defined as all faculty, staff, administrators and directors.

4. THADDEUS STEVENS COLLEGE OF TECHNOLOGY – RESPONSIBLE PARTY

The authority and responsibility for the implementation and maintenance of the program is in accordance with applicable Thaddeus Stevens College of Technology policies and is held by the Safety Coordinator.



Thaddeus Stevens College of Technology

MISSION STATEMENT

Thaddeus Stevens College of Technology offers associate degrees and certificates in technical education programs to academically qualified residents of Pennsylvania.

A residential college originally founded to benefit the State's indigent orphans, Stevens serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce.

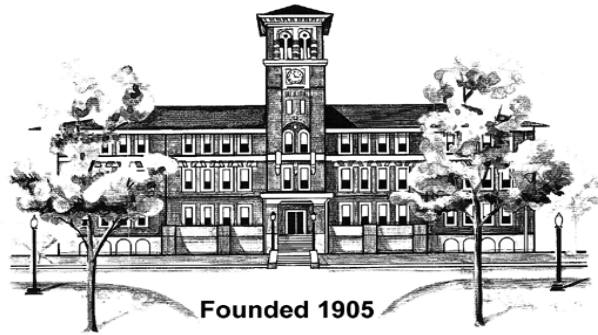
The Thaddeus Stevens College of Technology Safety and Health Committee works together with Labor and Management to foster a positive safety culture in the workplace.

The Committee meets monthly during the calendar year. The minutes of those meetings, including those in attendance, are provided on the Thaddeus Stevens College of Technology Intranet.

Thaddeus Stevens College of Technology

Safety Committee Vision Statement

We are recognized as a valued partner in accomplishing Thaddeus Stevens College of Technology mission of commitment for over a century to lifelong learning, inclusiveness, and community outreach, by providing a safe and healthy environment for all employees, faculty, and visitors to our campus.



Thaddeus Stevens College of Technology

Safety Committee Mission Statement

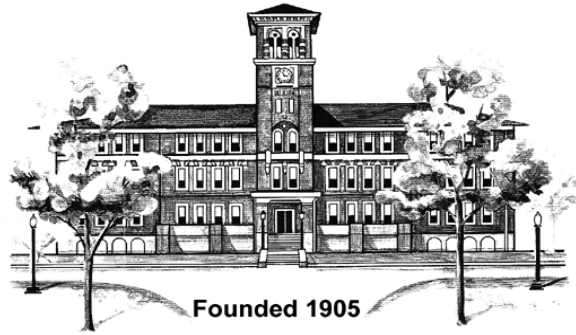
The Thaddeus Stevens College of Technology Safety Committee exists to promote a positive organizational safety and health culture in order to protect the health, welfare and safety of all employees, students and visitors.

Thaddeus Stevens College of Technology

Safety Committee Strategy

The Thaddeus Stevens College of Technology Safety Committee will assist in reducing workplace accidents and injuries by implementing and accomplishing the following:

- Provide safety and health recommendations
- Hazard identification
- Review incident trends and recommend solutions



SAFETY POLICY STATEMENT

All employees of Thaddeus Stevens College of Technology must make every effort to integrate injury and illness prevention into every part of their daily activities. It is everyone's responsibility to maintain a safe environment for learning, teaching, and working.

The goal of the Accident and Illness Prevention Program (AIPP) is to establish a workplace environment free of hazards, and to manage College activities to minimize hazards, while fostering an environment that ensures the health and safety of students, staff, faculty, and visitors.

Administrators, directors, managers and supervisors shall be directly responsible for the observance of all safe operating procedures, maintenance of safe working conditions, and the reporting and correction of any unsafe condition or personal act.

Each employee is charged with the responsibility for following established safe work procedures and for completing each assigned task in a safe manner.

Senior Leadership is committed to the establishment of a safe working environment and to the integration of environmental health & safety (EHS) into all College activities.

Management and employees must work together to ensure a healthy and safe work environment at Thaddeus Stevens College of Technology.

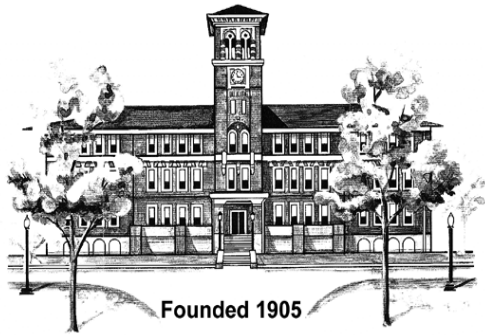
College operations will comply with all applicable environmental health & safety regulations and standards, and view this as a minimum compliance measure. The goal of all College activities should be to exceed these minimum EHS compliance measures.

The essential components of the Accident and Illness Prevention Program will be reviewed and modified, as necessary, on a routine basis.

A handwritten signature in black ink, appearing to read "William Griscom", written over a horizontal line.

Dr. William Griscom, President
Thaddeus Stevens College of Technology

February 3, 2014
Review Date



The Safety Policy is communicated to all new hires during their new employee orientation. During their orientation, employees are given a copy of the Thaddeus Stevens College of Technology Safety Policy Statement and the Annual Safety Communication that also includes the Safety Policy Statement.

A New Hire Checklist has been developed which list all aspect of new employee orientation, including receiving and reviewing Thaddeus Stevens College of Technology Safety Policy Statement and the Annual Safety Communication.

Employees are required to sign and date the checklist as verification that the information was communicated, explained and a copy of required documents were given to the employees.

The original signed copy of the Thaddeus Stevens College of Technology New Hire Checklist is maintained in the employees official personnel file.

Thaddeus Stevens College of Technology New Hire Checklist

Name: _____

Date of Hire: _____

Supervisor: _____

Position: _____

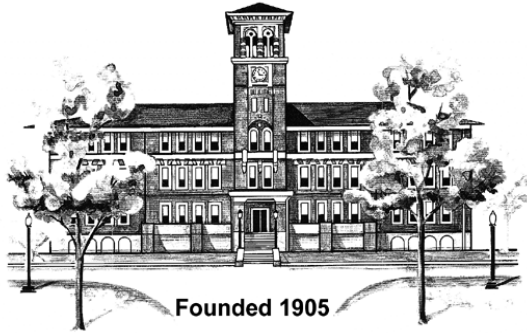
Employment Status: _____

- Resume / Application
- I-9 Form
- Form W-4
- Emergency Municipal Service Tax Form
- Emergency Municipal Service Tax Receipt (for current calendar year)
- Earned Income (Wage) Tax Questionnaire
- PEBTF Employee Enrollment / Change Form
- PEBTF Coordination of Benefits Form
- PEBTF Declaration of Spouse Health Coverage Form (Employees hired on or after August 1, 2003)
- Retirement Election Form
- Direct Deposit Authorization Agreement
- Full-time Permanent Instructor Pay Option Election Form (Instructors only)
- Emergency Information Form
- Workers Compensation Notice of Rights & Duties
- Racial Identity Form
- Previous Employment with other State Agencies Form
- Commonwealth Internet / E-mail User Agreement Acknowledgement / Sign off Form
- Pennsylvania Department of Education Computer Resources and E-mail / Internet Policy Acknowledgement / Sign off Form (PDE Administrative Policy #1999-04, dated February 1, 1999)
- Commonwealth of Pennsylvania's policy on Substance Abuse in the Workplace Acknowledgement / Sign off Form (Executive Order #1996-13, dated 12/20/1996)
- Commonwealth of Pennsylvania's policy on Sexual Harassment Acknowledgement / Sign off Form (Executive Order 1999-3, Prohibition of Sexual Harassment in the Commonwealth, and Management Directive 505.30, Prohibition of Sexual Harassment in Commonwealth Work Settings)
- PA New Hire Reporting
- Annual Safety Communication
- Employment offer letter
- I-9 Identification
- Criminal Background Check
- Safety Policy Statement

Employee Signature/Date _____

Date entered / initials: _____

Element B



ACCIDENT ILLNESS PREVENTION PROGRAM

Designated AIPP Coordinator

Sue Emswiler
Human Resources Specialist & Safety & Health Coordinator
750 East King Street
Lancaster, PA 17602
emswiler@stevenscollege.edu
717-391-1372

The Safety Coordinator is responsible for the development, implementation and maintenance of the Accident and Illness Prevention Program. This includes safety meetings, training and reporting programs, informational materials, safety inspections and accident investigations to identify unsafe conditions or work practices and record keeping.

The program is reviewed quarterly or as needed by the Safety Coordinator or Safety Committee. Information is communicated to faculty and staff during Professional Development Training, safety committee meetings, staff meeting, training and e-mail.

COMMONWEALTH OF PENNSYLVANIA
 STD-370 REV. 10-96

JOB DESCRIPTION

1. Name of Employee (Last, First, MI) Emswiler, Susan	2. Employee Number 830880	Position Number 0390-830880-302850
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3. Department Finance & Administration	Bureau Thaddeus Stevens College of Tech	Division Human Resources	Headquarters Lancaster	Organization Code 0390
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4. Class Title Administrative Assistant 2	Working Title Human Resources Specialist/Safety Coordinator	Class Code 08220
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<p>5. Regular Work Schedule</p> <p>Start Time: <input type="text" value="8:00 A.M."/> Lunch Length: <input type="text" value="1 HOUR"/></p> <p>End Time: <input type="text" value="4:30 P.M."/> Hours/Week: <input type="text" value="37.5"/></p> <p>Days Worked (check all that apply):</p> <table style="width: 100%; text-align: center;"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	S	M	T	W	Th	F	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Position is:</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Full-Time</td> <td><input checked="" type="checkbox"/> Permanent</td> </tr> <tr> <td><input type="checkbox"/> Part-Time</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Reports to: Name Class Title</p> <p style="padding-left: 40px;">Betty Tompos Vice President of Finance and Administration</p> <p>Explain any schedule variations:</p>	<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
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<input checked="" type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Permanent																		
<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary																		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

POSITION PURPOSE: This position is responsible for all phases of employment activity to include recruitment, interview and orientation of new employees. This position is also responsible for dissemination of benefits and information to employees; coordination of employee reviews, compensation system management and employee consultation. Serves as the Safety Coordinator, serves as the point of contact for all safety matters, and administers the safety program to ensure a safe workplace for all employees.

DESCRIPTION OF DUTIES

Assure personnel safety and a safe working environment.

Maintain and facilitate effective interdepartmental communications.

Administer policies in an appropriate manner.

Plan, develop, organize, implement, direct and evaluate the College's human resources function and performance.

Manage the preparation and placement of job advertisements in newspapers, trade publications and other media as required.

Manage the orientation program for new employees, to include review of policies, procedures, safety programs and benefits as well as the smooth integration of the new employee into his/her position ensuring positive first impression with the College

Prepare, process, and maintain related federal and state government reporting (i.e., I-9 – E-Verify, PA New Hire).

Provide guidance regarding government requirements and ensure compliance.

Manage the development and maintenance of Job Descriptions and Essentials Functions.

Manage the development and maintenance of personnel files.

Represent TSCT at Unemployment Compensation, Workers' Compensation and all other employment related hearings.

Maintains employees with information regarding PEBTF, FMLA – Sick, Parental, Family Leave, Workers Compensation, Workers and Community Right-to-Know, State Employee Assistance Program, Workplace Violence, CPR/Emergency Medical Services.

Coordinate the State Employees Combine Appeal (SECA) and the yearly Flu Shot Program.

Counsel faculty and staff regarding employee relations matters.

Manage a variety of safety programs to ensure regulatory compliance as mandated by local, state and federal laws, regulation, and standards; published directives; collect bargaining agreements; the Accident and Illness Prevention Program (AIPP); the Personnel Rules and past practices.

Oversee the College's Safety Committee to assist in reducing occupational injuries, illnesses, and losses.

Maintains a working relationship with the professional safety consultants who assist us on technical or unusual issues.

Maintain the process of accident reporting and investigation of hazardous or potentially hazardous conditions.

Coordinate safety training and maintain training records.

Monitor recordable and lost time injuries

Establish and monitor safety program goals and objectives

Make recommendations to the College Administration to minimize unsafe acts and eliminate unsafe conditions.

Facilitate Modified Duty/Return to work program.

Assure that health and safety records are maintained for all employees. Maintain the documentation and files the reports and forms necessary to comply with the requirements of the Bureau of Workers' Compensation and the Governor's Office of Administration.

Keep abreast of OSHA regulations.

Maintain compliance with federal and state regulations.

Perform miscellaneous job-related duties as required or assigned

BRIEFLY DESCRIBE HOW WORK IS ASSIGNED TO THIS POSITION AND HOW WORK IS REVIEWED

Work assignments and projects are often self-generated upon identification of problem or situation. Employee updates supervisor as needed or as scheduled on activities or special issues. Work is reviewed during or upon completion of assignment. Policies developed and other formal communications concerning program execution are reviewed with supervisor and other senior management prior to implementation.

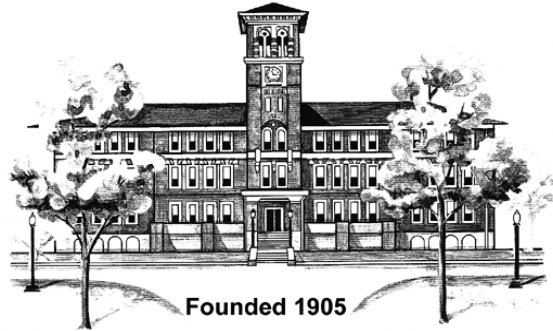
- 9. Attach an Organizational Chart identifying all reporting relationships for this position.
- 10. Attach a statement identifying the essential functions of the positions.
 - 1. Understand and follow oral and written instructions
 - 2. Analyze and interpret policies, regulations, and standards
 - 3. Effectively communicate orally and in writing
 - 4. Prepare and conduct meetings and trainings
 - 5. Compose written materials
 - 6. Gather and analyze data
 - 7. Use a computer and software applications
 - 8. Maintain effective working relationships
 - 9. Conduct investigations/assessments
 - 10. Travel as needed

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job description are correct:
This job description consists of ____ pages. (count this form as 1 page)

Employee's Signature _____ Immediate Supervisor's Signature _____ Reviewing Officer's Signature _____	Class Title <u>Administrative Assistant 2</u> Class Title <u>Vice President of Finance and Administration</u> Class Title _____	Date _____ Date _____ Date _____
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Element C



ACCIDENT ILLNESS PREVENTION PROGRAM

Responsibility for Development, Implementation, and Maintenance of the Accident and Illness Prevention Program

THADDEUS STEVENS COLLEGE OF TECHNOLOGY – RESPONSIBLE PARTIES

The authority and responsibility for the implementation and maintenance of the program is in accordance with applicable Thaddeus Stevens College of Technology policies and are held by the Safety Coordinator and the following individuals:

President - Thaddeus Stevens College of Technology

Policies and programs, which govern the activities and responsibilities of the Health and Safety Program, are established under the President's final authority.

Vice President- Finance & Administration

The policies and programs, activities, and responsibilities of the Health and Safety Program, are established under the Vice President's authority.

Human Resources Specialist

The Human Resources Specialist is responsible for the development, implementation and maintenance of all occupational injury/illness records, including the housing and storage of previous year's records. Human Resources is responsible for training employees, supervisors and management in the proper reporting of injuries/illnesses and how to access the designated Panel of Physicians for Thaddeus Stevens College of Technology, if medical attention is necessary.

Safety Coordinator

The Safety Coordinator is responsible for the development, implementation and maintenance of the Accident and Illness Prevention Program. This includes safety meetings, training and reporting programs, informational materials, safety inspections and accident investigations to identify unsafe conditions or work practices and record keeping.

The program is reviewed quarterly or as needed by the Safety Coordinator or Safety Committee. Information is communicated to faculty and staff during Professional Development Training, safety committee meetings, staff meeting, training and e-mail.

- Assure personnel safety and a safe working environment.
- Maintain and facilitate effective interdepartmental communications.
- Administer policies in an appropriate manner.
- Manage the orientation program for new employees, to include review of policies, procedures, and benefits including the review of the Thaddeus Stevens College of Technology Safety Policy and the Annual Communication..
- Manage a variety of safety programs to ensure regulatory compliance as mandated by local, state and federal agencies including the Occupational Safety and Health Administration (OSHA).
- Oversee the College's Safety Committee to assist in reducing occupational injuries, illnesses, and losses.
- Maintain the process of accident reporting and investigation of hazardous or potentially hazardous conditions.
- Coordinate safety training and maintain training records.
- Monitor recordable and lost time injuries
- Make recommendations to the College Administration to minimize unsafe acts and eliminate unsafe conditions.
- Facilitate Modified Duty/Return to work program.
- Assure that health and safety records are maintained for all employees.
- Keep abreast of OSHA regulations.
- Maintain compliance with federal and state regulations.

Safety Committees

Our Safety and Health Committee exists to discuss safety, health and environmental issues. Activities may include self-inspections, review of procedures and incidents, evaluation of present and potential safety hazards, training and compliance. Committees are encouraged to make recommendations for improvements. Minutes of these meetings and attendance rosters must be maintained for three years.

Department Directors/Managers/Supervisors

These positions are responsible for maintenance of this program by promoting a safe work and teaching environment for all employees under their direction. This includes conducting or providing training on equipment operation, safe work methods, chemical safety, the safe and appropriate use of personal protective equipment, etc. This also includes the appropriate safety precautions to protect employees from hazards, and evaluating employee compliance with established policies and procedures.

Employees should be encouraged to communicate health and safety concerns to their supervisors with the expectation that this information will be acted upon in a positive manner. Supervisors are encouraged to seek out the guidance of the Safety Coordinator. Supervisors are to maintain all safety records and always promote safety in their area. Supervisors are responsible for maintaining adequate supplies of personal protective equipment and ensuring that employees use the PPE. Supervisor is also required to ensure that employees follow safe work practices.

Employees

Immediate responsibility for work place safety and health rests with each individual employee. This includes following the established work/teaching procedures and safety guidelines, and reporting any unsafe conditions immediately to their supervisor or the Safety Coordinator. Employees will attend education and training sessions relating to safety, which may be applicable to their area of employment. Employees are responsible for the proper use and maintenance of any assigned personal protective equipment. Any employee who fails to follow appropriate safety procedures on the job is subject to disciplinary action.

In addition, the following individuals have been designated and empowered to coordinate the safety and health efforts of this agency:

Safety Coordinator: Sue Emswiler 717-391-1372
750 East King Street Fax: 717-299-7710
Lancaster, PA 17602 E-Mail: emswiler@stevenscollege.edu

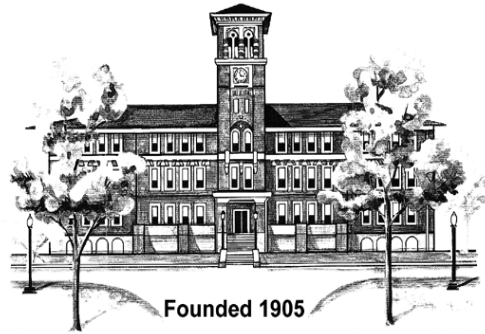
Safety Advisor Dr. William Griscom 717-299-7722
President

Betty Tompos 717-391-6947
Vice President
Finance & Administration

Safety Support Staff: Ed West, AFSCME 717-391-7216
Dawn Ross, AFSCME 717-391-6940
Don Hart, PSEA 717-391-7215
Jim Knapp, PSEA 717-391-7214
Diane Ambruso 717-299-7754
Gene Duncan 717-299-7782
Tony Miller 717-391-1357
Darryl Nunn 717-299-7742

Commonwealth of PA: Office of Administration
James Sucic, Commonwealth Safety Coordinator
PA Office of Administration
Human Resources and Management
Room 513 Finance Building
Harrisburg, PA 17120-0400
Phone: 717-787-9872 | Fax: 717-787-7763
E-mail: jsucic@state.pa.us
Oversees AIPP program and serves as a program resource and gives direction on
Program elements and utilizing Safety Consultants

Safety Consultants: Commonwealth of Pennsylvania
Office of Administration – Safety Division



ACCIDENT ILLNESS PREVENTION PROGRAM

Goals and Objectives of the Accident and Illness Prevention Program

The overall goal is to prevent injuries and provide a safe working environment at Thaddeus Stevens College of Technology. The development of yearly goals insures continuous improvement with regard to safety and health.

Thaddeus Stevens College of Technology will develop annual safety and health program goals as agreed upon by the Safety Coordinator in conjunction with the President, Vice-Presidents, Unions and Safety Committee. The goals and objectives may change on a regular basis, such as annually, and will be updated at least annually on a fiscal year basis. Goals will be communicated to those who will have input into attaining them. All parties will be updated throughout the process to review the progress and insure that all essential elements have been included to attain the goal. The review of goals will be scheduled quarterly, to look at each critical component and identify and correct any deficiencies.

Information and progress regarding the safety goals and objectives will be communicated to the President and Vice Presidents at our monthly Safety and Health Meeting or sooner if deemed necessary. Goals and objectives are communicated in writing or e-mail to the President and/or the Vice President for Finance and Administration for approval. Following administrative approval, this information is shared with staff and faculty when the minutes of the meeting are posted on Thaddeus Stevens Intranet, staff meeting, e-mails or Professional Development Days.

Performance indicators or measures are established to help determine if the desired results are being achieved. The status of our established goals and objectives are monitored at least quarterly. In the event that an established goal is reached before the defined target, a new goal is established. Each time the goals and objectives are reviewed or evaluated, the results are reported in writing to the President, Vice President for Finance and Administration and the Safety Committee.

All records pertaining to the safety program goals and objectives are maintained by the Safety Coordinator and will be kept at the Human Resources Office. The following is a list of the records that are maintained in accordance with the safety goals and objectives policy.

- List of approved goals and objectives including dates of development and completion
- Reports monitoring and evaluating the status and achievement of goals and objectives
- Copies of memos or correspondence pertaining to the communication of the safety goals and objectives
- Minutes of meetings that involved the communication of the goals and objectives
- Names and titles of individuals involved in the development and implementation of the safety goals and objectives
- Documentation of suggestions, concerns and/or disputes in relation to the goals and objectives

The goals and objectives of Thaddeus Stevens College of Technology AIPP are updated yearly.

Element E



Methods for Identifying and Evaluating Hazards, Including Corrective Action

The primary purpose of a safety inspection is to detect and correct potential safety and health hazards. The identification of hazards is a proactive means of reducing or preventing workplace accidents and injuries.

General Procedures

Safety inspections of work areas, equipment, and operations will be performed 4 times a year and the element is reviewed annually. If possible, safety consultants will conduct a yearly inspection of the campus.

Using a safety consultant, training will be given to managers and supervisor on how to conduct a safety assessment/inspection.

Environmental compliance will be determined through audits and inspections conducted by the Safety Coordinator or Facilities employees.

When hazards are identified they will be corrected as soon as possible

When any hazard is found to be an imminent threat to life, health, or property, action shall be taken immediately to stop work, remove all personnel from the area, notify emergency response personnel, such as police, fire and ambulance, and notify the Safety Coordinator.

Any new operation, procedure, or chemical will be assessed for compliance with this Accident and Illness Prevention Program, and for compliance with any applicable regulatory criteria.

When conditions at a work site or operation change significantly, a worksite inspection will be performed to assess hazard potentials

Job hazard assessment will be performed on all operations to identify potential hazards and to recommend ways to control the hazard (such as engineering controls or personal protective equipment)

Analyses of accident and incident data will be performed as necessary to identify trends and to develop prevention programs

Each employee is responsible for reporting any hazard directly to their manager or supervisor, Safety Coordinator or a member of the Safety Committee. The Safety Coordinator will follow-up with the employee concerning the reported hazard. Employees may also report hazards in their work area through the Health and Safety Suggestion Program. Suggestion forms can be placed in the suggestion box located in the Mellor and Jones Building.

The President and Vice President of Finance and Administration are kept informed and updated of all findings of safety assessments, inspections and reports

Inspections

Supervisors must do routine and frequent inspections of the workplace to identify hazards. Departmental or self-inspections such as these are important to minimize health and safety hazards.

Employees are responsible to inspect their own work area(s) for hazards and potentially unsafe conditions on a daily basis. Any identified hazards must be reported to the supervisor and/or the Safety Coordinator immediately.

Examples of routine inspections include, but are not limited to the following:

- Housekeeping - Inspect areas where janitorial chemicals are stored, inspect floor cleaning and other equipment; inspect the eye protection and other personal protective equipment used by employees, etc.
- Facilities - Inspect all trades areas, equipment, machinery, chemicals, vehicles, public walkways, vehicles, etc.
- Faculty - Inspect shops, chemical storage areas, personal protective equipment used, etc.

If a potential hazard is identified, the area supervisor must be notified so that the potential hazard may be eliminated. If an imminent hazard is identified, the area supervisor and the Safety Coordinator must be notified to ensure that immediate corrective actions are taken.

Inspections should be conducted on a frequent enough basis to ensure practices, procedures, equipment, and other factors have not changed, or new hazards have developed.

A Safety Inspection Checklist is used by and assists the Safety Coordinator or designee in conducting thorough safety inspections on campus. After safety inspections are completed, one copy is provided to the manager or supervisor at the area of the inspection and the second copy is maintained by the Safety Coordinator, who will review all findings with the Vice President for Finance and Administration.

Where necessary, usually because of a serious accident, an inspection team may be needed, usually under the leadership of the Safety Coordinator, to investigate the incident.

Inspections are necessary immediately after any new process, procedure, equipment, chemical, etc., has been added to the work environment, to ensure hazards did not develop as an outcome.

The Safety Coordinator along with the Facilities Manager will make unannounced inspections of ongoing construction sites, and building renovation/remodeling projects, to determine compliance with appropriate standards and regulations.

Facilities manager routinely inspects construction sites, and building renovation/remodeling projects, to determine compliance with appropriate standards and regulations.

Audits

Audits are another tool to evaluate safety programs, and recognize and identify hazards. Like inspections, audits should follow a specified procedure, including an audit form, to make sure all aspects of the program have been evaluated.

Each specific program, such as the confined space entry program, will be audited on at least an annual basis by the Safety Coordinator to determine if changes need to be made, equipment replaced or purchased, new procedures developed, training implemented or improved, etc.

Communication and Feedback

Another way to gather information and evaluate the workplace to identify hazards is through routine communication with supervisors, faculty, employees, the safety committee, and others. Examples include:

- Questions and concerns brought to the attention of individual safety committee members
- Routine meetings with managers and supervisors
- E-mails and verbal communications with employees, faculty, and students
- Feedback from the Human Resources Office
- Surveys of the workplace conducted on a periodic basis by the Human Resources Office
- If an employee reports a hazard or has concerns about a potential hazard, they are updated on the status of the issue

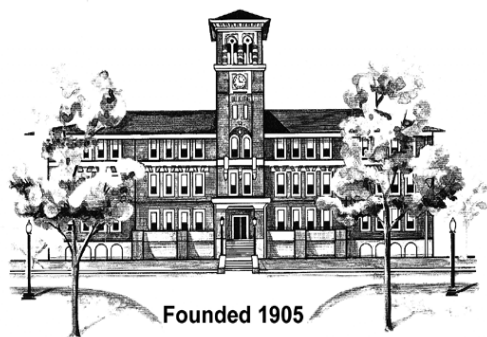
Corrective Action

Once a hazard has been identified, it is the responsibility of the supervisor, working in conjunction with the employee, and in consultation with the safety coordinator and others, to correct the problem. The President and Vice President for Finance and Administration are informed immediately of any serious hazards. The hazard must first be evaluated to determine the correct course of action, and the most appropriate means for correcting the hazard. Hazard evaluation can be conducted by the Safety Coordinator, the supervisor/employee in consultation with the Coordinator. Preventative measures, including training, will then be implemented using the following priorities:

- Where possible, all hazards will be corrected using engineering controls first.
- Only if engineering controls are impossible or impractical will other means of correction be implemented
- The use of personal protective equipment to eliminate or minimize the hazard

Appropriate training will be conducted for all affected employees in a manner consistent with the evaluation of the hazard.

Element F



Industrial Hygiene Surveys

Industrial hygiene is both a science and an art that is devoted to the anticipation, recognition, evaluation, and control of environmental factors arising in or from the workplace that have the potential to cause sickness, impaired health and well being, or significant discomfort among workers. Industrial hygiene includes the development of corrective measures in order to control health hazards by either reducing or eliminating the exposure.

The following industrial hygiene procedure recognizes conditions or situations requiring industrial hygiene services that may be provided by an internal source and those that may require assistance from a contractor. It is the responsibility of the Safety Coordinator to determine when industrial hygiene services are required when responding to industrial hygiene concerns or complaints. The *Industrial Hygiene Evaluation Report* and *Industrial Hygiene Evaluation Report Guideline* will be utilized to assist in making this determination. If a determination cannot be made by the Safety Coordinator after completing the *Industrial Hygiene Evaluation Report*, a contractor will be requested to assist in the evaluation. All supervisors and employees are made aware of the procedures for obtaining these types of services, with the communication provided and documented at least every two years. When industrial hygiene issues occur (indoor air quality concerns, excessive noise levels, visible mold, etc.) the following procedure applies:

1. The Safety Coordinator, Safety Committee Inspection Team evaluates the industrial hygiene related issue as soon as possible.
 - a. For potentially serious situations, immediate administrative actions are taken to protect employees when there is a clear and present danger, up to and including the evacuation of the affected area or the entire building/facility. Any decision to close the college is made by the President in accordance with Partial and Full Day Closings of State Offices, MD 530.17.

- b. Information is gathered, evaluated, and documented by completing the *Industrial Hygiene Evaluation Report*.
Note: To assist in obtaining the appropriate information and completing the report, use the *Industrial Hygiene Evaluation Report Guideline*.
 - c. The Safety Coordinator, members of the Safety Committee, and/or others involved in the review of industrial hygiene issues or reports are not to divulge confidential employee medical information regardless of the method of correction identified.
2. Issues that are easily identifiable and/or correctable by building management, maintenance staff, or housekeeping staff without the assistance of a sub-contracted safety consultant are corrected rapidly. Examples of such correctable actions are inadequate housekeeping procedures, HVAC repairs/ maintenance, noise abatement, etc. All corrective actions are documented and maintained on file.
 3. Issues that are not readily identified may require the assistance of an industrial hygienist. When assistance is needed, provide a detailed description of the concerns and source (if known) of the issue. If a determination cannot be made whether an industrial hygienist is needed, contact a consultant to review the *Industrial Hygiene Evaluation Report* for recommendations on how to proceed.
 - a. For industrial hygiene issues that cannot be resolved by the Safety Coordinator or facilities staff, the commonwealth's safety and health subcontractor, 1 Source Safety and Health at 888-873-9983, is contacted to conduct a thorough investigation and recommend corrective actions. If immediate action is needed due to a chemical spill or contamination, the Lewis Group at 1-800-258-5585 can be contacted.
 - b. For industrial hygiene issues at Thaddeus Stevens College of Technology, the Safety Coordinator conducts a preliminary evaluation and then requests the commonwealth's safety and health consultants to conduct a thorough investigation and recommend corrective actions.
 - c. All documentation related to evaluations, reports, sampling results, and corrective actions are maintained for a minimum of three years. In some cases, documentation directly related to employee medical and exposure records is maintained for the duration of employment plus 30 years.
 4. Management, unions, and affected employees are notified of the findings, recommendations, and corrective actions of industrial hygiene related issues and services. Awareness, recognition, or other training is provided to employees as needed to address any work environment and industrial hygiene related issues.

Thaddeus Stevens College of Technology is currently working with 1 Source Safety and Health on the following Industrial Hygiene issues:

- Noise exposure in the auto repair, printing and carpentry shops – 1 Source
- Mold inspection at the Branch Campus – 1 Source
- Removal of capacitor containing PCB Laden Oil from heating unit in Room 324 Branch Campus – 1 Source
- Removal of additional capacitors in heating units containing PCB Laden Oil – this project will begin in the Spring 2009 and be completed by Fall 2009. The oil is confined in these capacitors.

Industrial Hygiene Evaluation Report

The Safety Coordinator or designee shall complete this report when an Industrial Hygiene issue is reported. Please use the Industrial Hygiene Investigation Report Guideline to assist in the information collection phase and completion of this form. If the Safety Coordinator or Agency is unable to resolve the issue, contact an Industrial Hygienist or other expert for assistance. You may also contact the Office of Administration with any questions you may have during the evaluation. Please attach any relevant documents (photos, drawings, accident reports, sampling results, etc.) and maintain the completed report on file.

Agency/Bureau/Division/Site		Address			
Number of Employees On-Site	Number of Employees Affected	Leased/Owned Facility		Building Manager Contacted	
		<input type="checkbox"/> Leased	<input type="checkbox"/> Owned	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building Information					
Description of Complaint/Concern					
Health Symptoms					
Date/Time Symptoms First Occurred			Date/Time Symptoms First Reported		
Do Symptoms Still Exist?	Day(s) Symptoms Exist		Seasonal	Season(s) Symptoms Exist	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed	<input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Weekend	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
				<input type="checkbox"/> Fall	<input type="checkbox"/> Winter
Location of Employee					
Known/Suspected Causal Factors					
Has the Issue Been Resolved? Describe the Actions Taken.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Safety Coordinator/Designee		Phone Number		Date	

- I. Building Information:** Collect information related to the building structure and personnel.
- Address: List the address where the Industrial Hygiene complaint/concern has occurred
 - Number of Employees On-Site: List how many employees are on-site during a typical workday.
 - Number of Affected Employees: List how many employees are directly affected by the Industrial Hygiene complaint/concern
 - Safe Coordinator Contacted: Has the Safety Coordinator been contacted about the Industrial Hygiene complaint/concern?
 - Structure Material: What type of material was used to construct the building?
 - Constructed/Renovated: When was the building first constructed? Were there any renovations and when did they occur?
 - Number of Floors/Below Grade Areas: How many floors are within the building? Are there any below grade areas?
 - Number of Floors/Areas Affected: How many floors/areas are affected by the Industrial Hygiene complaint/concern?
 - Number of Heating Ventilation and Air Conditioning (HVAC) Units: How many HVAC units are operable in the building? Describe the maintenance schedule for the HVAC units.
 - Water Damage/Mold History: Was there any water or mold damage in the past and when? Was previous sampling performed by an industrial hygienist or other qualified individuals?
 - Operable Windows: Are the windows in the building fixed or operable?
- II. Description of Complaint/Concern:** Describe the complaint/concern and the effects it is having on the employee(s) and building environment.
- Example: An employee on the second floor of the North Building is experiencing coughing and sneezing when the air handling unit turns on to supply air.
 - Example: Employees on the fourth floor of the South Building noticed visible mold growth on the wall behind the refrigerator.
- III. Health Symptoms:** Describe in detail the symptoms that each employee is experiencing. Please describe the specific symptoms, such as headache, sinusitis, upper respiratory, skin rash, fatigue, or other. Describe the magnitude of these symptoms.
- IV. Time Course:** Describe specifically when the employee(s) are experiencing their listed symptoms.
- Date/Time Symptoms First Occurred: Specify as accurately as possible when the symptoms first occurred.
 - Date/Time Symptoms First Reported: Specify when the symptoms were first reported and who the complaint/concern was reported to
 - On-Going Symptoms: Is the employee still experiencing the listed symptoms? Are the symptoms improving, consistent, or worsening?
 - Days of the Week: List each date of the week, including the weekend, in which symptoms occur.
 - Seasonal: List each season in which symptoms occur
- V. Location of Employee(s):** Describe in detail the characteristics of the location in which the employee works.
- Specific Location: Describe the location(s) where the complaint/concern exists (Building, Floor, Room, etc)
 - Location Dimensions (ft²): Define the approximate dimensions of the affected area(s).

- c. New/Long Term Occupants: List each occupant and the duration they have occupied the specific location.

VI. Known/Possible Causal Factors: Describe in detail any known/possible causal factors that may contribute to the Industrial Hygiene complaint/concern.

- a. Previous Issues/Responses: Describe any previous Industrial Hygiene investigations or responses that occurred in the building.
- b. Hazard Identification: Has a hazard been identified? If yes, please describe the hazard and if it has been eliminated.
- c. Odors: Are there any odors present? (musty, mold-like, smoke, etc)
- d. Water Intrusion/Leaks: Describe any signs of water intrusion/leaks?
- e. Internal/External Moisture Sources: Describe any internal/external moisture sources in the affected area(s).
- f. Humidity: Are there signs of excessive humidity?
- g. Maintenance Procedures/Housekeeping: Describe the daily, weekly, and monthly maintenance/housekeeping procedures.
- h. Construction/Renovations: Describe any past construction or renovations in the specified area. Has anything new been introduced to the workplace?
- i. Chemical/Product Use: List any chemicals or products used in or near the workplace
- j. Suspected/Visible Growth: Describe any material containing suspected/visible mold growth. What are the approximate dimensions of the area?
- k. Unique Activities: List any uncommon events that may relate to the Industrial Hygiene complaint/concern.
- l. Other: Describe any other information that may contribute to the Industrial Hygiene investigation.

VII. Has the Issue Been Resolved: Describe the actions taken to resolve the Industrial Hygiene issue. Describe how the complaint/concern has been corrected. If the agency is unable to correct complaint/concern, a consultant may be contacted to help further assist in the investigation.

11/21/2014

To: Dr. Griscom; Mr. Cameron; Dr. Pellegrino; Mr. Duncan; Mr. West, AFSCME; ; Ray Buckwalter, PSEA; Mr. Nunn; Mr. Miller; Sue Emswiler

From: Betty Tompos, Vice President
Finance and Administration

Date: February 6, 2009

Subject: Industrial Hygiene Related Issues and Services

Environmental factors arising in or from the workplace can have the potential to cause sickness, impaired health and well being, or significant discomfort among workers. Industrial hygiene services include the development of corrective measures in order to control health hazards by either reducing or eliminating the hazardous exposure. Indoor air quality is often associated with a possible industrial hygiene issue

Thaddeus Stevens College of Technology has a subcontract for industrial hygiene services. If you become aware of any health hazards or complaints due to suspected health hazards in any building where employees of the college are located, please contact me, I will implement the agency's industrial hygiene procedures.

Each complaint must be evaluated by the Safety Coordinator and subcontracted consultant services will be used as necessary. Please ensure to educate all of your employees on the proper procedures for reporting industrial hygiene related issues or concerns. Employees are to report any issues immediately to their supervisor to initiate the agency's industrial hygiene procedure.

The findings, recommendations, and corrective actions of any industrial hygiene investigations will be provided to you and must be communicated to the union(s) and affected employees. Ensure staff is notified regarding any changes to the operations, processes, or work environment because of the investigation. Affected employees shall receive hazard awareness and recognition training as needed to address any identified industrial hygiene related issues.

Questions about the industrial hygiene procedures or any other safety issue may be addressed to Sue Emswiler, Safety Coordinator, at (717) 391-1372 or by e-mail emswiler@stevenscollege.edu.



ACCIDENT ILLNESS PREVENTION PROGRAM

Industrial Health Services

Thaddeus Stevens College of Technology takes the health and well-being of our employees seriously and is dedicated to providing the health services necessary to address the needs of our college.

Industrial health services address the physical, mental and social well being of employees in relation to the job and working environment. These services are provided both before and after an accident or illness has occurred. The results of these services are intended to produce recommendations for the identification, control, or elimination of workplace health hazards.

PROCEDURE

Methods of Recognition: The following methods are utilized to aid in determining the need for and types of agency provided industrial health related services.

- Hazard identification and workplace inspections.
- Industrial Hygiene Surveys
- Safety Committee Recommendations
- Employment Suggestion Program
- State and Federal Regulations

METHODS OF PROGRAM COMMUNICATION

- Dissemination of policy to all new employees during orientation
- Annual Communication Memo and/or periodic e-mails to all employees
- Periodic newsletters – Healthwire
- Intranet postings
- Bulletin
- Available brochures or health related information
- Annual and periodic training programs or workshops
- Safety and Health Fair Notifications
- Safety Committee Minutes

METHODS OF EVALUATION

11/21/2014

The Industrial Health Services Program is reviewed annually by the Safety Coordinator to determine effectiveness. All additions or modifications to the program or services offered are discussed with the President, Vice President for Finance and Administration and unions before they are enacted. The following methods are used to assist in the determination of appropriateness and effectiveness of the available industrial health related services.

- Loss and Trend Analysis
- Employee surveys
- Employee Suggestions

RECORDKEEPING

Records pertaining to services provided under this policy are maintained by Sue Emswiler, Human Resources Specialist. Training rosters are completed courses. Thaddeus Stevens College of Technology is in the process of researching software to maintain this information.

- Training Records
- Attendance Records
- Copies of communications, including memos, e-mails and newsletters
- List of recommendations offered by employees regarding the program

MEDICAL SURVEILLANCE PROGRAMS

A medical surveillance program evaluates and monitors the health of employees required to work in areas that may result in hazardous exposures.

- Baseline and Annual Audiometric Testing (1 Source Safety and Health Contact for baseline study. (Expected completion date: March 18, 2009)
- Blood Testing (Upon employee's request and/or exposure)

PREVENTATIVE SERVICES

Preventative services are offered in response to an identified need or benefit and can be occupational specific. The preventative services address the physical, emotional, and mental well-being of Thaddeus Stevens College of Technology employees. The majority of the services listed are voluntary, but can be made mandatory if management deems them essential for duty.

- Hepatitis B Vaccinations
- Flu Vaccinations
- First Aid/CPR/AED Services
- Ergonomic Evaluation
- Industrial Hygiene Investigations and Monitoring
- State Employee Assistance Program
- Health and Wellness Fairs
- Get Healthy Program

MEDICAL MANAGEMENT SERVICES

11/21/2014

The medical management services are designed to inform Thaddeus Stevens College of Technology employees of services available to treat conditions in relation to their physical, emotional and mental health.

The Safety Coordinator will coordinate communications with the school nurses regarding any potential health problems at Thaddeus Stevens College of Technology. If needed, information will be sent to all employees regarding the potential risk and how to avoid exposure.

POST ACCIDENT AND ILLNESS SERVICES

A work-related injury can cause concern for injured employees, their families and other employees. The Commonwealth's Workers' Compensation Administrator has expert medical providers on contract to assist employees with the diagnosis, treatment, and rehabilitation of their workplace injuries or illnesses.

Panels of Physicians are posted in each work location for employees to choose a provider for the treatment of workplace injuries or illnesses. In addition to medical treatment, the prompt and efficient payment of claims and medical bills associated with the injury is also the responsibility of the administrator.

Attached is the Panel of Physicians list for Lancaster County. If you need a Panel of Physicians list for any other county contact Sue Emswiler, Human Resources Specialist, Mellor Building, Human Resources Office, phone (717) 391-1372 or e-mail emswiler@stevenscollege.edu. If you report a workplace injury or illness, you will be given a new Panel of Physicians list because the list is updated periodically by the Bureau of Workers Compensation.

MODIFIED WORK DUTY PROGRAM

This program is designed to provide modified and meaningful work to injured employees. The purpose is to return injured employees to work as quickly as possible until they are released to return to their job or occupation without limitations. The decision to allow an employee to return to modified or light duty is sole up to the discretion of the President and Vice Presidents.

STATE EMPLOYEE ASSISTANCE PROGRAM

This program is designed to provide the procedures and services necessary to address a variety of employee workplace or personal issues. The program provides preventative and follow-up services for a variety of needs that includes, but is not limited to the following: substance abuse problems, anxiety issues, gambling, stress, parenting and family concerns, aging parents, financial or legal issues, work-related problems, eating disorders, depression, physical abuse, coping with grief and loss, and marital or relationship problems.

For workplace accidents, events, or illnesses that cause serious concern for all employees, the State Employee Assistance Program, (SEAP) offers critical incident stress debriefing. Arrangements for these services can be obtained by calling SEAP at 1-800-692-7459.

You can also contact Sue Emswiler if you have any questions or concerns regarding SEAP, Workplace Violence, Workers' Compensation or CompServices, Inc.

Element H



ACCIDENT ILLNESS PREVENTION PROGRAM

Orientation and Training

General safety and health orientation is required and provided by the Human Resources Office for all new employees, including temporary employees, within two weeks of their appointment date. New employees, as well as those changing jobs or responsibilities, also will receive a job specific safety orientation before beginning their assigned duties. Supervisors will ensure that new employees are educated on worksite or hazard specific safety procedures.

All new employees receive overall and basic safety training during the new employee safety, at minimum, includes information on the following areas:

- Safety Coordinator and Safety Committee contact information
- Substance Abuse Awareness and Prevention policies and information
- Employee assistance program (SEAP)
- Get Healthy Program
- Workers' Compensation Information and Rights
- List of Designated Health Care Providers
- Reporting injuries and accidents
- Safety Policy Statement
- Employee Safety Suggestion Program
- General safety rules, employee responsibilities and enforcement methods.
- Hazardous Substances and Right to Know Policy (MD 505.27)
- First Aid/CPR Providers, First Aid Kits, and Medical Emergency Procedures
- Emergency Notification and Evacuation Procedures (exits, fire, bomb threats) (MD 205.38)
- Commonwealth and Thaddeus Stevens College of Technology Bloodborne Pathogens Policies

Employees receive periodic and needed safety training on a continual basis to enhance their knowledge, skills, attitudes and motivations concerning safety policies and procedures. Supervisors ensure employees are educated on worksite or hazard specific safety procedures by utilizing various methods such as safety talks, on-the-job-training or staff meetings. In addition, all employees receive specific safety training in their department or area, designed for the job they will perform. For example, supervisors will instruct new custodians in the safe way to handle janitorial chemicals, how not to mix incompatible chemicals, how to use their personal protective equipment, how to safely operate floor machines, etc. Custodial supervisors have a procedure in place allowing them to have daily meeting with their staff, if necessary. Supervisors and managers will be encouraged to discuss safety topics with their staff on an ongoing basis to keep safety mindedness at the forefront.

Additional safety and health training is offered, by the Safety Coordinator, the Human Resource department, or by outside vendors, on an as needed basis. Mandatory training such as Right-to-Know and Substance Abuse are reviewed with staff yearly. The emergency evacuation/preparedness plan will be reviewed every six months, prior to our Evacuation Testing. If needed, vendor training is also requested when new equipment is purchased

In addition, representatives of the Thaddeus Stevens College of Technology Respiratory Care Department conduct training on first aid, CPR and AED. All new employees are required to complete and pass an on-line Drivers Course before they may drive any Thaddeus Stevens College of Technology vehicle.

Employees are also notified of general safety rules and enforcement procedures, accident reporting and investigation procedures, substance abuse policy and the suggestion program in our Annual Communication Memo. Pay stuffers are also a means to generate safety information to employees.

Specific safety training provided to employees due to their responsibilities or the hazards associated with the nature of the work/worksites includes the following:

Training	Audience/Job Classification	Frequency / Date	Mandatory (Y/N)
Safety Committee Training	Safety Committee	Yearly	Yes
Building Evacuation Team	Team Members	Yearly	Yes
First Aid/CPR/AED	First Responders	Every two years	Yes
Bloodborne Pathogen	Custodial, Maintenance, Nursing	As Needed	Yes
PPE	Varied	As Needed	Yes
Defensive Driving	New employees	Once	Yes
Confined Space Entry	Maintenance Staff	As Needed	Yes
Lockout/Tagout	Maintenance Staff	As Needed	Yes
Fire Extinguisher Training	All Staff	Once	Yes
Universal Precautions	Custodial, Maintenance, Nursing	As Needed	Yes

All Training records, including attendance rosters and curriculums, are maintained for a minimum of three fiscal years.



ACCIDENT ILLNESS PREVENTION PROGRAM

Regularly Reviewed and Updated Emergency Action Plan

An emergency evacuation plan has been developed to meet the needs of each building where employees are located in accordance with the provisions set for in the following Commonwealth Management Directives:

- Emergency Evacuation Plans at Commonwealth Facilities
- 720.7 – Bomb Threats and Suspicious Packages
- 205.38 – Procedures for Safe Assembly of Commonwealth Employees During Emergency Evacuation of Commonwealth Facilities

In addition, the evacuation plans for Thaddeus Stevens College of Technology are reviewed and approved by the approved by the President.

Emergency Action Plan

The Thaddeus Stevens College of Technology Emergency Operations Plan was established to develop emergency response contingency plans for many possible emergencies that could happen on our campus and surrounding community. These include fire, natural disaster, terrorism, nuclear power plant incident, health, violent criminal behavior, utility failures, etc.

Regularly Reviewed and Updated Emergency Action Plan

Purpose

The emergency plan provides procedures to be utilized for emergency evacuation of the buildings on Thaddeus Stevens College of Technology Campus in the event of a bomb threat, fire, natural disaster, or other emergency conditions. These procedures have been developed to provide a systematic and orderly evacuation process.

Introduction

When emergencies occur, the ability to respond quickly in a coordinated effort with trained people operating as a team is vital. Prompt action reduces, if not eliminates the possibility of personal injury and will minimize damage. Because it is not always possible to know the exact reason for an evacuation, this plan is tailored around the implementation of the most complex plan, the bomb threat. Additional information is included as necessary to deal with other topics such as fire fighting and fire extinguishing.

TRAINING/ORIENTATION

Initial and periodic training is provided to ensure all employees are aware of the proper emergency response and evacuation procedures. The training and education provided is specific to the appropriate employee work locations. Information on the emergency response and evacuation procedures is provided during new employee orientations and annually communicated to all employees. In addition, training on building evacuation responsibilities and procedures is provided to all safety team members on an annual basis.

Training is given to employees of Thaddeus Stevens College of Technology in a variety of ways:

- Classroom Training conducted by the Supervisor, Human Resources, Safety Coordinator, Safety Consultant or Vendor Training
- On-The-Job-Training
- Computer Base Training

A fire/evacuation drill is performed a minimum of once every six months for all occupied building locations. The drills are held during normal occupancy times and sufficient to cover the various work shifts. Fire/evacuation drills include the actuation of the alarm initiating and signaling devices. Reports of the drills are documented and forwarded to the Safety Coordinator. The documentation includes the date, time of day, occupant response remarks and the signature of the person conducting the drill.

Employees will receive the Thaddeus Stevens College of Technology Annual Safety Communication that includes:

- Safety Policy Statement
- Safety and Health coordinator and representatives
- First Responders for medical emergencies
- Emergency Evacuation Procedure

Information Specific to buildings on Thaddeus Stevens College of Technology Campus

An emergency evacuation plan has been developed to meet the needs of each building where employees are located at Thaddeus Stevens College of Technology in accordance with the provisions set for in the following Commonwealth Management Directives:

- Emergency Evacuation Plans at Commonwealth Facilities
- 720.7 – Bomb Threats and Suspicious Packages
- 205.38 – Procedures for Safe Assembly of Commonwealth Employees During Emergency Evacuation of Commonwealth Facilities

In addition, the evacuation plans for Thaddeus Stevens College of Technology are reviewed and approved by the President.

A Building Description Form has been completed for each building where employees are located at Thaddeus Stevens College of Technology. This form gives a description of each building, including the number of floors, restrooms, location of exit doors, stairwells and elevator in each building. The form also lists emergency personnel assigned to each building.

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Safety Personnel wearing the safety team vests, Law Enforcement Personnel and Fire Personnel have complete authority during any building evacuation at Thaddeus Stevens College of Technology. Following their instructions will ensure your safety. They will know where the problem exists and will take appropriate steps to ensure the orderly evacuation of the building. Failure to maintain composure or to follow the instructions of the Safety Team could jeopardize your safety and health as well as the safety and health of your fellow employees. It is important to remain calm, cool, and collected and to act accordingly.

All buildings are equipped with alarm systems. When the alarm is activated, it will continue to sound until the master panel is reset. Security personnel will check the building fire panel (where applicable) and the suspected fire location.

In the event of a single fire alarm (either pull station, or smoke detector activation) in a building, the alarm will be sent directly to Select Security Company, who will dispatch the Lancaster City Fire Department to respond to the building to take appropriate action. The campus security department will dispatch their personnel to investigate any fire alarm call they receive from a campus building, and the Building Safety Team will respond to the location.

When a call goes into the Lancaster County Dispatcher through the 911-phone network, the Lancaster Fire Department, Lancaster City Police and ambulance are dispatched to the building.

Sensors are placed throughout the MAC, LRC, Branch Campus and Brenner Buildings to monitor for smoke, temperature and sprinkler system failure, activation and/or valve tampering. Only Select Security, maintenance personnel and campus security can silence or reset the fire alarm panel.

Emergency Phone Numbers for Thaddeus Stevens College of Technology

In emergency situations, safety should be ensured and emergency assistance should be obtained by calling the appropriate emergency number. You can receive assistance for the Police, Fire Department, or Ambulance by call 9-911 from your phone on campus or 911 from your personal phone. If you encounter a fire, smoky conditions, or explosion you should pull the fire alarm box. Any pertinent fire or rescue information should be conveyed to the 911 operator. Whenever a 911 telephone call is initiated, Thaddeus Stevens College of Technology Security must be notified. The phone number for Security is **606-1564**.

Emergency Evacuation Process

When an alarm sounds, you must immediately begin to evacuate the building, unless you have been previously notified to disregard the alarm due to testing purposes. You must evacuate the building under all circumstances, even if the alarm stops sounding.

Follow these guidelines to ensure a safe and efficient evacuation.

- **DO NOT STOP AN EVACUATION FOR ANY REASON ONCE IT IS STARTED**
- Take your coat (and purse, lunch, briefcase, etc.) and any other item you brought in with you that day if it is readily available
- If possible, lock or log off computers and secure "sensitive" documents.
- **DO NOT ATTEMPT TO GO TO ANOTHER FLOOR IF YOU ARE NOT NEARBY YOUR WORK AREA.**

- **DO NOT** OPERATE CELLULAR TELEPHONES, TWO-WAY RADIOS, OR LIKE EQUIPMENT DURING ANY EVACUATION.
- As you leave your work area, observe if there are any suspicious packages, boxes, parcels, envelopes, etc. in your work area. Report any such suspicious items to the Exit Guard or Floor Chief as you exit the floor. Remember that at the beginning of an evacuation you will not necessarily know the reason for the evacuation. It could be a real bomb threat, real fire, other real emergency, or drill.
- Head towards the **CLOSEST** emergency exit and begin evacuation.
- **DO NOT** attempt to use the elevators. They will be out of service the moment an alarm sounds.
- Use the stairwells as **EXITS ONLY**.
- When entering the stairwells it is imperative to maintain a single file movement. As you enter the stairwells, keep to the outside (right) of the stairwell and then gradually merge to the inside (left) by the next floor. Stay along the inside (left) of the stair railing in order to allow for the entry of people from other floors.
- If you require assistance for evacuating the building, please report to the safe area at any of the stairwells, wait for a “buddy” and instructions from the Floor Chief.
- If you have a visitor to the Building who needs assistance at any time during an evacuation, please report to the safe area at any of the stairwells with them and wait for instructions from the Floor Chief.
- You **MUST** leave the building. After exiting the building, report to the Assembly Area assigned to your building, which are:
 - **Brenner Building – Memorial Park Fountain**
 - **Hartzell Building – The Thaddeus Stevens Monument**
 - **Jones Building – The Thaddeus Stevens Monument**
 - **Kreider Building – Memorial Park Fountain**
 - **Leonard Building – Steps leading to the Football Field**
 - **LRC Building – Memorial Park Fountain**
 - **MAC Building – Steps leading to the Football Field**
 - **Maintenance Building – Memorial Park Fountain**
 - **Mellor Building – The Thaddeus Stevens Monument**
 - **Snyder Building – Steps leading to the Football Field**
 - **Woolworth Building – Steps leading to the Football Field**
 - **Branch Campus – Old Naval Reserve Building**
- For your safety, we request that you stay out of the roadways in order to allow emergency personnel and equipment to enter the necessary areas.
- In the event of an emergency requiring evacuation of the building, the Floor Chiefs will contact the Building Fire Marshal assigned to your building to notify him/her of the status of his/her floor, as well as to report the number of persons that require assistance. Unless directed otherwise by the Building Fire Marshal you should then report to the designated Assembly Area. If needed, you will be instructed to move to the secondary assembly area, which is the Bevilacqua Football Stadium.
- If at any time during an evacuation a person creates a hazard to fellow employees, the Floor Chief or any other Safety Team Member has the authority to remove that person from the stairwell until they are able to continue descending without jeopardizing the health and safety of fellow employees.
- Please note that all evacuation team members should keep their orange vests on at all times for identification purposes.

ASSEMBLY AREAS

All employees must report to and stay at their designated Assembly Area, which is considered an alternate work location. Refer to the attached maps for your buildings assembly area.

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All employees will participate in roll call; roll call will be the responsibility of the manager or supervisor of the department. The manager or supervisor will address any question the employees may have and instruct personnel to remain in their designated area until further notice. Once the managers or supervisor have accounted for their staff they will report the status to the Safety Coordinator.

For an actual emergency or a multiple building evacuation, the Safety Coordinator will relay information between the managers or supervisor and they will relay the information or updates to their employees in their assembly area. You may be instructed to: reoccupy the building, or move to the secondary assembly area.

Assistance, when requested, should be given to all persons that cannot traverse a stairwell without help. However, only persons who have self-disclosed or have requested assistance have specifically been provided for in these procedures. If you have not self-disclosed, but want to be included in these procedures, please see your Floor Chief or the Building Fire Marshal for the appropriate paperwork that should be filled out and returned to the Building Fire Marshal.

PERSONS REQUIRING ASSISTANCE

For individuals requiring assistance, Thaddeus Stevens College of Technology utilizes a "buddy system" to assist each person in his/her work area. Persons requiring assistance, who have self-disclosed or have requested assistance and are unable to descend the stairs will be positioned in a safe area. It is the responsibility of the Floor Chief to decide who will remain with the individuals requiring assistance on the stairwell landing until all are rescued by the appropriate emergency personnel. If the employee notifies the Safety Coordinator that he/she would need a buddy in the event of an evacuation, a buddy would be assigned to that employee immediately.

BUILDING SAFETY TEAM RESPONSIBILITIES

The Building Safety Team will know to report to their assigned building when an Emergency Alert is received on their computer. This emergency communication is received as a pop-up. The First Respond Team will report to all emergencies and may assume roles of any Building Safety Team Member if needed.

EMERGENCY/FIRE SAFETY COORDINATOR – GENE DUNCAN

ALTERNATE SAFETY COORDINATOR – SUE EMSWILER

- Responsible for all aspects of the Emergency Evacuation Plan, implementation, and training coordination
- Schedules evacuation drills
- Supervises the alarm system operation
- Supervises the sprinkler system operation
- Inspects buildings for fire and panic code violations, and notifies the Building Fire Marshal for corrective action where necessary

Building Fire Marshal and Alternate

- Responsible for all matters pertaining to evacuation drills and fire and safety organization for the building

- Develops and updates the Building Evacuation Procedures, Bomb Threat Procedures, and Fire and Safety Plan Information
- Contacts the police having jurisdiction for his/her building and reviews the Building Emergency Plan with them on an annual basis as a minimum.
- Develops evacuation routes for the all Thaddeus Stevens College of Technology Building and makes sure exit signs reflect these routes.
- Maintains the building free of fire and panic code violations. Recommends disciplinary measures to supervisor for failure of the occupants to observe the procedures relating to emergencies
- Works with the Safety Coordinator and Safety Committee to develop and present Building Emergency Evacuation procedure training to all occupants of the Campus Building at the time of employment
- Coordinates the presentation of training to all Thaddeus Stevens College of Technology Building Safety Team Members annually
- Coordinates with local officials who are responsible for building operation, security, and/or fire protection to establish and notify all affected offices/building occupants when an evacuation is necessary as well as for pre-planning activities associated with appropriate responses to bombs, bomb threats, and related incidents.
- Ensures the appointment of emergency evacuation staff
- Ensures that designated backup staff exists to perform essential functions if the Building Fire Marshal and/or other designated staff are unavailable.
- Sets up emergency command post for Floor Chiefs to report, on first floor
- Arranges for the rescue of persons requiring assistance through the firefighters, police, or other emergency personnel.
- Responsible to distinguish the type of emergency being handled and report that information to the Floor Chiefs
- Ensures that other special needs areas have adequate plans in place to facilitate evacuation.
- Attends mandatory yearly training session, which includes evacuation procedure review, bomb threat response review, and fire extinguisher use training.

FLOOR CHIEF AND ALTERNATE

- Coordinates the Safety Team for his/her floor.
- Proceeds to assigned location immediately upon hearing the fire alarm
- Ensures that the persons who have self-disclosed or have requested assistance are accounted for
- Ensures that hysterical or disruptive persons are assisted or withdrawn from the evacuation stream
- Inspects doors to the stairwells to ensure they are closed.
- When floor evacuation is complete, forward this information to the Building Fire Marshal or Alternate then proceeds to the assembly area (See appropriate procedure).
- Report outside to assist in moving evacuees away from the building and to the primary assembly area
- Attends mandatory yearly training session, which includes review of evacuation procedures and bomb threat response
- Maintains a working knowledge of employees on the designated floor, including their work area location

Searchers and Alternates

- Visit all rest rooms and work areas of assigned floors (including conference rooms) to make certain all occupants have cleared the area
- Note the presence of any suspicious packages, briefcases, bags or satchels in common areas
- Assist visitors not familiar with the evacuation plan
- Ensure that hysterical or disruptive persons are assisted or withdrawn from the evacuation stream
- Closes (but does not lock) any open doors
- Reports to the Floor Chief for further instructions

- Report outside to assist in moving evacuees away from the building and to the primary assembly area.
- Attends mandatory yearly training session, which includes review of evacuation procedures and bomb threat response

"Buddies" for Persons Requiring Assistance

- Assigned to assist persons who have self-disclosed or request assistance
- Assist persons to an easily accessible, easily found area at any of the stairwells
- Remain with the person in need of assistance until released from that responsibility, or until emergency personnel arrive to assist them to exit the building

Exit Guards and Alternates

- Ensure that the exit doors are opened promptly after the first evacuation signal and closed upon evacuation of all occupants of the floor.
- Maintain order and prohibit the entrance of personnel from the stairwell to the floor.
- Regulate the speed of evacuation by speeding or slowing the entrance of occupants into the stair tower to prevent overcrowding.
- Report to the floor chief for further instructions
- Ensure that hysterical or disruptive persons are assisted or withdrawn from the evacuation stream.
- Report outside to assist in moving evacuees away from the building and to the primary assembly area.
- Attends mandatory yearly training session, which includes evacuation procedure review and bomb threat response

GUIDELINES FOR REPORTING TO BOMB THREATS AND RELATED INCIDENTS

- All Thaddeus Stevens College of Technology employees must be prepared to respond the bomb threats and other law enforcement related incidents that may occur at any time at their work location.
- Personnel should review Management directive 720.3 Amended (December 3, 2004): Guidelines for Preparing for, Responding to, and Reporting Emergencies at State Offices.

IF YOU SHOULD RECEIVE A BOMB THREAT VIA TELEPHONE

- Attempt to get as much information from the caller as possible. Refer to the Bomb Threat Card given to all employees
- Attempt to ascertain the location of the bomb and time of detonation.
- If you are in a Receptionist position or have a display telephone device, record the telephone number displayed.
- Follow the course of action listed below:
 - Immediately call 911 from your personal phone or 9-911 from any campus phone and report the incident.
 - Notify Campus Security anytime 911 is call at 606-1564
 - Immediately inform your direct manager or supervisor or higher level of authority Evacuate and report the information to the Floor Chief or Fire Marshal as you leave the building.
 - Do not spread panic by forwarding any further information to your co-workers.

IF YOU RECEIVE A BOMB THREAT MESSAGE

If you find a written bomb threat in a public area within the Building or if a message is received at your office, you must handle it with care. Instruct other employees not to handle the document. If possible, the written threat should be placed inside a plastic sheet protector. You should immediately call the 911 from your personal phone or 9-911 for any campus phone. After contacting 911 you must notify security immediately at 606-1564. You should also notify your manager or supervisor.

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You may receive a bomb threat via e-mail. You should print a copy of the message and it should not be deleted. The copy will be turned over to Campus Security.

Security will need to interview you about the incident. Even if you must evacuate the building, do not go home unless you have notified your manager or supervisor of your plans. Failure to do so could hamper the investigation.

UNDER NO CIRCUMSTANCES SHOULD ANY BOMB THREAT BE IGNORED. IF YOU FIND AN IMPROVISED EXPLOSIVE DEVICE (IED) OR A POSSIBLE DEVICE

It is possible that an individual or a group could place one or more improvised explosive devices (IED's) in or near the Building. If you find a suspicious object that you believe may be an IED the employee should immediately call the Campus Security immediately.

You should also notify your immediate supervisor, if available, or other higher level of authority. You should attempt to contact the Building Fire Marshal and/or the Floor Chief. No one should touch the object. The immediate area near the suspected IED should be cleared. Ideally, Safety Personnel should monitor the situation pending the arrival of Campus Security.

REMEMBER: No one should use a two-way radio or a cellular telephone in the area of a real or suspected IED.

Campus Security will respond and assess the situation to determine the proper course of action.

If Campus Security determines that the item is, or may be an improvised explosive device (IED), the Building will be evacuated. The Emergency Safety Coordinator will coordinate the evacuation.

The Emergency Safety Coordinator will call 911 to request them to respond to the building.

THREAT ASSESSMENT AND EVACUATION PROCEDURES

It is the responsibility of the Emergency Safety Coordinator, Security and the Safety Coordinator to conduct a Threat Assessment on all bomb threats. How, when, and by whom was the bomb threat received? Exactly what information was received? IS IT A CREDIBLE THREAT? Any possible connection to current events and/or agency related problems.

If it is determine that a credible threat exists within the building, Emergency Safety Coordinator or Campus Security will order the evacuation.

EVACUATION FOLLOW-UP

After a bomb threat evacuation, Thaddeus Stevens College of Technology will follow the procedures outlined in "Partial and Full day Closings of State Offices" (MD 530.17). If a decision is made, after consultation with police and emergency authorities, not to permit re-entry into the building a decision will be made by the President as to the status of any building closures. If offices remain open, supervisors should be flexible in permitting employees to use annual or personal leave if they do not want to return to the building.

FIRE PREVENTION

BUILDING FIRE SUPPRESSION SYSTEM

Sensors are placed throughout the MAC, LRC, Branch Campus and Brenner Buildings to monitor for smoke, temperature and sprinkler system failure, activation and/or valve tampering. Only Select Security, maintenance personnel and campus security and silence or reset the fire alarm panel

TYPES OF FIRES

CLASS "A" FIRES--Fires of ordinary, combustible materials where the cooling or quenching effect of water is the extinguishing factor. **EXAMPLE:** Paper, rags, wood, etc. Use a Fire Extinguisher rated for Class "A" Fires

CLASS "B" FIRES--Fires of flammable liquids where the exclusion of oxygen is essential. **EXAMPLE:** Gasoline, cleaning solvents, oils, grease, etc. Use a Fire Extinguisher rated for Class "B" Fires.

CLASS "C" FIRES--Fires of electrical equipment where a non-conductive extinguishing agent is of the first importance. **EXAMPLE:** Electric motors, switchboards, electrical panels, etc. Shut off power supply and use a Fire Extinguisher rated for Class "C" Fires

GENERAL FIRE EXTINGUISHER INFORMATION

Before using a fire extinguisher to fight a fire, pull the fire alarm or have someone else pull the fire alarm.

IF YOU HAVE THE SLIGHTEST DOUBT ABOUT WHETHER TO FIGHT OR NOT TO FIGHT THE FIRE -- DON'T.

Fire extinguishers have their limits. When used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the Fire Department arrives. Portable extinguishers; however, are not designed to fight a large or spreading fire. Even against small fires, they are useful under only limited conditions:

- The extinguisher must be rated for the type of fire at hand.
- The extinguisher must be large enough to put out the fire. Most extinguishers discharge their agents in as little as eight seconds.
- The extinguisher must be within easy reach, in working order, and fully charged.
- The operator must know how to use the extinguisher. There is no time to read directions during an emergency.
- The operator must be strong enough to lift and operate the extinguisher.

NEVER FIGHT A FIRE IF EVEN ONE OF THE FOLLOWING IS TRUE.

- The fire is spreading beyond the immediate area where it started, or is already a large fire.
- The fire could spread to block your escape route.
- You are untrained in the proper operation of the extinguisher
- You are in doubt about whether the extinguisher is designed for the type of fire at hand or is large enough to fight the fire.

It is reckless to fight a fire with an extinguisher in any one of these cases. Instead, leave immediately, close off the area, and let the fire fighting to the Fire Department.

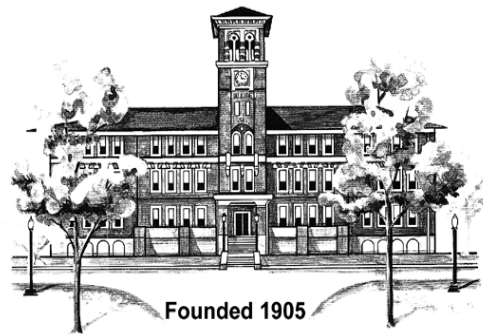
USE OF FIRE EXTINGUISHERS

PASS

Pull the pin (some units require the releasing of a lock latch, pressing a puncture lever or other motion).

DRY CHEMICAL EXTINGUISHERS - CLASS "A", "B", AND "C" FIRES

- Break the plastic seal, remove the pin located in the handle, and squeeze the handles to discharge dry chemical.
- To reduce the intensity of the flames, direct the dry chemical stream slowly from side to side to gain full coverage. In tank fires, after the intensity has been reduced, the stream is dropped to include the near edge of the tank.
- In small spill fires, where the entire width can be covered by the dry chemical, attack the fire from the front. The dry chemical is discharged over the entire spill area covering the flames from front to back.
- Fight the fire with the wind or breeze to your back.



ACCIDENT ILLNESS PREVENTION PROGRAM

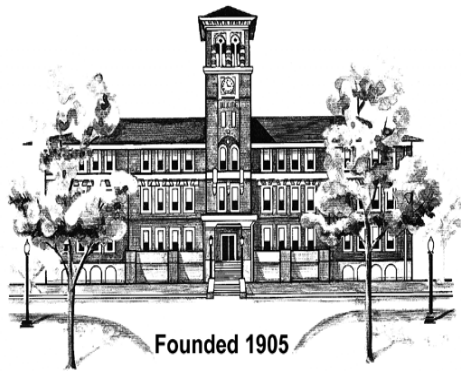
Employee AIPP Suggestion and Communication

The employees have the opportunity to participate in our Safety and Health program through our Safety Suggestion Program. The goal of this program is to ensure that there is effective and efficient communication between the President, Vice-Presidents, Safety Coordinator, and all employees.

The employees should complete (anonymously if preferred) the suggestion form and return to their supervisors or place in the suggestion box located in the Mellor Building or the lobby of the Jones Building. The Safety and Health Suggestion Form is effective for reporting safety and health related concerns or recommendations for improvement. The procedure and form is provided during new employee orientations with reminders sent annually to all employees Annual Communication Letter to employees. This letter is sent via e-mail. Safety and Health Suggestion Forms will be assessable on Thaddeus Stevens College of Technology Intranet, Safety Coordinator or any Safety Committee member. Other ways they can communicate are as follows:

- Thaddeus Stevens College of Technology Health and Safety Committee
- Health and Safety Committee Minutes
- Meeting with the Safety Coordinator
- Safety discussions between supervisors and employees
- Safety training sessions
- Prospective Union

Employee's opinions and involvement in the safety process are valued; therefore, suggestions are reviewed quickly, thoroughly, and fairly. Regardless of the method communicated, suggestions are reviewed by the Vice President for Finance and Administrations, Safety Coordinator and/or Safety Committee for possible merit as received. Follow-up occurs for all concerns and appropriate suggestions with responses provided as quickly as possible. If a decision cannot be reached on the applicability or feasibility of a safety suggestion, the Safety Coordinator will consult with the President, Vice President or safety consultants.



ACCIDENT ILLNESS PREVENTION PROGRAM

A& IP Program Employee Involvement

The Safety Committee is the key component of the workplace safety and health program and efforts. The Safety Committee ensures safety and health issues are treated as an integral function of Thaddeus Stevens College of Technology. The purpose of a Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The committee is empowered to routinely identify and recommend solutions to the President and Vice-Presidents with regard to safety and health related issues at the college.

Thaddeus Stevens College of Technology has one established and functioning Safety Committee. The committee is comprised of at least 8 members. Meetings are conducted on a monthly basis or as needed in the event of an immediate issue. Meeting agendas are prepared and provided to members in advance of the meeting. Minutes from the meetings are made available to the President, Vice Presidents and all employees as appropriate.

The Safety Committee meets the second Tuesday of every month at 11:30 a.m. in the Mellor Conference Room. Minutes from Safety Meetings are posted on the Thaddeus Stevens College of Technology Intranet.

The Safety Committee assists in and enhances Thaddeus Stevens College of Technology accident and illness prevention efforts by performing the following primary duties.

- Represent and review the safety and health concerns of employees
- Set annual committee goals and objectives and monitor progress and achievements
- Communicate the committee's accomplishments and status of goals to the President and Vice-Presidents
- Communicate committee agendas, meeting minutes, and safety and health related information with the President, Vice President, Safety Committee members, and employees, as necessary
- Assist in the identification and correction of workplace hazards
- Review and/or investigate injuries and provide recommendations to prevent recurrences

In an effort to establish an effective Safety Committee, all members receive initial training upon the assignment of duties. The training, at minimum, covers the following three areas: Safety Committee Operations, Accident Investigation, and Hazard Identification. All of Thaddeus Stevens College of Technology safety committee members

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have received this training from AV International. Refresher training is provided once a year to continue to enhance the knowledge and effectiveness of the committee.

The Safety Committee at Thaddeus Stevens College of Technology has been recognized by the Bureau of Workers' Compensation as a committee that has met the criteria in accordance with Title 34 PA Code Chapter 129, Subchapter F, Workplace Safety Committees.

Labor and management cooperation is essential to the success of a safety program and Safety Committees. To ensure employee involvement in the safety efforts, our Safety Committee is composed of an equal number of management (employer) and union (employee) members. All employee unions are offered representation and requested to appoint all labor committee members. To obtain union representation, a letter is sent to each union to request members for the committee. If a response is not received, a second letter is sent to a higher-level union official. If the union does not respond after two attempts, the agency appoints union members and notifies the union of the appointed representatives.

At worksites where employees are represented by more than one union, unions are encouraged to agree to a joint committee, including all employee organizations, rather than separate committees.

In addition to Safety Committees, employees are encouraged to become involved in the college's safety effort through the assignment of program responsibilities, participation in available industrial health related services and employee training and education. Employees also receive periodic newsletters containing safety and health related information and reminders encouraging participation in the safety suggestion program. In addition, the following involvement programs are made available:

- Campus Inspections
- Audits
- Fire drills/emergency preparedness drill
- Hazard assessments
- Safety Policy Development
- First Responders



ACCIDENT ILLNESS PREVENTION PROGRAM

Safety Rules and Methods of Enforcement

Written safety rules and enforcement procedures are established to provide for a safe workplace environment. The general safety rules and enforcement procedures are provided during new employee orientation and annually distributed to all employees via e-mail.

At the same time these rules are provided, managers and supervisors are asked to review them with their employees. Managers and supervisors enforce the agency's general safety rules and develop any additional safety rules or procedures specific to their operations or work environments.

Thaddeus Stevens College of Technology has written safety rules defined in multiple documents such as Standard Operations Procedures, essential functions, job descriptions, contracts, and Safety and Health programs and policies, Human Resource programs and policies, specific department programs and policies, Finance and Administration programs and policies, and Commonwealth of Pennsylvania programs and policies. All employees are required to follow these written safety procedures. Corrective action processes are in place to enforce policies, procedures or goals. Disciplinary policy and procedures for enforcement, including the progressive steps or actions are defined in the collective bargaining unit agreements between the Commonwealth of Pennsylvania and/or Thaddeus Stevens College of Technology and AFSCME, PSEA, PSSU, SEIU and FOSCEP. Disciplinary measures can include verbal or written warnings, up to and including termination of employment or legal action or arrest based on the seriousness and/or willfulness of the violation.

The Safety Coordinator, managers, and/or supervisors are empowered to notify and halt the work of contractors working at Thaddeus Stevens College of Technology when violating any applicable federal, state or college safety standards. Contractors are provided with a copy of the applicable safety policies, procedures, or work rules by our Facilities Manager prior to the start of work. The contractor also provides any of their corresponding safety policies or procedures required by federal or state regulations.

GENERAL SAFETY RULES

1. Be aware of and adhere to the safety and health policies, procedures, rules, and work practices established by Thaddeus Stevens College of Technology
2. Conduct yourself in a safe manner and maintain a safe work area
3. Immediately report any unsafe acts or conditions to your manager or supervisor
4. Report all incidents (including near misses) and accidents, whether an injury occurred or not, to your manager or supervisor as soon as possible
5. Horseplay and practical jokes can cause harm or injury and are not permitted while performing official duties for Thaddeus Stevens College of Technology or while on owned or leased property
6. Fighting and physical force should never occur while on Thaddeus Stevens College of Technology owned or leased property or while performing official duties
7. Displaying or using any weapon (or any instrument used as a weapon) or firearm (or missile-projecting device) while on Thaddeus Stevens College of Technology owned or leased property or while performing official duties, unless authorized to do so as part of your assignment, is not permitted
8. Use, possession, or being under the influence of alcoholic beverages or non-prescribed controlled substances while on Thaddeus Stevens College of Technology Owned or leased property or while performing official duties is not permitted
9. Keep your work area clean and free from slip, trip, fall or other safety hazards
10. Know and use proper lifting techniques and request assistance when lifting heavy or awkward loads
11. Use an ANSI (American National Standards Institute) approved stepladder or stepstool to reach high shelves. Move the stool or ladder as necessary to avoid stretching
12. Follow warning signs that caution of possible safety hazards or conditions
13. Always use handrails when walking in stairways and take one step at a time
14. Avoid running and use caution in congested areas and at blind corners
15. Obey traffic laws while operating a vehicle
16. Wear seat belts at all times while driving on Thaddeus Stevens College of Technology business
17. Know and adhere to your responsibilities concerning policies and procedures for emergencies such as fire, bomb threats, etc.
18. Use appropriate personal Protective equipment (i.e., safety glasses, safety shoes, latex gloves, respirator, etc.) where it is justified or required based on workplace exposure.
19. Obey safety precautions published by the manufacturer while using equipment or chemicals.

Drug Free Workplace

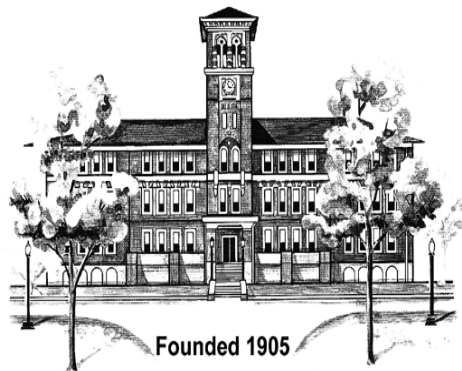
The unlawful manufacturing, distribution, dispensing, possession or use of alcohol or other controlled substance while on duty or in the workplace will not be tolerated in accordance with Management Directive 505.25 Amended, Substance Abuse in the Workplace. Any employee involved in these activities may be subject to discipline, up to and including dismissal. In addition, you may be subject to criminal penalties.

Employees are required to notify Thaddeus Stevens College of Technology of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Thaddeus Stevens College of Technology participates in the State Employee Assistance Program (SEAP), managers and supervisors should seek the assistance of the agency SEAP Coordinator whenever an employee has a suspected drug, alcohol, or other problem that may impair their job performance. Employees with substance abuse problems can receive free and confidential evaluations by calling SEAP at 1-800-692-7459. For counseling or treatment, employees may contact United Behavioral Health at 1-800-924-0105.

Tobacco Use

Thaddeus Stevens College of Technology buildings are all smoke-free. In accordance with Management Directive 205.19, Smoking in Commonwealth Buildings and Facilities, designated smoking areas are marked on campus. Thaddeus Stevens College of Technology has taken positive steps to reduce smoking hazards (tobacco use) in the workplace and encourages smoking cessation among their employees.



ACCIDENT ILLNESS PREVENTION PROGRAM

Methods for Accident Investigation, Reporting and Recordkeeping

The Accident Investigation Program prescribes the procedures for reporting and investigating all workplace accidents. Accidents are reported and investigated in order to identify the facts surrounding the accident and determine the causes to prevent recurrences. Workplace accidents that should be reported include any that result in occupational injury, illness or disease, fatality, damage to motorized vehicles, and other property damage as well as near misses.

The timely reporting and investigation of workplace accidents provides for the following:

- Establishes a written record of the factors that contributed to or caused the accident
- Ensures prompt investigation of accidents in order to initiate and support corrective actions.
- Provides statistical information for use in analyzing all phases of accidents and events
- Provides information that may be used in the identification of workplace hazards and employee training

The Safety Coordinator develops and maintains the written Accident Investigation Program; is responsible for all aspects of the Program; and has the authority to make necessary decisions to ensure the success of the program. The Safety Coordinator:

- Serves as the contact and resource person for accident reporting procedures
- Conducts training to ensure that supervisors and employees are informed and knowledgeable of current accident reporting procedures
- Ensures that all accident report forms are correct and filed in a timely manner
- Ensures that supervisors and managers or those responsible to conduct investigations are trained in accident investigation procedures and techniques

ACCIDENT RESPONSE AND REPORTING

During new employee orientation, employees are notified that all workplace accidents (including near misses) must be reported to their manager or supervisor regardless of severity or whether or not an injury occurred. When an injury

occurs, the manager or supervisor is responsible to report the injury by completing a *Workers' Compensation Claim Report*. Claim reports are completed and notifications made as soon as possible upon knowledge of injury and within the following timeframes based on the type of claim:

- Medical Only – within 5 days of notification
- Indemnity (Lost time) – within 48 hours of notification
- Fatality – Immediate notification

The manager or supervisor is trained to ensure that the employee chooses a doctor from the Panel of Physicians List that is posted at the worksite, and a CSI Managed Care Card is ordinarily provided to the employee to take to the doctor to ensure billing is handled correctly. In the event of a potential blood or body fluid exposure, employees are directed immediately to the local Emergency Room, since many of the panel doctors are not equipped to handle these exposures. Follow-up by the Workers' Compensation Coordinator occurs to ensure the employee understands their responsibility to treat with a panel doctor. Employees are not discriminated against for reporting a work-related fatality, injury, or illness; filing a safety and health complaint; asking for access to occupational injury and illness records; or exercising any rights afforded by the Workers' Compensation Act.

In the event of a workplace accident and/or illness, the following procedures are followed to ensure prompt and effective care to the involved individual(s).

RESPONDING SUPERVISOR/EMPLOYEE ACTION

- If an injury or illness is involved, provide immediate assistance to the injured employee by seeking medical attention
 - Provide or arrange for first aid/CPR as appropriate
 - Request EMS assistance if necessary
 - Take the employee to the physician of their choice or to the nearest medical facility
- Write down the date and time of the injury, date and time that notification of the injury was received, and any other pertinent facts for future reference.
- Cooperate fully with any emergency response or law enforcement personnel on the scene. Do not interfere with an official investigation, such as a traffic accident, criminal, or workplace violence investigation.

AFFECTED EMPLOYEE ACTIONS

- Seek immediate medical attention for the nature of the injury or illness
- Notify a supervisor or manager immediately of the accident and if an injury or illness has occurred. Employees are encouraged to notify a supervisor or manager as soon as possible, but at least within 24 hours or at the beginning of the next shift, of the date and time of injury or first manifestation of the illness.

- Receives further information and instructions from the Human Resource Specialist regarding claim and benefit procedure.

ACCIDENT INVESTIGATION

An accident is defined as an unexpected and undesirable event arising from unsafe acts or conditions. All accidents, including near misses, are investigated. The supervisor completes the *Accident Investigation Form*. A *Witness Statement Form* should be attached to the *Accident Investigation Form* for each witness to the accident. Once these are completed, one copy is maintained by the manager or supervisor, a second copy is forwarded to the Safety Coordinator, and when an injury occurs, a third copy is forwarded to the Workers' Compensation Coordinator.

The Safety Coordinator is responsible to conduct follow-up accident investigations, when necessary, to determine the causes of the accident and recommendations to prevent recurrences. The need to conduct follow-up investigations may vary and depends on the circumstances or severity of the accident or injury. If the Safety Coordinator is not available then the departmental supervisors will investigate the accident. There may be time when the Safety Coordinator, supervisor and security may have to investigate as a team effort.

ACCIDENT INVESTIGATION PROCEDURES

- Conduct a thorough accident investigation at the scene of the injury as soon after the injury as safely possible. Accidents become increasingly difficult to remember and document with the passage of time.
- Go promptly to the scene of the accident and document the details of the surroundings by taking photographs or making sketches. Save or preserve any physical evidence that may be used for future litigation proceedings.
- Use the *Accident Investigation Form* as a guideline to gather information and conduct the investigation.
- Stress obtaining facts, rather than placing blame or responsibility. Listen to conversations that may be going on, realizing that unsolicited comments often have merit and can indicate areas of further inquiry.
- Ask the employee involved in the accident and any witnesses, in separate interviews, to tell exactly what happened. Do not interrupt or ask for more details at that time; just lets the employee describe it in their own style.
- Repeat the employee or witness's version of the event and allow them to make any corrections or additions.
- After interviewing the involved employee(s) and witnesses, have them complete the *Witnesses Statement Form* to document their account of the event.
- Remind employees that the purpose of the investigation is to determine the cause and possible corrective actions that can reduce or eliminate the possibility of a recurrence.
- Complete the appropriate sections of the *Accident Investigation Form* with the employee, and review the data with the employee for accuracy.
- Encourage employees to give their ideas for preventing similar accidents in the future.
- Study the information gathered to determine the possible causes or factors that contributed to the accident. Realize that many accidents involve both unsafe conditions and unsafe acts.
- Determine the corrective actions and recommendations to prevent future accidents and injuries.
- When possible, correct any unsafe conditions or acts immediately. If immediate correction is not possible, report the situation to the appropriate level of management.
- If an employee sustained any injury or required medical attention, contact the Workers' Compensation Claims Administrator regarding additional reports that may be required.
- Submit the original Accident Investigation Form to the Safety Coordinator within 48 hours of the date of injury or notification by the employee.
- Tell the Safety Coordinator of any additional information or related facts as the claim progresses.

- Communicate information regarding identified hazards, new procedures, or other corrective actions so all employees may benefit from the experience and findings.

FOLLOW UP TO THE ACCIDENT INVESTIGATION

The President and/or Vice President for Finance and Administration are responsible for approving any recommendations resulting from accident investigations. The Safety Coordinator and/or Safety Committee monitors the progress of the corrective actions and ensures they are completed. Any trends noted during accident investigations are reviewed with employees and supervisors to determine if the job can be altered, any hazards can be eliminated, or if additional training is needed.

Follow-up actions include:

- Respond to the recommendations in the report by determining and explaining what corrective action can be accomplished
- Develop a timetable for corrective action
- Monitor that the scheduled actions have been completed
- Check the condition of injured worker(s)
- Inform and train other workers at risk
- Re-orient worker(s) on their return to work

PROGRAM EVALUATION

The Accident Investigation Program is evaluated annually by the Safety Coordinator to determine whether the program is being followed and if further modification or training is necessary. In addition to the program review, all completed accident investigation forms (minus any confidential employee information) are reviewed by the safety coordinator and safety committee. The information obtained from the review and analysis of the *Accident Investigative Reports* and *Witness Statement Forms* is utilized to develop corrective actions and procedures to prevent the recurrence of injuries.

The *Accident Investigation* and *Witness Statement Forms* are utilized to identify:

- The types of injuries or injury trends
- The factors that contributed to the accident
- Areas with an above average number of accidents or where the accidents incurred are of a more serious nature
- Equipment, materials, or environmental factors that seem to be commonly involved in accidents
- Corrective work practices, or equipment which could be used throughout Thaddeus Stevens College of Technology
- Future training needs
- Manager's or supervisor's ability to understand their operations and resolve their accident problems
- Where greater emphasis is needed from the President and Vice Presidents
- Annual safety goals and objectives

RECORDKEEPING

The Human Resources/Safety Coordinator are responsible for maintaining the documentation of accidents related records. Results and findings of the accident investigation injury and accident records will be maintained in the Human Resource Office

Examples of such records may include:

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- Claim Forms
- Return to work information
- Completed accident investigation and witness statement forms
- Copies of communications related to accident investigations findings or recommendations
- Evaluation or accident analysis reports

Instructions for the Accident Investigation Form

- Purpose of Form:** Effective loss control efforts require documentation of accidents to determine hazards or problem areas, procedures, or systems and to perform trending. Thorough investigation is required to determine the facts surrounding events so that remedial action can be taken, if required. This form provides an outline of needed information.
- Filing Deadline:** If the accident resulted in the filing of a workers' compensation claim, the form must be received by Sue Emswiler, Safety Coordinator not later than the **7th calendar day** after the filing of the Workers' Compensation Claim Form (JPA-797).
- Completed by:** Sue Emswiler, Safety Coordinator or Supervisor/director

A. Employee Data

Complete the top of the form with the identifying information and the date and time of the accident. If a claim has been filed, complete the space for the claim number.

B. Accident Description

Attachment 1 contains benchmarked accident investigation procedures. Sufficient action is necessary to ensure that all facts surrounding the accident are obtained so that effective loss control procedures can be established to protect against future accidents occurring. The form is developed to capture this information and to help the accident investigator come to reasonable conclusions concerning the events.

1. Where did the accident happen and who was involved? Go to the scene. Provide a visual image of the location of the accident. The reader should be able to visualize the area and the surrounding environment. Include names of the people involved and interviewed.
2. What was happening at the time of the accident and why was it taking place? Document the sequence of events leading up to the accident. Include the activities surrounding the event and their purpose.
3. What exactly caused the injury and how did it happen? What were the mechanics that caused the injury or could have caused an injury? Were procedures followed? Are the procedures faulty? Was equipment in good repair? Were there environmental hazards?
4. Describe any injury incurred, body parts and kinds of injuries. Through an interview with the affected employee, determine what kinds of injuries were sustained and what body parts were involved. If an injury was avoided, what could have caused an injury?

C. Investigation Results

After review of all facts, what was the hazardous condition, unsafe work practice or other root cause of the accident/ injury?

D. Corrective Action

What is recommended to help prevent this type of accident from occurring again? Provide short term and long term corrective actions that will prevent or eliminate the hazardous condition, unsafe work practice, and root causes.

Who will be contacted concerning recommended action to ensure follow-up? Completion of this section ensures that the management staff involved knows that action has been taken to remedy the hazardous condition.

THADDEUS STEVENS COLLEGE OF TECHNOLOGY

Accident Investigation Form

A. Employee Data				Claim # (if known):			
Date of accident:				Time:		A.M.	P.M.
Employee Name:							
Working Title:				Dept.			
Employee Contact #:	Hm.		Wk.		Other		
Supervisor Contact:					Wk		
B. Accident Description							
<p>Obtain written and/or recorded statements from injured employee. What happened? What caused the accident? What were the contributing factors? Reconstruct the sequence of events that led to the injury. Attach additional sheets if necessary. This document becomes an official accounting of the facts surrounding the accident. When documenting the facts, include answers to the following questions:</p>							
<ol style="list-style-type: none"> 1. Where did the accident happen and who was involved? Provide a full description of the surroundings of the location and the individuals involved. 2. What was happening at the time of the accident and why was it taking place? 3. What were the events leading up to the accident? Describe the sequence in order and when they took place. 4. What exactly caused the injury and how did it happen? What were the mechanics, equipment, or tools involved? 5. Describe the injury or injuries incurred. What body part and what kind of injury? (Indicate if no injury occurred.) 6. If a physical injury was avoided, what could have happened to cause an injury? 							
C. Accident Findings							
<p>After review of all facts, what was the hazardous condition, unsafe work practice, or other causal factors (procedure, equipment, people, and environment) that contributed to the accident / injury?</p>							

D. Corrective Action

What is recommended to prevent this type of accident from occurring again?

Actions taken to ensure recommendations are considered:

Signature of Accident Investigator

Date

Time

Internal

Original: Sue Emswiler, Safety Coordinator

Distribution:

Copies: Betty Tompos, Vice President, Finance & Administration
Employee's Supervisor

Maintain one copy in any retrievable format in the site file for a minimum of 3 years.

Note: Employee medical and exposure records must be maintained for the duration of employment plus 30.

**Note: If a workers' compensation claim is filed, send to:
Sue Emswiler, Human Resources Specialist**

Accident Investigation Best Practices

I. Fact-Finding

1. Emphasis is placed on gathering facts; not to place blame, or determine the cause of accident.
2. Inspect the accident site before any changes occur.
3. Preserve essential and critical evidence.
4. Take photographs and/or make sketches of the accident scene.
5. Interview the injured employee and witnesses as soon as possible after an accident. Record pre-accident conditions, the accident sequence, and post-accident conditions.
6. Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials.
7. Ask *who, what, when, where, why, and how* during interviews.
8. Re-interview injured employee and witnesses to resolve conflicting accounts of the accident.
9. Remain completely objective during interviews and in documentation – no opinions, just the facts.
10. Keep complete and accurate notes.

II. Interviews

1. Get preliminary statements from victims and witnesses as soon as possible.
2. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
3. Let each witness speak freely and take notes without distracting the witness.
4. Record the exact words used by the witness to describe each observation.
5. Be sure that the witness understands each question.
6. Identify the witness completely (name, occupation, years of experience, phone number).
7. Supply each witness with a copy of his or her statement (signed statements are desirable).

III. Accident Reconstruction

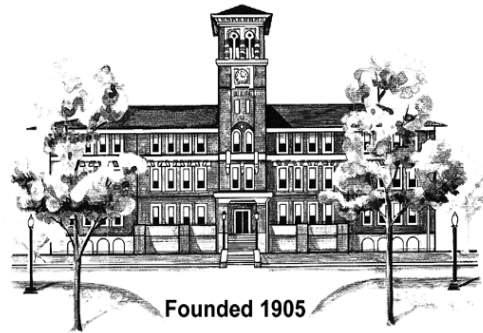
1. Develop a sequence of events from the information obtained from the victims and witnesses.
2. Identify hazardous conditions present during the accident.
3. Identify unsafe work practices present during the accident.
4. Identify system issues that caused or contributed to the accident.
5. Determine root causes of the accident by Job Safety Analysis or other methods.
6. If discrepancies exist, contact the Safety Coordinator regarding the discrepancies and ask for assistance.

IV. Investigation Reporting

1. Provide complete, thorough information about the accident (*who, what, where, when, why, and how* data).
2. Describe the accident. Document the sequence of events of the accident. Identify the extent of damage to the employee and/or property.
3. Identify hazardous conditions and/or unsafe work practices for each event of the accident.
4. Identify the root cause of each hazardous condition or unsafe work practice.
5. Provide short-term and long-term corrective actions that prevent or eliminate the identified hazardous conditions, unsafe work practices, and root causes.
6. Describe the corrective actions recommended, the persons who are accountable for each corrective action, and the approximate time frame for correction.

V. Corrective Actions

1. Recommend immediate corrective actions to eliminate or reduce hazardous conditions and/or unsafe work practices.
2. Recommend long-term corrective actions that correct policies, programs, plans, processes, and/or procedures.
3. Recommend engineering controls, administrative controls, and/or personal protective equipment.
4. Estimate the cost to implement each immediate and long-term corrective action.
5. Develop an action plan for each corrective action.
6. Monitor implementation of the action plan to ensure appropriate corrective action is taken.



ACCIDENT ILLNESS PREVENTION PROGRAM

Availability of First Aid, CPR and Other Emergency Treatments

All employees are afforded prompt first aid treatment of injuries or illnesses, either by providing employees trained in first aid and CPR at the worksite, or by ensuring that emergency treatment services are within reasonable proximity of the worksite. The basic purpose of this procedure is to assure that adequate first aid is available in the critical minutes between the occurrence of an injury or illness and the availability of emergency treatment for the employee.

In a workplace such as Thaddeus Stevens College of Technology, where serious injuries are possible, such as those involving falls, suffocation, electrocution, or amputation, emergency medical service must be available within 3 – 4 minutes. Since the 3 – 4 minute timeframe cannot be guaranteed, security and employees have been adequately trained to render first aid and CPR. These employees are designated as first responders and are provided with the appropriate first aid supplies or protective equipment (see attached).

To ensure a quick response for medical emergencies, the employees listed in the attached have volunteered as First Responders. First Responders receive training in First Aid and/or CPR by Thaddeus Stevens College of Technology Respiratory Care staff that have been certified as trainers or the American Red Cross or American Heart Association. Refresher training is provided by Thaddeus Stevens College of Technology consistent with the requirements of the certification. First Responders are also required to have annual training regarding bloodborne pathogens and universal precautions.

Employees are to take the following steps in the event of a medical emergency:

- Obtain enough information to provide critical details
- Contact a First Responder and outside emergency medical assistance
- Send someone to contact help unable to leave the injured person.
- Act as directed by the First Responder or emergency service personnel.

Although First Aid and CPR Services can provide a quick response, employees are reminded that calling off-site emergency medical services should not be delayed. Call 911 from your cell phone or

9-911 from a campus phone, if an injury or illness is serious or a First Responder is not immediately available. The procedure for obtaining emergency medical assistance is provided during new employee orientation and annually for all employees. The procedures are also posted or made available to all work locations. A memo is sent to all employees annually regarding First Aid Responders and the procedure for contacting emergency medical services.

Employees are made aware of the locations of the First Aid Kits, which are shown on the building diagram. Periodically and at least quarterly, supplies in the First Aid Kit will be checked and replenished as necessary by the staff who are assigned the responsibility of the First Aid Kit. The Safety Coordinator ensures that the First Aid Kits are maintained and have the correct type and quantity of supplies for the number of employees on campus and the type of work being performed.

If an employee requests medical treatment he/she is taken to the local emergency room or a Panel of Physicians doctor depending on the nature of the injury. The manager/supervisor or other designated employee ensures that the employee is transported and accompanied, if appropriate, to the medical facility. The manager or supervisor immediately notifies the employee's emergency designee when necessary. Emergency contact information is available by contacting the Human Resources Specialist at 391-1372.

All work-related injuries and illnesses are reported and investigated in accordance with the workers' compensation and accident investigation procedures. Depending on the nature of the injury or illness, the manager or supervisor is responsible to investigate all work-related accidents as soon as possible and at least within 40 hours. The manager or supervisor completes the *Accident Investigation Report* and *Witness Statement Form* as appropriate. Any questions or assistance needed in completing these forms can be addressed with the Safety Coordinator.

The Safety Coordinator reviews the following on an annual basis to determine the adequacy and effectiveness of the program:

- That work locations procedures are developed and are adequate
- The training certifications and contact information are current
- The employment training/notifications have been provided
- That appropriate PPE/emergency equipment have been provided and maintained

Off site, emergency medical treatment is provided by three hospitals located in Lancaster County, PA

1. Lancaster General Hospital
555 North Duke Street
Lancaster, PA 17602
2. Heart of Lancaster
Regional Medical Center
1500 Highlands Drive
Lititz, PA 17543
3. Lancaster Regional Medical Center
250 College Avenue
Lancaster, PA 17603

Emergency transportation is provided by local ambulance services by calling 911 or 9-911 from campus phones.

Thaddeus Stevens College of Technology

First Responders for Medical Emergencies

The following individuals have been certified in CPR, First Aid, or both. They have volunteered to assist in the event of a medical emergency. After contacting one of these individuals for assistance, please remember to also call the emergency number for your personal phone 911 or from a campus phone 9-911 for professional assistance.

Name	Building/Room #	CPR/First Aid/AED	Telephone
Campus Security	Main and Branch Campus	CPR/First Aid/AED	1564
Barbara Cooper	Branch Campus	CPR/First Aid/AED	1560
Donna Thourot	Main Campus	CPR/First Aid/AED	7283
Marianne Topka	Main Campus	CPR/First Aid/AED	7769
Jessica Castro	Mellor Building	CPR/AED	3543
Gene Duncan	Maintenance Building	CPR/AED	7782
Jim Bachman	Woolworth Building	CPR/AED	6954
Steve Hower	Woolworth Building	CPR/AED	7766
Nilda Roman	Mellor Building	CPR/AED	3595
Ed West	Maintenance Building	CPR/AED	7216
Carrie Harmon	Hartzell Building	CPR/AED	3540
Tony Miller	MAC Building	CPR/AED	3540

First Responders Certification Expiration

Name	Work Location	Training Date	First Aid Expiration	CPR Expiration
Campus Security	Main and Branch Campus			
Robert Ortiz	Main and Branch Campus	12/2008	12/2010	12/2010
William McNeal	Main and Branch Campus	12/2008	12/2010	12/2010
Luis Arroyo	Main and Branch Campus	12/2008	12/2010	12/2010
John Stephens	Main and Branch Campus	12/2008	12/2010	12/2010
Carl Hammons	Main and Branch Campus	12/2008	12/2010	12/2010
Michael Guarion	Main and Branch Campus	12/2008	12/2010	12/2010
James Field	Main and Branch Campus	12/2008	12/2010	12/2010
Alfred E. Groff	Main and Branch Campus	12/2008	12/2010	12/2010
Brent Ross	Main and Branch Campus	12/2008	12/2010	12/2010
David Lazar	Main and Branch Campus	12/2008	12/2010	12/2010
Timothy Ebersole	Main and Branch Campus	12/2008	12/2010	12/2010
Robert F. Potts	Main and Branch Campus	12/2008	12/2010	12/2010
Scott Noden	Main and Branch Campus	12/2008	12/2010	12/2010
Barbara Cooper	Branch Campus	06/2008	6/2008	6/2010
Donna Thourot	Main Campus	8/2008	8/2008	8/2010
Marianne Topka	Main Campus	5/2008	5/2008	5/2010
Jessica Castro	Mellor Building	2/2009	N/A	2/2011
Gene Duncan	Maintenance Building	2/2009	N/A	2/2011
Jim Bachman	Woolworth Building	2/2009	N/A	2/2011
Steve Hower	Woolworth Building	2/2009	N/A	2/2011

2/20/2009

Ed West	Maintenance Building	2/2009	N/A	2/2011
Carrie Harmon	Hartzell Building	2/2009	N/A	2/2011
Tony Miller	MAC Building	2/2009	N/A	2/2011

Employees who receive CPR/First-Aid training and who administer first-aid services are protected against personal liability by the Commonwealth's Good Samaritan Act.

Stevens College of Technology

First Aid Kits and Building Locations

Name	Building	Department	Location
Glen Rinehimer	Branch Campus	Construction/Electric	Basement Branch
James Knapp	Branch Campus	CAD Tech	First Floor Branch
Cathy Walls	Kreider	BUAD	Room 115
Matthew Gote	Leonard	HVAC	HVAC Shop
Dennis Antosy	Leonard	CRT	Collision and Repair
Brad Adams	Woolworth	Graphics	Print Shop
Greg Ott	Woolworth	Plumbing	First Floor
Stephen Hower	Woolworth	MFWT	First Floor
Jeffrey Deascenti	Snyder	Auto Technology	First Floor
Ronald Webber	Snyder	Carpentry	First Floor
Timothy Draper	Snyder	Carpentry	First Floor
Robert Tobias	Snyder	Cabinetmaking	First Floor
Diane Ambruso	LRC	LRC	First Floor
Charles Byers	Branch	Carpentry	Reg & Construction
Barry Groff	Jones Dining	Kitchen	Cafeteria

Large First Aid Kits

Name	Location
Scott Noden	Branch Security
Scott Noden	Mobile Security
Darryl Nunn	Custodial Office
Sue Emswiler	Mellor Building
<u>Construction/Outside</u>	
Scott Noden	Mobile Security
Darryl Nunn	Custodial Office
Gene Duncan	Maintenance
Charlie Byers	Housing Projection

Small First Aid Kits

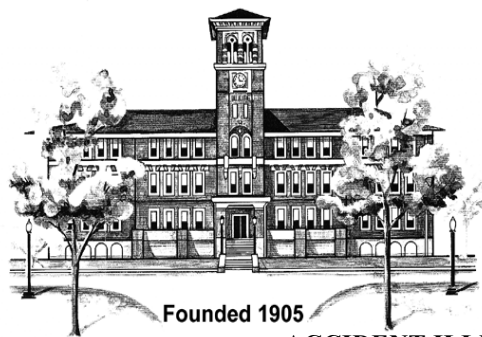
Name	Location
Gene Duncan	Maintenance

First Responder Kits

Jim Bachman
Ray Buckwalter
Jessica Castro
Gene Duncan
Carrie Harmon
Steve Hower

Tony Miller
Scott Noden - Mobile
Steve Phyllaier
Nilda Roman
Ed West
Dr. Griscom

Element O



ACCIDENT ILLNESS PREVENTION PROGRAM

Method(s) for Determining and Evaluating the A&IP Program Effectiveness

Most accidents and injuries occur because of readily identifiable and correctable safety and health hazards. The purpose of this section is to provide the methods for evaluating the effectiveness and quality of the workplace safety and health program in order to satisfy the requirements of the Bureau of Workers' Compensation (BWC) and the Commonwealth. Determining and evaluating the effectiveness of the workplace safety and health program is essential for continuous improvement and injury prevention.

The Safety Coordinator and Safety Committee work together to develop a written procedure that identifies the methods, data, information, and frequency of evaluation utilized to determine program effectiveness. The policies are implemented with the support and direction of the President and Vice Presidents. The determination of effectiveness is performed annually and includes data, at minimum for the current and past two complete fiscal years. Injury statistics and analysis results are provided monthly to the Thaddeus Stevens College of Technology Safety Committee and reported monthly by the Vice President of Finance and Administration to the President and Thaddeus Stevens College of Technology Board of Trustees. The information is necessary to communicate safety concerns or hazards, the impact of losses, and the established performance measures.

The Safety Coordinator is responsible for the following:

- Developing performance indicators and measuring performance
- Conducting loss analyses to identify injury types, trends, and locations
- Preparing injury and statistical reports
- Conducting periodic program element reviews and evaluations
- Coordinating revisions to the safety and health program
- Communicating statistical information and analysis results
- Maintaining program documentation including statistical reports, loss analyses, program evaluations, and copies of communications
- Establishing goals and objectives at least annually

Other methods that will be used to measure the effectiveness of our safety and health program:

- Contract Safety Consultants

AV International, Inc. 717-705-5688
422 North Market Street
Myerstown, PA 17067

1 Source 610-524-5525
140 South Village Avenue
Suite 130
Exton, PA 19341

- Employee Safety Suggestions
- Education/Training

DETERMINING PROGRAM EFFECTIVENESS

Before measuring the effectiveness of a safety program, the data or indicators used to evaluate the program must be determined. Effectiveness can be measured by focusing on reducing existing problems/failures (trailing indicators) or by comparing program success with a baseline (leading indicators), or both.

One method to accomplish this effort begins with tracking the results provided in the effectiveness measures spreadsheet. The report is provided every six months by the Office of Administration and uses a series of trailing indicators to track the claims history. An analysis of the data is conducted a minimum of annually and a comparison of the loss history is used as the basis for determining trends and performance. The following trailing indicators are tracked to measure the overall effectiveness of the loss reduction efforts.

- Total workers' compensation costs
- Total number of accepted claims
- Frequency rate per 1000 employees
- Cost rate per employee
- Average cost per claim

The use of trailing indicators does not provide a reliable method to gauge or measure the future success of a safety program. While important to identify trends and areas in need of improvement, trailing indicators are after-the-event measures and tell only what has already happened. Rather than relying solely on them, it is beneficial to establish proactive measures (leading indicators) to assist in the determination of safety program effectiveness. Measuring the level of safety-related activities being carried out is a leading indicator that signals future progress. Examples of leading indicators that may be utilized by agencies include:

- Number of hazards (not accidents) reported and corrected
- Number of inspections and equipment safety checks scheduled and performed
- Number of safety related trainings / meetings scheduled and conducted
- Program objectives set and completed
- Number of safety policies or procedures developed and implemented.
- Data from employee safety opinion surveys and how results change over time
- Closure rates for identified safety issues and corrective actions.
- Measures of the quality with which safety tasks were completed

Loss and Data Analysis

When evaluating and determining the effectiveness of a safety program, a loss analysis is conducted to identify possible injury trends. Identifying the types of injuries and where they are occurring is critical to discovering program needs and goal/objective development. Loss and data analysis allows for the efficient allocation of resources and efforts to be focused on the areas or issues having the most impact on the injuries.

An annual loss analysis is conducted to identify the injury types, locations, and possible trends. Reports from the commonwealth's third party administrator for workers' compensation, CompServices, Inc. (CSI), are utilized to assist in the analysis of the loss data and are available at <https://csiquest.amerihhealth.com>. The following reports are provided to assist with the identification and analysis of the injuries.

- Total workers' compensation costs incurred by fiscal year
- Total number of injuries by fiscal year
- Injuries and costs by fiscal year
- Number of open vs. closed claims
- Injury numbers by days of the week
- Injuries by type, body part, and cause code
- Injuries by type, body part, and cause code listed by location
- Injury cost by type, body part, and cause code
- Injury cost by type, body part, and cause code listed by location
- Claim detail and injury description
- Claim detail and injury description listed by location/bureau

Annually, in order to implement corrective actions and prevent recurrences, the Safety Coordinator will identify the number, types, locations, and causes of their injuries. The Office of Administration can be contacted to request additional injury reports or information.

Program Review and Evaluation

Thaddeus Stevens College of Technology requested the expertise of an AV International safety consultant to conduct an inspection of both the main and branch campus to review and analyze areas of concern with regard to hazard and to identify areas where program elements are required to ensure compliance and identify opportunities for improvement. Deficiencies or areas in need of improvement were addressed by AV International to the Vice President for Finance and Administration and the Safety Coordinator. The findings were communicated to the President by the Vice President for Finance and Administration. Appropriate actions are being taken to ensure compliance and correct all deficiencies found in the inspection in order to effectively prevent workplace injuries and illnesses

Based on the results of the inspection, program reviews are being used to establish annual goals/objectives, determine loss reduction strategies, and adequately address the college's hazards. An action plan will be developed based on the finding of our injury trends. We will then prioritize the information gathered and goals will be set in place to address these causes to reduce or eliminate these incidents in the future.

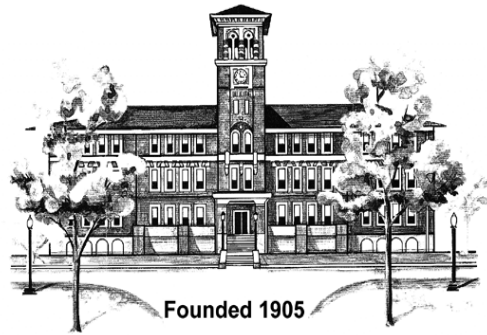
Information can be collected by comparing current procedures against the commonwealth requirement guide and using an appropriate self-auditing questionnaire, report, or checklist.

2/20/2009

All of the mandatory program elements and protocols require an annual review to evaluate compliance and opportunities for improvement. Program review and evaluation is essential for continuous improvement and the establishment of annual program goals and objectives. The program elements have been reviewed and evaluated as indicated on the following table. Copies of the program reviews or evaluation reports are maintained by the Safety Coordinator.

Policy reviewed and evaluated:

Element	Date Reviewed	Reviewer Name	Updated/No Change
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P.9.			
Other P Elements as applicable			



ACCIDENT ILLNESS PREVENTION PROGRAM

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P. Protocol or Standard Operating Procedures, when applicable to the workplace and workplace Environments:

1. Electrical and Machine Safeguarding
2. Personal Protective Equipment
3. Hearing Conservation Program
4. Sight Conservation
5. Lockout/Tag-Out Procedures
6. Hazardous Material Handling, Storage and Disposal Procedure (R-2-K Program)
7. Confined Space Entry Procedure
8. Fire Prevention and Control Practices
9. Substance Abuse Awareness & Prevention Policies and Program
10. Control of Exposure to Bloodborne Pathogens
11. Pre-Operational Process Review
12. Other hazard as they apply to a specific workplace or setting