

Safety Manual

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William Carey University

Hattiesburg ♦ Tradition

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MISSION STATEMENT

The mission of the Safety, Health, and Traffic Committee is to assure that adequate programs are provided for the protection of the health and safety of students, faculty, staff, and the surrounding community and for compliance with appropriate codes and regulations.

The committee cooperates with academic and service units by identifying health and safety problems; establishing standards; evaluating and reporting on the status of compliance with health and safety standards, codes, and regulations; providing technical services; investigating accidents on campus; preventing recurrence; and developing and managing training resources.

The vice president for student services is the William Carey University administrator responsible for environmental health and safety programs. In emergency situations and when required to do so by codes, regulations, or licenser agreement, the university is authorized to take preventive, investigative, and remedial action. An authorized representative of the university may immediately halt or otherwise control any practices or conditions that could reasonably be expected to cause death or serious physical harm.

POLICY STATEMENT

Policy: William Carey University is committed to providing the safest possible conditions for its students, employees, and visitors, and to minimizing the environmental, health, and safety risks to which they are exposed. Risks must be anticipated and dealt with responsibly and systematically by all members of the university staff so as to reduce the occurrence of accidents and/or illnesses. The university will provide the equipment, facilities, training, and supervision necessary to achieve a risk control program that prevents or recovers all types of potential losses. In order to enhance this concern, an emergency/safety plan has been developed. This plan is applicable to the Hattiesburg and Tradition campuses. The Slidell location is housed at Delgado Community College. As such, the Slidell location follows the safety plan established by the community college. A copy of this plan is available in the office of the director of the nursing program on the Slidell campus.

Procedure: Procedures for the emergency/safety plan will be printed and posted so that all students, faculty, and staff will be knowledgeable of proper safety precautions. Environmental health and safety activities and procedures will be administered so as to achieve the highest ethical and professional standards in accord with legal and contractual requirements. Accident prevention measures will be integrated into all academic and operational activities.

Each dean, director, chairperson, and supervisor is responsible for safety performance in his/her respective area. The Safety, Health, and Traffic Committee will provide technical assistance in establishing procedures and monitoring performance in activities involving public health and safety environmental protection. The university is committed to the following:

1. Development and enforcement of safety and health rules
2. A program of safety and health inspections to find and eliminate unsafe conditions or practices
3. Employee training in good safety and good health practices
4. Prompt investigation of accidents/incidents to determine the causes and to prevent recurrences
5. Shared responsibilities among administrators, faculty, staff, and students for adherence to all aspects of the safety and health program

Because of the personal nature of safety performance, everyone with supervisory responsibility is expected to participate directly in the supervision of programs to ensure that safe working conditions are maintained. Faculty and staff will be directly responsible for their own safety and for the safety of students and employees. This

responsibility can neither be transferred nor delegated. Supervisors will provide training for accident prevention, as necessary, for those working under their direction.

SAFETY, HEALTH, AND TRAFFIC COMMITTEE RESPONSIBILITIES

1. To track the university's provision of a healthful, safe, and secure environment for all members of the campus community
2. To advise and assist the administrator responsible for environmental health and safety programs in the development, implementation, and yearly review and modification of a comprehensive safety plan
3. To aid in the regular evaluation of a comprehensive safety plan
4. To ensure that every unit within the university is familiar with emergency evacuation procedures

A safe and healthy environment is important not only to everyone who works at William Carey University, but also to the students who attend classes here, their parents who are concerned about their children's health and safety, and the many visitors and guests who come to our university every day. Safety is everyone's responsibility and it should not be ignored. Safety is also the law. There are numerous federal and state statutes and regulatory requirements that address health and safety matters relating to the handling, storage, and disposal of chemicals, tools and machinery, as well as the proper handling of electricity, housekeeping, material, and other topics. This manual has been designed to cover the major topics related to health and safety in the workplace. It is the employee's responsibility to read, understand, and comply with the subject matter contained in this manual. It is designed to help prevent accidents and health problems from affecting employees and all others who come to William Carey University.

SAFETY AWARENESS

Most accidents in the workplace occur as the result of carelessness or improper training. One of the primary purposes of this manual is to alert employees to the dangers that exist in the workplace and to offer guidance on how to avoid injury to yourself and others. There are five general conditions that contribute to workplace accidents.

1. **Complacency**—this occurs when someone does the same type job over and over and feels he does not need to think about the steps in a job procedure.
2. **Emotions**—anger, frustration, and other emotions can distract a worker, lead to carelessness and subsequently to injury. Complex machinery, chemicals, and working with electricity require undivided attention in order to prevent injury when working with these things. Learn to control your emotions when at work in order to avoid the potential for injury.
3. **Tiredness**—your physical and mental conditions and reactions are slower when you are tired. Make sure you are properly rested before coming to work.
4. **Lack of knowledge**—there are three things to remember:
 - (a) If you're not sure what to do, ASK.
 - (b) If you're not sure how to do it, ASK.
 - (c) If you're not sure how it works, ASK.
5. **Reckless and know-it-all attitudes**—showing off and goofing off with dangerous equipment and chemicals can expose not only the careless person to danger but also those who work with him/her.

It is your responsibility to help contribute to a safe workplace by following the procedures outlined in this manual. Be certain that you read each section in this manual and understand what you must do in order to protect yourself and others with whom you work.

Additional training will be provided to new employees in the viewing of safety training videos appropriate to their position. This training will be provided through the personnel office in conjunction with new employee orientation.

SAFETY RESPONSIBILITIES

Unsafe acts and conditions can contribute to accidents. Examples of unsafe acts would include not wearing protective clothing, using unguarded equipment, or throwing sharp tools around. Examples of unsafe conditions include working in areas where ventilation is inadequate or using machines with unsafe electrical cords. Many of the workplace hazards you may encounter here are covered in other sections of this manual. Before beginning a job, become aware of the conditions you will be working under—could something explode, could you get hit, could you have trouble breathing or be breathing unhealthy fumes, could you fall? These and other concerns should be evaluated before beginning a job, and proper precautions should be taken.

Good safety procedures to follow include:

1. Knowing and using safe work procedures
2. Avoiding obviously unsafe acts
3. Keeping the work area clean and uncluttered
4. Reporting accidents, injuries, illnesses, and exposure to hazardous substances
5. Reporting things that do not seem right
6. Cooperating with internal inspections
7. Following university safety rules
8. Looking for ways to make the jobs safer
9. Participating in training programs
10. Treating safety as the most important job responsibility

HOUSEKEEPING

Clean and neat work areas are not only more efficient than dirty and disorganized areas, but are also safer. This applies to office work as well as maintenance and custodial work. There are things that each person can do to prevent many work place hazards. These are:

1. Keeping floors clear of things that do not belong there in order to prevent tripping and falling
2. Keeping drawers shut after use in order to prevent contact hazards
3. Keeping sharp-edged tools and splintered boards out of the way in order to prevent punctures and splinter hazards
4. Keeping electrical cords away from heat or water in order to prevent electrical hazards
5. Keeping chemical containers closed in order to prevent chemical exposure or spills
6. Keeping chemicals from mixing in order to prevent chemical reactions

These are only a few examples of things you can do to make your work area safer. As you read through this manual, you will learn of other hazards and how to protect yourself and others from them.

SUBSTANCE ABUSE

The use of alcohol and drugs while performing work greatly increases the chance of an accident occurring, not only to the user but also to those around him/her. The university's policy on the abuse of these substances is discussed in the university's policy and procedure manual, but the safety implications regarding the use of alcohol and drugs are discussed here.

1. **Alcohol**—slows down the physical and mental reflexes
2. **Cocaine**—gives false sense of super confidence
3. **Marijuana**—slows down the physical and mental reflexes
4. **Amphetamines and Sedatives** - amphetamines speed up while sedatives slow down physical and mental reflexes.
5. **Heroin**—slows down the physical and mental reflexes

William Carey University recognizes that alcohol and drug use are serious health problems which can adversely affect an employee's job performance as well as personal life.

Both alcohol and drug use result in the altering of mood and consciousness by intoxication, stimulation, or sedation, and are prohibited in the workplace and on university premises. These conditions, when untreated, can cause deterioration of physical and mental health or result in death. Alcohol and drug use can affect an employee's ability to meet employment requirements.

The health and safety of university employees is one of our highest concerns. To help ensure that our workplaces are safe, secure, and efficient, our policy is that employees who engage in the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance or who abuse prescription drugs while on the job or on university premises will be subject to disciplinary action which may include termination. The university will assist employees in overcoming alcohol or drug use problems when the university deems rehabilitation efforts advisable and beneficial to the employee and the university. It is not the policy of the university to attempt rehabilitation of employees involved in the selling, transferring, or distributing of drugs.

SLIPS, TRIPS, AND FALLS

Some of the major causes of slips, trips, and falls are unsafe stairs, obstructions in walkways and on stairs, slippery and uneven surfaces, wearing improper shoes, moving too fast, poor lighting, tiredness and distractions. Common sense and attention to what you are doing can help prevent many of the slip and fall accidents that occur in the workplace. When working around stairs, ladders, ramps, and loading docks, be sure that steps are not slippery, worn or broken, that railings are secure, and the area is well lit. When mopping or waxing floors, always place warning cones at the area being cleaned and at each building entrance to alert all pedestrians of the damp areas. If you see a wet area in a hallway, classroom, etc., call Facilities at once to have it cleaned up.

Other measures you can take to prevent slips and falls are:

1. Keep materials, wires, and tools off the floor.
2. Walk, don't run.
3. Wear shoes with nonskid soles.
4. Don't carry loads you can't see over, especially up or down stairs.
5. Don't jump off platforms.

No matter how careful you are, there will be times you might slip and fall. If you do, either roll with the fall or absorb the fall by bending your elbows and knees so that your legs absorb the fall. If you suffer a fall, it may be a good idea to get a medical opinion to see if there has been damage to your body caused by the fall.

CUMULATIVE TRAUMA DISORDERS

Cumulative trauma disorders (CTD) or repetitive motion disorders are painful and sometimes crippling conditions that affect muscles, bones, and the nervous system. Making the same motion over and over, vibrations, awkward positions, and exposure to noise over a long period of time can lead to CTDs. The most common is carpal tunnel syndrome. This occurs from repetitive wrist motions such as used in typing or working

with computer keyboards. Other CTDs include tendonitis and bursitis, which can cause nerve damage if not treated early. If your job requires repetitive motions, be alert to sensations of pain, numbness, tingling, aching, stiffness, burning, weakness, or swelling.

Some things you can do to help prevent CTDs are:

1. Choosing ergonomically designed chairs and workstations
2. Using power assisted equipment rather than your hands
3. Using lighter, modern designed tools with cushioned grips
4. Maintaining tools to prevent vibrations
5. Switching tasks periodically
6. Carrying materials with palm-down grip
7. Shaking out arms and fingers after repetitive tasks

OFFICE HAZARDS

Many of the same type hazards that occur in plant operations occur in the office as well. These hazards involve falling objects, slips and falls, fires, electrical shocks, hazardous chemicals, and back injuries. Always be aware of your surroundings and look out for the following:

1. Slippery or uneven surfaces
2. Torn carpet or tiles
3. Improperly balanced stacks of materials
4. Open drawers on desks or file cabinets
5. Overloaded and top-heavy file cabinets
6. Obstacles in aisles such as cords or boxes
7. Blocked emergency exits
8. Overloaded extension cords and electrical outlets
9. Frayed cords
10. Open containers of combustible trash or chemicals
11. Stairs with poor lighting or missing handrails

Every building should be prepared for emergencies by having a first aid kit and fire extinguisher. Remember that safety in the office depends on common sense. Do not stand on furniture or boxes to reach high places—use a ladder or step stool. Do not carry loads that you cannot see over. Do not smoke on campus. Do not run in halls or stairways, or throw objects. Observing these and other precautions will help prevent accidents from occurring on campus.

INVESTIGATING ACCIDENTS

The object of any safety program is to prevent accidents from occurring and to comply with safety procedures covered in other sections of this manual. However, no matter how careful you are, accidents can and do happen. When these do occur, it is most important that an incident report is filled out and sent to the appropriate person(s). Incident reports are available in the Office of Student Life in Hattiesburg and in the Office of the Administrative Dean at the Tradition campus (see Appendix A). These reports are useful and necessary for several reasons. They may indicate conditions or activities that are occurring which need to be corrected. They are also necessary in the event any medical or legal issues arise as the result of a workplace accident. In order to improve workplace safety, always remember to report an accident and to file a written report on the prescribed form.

The following persons should be contacted in case of illness or injury of students:

<u>Campus</u>	<u>Contact Person</u>	<u>Office Location/Telephone</u>
Hattiesburg	President	Tatum Court 601-318-6495
	Vice President of Student Services	Lawrence Hall 601-318-6188
Tradition	Administrative Dean	Dean's Office 228-702-1802
Slidell	Karen Sicard	School of Nursing 601-318-6147 or 601-318-6475

CONTRACTOR'S EMPLOYEE SAFETY

Employees of independent contractors who perform work on the campus are required to follow the same safety procedures and practices as employees of the university. They are not to work in unsafe conditions or to perform unsafe acts when working with chemicals, tools and machinery, electricity, or when handling materials. They are not to use drugs or alcohol while working and should be familiar with the university's emergency procedures. If an independent contractor's employees are performing work in your area, be alert to their activities and report in writing to the facilities director any unsafe work conditions or acts involving these workers.

SAFETY AND HEALTH AUDITS

Audits are comparisons of how things are being done to how things should be done. Health and safety audits, practices and procedures employed in the workplace are compared to standards set for safety and health by regulatory agencies and statutory enactments. Nearly every subject discussed in this manual is based on the regulatory requirements of the Occupational Health and Safety Administration (OSHA). The Occupational Safety and Health Act, also known as OSHA, was enacted to require employers to provide a safe and healthy workplace and to help prevent workplace injuries and deaths. Each subject discussed in this manual lends itself to audit procedures. Checklists can be drafted for each subject based on OSHA regulations or from reference books, manufacturer's instructions, or other sources to cover areas of importance for each subject. By reading this manual, you will have a basic understanding of the major areas covered by environmental health and safety regulations and will be able to conduct an examination of your work area in order to locate hazardous conditions, unsafe conditions or acts that should be reported to the university's safety and health committee for further actions.

PERSONAL ERGONOMICS

Ergonomics refers to the relationship between the work a person performs and the effects on the person performing the work. Good ergonomics practices adapt the job to the person rather than the other way around. Cumulative Trauma Disorders (CTDs) and vibrations from machines are two of the most common ergonomic problems encountered in the workplace. These are discussed in other sections of this manual and should be read by those employees who work with computers and various tools and machinery. In general, injuries in a job setting can result from repetitive motions, unnatural or awkward positions, improper lifting procedures, and vibrations from machines. Properly designed tools and workstations can help prevent many ergonomically related problems. When requesting new equipment or tools for your work, identify and purchase only those products that are considered to be of ergonomic design.

NEW HAZARDOUS SUBSTANCES

When a new hazardous substance is introduced into your work area, you should thoroughly acquaint yourself with the product before using it. Read the sections in this manual that relate to chemicals, labels, and material safety data sheets. These sections will give advice on the various chemical properties of hazardous materials and will discuss the proper handling and storage of chemical products and the type of protective clothing to use when working with chemical products.

NEW PROCEDURES

There are correct and incorrect ways to do virtually anything. The hazards associated with handling chemicals, operating dangerous equipment, or performing physical functions are discussed at length in other sections of this manual; and for your protection, you should always familiarize yourself with what you will be doing on a job. When a new procedure is introduced related to your work, learn the correct way to do it. Do not take shortcuts or improvise. Your personal safety and health are at risk as well as that of others. Read labels and MSDS, follow manufacturers' directions, and listen to trainers who may be instructing you on a new procedure related to your work.

NEW EQUIPMENT

When a new piece of equipment is purchased for use on campus, the supervisor of the employees who will be using the equipment should conduct a training session on the proper and safe method of operating and maintaining the equipment. Manufacturers' directions should be discussed thoroughly, noting potential hazards that may come about due to improper use or care of the equipment. If the manufacturer has installed guards on the equipment, instruct employees not to remove them when the equipment is in operation. If certain articles of protective clothing are to be worn while operating the equipment, make sure the employees wear them. The supervisors should be thoroughly familiar with all requirements imposed by the manufacturer or the regulation regarding the safe operation and maintenance of equipment in order to help prevent injury to the employees under his/her supervision. The supervisor should properly discipline those employees who do not follow his/her directions.

HEAD PROTECTION

Hard hats, like other items of personal protective equipment and clothing, are designed to protect the wearer from various hazards in the workplace. They protect the wearer from falling and flying objects, from bumps on the head in the case of running into walls or corners, and in some cases, from the potential of electric shock when working with electricity. Hard hats are designed to resist blows to the head and to absorb shock. There are different classes of hard hats which may be suitable for certain conditions existing on a job:

Hard Hat Impact Types

Type I Hard Hats—Type I hard hats are intended to reduce the force of impact resulting from a blow only to the top of the head. All hard hats, except bump caps, listed on the Cooper Safety website are Type I (top impact) hard hats.

Type II Hard Hats—Type II hard hats are intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head. A Type II hard hat typically is lined on the inside with thick high density foam.

Electrical Classes

Class G (General)—Class G hard hats are intended to reduce the danger of contact exposure to low voltage conductors. Test samples are proof tested at 2200 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the hard hat protects the wearer. Please note: Class G hard hats were formerly known as Class A.

Class E (Electrical)—Class E hard hats are intended to reduce the danger of exposure to high voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer. Please note: Class E hard hats were formerly known as Class B.

Class C (Conductive)—Class C hard hats are not intended to provide protection against contact with electrical conductors.

OSHA 1926.100(a)—Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns, shall be protected by protective helmets.

OSHA 1926.100(b)—Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-1969, Safety Requirements for Industrial Head Protection.

The following should be done when a job requires an employee to work around falling or flying objects, on construction projects, and to work when electrical hazards exist:

1. Always choose the correct hat for the job that you are doing; check the label inside the hat for proper use.
2. Adjust the headband so there is a space between the hat and the head.
3. Use the chin strap.
4. Do not wear a hard hat over another cap or hat—use a liner in the hard hat.
5. Inspect the hat for dents, cracks or other damage that may have been caused by abuse and replace those hats that have cracks or holes.
6. Keep the hat clean and free of grease or oil or other substances that may ignite.
7. Store the hat away from sun or high heat as many plastic hats may warp or melt when exposed to these elements.

EYE AND FACE PROTECTION

The purpose of wearing protective equipment for the eyes, such as safety glasses, goggles, and face shields, is to prevent damage to the eyes or possibly blindness that may be caused by flying and falling objects such as wood or metal, hazardous liquids and chemicals, swinging objects such as chains or tree limbs, glare, heat, or radiation. Contact lenses may trap these substances. Anytime a job requires cutting, machining, sawing, grinding, welding, or working with chemical liquids and vapors, protective eye wear should be used. The following should be considered when a job requires activities in the use of chemicals that could cause damage to the eyes:

1. Wear goggles without side perforations/face shield for toxic vapors and splashes.
2. Wear goggles without side perforations and tinted lenses for welding, acetylene cutting, and other jobs requiring high heat.
3. Wear full face shields when there will be exposure to liquids, gases, sprays, or the chance of getting hit by objects.
4. Wear protective goggles or eye wear that is comfortable, fits snugly, and is in good condition.
5. Check MSDS/SDS for hazardous chemical warnings.
6. Beware of containers that are not labeled—DO NOT open containers just out of curiosity.
7. Shield persons from all potential flying objects.

8. Keep protective eye wear clean, see that straps and lenses are in good condition, and disinfect the eye wear when exposed to hazardous chemicals.
9. Safety glasses must meet ANSI 281.1 standards.

HAND PROTECTION

There are many workplace hazards that can potentially damage the hands and fingers if they are not properly protected by special gloves. Hand and power tools can damage nerves, tendons, and ligaments. Skin diseases and burns can result from contact with hot or cold objects, chemicals, detergents, or metals. Itches, rashes, burns, and blisters can also result from contact with various substances. Carpel tunnel syndrome can result from repetitive motions and results in swelling, tingling, numbness, or other pains.

Gloves can be a means of protecting hands from many of these problems; however, when working with moving machinery, gloves could get caught in moving parts and cause severe damage to the hands and fingers. When working with moving machinery, it is preferable to use guards on machines rather than gloves to help prevent accidents. Proper machine guarding is discussed in other sections of this manual.

When gloves are used, keep in mind the nature of the hazard you are protecting against and choose the appropriate glove for the job.

1. Use insulated gloves to protect against hot or cold conditions. When working around open flames, use gloves made of fire-retardant fabric. When working around radiant heat, use gloves made of reflective material. Leather gloves can also protect against hot surfaces.
2. Use insulated rubber gloves when working around electricity.
3. Use metal mesh or cut resistant gloves, for jobs requiring handling sharp objects.
4. Use leather gloves for handling rough surfaces such as lumber.
5. Use fabric gloves for handling slippery objects.
6. Use neoprene or nitrile rubber gloves when handling corrosive substances.

Professors may encounter students with known latex allergies. If this occurs, non-latex gloves are available in the labs for their use.

MSDS/SDS should be checked to determine the best choice for other substances. Choose a glove that will protect from the chemical, but also remember to choose one whose material will best react with the chemical. The following first aid measures should be taken in the event of accidents involving hands or fingers.

1. Wash skin thoroughly for at least 15 minutes if it comes in contact with chemical.
2. For large cuts or bleeding put pressure on it and raise hand above shoulder. Small cuts should be washed with soap and warm water and bandaged.
3. Minor burns should be soaked in cold water and bandaged. More severe burns that result in blisters or charring require medical attention. Notify your supervisor.
4. The pain and swelling resulting from sprains can be eased by applying cold compresses.
5. Keep hands still and get medical attention for broken bones. Notify your supervisor.
6. Amputations require that the severed part be placed on ice and rushed along with the victim to the hospital. Notify your supervisor.

SKIN PROTECTION

The most common on-the-job illness is skin disease. There are many possible skin hazards that one may encounter in any workplace. Some of the most common are:

1. Rashes, itching, and swelling caused by exposure to substances, but specifically chemicals
2. Allergic reactions from working around a particular chemical too frequently or for too long
3. Burns caused by corrosives, flames, hot surfaces, or electrical exposures
4. Cuts, bruises, and scrapes caused by tools or flying objects which can lead to bacterial infections
5. Frostbite caused by exposure to cold

To help prevent these and other skin problems, the following should be done:

1. Consider the risk of skin damage from burns, cold, or chemicals before starting the job.
2. Read MSDS/SDS on containers before using chemicals.
3. Cover as much skin as possible with protective clothing discussed in this manual and always use those items called for by MSDS/SDS.
4. See the hand protection section of this manual for ways to protect against hand hazards.
5. Do not wear any clothing that is ripped or torn.
6. Remove protective clothing after contacting chemicals and clean and rinse thoroughly before putting away.
7. Use the least hazardous substance for a job that will produce the desired results.
8. Wash/shower after use of hazardous substances.
9. Do not use solvent or industrial detergents to clean hands.
10. Use protective lotions and creams before starting a job.
11. Exposures to chemicals require a minimum of 15 minutes washing with soap.
12. Soak minor burns in cold water and bandage. Blisters or chaps require medical attention.
13. Wash minor cuts with soap and warm water and bandage.

FOOT PROTECTION

Some of the more common accidents resulting in foot injuries are caused by heavy objects falling or rolling on the foot or by a person banging or stubbing his/her toes against a heavy object. Foot injuries can also occur when shoes do not fit properly, are not made of the proper material to protect against hazards such as chemicals, and are not appropriate for a job. One should never perform work around heavy equipment or construction sites without wearing protective shoes, preferably leather ones with a steel impact resistance toe and nonskid soles with rubber or synthetic treads to prevent slip and fall accidents. Metal insoles should be incorporated into the shoe to prevent punctures from sharp objects. Shoes with nonconducting soles and no metal should be used when working around electricity. Rubber boots should be used when working on wet surfaces and neoprene boots should be used when working with corrosives or hazardous chemicals. Gaiters should be used over boots when working with welding equipment. Heat resistant soles on shoes are helpful when working on hot surfaces. Always choose the right shoe for the job. Do not wear sandals, torn shoes, or street shoes when performing jobs that are potentially hazardous. Consult OSHA rules on personal protective equipment for guidance on proper footwear.

Recommended footwear for facilities employees:

1. Groundskeepers shall wear steel toe work shoes/boots.
2. Maintenance technicians shall wear work boots with protective toes (steel toes).
3. Housekeepers shall wear shoes with nonskid soles.

RESPIRATORY PROTECTION

Respiratory protection is one of the most important issues in a safety program. Breathing hazardous dusts, gases, and vapors causes lung and respiratory diseases, cancer, and in some cases, death. Further, an inadequate supply of oxygen can also cause unconsciousness, as well as death, within a very short period of time.

There are two basic kinds of respirators:

1. Air-purifying or filtering respirators
2. Air-supplying respirators

The first kind is used when the air contains contaminants. Many of the contaminants have a distinctive smell such as chlorine gas. These respirators are designed to filter out specific chemicals through special cartridges and canisters that need to be replaced periodically. Generally, if one can smell or taste the pollutant in the air, he/she should first get fresh air and then change the filter. Disposable surgical-type masks should only be used to protect against mild dust hazards and not when working with dangerous chemicals.

The second type of respirator should be used when working in areas or jobs where oxygen levels are low or may be termed, "Immediately dangerous to life or health." Air is supplied to the respirator from tanks much like those used by scuba divers. It is important to be aware of the capacity of the air tank and how much has been used while working in an oxygen deficient environment. Further information on each type respirator should be obtained from MSDS/SDS and manufacturers instructions. Like other protective equipment, choose the correct respirator for the job.

When working at jobs requiring respirators, do the following.

1. Make sure the respirator has a tight seal and fits properly.
2. Check the condition of the respirator for damage such as holes; cracks; tears; worn parts; dents or corrosion in filters, cartridges or canisters. Make sure certain oxygen cylinders are fully charged.
3. Do not wear a respirator if you wear contact lenses or glasses.
4. Remove the respirator carefully after use in order not to contaminate.
5. Store the respirator away from dust, light, heat, cold, moisture and chemicals.
6. Replace the respirator if damage that may endanger your safety is noted.

Before purchasing a respirator, contact the facilities director to assist you in selecting the correct type for the job. Compliance with OSHA respirator program is mandatory when using personal respirators.

HEARING PROTECTION

Noise can cause loss of hearing and, in many instances, this loss can be permanent. The higher the number of decibels a person is exposed to, and the longer the exposure continues, the greater the chance of damage to a person's hearing. Decibel levels of over 85 during an eight hour work day may require that some form of hearing protection measures be taken in order to protect the hearing of employees exposed to the noise. For example, many office decibel levels may range between 30-70 decibels. This compares to levels experienced in a quiet house ranging to street sounds. Factories, sanders, and pneumatic drills can generate 80-100 decibels.

There are several warning signs that indicate hearing loss:

1. Ringing in the ears
2. Trouble hearing others speak
3. Trouble hearing high or soft sounds

Although these measures can help reduce noise, when working around loud machinery or in other noisy surroundings, some form of hearing protection should be used. Consider using ear muffs, earplugs, or canal caps to block high levels of noise. Periodic hearing tests may also be necessary.

Your hearing, like your other senses, should not be ignored and should always be guarded from exposure to harm.

Employees are required to wear hearing protection when operating machinery such as power saws, jackhammers, and lawn equipment.

PROTECTIVE CLOTHING

Certain types of clothing articles can help protect you from workplace hazards such as fires, explosions, toxic substances, scratches or scrapes. However, you must select the right clothing for the hazard, make sure the clothing fits properly, and keep the clothing in good shape.

General types of hazards that require protective clothing when working are:

1. Physical—examples are heat, cold, sharp or falling objects.
2. Fire—fire-resistant suits made of fabrics like Nomex should be worn.
3. Toxic substances—check the MSDS for manufacturer's recommendations for protective clothing.
4. Abrasion, splinters, cuts—use cotton or heavy cotton duck clothing.
5. Level A Toxic or Corrosive Substances—wear fully encapsulated chemical resistant suits.
6. Level B Toxic or Corrosive Substances—wear chemically resistant clothes that fully cover the arms and legs.

Before use of these items of clothing, always inspect for cuts, tears, punctures or other signs of damage or deterioration. Do not wear the item if any of these conditions are present and ask your supervisor to provide you with another set of protective clothing. Make sure all straps, snaps, and other closure devices are properly fastened. After use of the protective clothing, be certain that the following precautions are taken to avoid contamination:

1. Remove the clothing in a special changing area.
2. Remove most contaminated articles first.
3. Remove clothing from top down.
4. Wear gloves to unfasten snaps or zippers.
5. Place contaminated clothing in proper containers for cleaning or disposal.

TOPIC: HAZARD COMMUNICATION/RIGHT-TO-KNOW

You as an employee have a right to know about workplace hazards and measures you should take to protect yourself against them. The physical and health risks associated with chemical hazards are something of which each employee should be aware. Chemicals may present three physical hazards.

1. Fire—you need to be aware of what chemicals you use that could catch fire and under what circumstances fire could occur.
2. Explosion—you need to know under what circumstances a chemical might explode.
3. Reactivity—this pertains to a chemical's potential to catch fire or explode if it is combined with other chemicals, water, or air. What other substances the chemical should be kept away from and what situations to avoid are things you should know.

Two important means of identifying hazardous chemicals are container labels and material safety sheets (MSDS) and safety data sheets (SDS). The information contained on the labels and in the sheet gives warnings and procedures to use when working with the substance. They discuss the chemical's hazards; the protective equipment you should use when working with the chemical; proper handling, storage, and disposal information; first aid information; and what to do if the chemical spills or leaks.

Before working with chemicals, read the MSDS/SDS. See if the chemical could catch fire or explode and under what circumstances these things could happen. Use the protective clothing called for. Handle and store the chemical as specified and follow recommended hygiene practices. Know what emergency procedures should be followed in the event of spills or leaks.

MATERIAL SAFETY DATA SHEETS (MSDS/SDS)

Chemical manufacturers in the United States are required by law to provide information about the hazardous substances they produce. Each MSDS/SDS contains the following information:

1. What the chemical is
2. The manufacturer or seller and his/her location
3. The reason the chemical is deemed hazardous
4. Ways in which you can be exposed to the chemical's hazards
5. How to properly handle the chemical
6. Protective clothing or equipment to use when working with the chemical
7. Measures to take if you are exposed to the chemical
8. How to handle spills or emergency situations

The MSDS on a product normally has eight sections which are identified below.

Chemical Identity

The name on the label identifies the chemical, tells who makes or sells it and how to contact them in case of an emergency.

Hazardous Ingredients—Identity

The common and scientific name of the hazardous substances are listed here as well as safety measures to use. Safe exposure limits are also listed here. The permissible exposure limit (PEL) states the maximum concentration of the chemical in the air you may be exposed to in a standard work week without having to use a respirator. The threshold limit value (TLV) is similar to PEL and may also be included in this section of the MSDS.

Physical Chemical Characteristics

The chemical's normal appearance and odor are explained here. Other items included in this section are boiling point that states the temperatures at which the liquid chemical changes from liquid to gas and the hazards and protection you need. The melting point is the temperature at which a chemical changes from solid to liquid and any hazards related to this change are described here. The vapor pressure explains how easily the chemical evaporates and releases vapor. The higher the number, the faster the evaporation and potential exposure to the fumes. Vapor density compares the density of the chemical to air. A number below one indicates the vapor will rise in air and a number above one means the vapor will sink in air. The higher the number related to evaporation rate, the faster the chemical evaporates. Solubility in water indicates how

much of the chemical will dissolve in water. Specific gravity compares the chemical's weight to water. When the number is above one, the chemical will sink in water; when less than one, the chemical will float.

Fire and Explosion Hazard Data

The flash point is the minimum temperature at which a flammable liquid's vapors could catch fire if exposed to an ignition source. The lower the number, the greater the hazard. The minimum and maximum amounts of vapor in the air by percent that can catch fire are called flammable limits. Explosion risks are explained by the upper explosion limit (UEL) and the explosion limits (IEL). Fire fighting procedures and types of fire extinguishers are also discussed in this section.

Reactivity Data

Flammable or toxic gases can be released when a chemical is combined with other chemicals, water, or air. Stability and instability of a chemical refers to the chemical's ability to resist change or to easily disintegrate under certain conditions such as high temperatures and pressure. Hazardous reactions can occur when the chemical is mixed with certain other substances. This is known as incompatibility. New hazardous substances can be produced when a chemical breaks down or reacts. This is known as hazardous decomposition or by-products. Hazardous polymerization occurs when a chemical reacts with itself, releases heat energy and, in some instances, explodes.

Health Hazard Data

Inhaling, swallowing, and absorbing a chemical through the skin can lead to serious health problems. Acute effects show up right after exposure while chronic effects develop over time or after repeated exposures. Warnings such as carcinogen, dizziness, and headaches are contained in this section of the MSDS/SDS along with emergency and first aid procedures to follow if you are exposed to the chemical.

Precautions for Safe Handling

In the event of spills, leaks or other chemical accidents related to handling or storing chemicals, instructions in this section of the MSDS/SDS tell you what to do.

Control Measures

This section of the MSDS/SDS tells you how to protect yourself when you work with a chemical. It tells the type respirator to use, type ventilation required, the protective clothing, eye wear and gloves that should be used and the personal hygiene practices that should be used after handling the chemical, such as washing and decontamination procedures.

The understanding and use of information and the procedures found in the MSDS/SDS of a chemical are some of the most important precautions you can take to ensure your personal safety when working with chemicals. DO NOT take them lightly.

LABELS

Labels on chemical containers tell you what the chemical in the container is, who made it, the reason it is considered hazardous, and ways in which you can protect yourself. Labels also tell you if the contents are flammable or combustible, explosive, reactive, or radioactive. All containers containing hazardous substances must be labeled and will warn of health hazards due to overexposure to the chemical contained within. There are several key words, phrases or symbols on labels that you should know.

1. Danger—immediate serious injury or death can be caused by the chemical.
2. Warning—potential serious injury or death can be caused by the chemical.
3. Caution—the chemical can cause potentially moderate injury.
4. Flammable or Explosive—these hazards are often represented by symbols such as a fire to designate combustible substances or the skull and crossbones to designate poisons.
5. The Color Red—indicates fire hazards.
6. The Color Yellow—indicates a reacting hazard.
7. The Color Blue—indicates a health hazard.
8. Numbers inside colored bars or diamonds range from one to four and indicate the degree of hazard, with one being the least and four the most hazardous.
9. Color Systems—on labels explain specific kinds of hazards such as oxygen (OXY), acid (ACID), alkaline (ALD), or corrosive (COR). Also letters may indicate the type protective equipment that should be used—A for safety glasses, B for safety glasses and gloves, etc.
10. Storage and handling instructions are also included on labels along with other suggestions on the use of personal protective equipment and clothing.

Like MSDS, labels are important warnings about the substance you are working with and should be read and followed by users of hazardous chemicals.

CHEMICALS

The physical and health hazards associated with the use of chemicals, the measures by which the hazards are communicated to the user, and the protective equipment and clothing that should be used when working with chemicals have been discussed in other sections of this manual. (See Right-To-Know, MSDS, Labels and Protective Clothing). These sections of the manual should be reviewed frequently by those using hazardous chemicals in their jobs. There are two areas related to the use of chemicals that need to be reemphasized here—Emergency Procedures and First Aid.

Emergency procedures—If chemical spills, fires or other emergencies develop that require immediate action, do the following.

1. Evacuate the area unless you have been assigned to handle the problem.
2. Notify one of the following persons immediately and turn on an alarm if the emergency is fire:

Hattiesburg Campus

Director of Facilities.....601-318-6155

Tradition Campus

Administrative Dean228-702-1802

Slidell Campus

Call 911 first, then call Delgado Community College campus police at 504-628-8557. Also notify Karen Sicard at 601-318-6147.

3. If possible:
 - a. Remove ignition sources that could cause fire.
 - b. Try to stop leaks.
 - c. Keep spilled materials out of drains and water supply.
 - d. Clean up small spills with absorbents listed on MSDS.

First Aid—Get medical help immediately if someone is exposed to a hazardous chemical. Contact one of the administrators listed under Emergency Procedures. While waiting for help, do the following;

1. Check the MSDS for instructions on what to do regarding exposure to the chemical.
2. For skin contact, remove contaminated clothing immediately and wash exposed skin with water for at least 15 minutes.
3. For eye contact, flush eyes and under eyelids with water for at least 15 minutes.
4. For inhalation, move the injured person to fresh air and give artificial respiration.
5. For swallowing, don't do anything without reading the MSDS.

CORROSIVES

Corrosive materials destroy other substances on contact. Skin and eyes can be burned by liquid corrosives and gaseous corrosives can damage lungs and other organs of the body. Some corrosives are also flammable, explosive, and can react with other chemicals. Containers containing corrosive substances must be clearly labeled to indicate the hazards of the substance. Corrosives are usually either acidic or alkaline, which means that you should be careful when using substances with the words acid, hydroxide or amine on the label. These substances are often contained in fertilizers, cleaning agents, and pharmaceuticals. There are several things you should do when handling corrosive substances.

1. Check container labels and MSDS before beginning the job.
2. Wear the protective clothing called for: goggles, gloves, footwear, or respirators.
3. Work in well ventilated areas.
4. Check containers for leaks and keep them closed when not in use.
5. Do not let corrosives get near reactive material.
6. Keep food, cigarettes and other consumable items away from corrosives.
7. Wash after using corrosives.
8. Follow proper procedures for removing clothing that has come in contact with corrosives.

If you are exposed to corrosives, the following should be done:

1. For skin contact, remove clothing promptly and carefully and shower for a minimum of 15 minutes.
2. For eye contact, rinse eyes with water for 15 minutes, get medical attention and follow any other procedures called for on the MSDS.
3. For inhaled fumes, get fresh air immediately and medical attention.

VENTILATION

A properly functioning ventilation system in a building is essential in helping control airborne pollutants, whether they are in the form of dust or gases. Some chemical pollutants can cause severe internal damage to organs, unconsciousness, and death. Also, exposure over time can lead to serious health problems. Before using certain substances such as spray paints, read labels and MSDS for precautions to take. Local exhaust systems, as opposed to standard air handling systems, are designed to remove pollutants at the source. This is accomplished by various types of hoods such as those found in chemical laboratories and by ducts which carry the pollutants from the hood to fans which move the air through special filters designed to clear the pollutants from the air.

When working around chemicals designated as having noxious or poisonous fumes, make sure there is adequate ventilation in the work area and that local exhaust systems are working properly and that air filters are regularly changed or cleaned.

HAZARDOUS AND TOXIC SUBSTANCES

Hazardous and toxic substances are defined as those chemicals/products present in the workplace which are capable of causing harm. In this definition, the term “chemicals” includes dusts, mixtures, and common materials such as paints, fuels, solvents, and asbestos fibers. OSHA currently regulates exposure to substances. OSHA Chemical Sampling Information files contain listings for substances; the Environmental Protection Agency’s (EPA’s) Toxic Substance Control Act (TSCA) Chemical Substances Inventory lists information on more than 62,000 chemicals or chemical substances. William Carey University is committed to providing a safe and healthy environment in total compliance with OSHA and EPA guidelines. The university contracts with local EPA licensed vendors for all asbestos investigation and abatement needs.

HAZARDOUS MATERIALS STORAGE

There are many accidents in the workplace caused by improper storage of chemicals. Fires, explosions, reactions from the mixing of incompatible substances, and noxious and poisonous gases or liquids leaking from containers can cause severe damage to not only the person handling the substances but to entire communities if toxic substances are released into the air or water systems. As with any chemical substance, read labels on containers and MSDS before using the product and follow the directions carefully. Make sure that chemicals you use in your work are stored safely. Store chemicals in buildings or areas designed for the purpose, make sure there is adequate ventilation, do not pour chemicals down drains without first determining if it is safe to do so, keep emergency equipment close by and wear protective clothing when called for. The federal government has specific requirements concerning storage of flammable and combustible liquids, liquefied hydrogen and bulk oxygen. If you work with any of these substances, contact the chairman of the Safety, Health, and Traffic Committee for directions and regulatory requirements. Departmental heads that store hazardous materials shall comply with all OSHA and EPA guidelines and rules.

TRANSPORTATION OF HAZARDOUS MATERIALS

Periodically, hazardous material waste accumulates on campus, especially in the chemical and biological laboratories and the facilities department. It is the policy of the university that these materials are not to be transported from any William Carey University building by employees of the university. These substances and materials are to be removed from the campus only by licensed, trained professionals skilled in the removal and transportation of hazardous substances. When these substances accumulate and disposal is necessary, you should contact the director of facilities to arrange for the disposal of the waste.

LABORATORY SAFETY

There is the potential for numerous physical and health hazards to occur in university laboratories. Some of these include fires, needle injury, explosions, reactions, inhalation, swallowing of chemicals, or the eyes or skin coming in contact with toxic substances. Each of the university’s physical science, biology, and nursing laboratories has a plan for safety and hygiene to help counteract the potential for health or safety hazards. A copy of each plan is included in this manual and another copy is located in each university laboratory. In general, everyone who works or studies in one of the William Carey University labs should be acquainted with:

1. The understanding of container labels and MSDS/SDS
2. Ventilation
3. Protective clothing and equipment
4. The handling, storage and disposal of chemicals and needles
5. Emergency procedures

Each of these topics is discussed in other sections of this manual. Instructors, students, and other employees of the university who use laboratories should become thoroughly familiar with these sections of this manual.

For sharps disposal, contact micro lab manager at 601-318-6598.

NURSING LAB

Sharps containers are made available in the nursing skills lab for disposal of used needles. They are carried to the hospital and incinerated according to hospital protocol. On the Tradition campus, these containers are picked up for disposal by a hazardous waste disposal company.

THEATRE SAFETY PROCEDURES

All student, staff, and faculty working in the theatre physical plant and all connected shops (scenery, lighting, properties, costumes) will follow the WCU safety regulations.

The following shop rules are to be followed by all employees and student workers:

1. No power tools or welding equipment are to be used unless there is proper faculty supervision.
2. Safety goggles will be worn anytime chemicals or power tools are in use.
3. Chemical gloves and respirators will be worn when necessary.
4. Dust and particle masks will be worn when necessary.
5. Ear protection must be worn when power tools are in operation.
6. No chemicals will be disposed of in the sink. Currently, chemicals may be disposed of in Green Science Building.
7. Wiring and electrical work for theatre lighting may not be done without faculty supervision.
8. No electrical work may be completed while dimmers are on. Channel must be off before instruments are patched.
9. Flammables must be stored in flammables cabinet.
10. No student is to work in any shop situation without faculty supervision. Always notify someone when you are working.
11. If someone is injured, notify faculty or supervisor immediately.
12. Do not attempt to move anyone who is injured.
13. Locate all fire extinguishers and know how to operate them in case of an emergency.
14. If there is a serious injury, dial 911—notify the appropriate faculty and anyone who knows CPR and/or has emergency training. Do not move the injured party.
15. Read over material data safety information prior to using chemicals and products (sheets are located in material data files in tool room).
16. Explosives and pyrotechnic materials are locked and not accessible to the general theatre students. These chemicals may not be used without proper training.

17. Eye wash kit and first aid are located in the makeup room (right hand side in the door). It is restocked monthly.
18. No food should be eaten near chemicals. No drinks permitted near the electrical service or dimmer board.

PAINTS

Paints, like the chemicals in the workplace, should be handled properly in order to prevent injury to yourself. Inhaling paint fumes can cause nausea, fatigue, and irritation of the mucus membranes. Paints are also flammable, explosive, and reactive in certain circumstances. Also, some older buildings may have paint containing lead, which if ingested, can cause serious health problems, including death. Before using paints, read labels and MSDS/SDS and follow directions. Work in well ventilated areas and avoid painting in areas where the potential of explosions or fires is present. Also, use protective clothing and respirators to avoid direct contact and inhalation of fumes. A work order should be filed in the facilities office on the Hattiesburg campus and with the administrative dean on the Tradition campus for any jobs requiring painting.

EMERGENCIES

The topics discussed in this section relate to emergency situations arising from chemical spills, fires, and explosions, and to various first aid procedures that should be employed if someone is injured as a result of chemical exposure or burns. The university has a separate emergency plans booklet that covers such topics as natural disasters, riots, and other disturbances.

Potential Hazards—Most work places have one or more of the following that can lead to emergency situations:

1. Flammable liquids
2. Chemicals that react with other substances
3. Explosives
4. Unsafe products powered by electricity
5. Chemicals with explosive vapors
6. Toxic vapors from chemicals

Each of these subjects is discussed in other sections of this manual. Be aware of any of these things in your work area and become familiar with how they are to be handled and stored. Read labels, MSDS/SDS and manufacturers' directions for usage and operating instructions and report unsafe acts by others to the director of facilities. A list of phone numbers to call for various emergencies is contained in this manual. Become familiar with these as emergencies often require immediate action. When an emergency arises, be prepared, not confused. Your life could depend on it.

- A. **Chemical Spills**—Chemical spills may lead to fire, explosions, toxic substances being released into the air and water, and the contamination of people who are exposed to the chemical. If a chemical spill occurs in your work area, you should do the following:
 1. Call your supervisor, and the director of facilities to report the conditions, what is spilled, where, and how much.
 2. Leave the area if instructed to do so by these individuals, or if instructed:
 - a. try to stop the leak at the source.
 - b. cover drains.
 - c. open windows and doors if there are gaseous vapors.
 - d. plug the container.

- e. use absorbent materials to soak up the spill.
- f. decontaminate yourself and clothing by prescribed methods in this manual.
- g. prepare a record of the accident.
- h. get medical examination if a toxic substance is inhaled, ingested or exposed to your skin.

- B. Fuels—The combination of fuel, heat and oxygen can lead to a fire. Fires in the workplace usually occur as the result of faulty electrical equipment and wiring, improper use of space heaters, welding and cutting operations, and spontaneous combustion. Safety procedures related to electrical equipment, flammable liquids, welding equipment, and reactive chemicals are discussed more fully in other sections of this manual and should be read if you work with any of these things. Space heaters should be turned off when not in use. Oily rags should not be stored in poorly ventilated areas, as this condition could lead to spontaneous combustion.
- C. Fire Alarms—Fire and/or smoke alarms are located in most buildings on the William Carey University campus. Each of these alarms and systems receives regular inspection to ensure proper operation in the event of fire. Some are monitored by local fire departments for additional safety. However, if you see a fire in a building, you should report it immediately to your supervisor, campus security, and the fire department. After turning in the alarm, evacuate the area by prescribed evacuation plans and routes. Fire procedures are discussed more fully in the emergency plans booklet. You should read this document and become thoroughly familiar with what you need to do in the event a fire occurs in your area. Also, you should know what first aid procedures to use in the event someone is burned. These measures are discussed in another section of this manual.
- D. Fire Extinguishers—All campus buildings have fire extinguishers in one or more locations. However, there are several types of fire extinguishers that are used for different type fires. Determine what kind of extinguisher exists in your building and request additional types depending on the conditions located in your work area.
1. Class A extinguishers are used to handle most substances that burn such as wood, paper, and rags. They may contain water, foam, or dry chemicals and are used to wet down or cool an area. One of these extinguishers should be located within 75 feet of your work area.
 2. Class B extinguishers are used to extinguish fires caused by flammable liquids. Foam, carbon dioxide, or dry chemicals are the active ingredients in this type extinguisher. If your work area has gasoline, paint, and other ignitable liquids, you should have a Class B extinguisher within 50 feet of your work area.
 3. Class C extinguishers are used to fight fires caused by combustible metals such as sodium magnesium or potassium. Most campus areas do not have any of these substances present. However, instructors who work with these substances in class may request that one be installed in their area
 4. Class D extinguishers are used to fight fires caused by combustible metals such as sodium magnesium or potassium. Most campus areas do not have any of these substances present. However, instructors who work with these substances in class may request that one be installed in their area.

Operating extinguishers is fairly simple:

1. Remove the pin located near the top of the unit.
2. Aim the hose at the fire's base.
3. Stand well away from the fire—about 8 feet.
4. Pull the release mechanism.

If the fire seems too big to handle, do not try to put it out yourself. Call the fire department.

E. First Aid

Hattiesburg—First aid kits are located in the Office of Student Life, 123 Lawrence Hall, and in each of the residence halls.

Tradition—First aid kits are located in the Administration Building in the office of the facilities supervisor and in the business office.

Slidell—First aid kits are located in the office director of the nursing program.

Depending on the severity of the injury or illness, emergency medical personnel should be contacted at once.

When an injury or illness occurs:

1. See if the injured person is breathing.
2. Call for help at once.
3. Do not move an injured person unless it is necessary to save his/her life. In some cases moving an injured person can cause more damage.
4. Obtain the first aid kit in your area.

Some of the more common injuries and accidents that can occur in the workplace are:

1. Bleeding
 - a. With a cloth or your hand push on the wound.
 - b. Elevate the wound while applying pressure.
 - c. Do not use tourniquets unless bleeding will not stop and the injured person is dying.
2. Amputated Limbs

In a plastic bag, place the severed limb in ice and take it and the victim to the hospital.
3. Shock

Raise the feet above the heart level after the injured person lies down and is covered. Do not give anything to him/her to drink. Check his/her breathing frequently.
4. Broken Bones

Do not move the person unless necessary. Call and wait for help.
5. Injuries to Eyes -

For chemicals that may have gotten in the eyes, flush with water for 15 minutes, cover with a clean cloth and wait for help.
6. Electrical Shock
 - a. Don't touch a person who is still in contact with the electric current.
 - b. Turn off the source of the electricity.
 - c. If necessary, use a board or stick to move a person off a live wire. Remember to stand on a dry surface and don't use any device that is made of metal or is wet.

7. Burns

There are several types of burns you should be familiar with:

- a. Chemical burns should be flushed with water for 15 minutes and contaminated clothing removed.
- b. First degree burns results in reddish skin.
- c. Second degree bums result in reddish skin and blisters.
- d. Third degree bums destroy the skin, damage tissues and char the victim.

In general, when treating a burn victim, do the following:

- a. If a person is on fire, wrap the victim in a blanket or coat, or have the person drop to the ground and roll.
- b. Remove loose clothing except for that which may be stuck to the burn.
- c. Do not rub the injured person,
- d. For first and second degree burns, soak the burn in cold water, cover with sterile cloth and elevate any burned limbs. Do not use ice or lotions on bums.

8. Exposure to Chemicals

If a person's skin or eyes come in contact with chemicals, flush with water for 15 minutes. If gaseous vapors are inhaled, get fresh air and call for someone who is trained in CPR or artificial respiration. If chemicals are swallowed, call the poison control center and the hospital.

9. Breathing

If a person is not breathing, there are several things that should be done:

- a. Unless you believe there may be an injury to the neck or back, shake the person or shout loudly to see if he is conscious.
- b. Check for breathing or pulse if the person does not respond.
- c. Loosen any clothing around the neck after laying the person on his/her back and determine if anything is blocking the throat
- d. If mouth-to-mouth resuscitation is necessary, tilt the person's head back and hold the mouth open with your thumb, pinch the nose, cover the mouth with yours, blow into the lungs every five seconds. Watch to see if the chest rises and falls and continue until the person begins breathing.

10. Choking

The procedure to use for a choking victim is called the Heimlich Maneuver. The following steps should be taken to administer this method of helping choking victims:

- a. While standing behind the person, make a fist with one hand and place it between the person's navel and ribs with your thumb up.
- b. Place your other hand around the fist and pull in and up as often as necessary to dislodge the material stuck in the person's throat.
- c. If the person is unconscious, lay the person on his/her back and push in and up on the abdomen area under the rib cage and remove the material stuck in the throat with your fingers.

11. Fainting

Loosen clothing, lay the person on his/her back and get medical help if the person has not revived in a few minutes. Smelling salts may also be used in some cases. These are located in first aid kits on campus.

12. Heart Attacks

If a person is experiencing shortness of breath, difficulty in breathing, pains in the chest or down the left arm, perspiration or vomiting, he may be having a heart attack. After calling for medical help:

- a. Seat or recline the person comfortably.
- b. Loosen clothing.
- c. Supply oxygen.
- d. Determine if the person is taking medication for this condition.
- e. If the heart stops, do not give CPR unless you have been trained to do so.

13. Sunstroke

Call 911 at once. Wet the person and his/her clothes and then fan. If he/she is unconscious, do not give fluids. These are things to do if a person has hot skin, rapid pulse, and chills, all of which are symptoms of heatstroke.

14. Stroke

Victims of stroke are unable to speak and appear to have weaknesses in the face and limbs on one side of the body. Call medical help at once. In the meantime, cover the person lightly and do not give anything to eat or drink.

15. Epilepsy

Keep the person away from any physical dangers until medical help arrives and do not put anything in the victim's mouth.

F. Explosives

Many things can explode and certain conditions often lead to explosions in the workplace. Dynamite, flammable gases, sparks coming in contact with flammable gases, compressed gas cylinders and boilers, and reactive chemicals can all lead to explosions. There are several classes of explosives and several terms you should be familiar with regarding explosives.

- a. Class A explosives include dynamite and nitroglycerin.
- b. Class B explosives include propellants and photographic flash powder.
- c. Class C explosives contain class A and/or class B explosives.

Always read the MSDS/SDS and labels on containers to see if the contents could explode under certain conditions. The MSDS/SDS will state the flash point of a flammable liquid. This refers to the minimum temperature at which the liquid gives off enough vapors to ignite. The flammability limits of the gas in the air emitted from the liquid are also mentioned on MSDS. Another cause of explosions is reactivity or mixing substances that are not compatible. Explosives or chemicals that have the potential to explode should be stored in a separate building that is properly marked indicating that explosives are inside. They should not be stored in your work area. If you must use explosive substances in your work, get someone who is familiar with the substance to assist you, such as a chemist or firefighter.

MATERIAL HANDLING

Dollies and handtrucks should be used whenever possible in handling heavy or bulky loads. It is important that the correct device be selected depending on the load to be handled, and that straps and ropes are properly attached in order to prevent accidents. When using handtrucks or dollies, put heavy items on the bottom, use straps to secure the load to the handtruck, and do not pile items so high that you cannot see over them. Select a strap that is strong enough for the load and inspect it frequently for raveling or other defects before use, especially on scaffolds. Similar procedures should be used for straps, but remember that straps made of metal may have sharp edges, and when bound tightly around bundles, generate a great deal of pressure. Always wear protective

clothing when working with straps. Goggles and gloves are good to wear when working with straps. When removing straps, use cutters rather than trying to pry them loose from the bundle.

LIFTING AND BACK PROTECTION

If you know how to properly lift, sit, and stand, you can greatly reduce your chances of getting a back injury. Whether your work involves lifting heavy objects or working at a desk, you have a chance of encountering injuries and strains if you do not use the right technique for the job. Some of the more common injuries that can occur as a result of improper lifting are:

1. Muscle spasms—caused by tension or stress
2. Strains—caused by overworking weak muscles
3. Slipped discs—caused by tears of the discs between the vertebrae of the spinal cord
4. Hernias—caused by ruptures of the abdomen

If you are not in good physical condition, have poor posture, are overweight or overexert yourself, you run the risk of suffering a Ming-related injury if you do not use proper lifting techniques. The following steps should be used when lifting is necessary:

1. Use handtrucks or other lifting equipment when possible.
2. Use another employee to help lift the object.
3. Work in a clear, unobstructed area and find the path to the destination that is the least distance.
4. Do not bend over to pick up the load. Bend from the knees and grab the item securely by opposite diagonal corners. Let your legs do the lifting, not your back.
5. When putting the object down, also bend from the knees. Also watch your fingers to make sure they are not crushed by the object.
6. Use ladders for removing objects on shelves.

If your work is in a sitting position,

1. Use ergonomically designed chairs and work stations when possible.
2. When you need to change position, turn your whole body, rather than twisting.
3. Keep back posture erect.
4. Take occasional stretch breaks after sitting for a long period of time.

ELECTRICAL SAFETY

Most people are aware of the consequences of improperly using electrical appliances or other devices that are powered by electricity. Severe shocks and death can occur when electricity enters the body from defective machines or wires, especially around the heart area. Not only can electrocution occur, but electrical shock can cause internal bleeding, damage to nerves, muscles, and tissues, and cardiac arrest. Also, when water is mixed with electricity, it becomes a conductor of the current and can also cause shock. Equipment that is overheated can cause an electrical burn.

When working with electricity or electrical tools and appliances, look out for:

1. Loose electrical connections
2. Frayed or uninsulated cords
3. Wrong plugs for an outlet
4. Nonwaterproof plugs used in outside areas
5. Equipment operating beyond capacity

6. Smoking, smelling, sparking or shocking tools
7. Wires on the floor
8. Heat or water near electrical cords
9. Cords around flammable or explosive materials
10. Extension cords
11. Metal jewelry

Protective clothing should be worn when working with electricity such as:

1. Nonconductive helmets
2. Eye and face protectors
3. Insulated handles on tools
4. Rubber gloves
5. Rubber clothing
6. Rubber-soled footwear and mats

Many pieces of equipment such as large air conditioning systems and food service equipment should be worked on only by an electrician or a person specifically trained in electrical and mechanical safety. Notify the director of facilities when malfunctions are noted and do not attempt to repair equipment yourself.

Good housekeeping procedures can help prevent electrical shock. Machinery and equipment should be:

1. Properly lubricated
2. Free from grease, dust or dirt build up
3. Not allowed to run unattended
4. Placed so that adequate work-space is around the piece of equipment
5. In a clean work area (no paper, sawdust, rags, or other combustible items should be near the machine)
6. Free from slip and fall hazards caused by tangled cords on floors

In the event an accident does occur, you should be aware of what to do for first aid.

Shock—Do not touch the person who has been electrically shocked. Call for medical help immediately, or 911. If possible, turn off the source of power causing the shock and move the person away from the source of shock with a wooden stick or other non-conductive device. Have the victim lie down, and cover him lightly until emergency medical help arrives. If breathing has stopped, give the victim artificial respiration. If the heart has stopped, give CPR, but only if you have been trained to do so. Otherwise, call the campus personnel who have been trained in CPR.

Electrical Burn—Rinse burn with cold water and cover with clean dry cloth. Depending on the severity of the burn, get medical attention at once.

Electrical Fire—Call the fire department at once, or 911. Unplug or turn off the current if this can be done safely. Small fires may be put out with fire extinguishers. These are located in every building on campus and you should familiarize yourself with the location of these devices.

Take electricity seriously. Use common sense when working around electricity. Do not take any risks. Electricity can kill you.

MACHINE GUARDING

Powerful equipment used to work on wood or metal is often extremely sharp and fast and if not properly used can cause severe injuries to operators. Manufacturers of heavy machinery place guards on machines to help prevent injuries to operators, but if they are removed or ignored, the chances of injury are greatly increased. Equipment that has exposed points of operation such as blades, rotating parts, shooting chips, or sparks, can seriously injure an operator or bystander when adequate guarding is not used on machines.

When operating heavy machinery, the following should be done:

1. Be sure guards are in place at points where you could contact moving parts before turning on the machine. Never remove a machine/blade guard!
2. Locate power switch and be aware of how to disengage machine quickly.
3. Read manufacturer's directions thoroughly.
4. Use push sticks or other devices rather than hands to feed materials into machine.
5. Work in a comfortable position and take your time.
6. Pay attention to what you are doing.
7. Inspect machines for anything that is missing or not working and report it to the director of facilities.
8. Be certain that routine maintenance is performed regularly.
9. When a machine needs repair, disconnect from power source and tag it so no one uses it.
10. After repairs, check to see if guards are replaced.

POWER TOOLS

Power tools, whether portable or stationary, are dangerous pieces of equipment if not used properly and in accordance with manufacturers' directions. There are potential electrical hazards as well as the potential for serious cuts, abrasions or dismemberment of limbs when not properly used. Many power tools also create dust, waste, and flying debris that can be detrimental to the breathing and to the eyes of users.

Before using power tools, the following should be done:

1. Inspect for electrical problems such as frayed cords, inadequate connections or bad plugs.
2. Wear goggles and other protective clothing.
3. Inspect for damaged parts.
4. Be certain guards are in place.
5. Read manufacturers' directions for operation.
6. Use the proper tool for the job.
7. Remove loose fitting clothing and articles of jewelry that could be caught by the tools while in operation.
8. Be certain the work area is clean and remove any flammable materials from the site.
9. Do not leave cords on the floor.

COMPRESSED GASES

Several laboratories on campus use compressed gases, and users should be familiar with the hazards associated with these gases. Compressed gases are subject to catch fire, explode, or release toxic substances into the air. Some of the more common compressed gases found in laboratories include:

1. Acetylene—flammable and explosive
2. Ammonia—flammable and toxic fumes

3. Carbon dioxide—toxic in high quantities
4. Chlorine—explosive, reactive
5. Fluorine—corrosive and poisonous
6. Hydrogen—flammable and explosive
7. Oxygen, in conjunction with other materials, can lead to spontaneous combustion

Compressed gases should be stored 20 feet away from combustible materials in well ventilated areas. Cylinders containing the gases should be moved by a handtruck, not rolled or carried. Be alert for defective valves on cylinders and have the cylinders refilled only by the supplier. Observe other safety measures when working with these cylinders, such as not smoking and trying to repair damaged valves yourself. Compressed gas cylinders shall be stored per OSHA rules. Contact the facilities department for assistance as necessary.

HAND TOOLS

Most hand tools are designed for a limited purpose and should not be used for other purposes. Hand tools should be kept in good condition—no dull blades on saws or no loose handles on hammers or axes. If there is a chance of getting splinters or being injured by flying debris, then protective clothing such as goggles and gloves should be worn. Also, when you are through using the tools, store them out of the way in order to prevent injuries to others. When carrying tools, use a tool belt or tool box. This will prevent the worker's being struck or cut by tools with sharp edges or points. Also, remember not to throw tools; pass them to others in a safe manner.

LADDERS

Many serious injuries occur as the result of improper use or incorrect selection of ladders. Ladders with missing steps or rungs, safety feet, braces or bolts can collapse when a person climbs on the ladder. Metal ladders should not be used when working around electricity as the metal is a conductor of the electricity, and could contribute to electric shock if the sources of the electricity come in contact with the ladder. Ladders should not be substituted for scaffolds. They serve two different purposes. Choose the correct ladder for the job. Choose heavy duty or medium wooden ladders for holding weights up to 300 pounds. Use step ladders for low level jobs of less than 20 feet in height. Extension ladders may reach up to 60 feet and should be used for high-level jobs. Before using a ladder, always check its condition and do not use if you notice damage or deterioration. Make sure the ladder is firmly balanced against a stable surface before climbing and is set at an angle that will not cause the ladder to fall forward or backward as you climb it.

SCAFFOLDS

Many serious injuries and fatalities occur due to unsafe practices and conditions when working on scaffolds. Before working on a scaffold, do the following:

1. Determine that footings are able to hold the weight that will be on them.
2. Determine that the construction of the scaffold is heavy metal or lumber rated to handle excess weight; that guard rails are the correct width and height, and that toeboards and screens are in place.
3. Determine that wire or ropes can support six times the load that will be on the scaffold.
4. Make sure there is another way off the scaffold, such as ladder.
5. Use safety belts and hard hats.
6. Keep debris clear of the scaffold.
7. Secure a safety net under the scaffold.
8. Remove materials from the scaffold after work has stopped for the day.
9. Make sure the scaffold is not slippery.
10. Put up warning signs alerting others that a scaffold is in use.

WORKING IN EXTREME TEMPERATURES

Working in extremely hot or extremely cold conditions can lead to health hazards. Some of these include:

1. Heatstroke and exhaustion
 2. Sunstroke or sunburn
 3. Frostbite
 4. Hypothermia
- A. Heat related symptoms include dizziness, rapid pulse, nausea, headaches, breathing problems, high temperature, and chest pains. When working in extremely hot conditions, wear light weight clothing, use sunscreen, drink fluids, and do not eat heavy foods. If heat exhaustion strikes you, go to a cool or shaded area and lie down.
- B. Cold related symptoms include numbness, tingling, skin turning black, blisters, poor coordination, drowsiness, and other conditions. When working in extremely cold conditions, try to limit your time of exposure, avoid smoking, wear protective clothing such as gloves, layered woolen or cotton clothing, hats and face protection. If frostbite or hypothermia occurs, exercise and warm frozen body parts with blankets. Do not use hot water or high heat sources. Provide nonalcoholic or noncaffeine drinks. Call for medical assistance if needed.

VIDEO DISPLAY TERMINALS (VDTs)

Several health problems can arise when employees spend most of their work day using VDTs. Some may experience eyestrain; neck and back pain; hand, wrist or elbow pain; stress or tension headaches; dizziness; nausea; and feelings of tension or instability. Cumulative trauma disorders, or motions in a task, may also cause what is known as carpal tunnel syndrome. This is a nerve related problem of the arms and hands and can result in aches or a tingling sensation in the hands or wrist. Also, there have been studies suggesting that low-level radiation exposure to VDTs may be harmful to users. However, there has not been conclusive evidence to support this. VDT users can do several things to protect themselves from these hazards. The workstation should be arranged so that the VDT user can comfortably reach the keyboard and reference materials or work documents. The VDT screen should be about 18 to 24 inches from the face with the top display line just below eye level, angled to prevent neck strain and backlight glare, and close to a blank wall. Place keyboard in an easy to reach position. Preferably, use an ergonomically designed chair with a flat seat and adjustable backrest that supports the lower back. Adjust the chair so that feet rest on the floor or footrest. Sit with back straight, head level and eyes parallel to the screen. Shift positions regularly. To prevent eyestrain, place screen to avoid glare and use dimmer light than used in most other tasks. Use nonreflective VDT screens and place the VDT screens and place the VDT so that lighting won't reflect off the screen or shine in the eyes. Also place the VDT at right angles to windows and use indirect lighting when possible. Use brightness and contrast controls to get proper focus on the VDT and keep the screen clean.

WORK INVOLVING CONTACT WITH LEAD

In recent years, the hazards of working with lead and materials containing lead have gained national recognition. Children have gone into comas and some have died as the result of eating paint chips containing lead. Lead dust can also enter the body through food and cigarettes if the user has been exposed to the substance. Many older buildings still contain some amounts of lead and caution should be taken when performing work on older structures. If any materials containing lead are located in any campus buildings, these materials will be removed only by licensed professionals with experience in handling this substance. Do not attempt to remove these materials yourself. If any materials containing lead are located in your area, contact the facilities director to arrange for the disposal of these items.

BLOODBORNE PATHOGENS

The subject of bloodborne pathogens is quite often discussed in the media and in federal regulations regarding the handling of contaminated substances. The regulations pertaining to training and handling of bloodborne pathogens is very extensive and will not be discussed in detail in this manual. However, there are several basic safe practices to follow to help prevent exposure to human blood or body fluids.

Policy: Because it is possible for situations to arise which could result in accidental exposure to bloodborne diseases, the following guidelines are established.

Explanation: Situations which might result in exposure to bloodborne diseases include:

1. any occurrence resulting in bleeding
2. any occurrence of vomiting
3. any occurrence of involuntary urination or defecation
4. any occurrence requiring CPR

Guidelines: Wear gloves when caring for an individual who experiences any type of bleeding, (i.e. needle stick in nursing lab; laceration in biology lab; nose bleed; injury of any kind) and when cleaning up vomit, urine or stool. Always wash hands immediately after removing gloves.

Bleeding: After dressing the injury, clean any area contaminated with blood with a solution of one part bleach to ten parts water.

Vomit/Urine/Stool: Wear gloves to clean up vomits, urine, or stool by removing material with paper towels. Put towels in a trash can with a liner. After area is cleansed, place gloves in the trash, double bag, and discard in regular trash.

CPR: When administering CPR, a disposable pocket mask should be used. After use, the mask should be discarded by placing it in two plastic bags sealed with tape and disposing of it in regular trash.

1. Assume that any blood or body fluid you come in contact with is potentially contaminated.
2. Wear protective clothing—gloves, surgical clothing and other articles of clothing to prevent direct exposure to blood.
3. Be extremely careful when working around needles, knives, or other sharp objects.
4. Wash thoroughly after exposure to blood and do so as soon as possible.
5. Bandage cuts and broken skin.

For those employees whose jobs involve working around sharp objects such as knives or saws, it is suggested that additional information about bloodborne pathogens be obtained and studied.

Supplies for these situations are kept in boxes labeled *Bloodborne Safety Supplies*. In Hattiesburg, this is located in the office of student services; at Tradition, it is located in the office of the administrative dean.

FIRE EMERGENCY

In case of a fire:

1. Initiate alarm systems in affected building(s).
2. Call 911.
3. All personnel are expected to assist in evacuation of buildings.
4. Each William Carey employee should assist in moving all students away from buildings and power lines.

WEATHER EMERGENCY

When the weather conditions are severe enough to warrant limited activities at William Carey University, students and employees will be advised by watching local TV stations (WDAM-TV in Hattiesburg) or by listening to local radio stations. Announcements and other information regarding WCU operations will be provided on the wmcarey.edu website and by the above mentioned media outlets. All students are automatically enrolled in the WCU service Saderwatch. Saderwatch will send e-mail messages alerting students of area tornado warnings. Students can change alerting preferences to include text messages and voice alerts from the Saderwatch page on the William Carey University website. Only under emergency or threatening conditions will WCU be closed during normal operating hours. Campus security is equipped with radios capable of receiving civil defense broadcasts. Security personnel will notify key contacts in each building of threatening conditions. For weather developments, contact either Campus Security or the Office of Student Services, ext. 188 on the Hattiesburg campus or the administrative dean on the Tradition campus at ext. 1802.

Tornado

A *tornado watch* means that conditions are favorable for a tornado. A *tornado warning* means that a tornado has been sighted. In Hattiesburg, the vice president for student services; at Tradition, the administrative dean; and in Slidell, the director of the nursing program will contact the designated persons in each building when a tornado warning has been issued for the area. All persons should move to the lowest possible level of the building. It is best to move to an interior room. All persons should stay away from doors and windows. No one should attempt to drive or leave campus during a tornado warning.

Hurricane

The safety of all William Carey students, faculty and staff is of the utmost concern to the administration. The following guidelines will be followed in case of a hurricane charted to hit the Mississippi Gulf Coast. We will maintain close contact with local law enforcement and civil defense agencies carrying out this plan.

- The president's office will issue announcements due to weather conditions and orders for precautionary action. At Tradition, the administrative dean will be responsible for announcements from the university administration due to weather conditions, and in Slidell, it will be the director of pre-nursing.
- Classes will be canceled only if the intensity of the hurricane justifies such action.
- The earliest possible decision will be made on the necessity of evacuating the campus(es).
- Monitor the weather closely before, during, and after the storm has passed.

A “**HURRICANE WATCH**” is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the “watch” should listen for further advisories and be prepared to act promptly if a hurricane warning or evacuation order is issued. A “**HURRICANE WARNING**” is issued when hurricane winds of 74 miles an hour or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

Please refer to the *Quick Reference EMERGENCY PLANS* for details on implementing hurricane plans for each campus. Detailed documentation can be found in the “Campus Closure” section near the back of each emergency plan booklet.

Flood

In the case of heavy rain that results in flooding, campus personnel should evacuate buildings that are flooded and contact the physical plant at their respective locations. No one should wade or play in flooded areas.

HATTIESBURG EMERGENCY NUMBERS

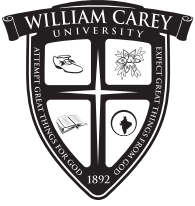
Fire	911	Hattiesburg Fire Department
Ambulance	911 or 601-264-5211	AAA Ambulance Service
Police.....	911 or 601-544-7900.....	Hattiesburg Police Department
Sheriff.....	911 or 601-544-7800.....	Forrest County Sheriff s Department

TRADITION EMERGENCY NUMBERS

Fire	911 or 228-392-0641.....	Biloxi Fire Department
Ambulance	911	Ambulance Service
Police.....	228-392-0641	Biloxi Police Department
Sheriff.....	228-865-7060	Hancock County Sheriffs Office
Weather Alert	228-831-2525	Weatherline
Emergency Care.....	911	

SLIDELL EMERGENCY NUMBERS

All Emergencies.....	911
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William Carey University

Incident Report

Reported by: _____ Title: _____

Incident Location: _____

Student(s) allegedly involved:

Name	ID#	Hall/Room	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's signature when advised _____

Documentation (Factually describe details of incident. Print neatly or type.)

Staff signature: _____

For Office Use Only:

Copies to: _____ Date received: _____

Disciplinary action taken for this incident: _____

Area _____

Date Reported _____

Date & Time: _____ (am/pm)

Type of Incident

Noise _____

Vandalism Assault

Visitation Alcohol

Theft Other _____

Alcohol related? Yes No

