



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

SAFETY MANUAL

July 2017

SAFETY MANUAL

FOREWORD

The Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is committed to providing a healthy, safe workplace and environment for faculty, staff, students, volunteers, and visitors through compliance with applicable federal, state, local, and institutional rules, regulations, policies, codes, and standards.

The Health Sciences Center El Paso is responsible for providing information and implementing programs directed at the health and safety of employees, students, volunteers, and visitors and protecting the environment. Supervisors are accountable for the health and safety of persons who report to them. Supervisors shall ensure that persons directed by them have been trained and made aware of specific hazards involved in their employment activities and that they understand and comply with prescribed protocols, safety regulations, and work practices. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action. Employees have a duty to work in compliance with statutory requirements and established safe work practices and to report unsafe or unhealthy conditions to their supervisors.

Contractors and subcontractors undertaking to perform work for TTUHSC El Paso, as part of their contracts, will comply with all relevant workplace and environmental health and safety statutes and TTUHSC El Paso procedures.

Commitment to health and safety by individuals at all levels and functions is an integral part of TTHSC El Paso operations

Date: _____

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Dean, Paul L. Foster School of Medicine

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INTRODUCTION

As used in this document, Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) refers to and includes TTUHSC El Paso School of Medicine Paul L. Foster School of Medicine, Graduate School of Biomedical Sciences, Gayle Greve Hunt School of Nursing, and the Texas Tech Physicians of El Paso offices.

This Safety Manual is general in nature. Various supplemental safety manuals have been internally developed and are available upon request. These supplemental manuals include, but are not limited to: the Hazardous Waste Disposal Manual, the Laboratory Compliance Manual, the Laser Safety Manual, and the Radiation Safety Manual. The Texas State Office of Risk Management (SORM) provides guidelines for Texas State agencies in the Risk Management and Employee Safety and Health Program.

The School of Medicine, the School of Nursing, the Graduate School of Biomedical Sciences, and the Texas Tech Physicians of El Paso offices have policy and procedures manuals applicable to their own faculty, staff, and students. Additionally, departments are encouraged to develop safety policies and procedures that are applicable to their areas of responsibility. Safety Services will assist in this process, if requested.

Various institutional committees currently exist for the purpose of developing policy and/or advising in the area of safety. Responsibilities and functions of these committees are summarized under the heading of "Safety Committees" in Section III of this Safety Manual.

Section V of this manual includes the emergency procedures for TTUHSC El Paso. Where these procedures, such as the emergency codes, the emergency evacuation routes, and the severe weather shelter areas, differ between locations is noted. Employees located in contract facilities are subject to the emergency procedures and the policies governing those procedures as established by those facilities.

All employees are encouraged to become familiar with this information. It is suggested, therefore, that each department maintain at least two copies of this Safety Manual. The Department Head should maintain one copy, and the Unit Safety Officer (or Department Administrator where applicable) should maintain one copy. In addition, faculty, staff, and students should each have access to a copy of the TTUHSC El Paso Faculty, Staff and Student Safety Handbook. Contact the Department of Safety Services Office to access additional copies of this Safety Manual or the TTUHSC El Paso Safety Handbook.

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The loose-leaf binding of this manual allows for periodic updating of material. As standards and regulations change, Safety Services will distribute these revisions. Holders of the Safety Manual will be responsible for posting updated material as it is received. Unit Safety Officers will be responsible for informing their departmental faculty, staff, and students of changes as they occur.

An electronic version of this manual, as well as links to other relevant information, is available online on the Safety Services web site at:

<http://elpaso.ttuhsu.edu/safety/manuals.aspx>

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SECTION I GENERAL INFORMATION

Purpose

To establish an effective Safety Program for Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) and promulgate safety policies and procedures.

Objective

The objective of the Safety Program is to provide, to the extent possible, a safe and healthy work environment for faculty, staff, students, volunteers, and visitors.

Applicability

This Safety Manual is applicable to all faculty, staff, students, volunteers and lessees of the Texas Tech University Health Sciences Center El Paso. This Safety Manual is also applicable to all TTUHSC El Paso employees located in various contract facilities (e.g., Texas Tech Physicians of El Paso) and should be adopted and modified to reflect their specific situation and needs in conjunction with and supplemental to any safety policies established by the contract facility.

Definitions

Definitions and interpretation of terms, for the purpose of this Safety Manual, are listed in Appendix 1

Nationally Recognized Standards

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This Safety Manual is specific to TTUHSC El Paso and is based on applicable federal, state, and local laws, regulations and safety standards.

State of Texas Executive Order GWB 95-8 relates to the protection of the health and safety of the employees of the State of Texas, as well as the citizens served by those employees. The Order promotes a safe work environment and the preservation of state property by requiring the development and implementation of comprehensive, written risk management and safety programs by state agencies. Further, the Order requires that state government “lead by example” and “comply with all state and applicable federal laws, standards, rules, regulations and guidelines regarding employee and citizen safety and health and property preservation.”

These include, but are not limited to National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), Texas Commission on Environmental Quality (TCEQ), National Safety Council (NSC), State Office of Risk Management (SORM), Texas Department of State Health Services (TDSHS), Texas Department of State Health Services-Radiation Control (TDSHS-RC), the United States Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Department of Transportation (DOT), and the International Air Transportation Association (IATA).

Where there are co-existing laws, standards, rules, regulations and guidelines regarding the same issue, it is the policy of TTUHSC El Paso to adopt and implement the most stringent of these.

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SECTION II

RESPONSIBILITIES

General

The ultimate responsibility for establishing and maintaining the Safety Program at Texas Tech University Health Sciences Center El Paso rests with the President. Basic policies which govern the activities and limitations of the Safety Program are thereby established under the final authority of the President.

The responsibility for the overall administration of the TTUHSC El Paso Safety Program has been delegated to the Senior Director of Safety Services Department and his/her designee(s). However, the primary responsibility for providing and maintaining a healthy and safe work environment on a day-to-day basis lies at the operational department level. In this way TTUHSC El Paso effectively fulfills the basic requirement of applicable laws and regulations associated with safety.

Due to the wide diversity of operations within TTUHSC El Paso and the necessary differences in organizational structure, it is recognized that certain responsibilities and expressed procedures in this Safety Program cannot be equally applied. The department / centers, Health Care Systems' contract facilities, and individual departments have some latitude in formulating and implementing alternative methods, when necessary, so long as the total Safety Program's objectives are not compromised.

Every individual who participates in activities at TTUHSC El Paso, at any level, has the responsibility to actively participate in promoting a safe environment. Specific responsibilities of all faculty and staff are directly proportional to their operational authority. The implied moral obligation of each individual for the safety of oneself and for others is both obvious and unavoidable.

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Deans, Department Heads, and Administrators

It is the responsibility of all Deans, Department Heads, and Administrators to maintain, within their jurisdiction and to the best of their ability, a healthy and safe working environment. This responsibility includes:

- implementing the Safety Program as outlined in this Safety Manual and supplementing its contents with local directives, where necessary;
- informing managers and first-line supervisors under their direct supervision that priority is to be given to the prevention of injuries;
- incorporating safety matters into agendas for discussion during staff meetings;
- integrating safety requirements into all normal management functions and activities and providing necessary assistance and training;
- affording departmental safety personnel such as the appointed Unit Safety Officer sufficient time to ensure quality performance of their safety management responsibilities, duties, and functions;
- considering the extent to which safety requirements have been integrated into overall management functions when making out or reviewing performance reports of personnel under their direct managerial control; and
- assuring that directives, correspondence, and other publications originating under their authority contain safety guidance and requirements, as appropriate, that will promote and implement safe operations, equipment, and materials.

Administrators/Supervisors

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Administrators and Supervisors shall ensure that:

- Priority is given to the prevention of injuries;
- All employees under their direct supervision have been made aware of the safety policies and procedures as outlined in this Safety Manual;
- Safety training on specific work procedures is provided to persons under their direct supervision. This is particularly applicable when there is a potential for exposure to hazardous chemicals or biohazardous materials;
- This Safety Manual is fully implemented and supplemented with local directives, when necessary; and
- Management is advised in writing of any requirement in this Safety Manual with which they cannot comply, the reasons they cannot comply, and their recommendations to achieve compliance.

Employees, Students, and Volunteers

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All employees, students, and volunteers shall:

- Read the TTUHSC El Paso Faculty, Staff, and Student Safety Handbook and applicable TTUHSC El Paso safety manuals and comply with safety rules, regulations, and standards;
- Familiarize themselves with the rules, regulations, and standards applicable to them, their job, and the overall work environment;
- Insure that they safely discharge the responsibilities and duties of their position;
- Not start a job, operation, or activity until they are familiar with the hazards and accident potentials involved;
- Maintain a safe working environment in which to perform their jobs;
- Contact their supervisor or other knowledgeable manager when there is any question or doubt about how to safely perform a job, operation, or activity;
- Inform their immediate supervisor as soon as possible when involved in a work-related incident or injury;
- Complete either the New Employee Safety Orientation Program (NESOP), the Safety Training Education Program for Students (STEPS), or the Volunteer Safety Orientation Program prior to beginning any TTUHSC El Paso-related activities (see “New Employee Safety Orientation Program” in Section IV of this Safety Manual);
- Attend required annual safety education and training programs and inform their Unit Safety Officer and/or supervisor about completed training; and
- Report all hazards as soon as is reasonably possible (see “Hazard Reporting Program” in Section IV of this Safety Manual).

Unit Safety Officers

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Unit Safety Officers shall:

- Familiarize themselves with this Safety Manual and assist their Department Heads in implementing the Safety Program within their department;
- Attend the New Unit Safety Officer (USO) Orientation training program as soon after their appointment by the Department Head as is reasonably possible and attend the Unit Safety Officer Conferences hosted regularly by Safety Services;
- Coordinate the safety training activities and records of faculty, staff, and students within their department (see “New Employee Safety Orientation Program” and “Safety Education and Training” in Section IV of this Safety Manual);
- Develop emergency evacuation routes and severe weather shelter areas and disseminate this information to departmental personnel (see “Fire Evacuations” and “Severe Weather Emergencies” in Section V of this Safety Manual), as well as document participation in annual fire drills within their department;
- Coordinate various other safety-related activities within their department (see “Departmental Safety Meetings,” “Hazard Reporting Program,” “Health and Safety Review Program,” and “Unit Safety Officers” in Section IV of this Safety Manual); and
- Perform other duties as necessary to prevent incidents and injuries.

Contractors

Contractors and subcontractors undertaking to perform work for the Texas Tech University Health Sciences Center will, as part of their contracts, ensure compliance with all relevant workplace and environmental health and safety statutes and University procedures (HSC OP 75.01).

Organizations Leasing Space at TTUHSC EL PASO

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The employees of any organization or agency leasing or, in any other approved fashion, utilizing space within any TTUHSC El Paso facility are responsible for being familiar with and adhering to all applicable sections of this Safety Manual.

III.

ORGANIZATION

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SECTION III

ORGANIZATION

General

To fully support the various TTUHSC El Paso personnel designated to be responsible for specific aspects of program activities, Safety Services is the primary resource for broad technical and administrative procedures needed to coordinate the objectives of the TTUHSC El Paso safety policies and procedures. The role of Safety Services is, therefore, fourfold:

EDUCATION and TRAINING

CONSULTATION

SURVEILLANCE

COMPLIANCE

Safety Services

TTUHSC El Paso is committed to maintaining a safe environment for its

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employees, patients, students, and visitors. To this end, Safety Services is charged with the responsibility for providing the necessary support in the implementation of the applicable federal, state, and local required safety programs. TTUHSC El Paso's safety policies and procedures are delineated in HSC OP 75.01 "TTUHSC El Paso Safety Programs," the TTUHSC El Paso Safety Manual, the Radiation Safety Manual, the Laser Safety Manual, the Laboratory Compliance Manual, and the Hazardous Waste Disposal Manual. Copies of these manuals are available from the Safety Services web site at: <http://elpaso.ttuhscc.edu/safety/manuals.aspx>

The Safety Services Personnel shall be responsible for implementing and maintaining the various institutional safety programs. It shall be the responsibility of the Deans or his/her designee(s) to coordinate these safety programs with the Senior Director of Safety Services and/or his designee.

Safety Services has the authority to abate unsafe conditions or operations within all TTUHSC El Paso facilities when, in the professional judgment of the Safety Services Director or Safety Manager, or respective Safety Officer, the condition or operation constitutes an imminent hazard to life and/or property. Other conditions or operations considered to be not of an imminent nature, but in violation of standards published in this Safety Manual or local, state, or federal safety laws, will be recommended for correction through appropriate administrative channels.

Safety Services is responsible for implementing the overall safety policies established at TTUHSC El Paso. The department is structured to accomplish these responsibilities with the following divisions: Administration, Environmental Safety, Laboratory Safety, Life and Fire Safety, Occupational Safety, Radiation Safety, and Safety Education and Training.

Additional information about Safety Services is available online at <http://elpaso.ttuhscc.edu/elpaso/safety/>

Environmental Safety Division

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The Environmental Safety Division is responsible for the design and implementation of methods necessary to ensure safe, legal and environmentally responsible disposal of hazardous wastes in accordance with applicable local, state, and federal regulations and suggested guidelines. This division is responsible for monitoring indoor air quality and ensuring safe, legal, and environmentally responsible air and water effluents.

Laboratory Safety Division

The Laboratory Safety Division is responsible for implementing the policies established by the TTUHSC El Paso Institutional Biosafety Committee and for insuring that the operations and functions of TTUHSC El Paso research and educational laboratories comply with state and federal regulations, established best practices, and institutional policies. This includes assisting the institutional Responsible Official in complying with Select Agent regulations. This division edits and maintains the Laboratory Compliance Manual, and the Animal Biosafety Level 3 (ABSL-3) Biosafety Manual. This division is also responsible for conducting laboratory surveys, licensing of laboratories, inspecting and testing laboratory equipment, such as eye washes, safety showers, and fume hoods, and conducting laboratory safety training. In addition, Laboratory Safety oversees an institution-wide chemical inventory system for all research and educational laboratories.

Life and Fire Safety Division

The Life and Fire Safety Division is responsible for conducting on- going fire prevention activities, overseeing fire safety and providing liaison with outside agencies on matters relating to fire safety and emergency planning. This division also manages the development, implementation, and training of TTUHSC El Paso emergency response activities.

Occupational Safety Division

The Occupational Safety Division is responsible for incident/injury and

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hazard investigations and processing for corrective recommendations including coordination of these efforts to promote safe working conditions and procedures. Incident reports and hazard reports are monitored, analyzed and statistical data developed to provide indices of safety performance and trends.

Radiation/Laser Safety Division

The Radiation Safety Division is responsible for implementing the policies established by the TTUHSC El Paso Radiation Safety Committee and for assuring that radioactive materials and machine sources of ionizing and non-ionizing radiation are used in accordance with applicable regulations. A copy of the Radiation Safety Manual must be in each laboratory or facility using or producing ionizing radiation. A copy of the Laser Safety Manual is required to be on hand in any facility using registered laser equipment. Both the Radiation Safety Manual and the Laser Safety Manual can be accessed online from the Safety Services web site: <http://elpaso.ttuhscc.edu/safety/manuals.aspx>

Safety Education and Training Division

The Safety Education and Training Division is responsible for the coordination of safety education and training programs as delineated in the TTUHSC El Paso Safety Manual, and/or as determined to be necessary for TTUHSC El Paso employees, students, and volunteers to reduce incident exposure and risk. This division is responsible for the development, presentation, and testing of first-level safety education and training (New Employee Safety Orientation Program-NESOP, Safety Training Education Program for Students-STEPS, and the Volunteer Safety Orientation Program); levels two (site specific procedures, hazards, and protective measures) and three (demonstrated ability to safely perform job duties) are the responsibility of immediate supervisors. Level four (refresher) is conducted by Safety Services in conjunction with Unit Safety Officers and supervisors. This division is also responsible for the resultant record-keeping and documentation for all levels of safety training.

Institutional Compliance Working Committee (ICWC)

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The ICWC has been established to provide guidance and direction on matters of institutional concern falling outside the scope of responsibilities for various Safety Committees (see HSC OP 75.02).

Safety Committees

TTUHSC El Paso has established a number of safety committees, each with specific areas of responsibilities. The standing Institutional Safety Committees include the following.

Radiation Safety Committee

The Radiation Safety Committee (RSC) formulates policies and reviews for adequacy procedures for purchasing, storing, utilization and disposal of radionuclides for non-human uses. The Radiation Safety Manual serves as a guide for the safe handling and use of radioactive material in research. The primary function of the RSC is to assure that the principles outlined in the Radiation Safety Manual are followed and to formulate or revise policies so that radiation safety procedures are assured.

Institutional Biosafety Committee

The functions of the Institutional Biosafety Committee (IBC) are to:

- Develop institutional policy for the safe use, handling, and storage of hazardous chemical and biological materials;
- Advise the Institution/Investigators on policies involving biologically and chemically hazardous materials;
- Develop recognized standard procedures for research with biologically and chemically hazardous materials;
- Advise the Laboratory Animal Resource Center on safe practices for work involving the use of biologically and chemically hazardous materials;
- Certify, as required, to granting agencies that facilities, procedures, and practices, as well as the training and expertise of personnel handling biologically and chemically hazardous material, have been reviewed and approved by the Committee;

- Review reports from the laboratory safety division (TTUHSC El Paso Safety Services) of safety hazards in the laboratories at TTUHSC El Paso;
- Supervise the institutional educational programs on the use of biologically and chemically hazardous materials;
- Periodically review the Laboratory Safety Manual;

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- Review any protocols submitted to the IBC;
- Make recommendations to the Vice President for Research concerning the biohazards program.
- Establish punitive measures, including lab closure, when necessary to safeguard employees, the public, and the environment.

Institutional Review Board

The Institutional Review Board (IRB) is a committee of the Texas Tech University Health Sciences Center El Paso established for the purpose of carrying out requirements governing research involving human subjects under federal law and TTUHSC El Paso policies and procedures.

Infection Control Committee

The Infection Control Committee provides interdisciplinary risk assessment, support, guidance and oversight for relevant activities in the clinics including limiting unprotected exposure to pathogens throughout the organization, enhancing hand hygiene, and minimizing the risk of transmitting infections associated with procedures and the use of medical equipment, and medical devices.

Animal Care and Use Committee

The Institutional Review Board (IRB) is a committee of the Texas Tech University Health Sciences Center established for the purpose of carrying out requirements governing research involving animals under federal law and TTUHSC El Paso policies and procedures.

Institutional Recombinant DNA Biosafety Committee

The function of the Institutional Recombinant DNA Biosafety Committee (RDBC) is to review all research proposals which involve recombinant DNA to insure compliance with the National Institutes of Health guidelines governing recombinant DNA research.

Research Compliance Committee

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The Research Compliance Committee is charged with oversight of research compliance activities at TTUHSC El Paso that are not being overseen by other standing or *ad hoc* committees. This may include, but is not limited to, providing input on research-related policies, identification of research risk areas, and providing guidance on research compliance concerns of the TTUHSC EL Paso community.

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Unit Safety Officers

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SECTION IV PROCEDURES

General

Following proper safety procedures and standards has been proven to have

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a profound effect on the reduction of personal injuries, property damage, and work interruptions. The combined effort on the part of management to incorporate safety-oriented procedures and practices into their overall programs assures the success of the TTUHSC El Paso Safety Program. This section of the Safety Manual emphasizes the prevention of accidents through management.

Accident/Incident Reporting and Investigation

Faculty and staff members are required to immediately report all on- the-job incidents, injuries and illnesses to their immediate supervisor, regardless of whether or not lost work time, medical expenses, or property damage were involved.

All fires and fire alarm events shall be reported to TTUHSC El Paso Fire Marshal so that they can be investigated and recorded. Accurate and prompt reporting of fire-related events is necessary to meet the requirements of the State Fire Marshal and for proper fire prevention and fire protection planning.

Students; Medicine, Nursing, and Graduate School of Biomedical Sciences should seek medical attention at the Texas Tech Physicians at Hague. Students are required to complete accident reports, and should contact the appropriate Office of Student Affairs for the necessary forms or for questions about specific procedures. Students involved in an off-campus clinical site may need to complete additional forms as required by that facility. The Workers' Compensation Insurance (WCI) program does not cover students unless they are also TTUHSC El Paso employees.

Volunteers should report incidents to their immediate supervisor or to the Director of Volunteer Services and complete a Non-Employee Incident / Injury Report (see Appendix 2-a). Volunteers are not covered by the Workers' Compensation Insurance (WCI) program, and therefore, any medical expenses incurred as a result of an injury or illness while volunteering at TTUHSC El Paso facilities are the sole responsibility of the volunteer and his/her insurance.

For patients/visitors involved in an incident/injury, and Non-Employee Incident / Injury Report (see Appendix 2-a) must be completed. For incidents involving patients in clinical areas, clinic staff / head nurses will complete an Occurrence Report as soon as possible after assuring the safety and continuing care of the patient. Clinic personnel / head nurses are also responsible for completing an Occurrence Report (see Appendix 2-b) for incidents involving visitors in the clinical areas.

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For incidents involving visitors in the common public areas, contact the campus Safety Services department to evaluate the situation (In El Paso, contact the campus Police Department). If a medical crisis, call 911 for immediate response by EMS. Designate a person and location to meet with the EMS responder(s). Remain with the person involved until medical assistance arrives. Staff witnessing patient/visitor incidents will complete the TTUHSC El Paso Witness Statement (see Appendix 2-c). Forward, the Non-Employee Incident / Injury Report and the TTUHSC El Paso Witness Statement immediately to the campus Safety Services department.

Budgeting for Safety

Managers at all levels should budget sufficient funds to carry out applicable provisions of this Safety Program. This includes, but is not limited to, the purchase and repair of equipment or furniture, personal protective clothing and/or equipment, post-exposure prophylaxis and testing following an infectious disease exposure, and ergonomically sound office furniture.

Complaints

Employees may submit a complaint concerning an occupational health hazard that may affect them. A complaint should be resolved at the lowest level possible, beginning with the employee's immediate supervisor. If a complaint cannot be resolved at this first level, the complainant should contact the following responsible individuals, respectively, until the complaint is resolved: the Department Head, the campus Safety Services department, the Director of Safety Services, the Institutional Compliance Working Committee (ICWC), and TTUHSC El Paso Administration.

Confined Spaces

Employees entering confined spaces on campus may encounter extremely hazardous atmospheric conditions and/or access difficulties, which could become life threatening. Such locations include sewers, wet-wells, tanks, boilers, crawl spaces, acid pits, vaults, storm drains, pipelines, bins, tubs and ducts that must be entered for repairs, inspection and maintenance.

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Insufficient ventilation may allow for the accumulation of toxic or flammable gases or the critical depletion of oxygen necessary to sustain life. Limited access into and out of these spaces can also greatly hamper rescue operations.

Safety Services coordinates confined space entry tasks. This responsibility entails providing technical consultation and guidance for testing and monitoring confined space environments, controlling potential hazards in confined spaces (such as ignition sources, electrical and machinery lockout, purging and temporary ventilation), and providing employee training about potential hazards.

Testing and training requirements may be delegated to other departments that have Safety Services-approved confined space entry programs and required instrumentation.

Contaminated-Suspect Equipment

Each person with responsibility for equipment shall provide documentation of non-contamination, decontamination, or the specifics of contamination prior to relinquishing the equipment or parts. Relinquishing equipment or parts includes, but is not limited to, requesting or permitting maintenance, servicing, moving, transferring, or selling as surplus. TTUHSC El Paso staff shall ensure that a “Certificate of Decontamination” form is completed and affixed to any piece of used equipment or part prior to transferring or receiving (see Appendix 4-d for a copy of the “Certificate of Decontamination” form). For additional information, see HSC OP 75.05.

Coordinating

Safety requirements extend across normal lines of responsibility at TTUHSC El Paso. These requirements must be coordinated, when appropriate, with other units to ensure that personnel are aware of their specific duties and responsibilities. In this way, projects will be completed safely. Operations, activities, or work projects having safety implications in other units or involving other personnel should not begin

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until necessary coordination has been effected.

Corridors

It is the policy at TTUHSC El Paso, based upon Life Safety Codes of the National Fire Protection Association, that all egress pathways must be maintained free of obstructions. The TTUHSC El Paso Fire Marshal will identify equipment and materials in corridors which are in violation of these Life Safety Codes and provide the owning departments notice to remove said items. Should the items not be removed after a specified time period, the Fire Marshal will contact General Services/Facilities Operations & Maintenance as appropriate to remove the items to a location selected by the owning department or dispose of the items in accordance with governing policy. Departments may petition their oversight space committee (e.g., School of Medicine Space Committee or the HSC Space Committee) for additional space. Copies of the departmental request to a space committee must be sent to the TTUHSC El Paso Fire Marshal (for additional information, refer to applicable Life Safety Codes and TTUHSC El Paso OP 75.06).

Decorations

Decorations cannot obstruct exits or corridors. Candles and live Christmas trees are prohibited, as they present a fire hazard.

Lights and/or electrical decorations must be plugged directly into a wall outlet or approved power strip. They may not be plugged into gang plugs or extension cords. All electrical decorations must be unplugged when the area is unattended or after normal business hours. Electrical cords must not create a tripping hazard. For additional information, refer to TTUHSC El Paso HSC OP 61.08.

Departmental Safety Meetings

Departments are encouraged to hold regular departmental safety meetings. The purpose of these meetings is to provide employees and students an opportunity to be heard and to discuss safety-related problems and solutions, to help improve employee and student safety, and thus to prevent incidents.

The TTUHSC El Paso Safety Program is a program designed for the

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benefit of employees and students, and all employees and students shall be given the opportunity to participate.

Disabilities

See “Persons with Disabilities” topic in this section of the Safety Manual and “Emergency Evacuation of Persons with Disabilities” in Section V of this Safety Manual.

Environmental Safety Inspections

To promote safe conditions of TTUHSC El Paso buildings, Safety Services conducts periodic safety inspections/surveys of TTUHSC El Paso facilities. Safety Services also investigates complaints to confirm or evaluate unsafe conditions, practices, and procedures, violations of TTUHSC El Paso policies and/or safety-related local, state, and federal laws. Inspection/survey results are reported to the responsible entity for correction (see “Health and Safety Review” and “Indoor Air Quality” in this section of the Safety Manual).

Ergonomics

Ergonomics is the science concerned with designing work systems around the capabilities and limitations of the people who utilize those systems. Ergonomics can and should be applied within all work areas at TTUHSC El Paso. It is important that supervisors and administrators involved in the design phase of remodeling and construction projects ensure that areas are designed with the users in mind. Additionally, employees who work in these areas should be mindful of proper ergonomics for their work area so that they can take steps toward modifications if necessary.

Some of the negative results of improper ergonomics are carpal tunnel syndrome; tendonitis; eye, shoulder, neck, and back discomfort; and less subtle manifestations such as lowered productivity, poor morale, and employee absences. All TTUHSC El Paso employees are encouraged to understand the ergonomics applicable to their work area, determine if the work area meets those ergonomic standards, and to make any necessary changes or modifications. Employees can contact the Safety Services department for assistance with work area evaluation. This request can be done online through the Ergonomic Consultation Request Form: <https://idp.ttuhsc.edu/cas/login?service=http%3a%2f%2felpaso.ttuhsc.edu%2fELPSafetyServices%2fforms%2fErgo.aspx>

Evaluating

Work practices will be observed and evaluated frequently by

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managers, supervisors, and Unit Safety Officers. Unsafe activities shall be corrected immediately. If appropriate, the work shall be halted until the corrective measures can be implemented.

Executive Staff Meetings

Safety subjects shall be included in agendas and discussed at Executive Staff Meetings. If requested, the Director of the Safety Services, or his designated representative, will attend Executive Staff Meetings for the purpose of coordinating safety matters.

Extension Cords

Extension cords shall be fused 15 amp power strips. Unfused, multiple outlet extension cords are not authorized. Gang plugs are also not authorized. Unusual situations concerning extension cords must be approved by the TTUHSC El Paso Fire Marshals.

Eye Wash Stations

Eye wash stations must be located within 100 feet / 10 seconds of hazards. They are inspected and functionally operated twice annually by Safety Services. Access to eye wash stations shall remain open at all times. For additional information on eye wash stations, refer to the most current version of the ANSI standard Z358.1.

Refer also to related topic “Safety Showers” in this section of the Safety Manual.

Fume Hoods

Safety Services, in conjunction with Facilities Operations & Maintenance, performs a test of TTUHSC El Paso fume hoods at least semiannually. The test date is noted on the inspection sticker attached to the fume hood.

The test includes, but is not limited to, verification of: adequate air flow rate, basic utility functioning, and the operational condition of the hood. A yellow airflow indicator tape is attached to the bottom of the sash and serves as a visual clue to the user that air is flowing within the fume hood. For additional information on fume hoods, refer to the Laboratory Safety Manual or contact the Laboratory Safety Manager at (915) 215-4820.

Hazard Reporting Program

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If a faculty or staff member or a student becomes aware of any potentially hazardous condition, it should be brought to the attention of their immediate supervisor so that necessary corrective action can be taken.

Employees should complete an online Hazard Report form that can be found on the Safety Services web site: <http://elpaso.ttuhscc.edu/safety/reporting.aspx> Hazards. The form provides an area for a written description of the hazard, the location of the hazard, and proposed corrective action. Employees can also call the Safety Services department to report the hazardous condition by telephone.

The Safety Services office will review the Hazard Report for appropriate action. Safety Services will notify the initiator of resulting action.

If the situation is an ongoing issue where an employee experiences symptoms of ill health or discomfort that may be linked to an environmental condition, the employee should complete an “Occupant Diary” so that observable patterns may be identified and their root causes addressed. The “Occupant Diary” form can be found on the Safety Services web site: <http://elpaso.ttuhscc.edu/safety/documents/Environmental%20Services%20-%20Occupant%20Diary%202016.pdf> (also see Appendix 2-d).

Reports of recurring odor problems should be reported using the online “Indoor Air Quality Response Request” form that can be found on the Safety Services web site: <http://elpaso.ttuhscc.edu/safety/documents/Environmental%20Services%20-%20Indoor%20Air%20Quality%20Complaint%20Form.pdf> Employees can also call the Safety Services department to report the hazardous condition by telephone.

If a situation presents imminent danger to individuals or property, notify the campus safety office immediately by telephone.

Hazardous Material Handling and Spill/Release Response

Hazardous Material Handling

Many chemicals classified as hazardous are used in TTUHSC El Paso facilities each day. Some are in small quantities, while others amount to many gallons/pounds. It is the responsibility of each supervisor to ensure that proper inventory, storage and control of hazardous materials be maintained. Supervisors are responsible for proper training of employees with regards to hazardous material awareness, use, storage, and disposal,

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and to insure that employees and students understand the use of and the information contained in the Safety Data Sheets (SDS). In addition, supervisors are responsible for providing and ensuring the use of adequate personal protective equipment for employees, students, and volunteers.

It is the combined responsibility of everyone who uses, stores, and/or transports hazardous materials within TTUHSC El Paso to be informed about how to correctly respond to an incident involving these materials. Only properly trained persons who are familiar with the potential hazards, the precautions, and personal protective clothing and equipment necessary for protection from the hazardous materials should be working with these materials.

Spill/Release Response

The immediate actions of all employees in the event of a chemical spill or gas release must be understood BEFORE an incident occurs. In the event of any unexpected release of hazardous materials, the person(s) first aware of the incident should make an initial assessment of the potential danger to themselves and others in the immediate vicinity of the incident. If he/she can safely contain and/ or clean up the spill, they should respond as specified below for minor and major spills.

Minor Spills (within the clean-up abilities of the lab)

Each lab should have access to a chemical spill kit, and shall use their kit to promptly clean up small spills, following these guidelines that can also be found outlined on spill kit containers located in laboratory common areas.

1. The first to be aware of the spill shall notify others in the immediate area of the spill.
2. Consult SDS for information on appropriate measures.
3. Promptly clean up the spill, using appropriate protective apparel and equipment
4. Properly dispose of waste through Safety Services.

Major Spills (beyond the capabilities of the lab to clean up safely)

If a release occurs which is beyond an individual's ability to safely contain and clean-up, he/she should:

1. Take measures to stop the spread – if safe to do so.
2. Evacuate the area, and prevent others from entering the spill area.
3. Activate the nearest fire alarm if there is an uncontrolled open flame, uncontrolled compressed gas release, or any situation which poses an imminent threat to health or safety.
4. Isolate the spill by closing doors to the area.

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5. Contact Safety Services and the TT Police who will assess the situation and will then activate an emergency response team. After normal business hours, dial 911 directly:

- After working hours call Facilities Operations & Maintenance at **915-269-6537**

Be prepared to give the location of the spill, the type and amount of material spilled, hazardous properties, and the status of any injuries. Unless instructed otherwise, stay at this location until a representative of the response team arrives.

6. Assess if anyone working in the area was exposed. If an exposure occurred, assist in decontamination if safe to do so, and seek medical attention as needed.
7. Notify the laboratory supervisor, or principal investigator.

Non-Laboratory Spills

If a chemical spill is located outside a laboratory or if spill kit is not available, then it may be cleaned up by personnel if:

- spilled material is known, and
- Safety Data Sheet (SDS) is available and the employee(s) is familiar with the product's hazards, and
- SDS suggested Personal Protective Equipment (PPE) is available, and
- employee(s) has been trained in the use of the required PPE, and
- correct clean-up supplies are available, and
- employee (s) is confident in his/her ability to clean-up the spill. If all the above conditions are not met, employee(s) shall call the campus Safety Services department.

Reportable Spills

The following must be reported to the campus Safety Services department:

- Spills of extremely flammable materials (flash point of less than 20° F)
- Spills of extremely corrosive or toxic materials
- Spills of water reactive materials
- Spills of Mercury
- Spills of multiple materials
- All personal exposures
- All uncontrolled compressed gas releases
- All spills greater than 1 liter

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If a chemical spill meets none of the criteria mentioned above then it may be cleaned up by laboratory personnel following procedure outlined on spill kit provided by campus Safety Services department.

Hazardous Waste

The disposal of hazardous waste at TTUHSC El Paso is subject to various federal, state, and local regulations that require extensive documentation for disposal.

For additional information, see TTUHSC El Paso OP 75.03, “Hazardous Material Incidents”; the Regulated Waste Disposal Manual; Appendix 4-b, “Waste Stream Flow Chart”; Appendix 4-c, “Instructions for Disposal of Hazardous Waste Material”; Appendix 4-d, “Certificate of Decontamination” form; and the TTUHSC El Paso Laboratory Compliance Manual.

Hazardous Material Transportation

Shipments of hazardous materials are regulated by the United States Department of Transportation (DOT), and the International Air Transport Association (IATA) in order to promote safe and secure transportation of hazardous materials and to ensure minimal threats to life, property, and the environment. Any employee of TTUHSC El Paso who ships hazardous items must first be trained and certified in the applicable rules. The Department of Safety Services offers and coordinates training classes for TTUHSC El Paso hazmat employees. A hazmat employee is any employee who handles, offers for transport, transports, or causes hazardous materials to be transported.

Safety Services provides both initial and refresher classroom training

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for general hazmat and Infectious Substance shipments which will provide the trainee with certification to ship hazardous materials in accordance with national and international rules.

Training information may be found on the Safety Services website at:

<http://elpaso.ttuhsc.edu/safety/hazmatinfo.aspx>

Health and Safety Review Program

The Health and Safety Review program provides departments with a method of reviewing for safety deficiencies. The review also provides an opportunity to comment on those areas where procedures meet or exceed those standards.

Each Unit Safety Officer (USO) conducts a Health and Safety Review in another department whose work areas are similar to their own department (see Appendix 3-c for a copy of the Health and Safety Review form). The items included in this review are as follows:

- Section 1 – All Areas
- Section 2 – Administrative/Office Areas
- Section 3 – Clinical/Patient Care Areas
- Section 4 – Laboratories
- Section 5 – Maintenance/Shop Areas

The Health and Safety Reviews are conducted on an annual basis (see the Health and Safety Review Calendars on the online Safety Services web site:

<http://elpaso.ttuhsc.edu/safety/documents/FY17HealthSafetyReviewSchedule.pdf>.

After the review is completed, it is signed and forwarded to the

facility Safety Services department. Corrective action should be taken by responsible parties. Safety Services monitors corrective action and maintains the necessary files.

Indoor Air Quality

Reports of unusual or irritating odors can be made to your campus Safety Services department or Facilities Operations and Maintenance. Calls are responded to in a timely manner in order to determine the source of the odor so that appropriate corrective action can be taken. Complaints regarding recurring odors should be reported using the online “Indoor Air Quality Response Request” form that can be found on the Safety Services web site:

<http://elpaso.ttuhsc.edu/elpsafetyservices/forms/AirQuality.aspx>

Employees can also call the Safety Services department to report the

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hazardous condition by telephone; 915-241-4820.

Infection Prevention and Control Plan

All Texas Tech Physicians of El Paso have an Infection Prevention and Control Plan which is part of School of Medicine Ambulatory Care Policies and Procedures, Policy Number 7. Employees should contact their departmental Administrator, Head Nurse, or Unit Safety Officer for specific information on Infection Prevention and Control Plans. Students should also refer to their Student Handbook.

Job Safety Analysis

Supervisors and managers, with the assistance of the Unit Safety Officer, will prepare a Job Safety Analysis of all jobs that are inherently hazardous (see Appendix 3-a). The purpose of the analysis is to determine specific hazards and accident potentials involved in each step of the job and to take action to prevent incidents. This action may include one or more of the following: eliminate the hazard completely, guard the hazard or the employee, train the employee to compensate for the hazard, provide a substitute item less hazardous, or take other action to prevent an accident. Upon completion of a Job Safety Analysis, a Standard Operating Procedure will be prepared (see “Standard Operating Procedures” topic in this section of the Safety Manual).

Laboratory Safety

Laboratories, both research and clinical, present unique hazards requiring specific management practices to provide health and safety protection to personnel within TTUHSC El Paso facilities. These specific laboratory management practices are compiled into the TTUHSC El Paso Laboratory Compliance Manual published by Safety Services. This manual serves as the acceptable TTUHSC El Paso Policy and Procedures for laboratory safety. Copies can be obtained from the Safety Services web site:

<http://elpaso.ttuhsc.edu/safety/documents/Laboratory%20Compliance%20Manual%202016.pdf> . Mandatory laboratory safety training is available online via the Safety Services web site at: <http://elpaso.ttuhsc.edu/safety/training.aspx>

Laser Safety

TTUHSC El Paso utilizes laser-producing equipment/systems in medical therapy diagnostic procedures, as well as a tool in medical research. It

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is the responsibility of the Radiation Safety Division of Safety Services, the Radiation Safety Committee, and the user of the laser-producing device to follow the proper procedures and utilize the appropriate safety eyewear to minimize the possibility of injury while using the laser. The safe operating procedures, guiding regulations, and a full outline of the TTUHSC El Paso laser safety program is contained in the specialized Laser Safety Manual available to all users of lasers through the Radiation Safety Office of Safety Services or can be found online on the Safety Services web site: <http://elpaso.ttuhsu.edu/safety/training.aspx>

Safety Data Sheets

A safety data sheet (SDS) is a written fact sheet prepared and distributed by the manufacturers of chemicals. An SDS includes the following information: the identity used on the label; the chemical name; the common name; health hazards; physical hazards; primary routes of entry; whether or not the chemical is a carcinogen (cancer-causing agent); safe handling, use, and clean-up procedures; applicable engineering, work practices, or personal protective equipment control measures; emergency and first aid procedures; date of preparation of the SDS; and the name and address of the manufacturer. An SDS must be maintained readily available to all users of hazardous chemicals. Safety Services recommends that each department maintain a file of SDSs of chemicals known to be in use in their work areas. SDSs can also be accessed by contacting the chemical manufacturer or through the Safety Services web site link: <http://siri.org/msds/> Contact Safety Services for assistance with obtaining SDSs.

New Employee Safety Orientation Program

Safety Services provides an online New Employee Safety Orientation Program (NESOP). The online program is part of an ongoing effort to maintain a safe work environment for TTUHSC El Paso faculty, staff, and students. Program completion fulfills the initial requirements for federal, state, and TTUHSC El Paso mandated Level 1 safety education and training in the areas of accident prevention, emergency procedures, bloodborne pathogens / infection control, the Texas Hazard Communication Act (Right-To-Know Law), and TTUHSC El Paso safety programs (see “Safety Education and Training” in this section of the Safety Manual). NESOP also includes Level 2—Site Specific Information training (see Appendix 6-a).

All employees, regardless of FTE or job title, must complete NESOP Level 1 and Level 2 training prior to beginning any TTUHSC El Paso-related duties. New employees are provided NESOP information during their New Employee Orientation and/or by their supervisor and/or Unit Safety Officer. NESOP Level 1 training can be accessed through the

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Safety Services training web site:
<http://elpaso.ttuhscc.edu/safety/training.aspx> The NESOP Level 1 short courses are each concluded with a quiz which allows attendees to demonstrate their ability to apply the knowledge acquired.

NESOP Level 2 training (see Appendix 6-a) is completed by the employee with assistance from the Unit Safety Officer and/or the supervisor. The Level 2 documentation must be signed by both parties and submitted to the Safety Services department to be recorded.

Upon successfully completing each quiz (at least 80% correct) and successfully submitting NESOP Level 2 training documentation to Safety Services, employees are able to print a certificate of completion from the Safety Services training web site:
<http://elpaso.ttuhscc.edu/safety/training.aspx>

Supervisors are responsible for informing employees of any other additional safety training that is required for their work areas including, but not limited to, Laboratory Safety Essentials, Radiation Safety, Select Agent Training, or Hazardous Materials Shipping.

Odor Calls

See “Indoor Air Quality” in this section of the Safety Manual.

Patient Equipment

Those departments at TTUHSC El Paso who have control of patient equipment should have a written equipment management program. This program should be designed to assess and control the clinical and physical risks of fixed and portable equipment used for the diagnosis, treatment, monitoring, and care of patients and of other fixed and portable electrically powered equipment. This written program should include equipment testing procedures and user training programs. Documentation should be maintained on evaluation and testing of the equipment. Orientation and at least annual continuing education of individuals who use and/or maintain the equipment must be documented. For additional information, refer to the Environment of Care Management section of the Joint Commission Healthcare Standards

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Personal Protective Clothing and Equipment

TTUHSC El Paso provides the necessary personal protective clothing and equipment required for employees and students to be protected from exposure to infectious and/or hazardous material in their work area. It is the responsibility of TTUHSC El Paso employees and students to use the correct protective clothing and equipment when handling infectious and/or hazardous substances or when working in a hazardous environment. For additional information on personal protective clothing and equipment, refer to material safety data sheets on hazardous chemicals, standard operating procedures for an analysis of a specific job, or to research guidelines for protection from infectious or hazardous material.

Personnel Health and Medical Surveillance Policy

The Personnel Health and Medical Surveillance Policy (TTUHSC El Paso OP 75.11) establish general guidelines for the control and management of occupational exposure to employment-related illness. “This policy targets personnel who (1) have contact with patients and/or human body fluids/ tissues in clinical units, and (2) work in the Laboratory Animal Resource Center (LARC) and (3) work with animals or biohazardous materials in any laboratory.” This program includes pre-exposure immunizations and medical surveillance that routinely assesses the health condition of personnel who, due to their work activities, are considered high risk for an exposure incident or work-related illness.

TTUHSC El Paso shall regularly provide instruction about personal safety and hygienic measures and will provide required immunizations/TB testing established by the Infection Control Committee.

Employees, students, or volunteers who have a known or suspected exposure to an infectious disease shall report that incident immediately to their supervisor.

Post-exposure prophylaxis (if indicated), surveillance, and counseling is available to all covered personnel at no cost. Covered personnel who have an infectious disease shall not perform any activities which involve a known, demonstrated risk of infection, but may be offered alternative responsibilities and duties.

All information acquired pursuant to this policy regarding any aspect of the infectious disease status of any person shall be confidential unless disclosure is authorized or required by law.

Persons With Disabilities

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Employees who have a disability and require special services should contact their supervisor. Departments should identify one or two staff members with the specific responsibility of overseeing the notification and/or evacuation of employees with disabilities. For information on the American with Disabilities Act (ADA), visit the online ADA web site: www.ada.gov. For information on Texas Accessibility Standards (TAS), visit the online TAS web site: <https://www.tdlr.texas.gov/ab/tas/tassection03.pdf> also, see “Emergency Evacuation of Persons with Disabilities” under Section V of this Safety Manual.

Pest Control

Pest control service is provided for TTUHSC El Paso by an outside contractor for all campus locations. Pest control service covers control of pigeons, roosting birds, rodents and insects, including flies, mosquitoes, ants, roaches, silverfish, and other pests. All pest problems should be reported to Facilities Operations and Maintenance or Safety Services who will make necessary arrangements. Reports can be made by phone or an online Pest Control Request form can be completed on the Safety Services web site:

<https://idp.ttuhsc.edu/cas/login?service=http%3a%2f%2felpaso.ttuhsc.edu%2felpasafety%2fservices%2fforms%2fPestControl.aspx>

Planning

Of all the management functions and activities, proper planning is the most important. When a task has been properly planned and carried out, the desired results are usually achieved in an efficient, economical, and safe manner. Work tasks must be planned to ensure hazards and accident potentials are identified in the planning stage. Action can be taken to correct the hazard or otherwise prevent accidents through one or more management functions or activities. Broad safety planning must start with the President; extend to the Vice Presidents, Deans, Department Chairs, and Department Heads for additional planning; then through normal channels to supervisors, where in-depth planning will be done and executed.

Portable Heating Devices

Portable heating devices are prohibited except for those which meet all of the following requirements: a 750-watt maximum draw; automatic safety shutoffs when tipped over; a housing which remains cool to the touch, even when left on for prolonged periods of time. Portable heaters meeting these provisions will be approved for use by the TTUHSC El Paso Fire Marshal. Examples of such units include the Vornado VH 202 375/750-Watt and the

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Vornado VH 101 375/750-Watt heaters. In addition to the design criteria, portable heaters must have 18" clearance from any combustible material, unless further restricted by manufacturer's guidelines; and they are not to be left on unattended. Heaters not complying with these safety guidelines will be removed from service by the TTUHSC El Paso Fire Marshal.

Purchasing

Prior to purchasing any item for use by TTUHSC El Paso employees, full consideration will be given to safety and environmental factors. The items shall meet safety standards. All machines must be properly guarded. Items that do not meet safety standards will not be purchased. Assistance in the purchase of equipment to ensure it meets safety and environmental concerns are available from Safety Services, Physical Plant, and Facilities Maintenance and Operations.

Radiation Safety

TTUHSC El Paso, utilize radiation as a diagnostic tool and is a valuable tool in academic medical research. It is the responsibility of the Radiation Safety Division of the Safety Services Department, the Radiation Safety Committee, and most importantly, the user of the radioactive material or radiation-producing device to employ the proper safeguards and procedures to ensure the safe use of the radiation. The safe operating procedures, guiding regulations, and a full outline of the TTUHSC El Paso radiation safety program is contained in the specialized Radiation Safety Manual and the Laser Safety Manual available to all users of radiation through the Radiation Safety Division of Safety Services. The Radiation Safety Manual can also be accessed and obtained online on the Safety Services web site: <http://elpaso.ttuhscc.edu/safety/manuals.aspx>

Respiratory Protection

When personnel are assigned to tasks that require the use of respiratory protection, 29 CFR 1910.134 OSHA's Respiratory Protection Standard will be followed as a minimum guideline. This includes the requirement for medical surveillance, fit testing and training.

For those that utilize the N95 respirator on a voluntary basis, as an example, when working with airborne pathogens such as TB; fit testing is highly recommended. All personnel using respiratory protection on a voluntary basis shall be provided a copy of Attachment C to OP 75.12, "Information for All Users of N-95 and Other Filtering Face-piece Respirators" which describes the respiratory threats in the healthcare environment and how to prevent healthcare-associated transmission of disease (see Appendix 7-a).

For fit testing of the N95 or for more information about respiratory

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protection, contact your facility's Safety Services Office or the Respiratory Program Administrator (915) 215-4820.

Safety Awareness

Safety is the responsibility of all TTUHSC El Paso faculty, staff, students, and volunteers. Faculty, staff, students, and volunteers are informed of safety procedures for their area. This safety awareness is a major consideration in management decisions. Managers and supervisors must make every effort to promote safety awareness, discuss safety with employees, encourage people to think about safety, and create interest by giving employees recognition for outstanding safety-related accomplishments.

Safety Education and Training

Employees, who have been properly trained to do their jobs, perform them in a safe manner. TTUHSC El Paso provides safety training in a variety of formats, including printed materials, customized training, videotaped programs, lectures, computer-based training programs, and online presentations. Based on a review of applicable federal, state, local, and institutional policies and regulations, employees must receive initial and annual refresher training in five key areas:

Accident Prevention and Reporting (AP) training includes general safety principles and the methods for TTUHSC El Paso employees to report occupational injury and illness.

Emergency Procedures (EP) training includes fire prevention measures and emergency preparedness information, as well as appropriate responses to fire, disaster, bomb threat, severe weather, assault or any other emergent situation.

Infectious Disease Exposure Prevention (IDEP) training provides an overview of infection control methods, as well as immunizations and medical surveillance and post exposure care as outlined in TTUHSC El Paso OP 75.11.

Texas Hazard Communication Act / Right-to-Know Law (RTK) training includes an overview of the law and employee rights and responsibilities defined by the law.

Safety Programs (SP) training includes information about various TTUHSC El Paso programs designed to increase the safety of its employees, such as various safety committees, hazard reporting programs, and immunization and medical surveillance programs.

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Required safety training is accomplished on four levels:

Level 1 Regulatory Overview Training is a broad-based overview of general safety principles and applicable federal, state, local, and TTUHSC El Paso rules, regulations and standards. Level 1 training also includes incident/accident reporting procedures and an overview of employee rights and responsibilities as they pertain to safety issues. Level 1 training instruction is provided on initial employment by the Safety Services Department in the New Employee Safety Orientation Program (see “New Employee Safety Orientation Program” in this section of the Safety Manual).

Level 2 Site-Specific Technical Knowledge Training provides information on the identification and control of hazards in a particular work environment. This training includes, but is not limited to, (1) work practices by which the employee can minimize risks from hazards, including the use of engineering controls, equipment, and any new relevant safety technology or safety procedures; (2) information on the types of personal protective equipment, including limitations of materials and construction; limitations during temperature extremes, heat stress, and other appropriate medical considerations; and inspection procedures prior to, during, and after use; (3) information on the proper use, location, removal, handling, decontamination and disposal of personal protective equipment; and (4) an explanation of the signs, labels, material safety data sheets, tags, and/or color coding systems used in the work area.

Level 2 training is the responsibility of supervisors in conjunction with the Safety Services Department. To properly document this training, all new employees will complete and sign the Level 2 Site-Specific training form (see Appendix 6-a), have it signed by their immediate supervisor, and return it to facility Safety Services Office within five days of completing NESOP.

Level 3 Technical Skills Demonstration, or hands-on training, involves the employee’s ability to demonstrate the proper implementation of the skills learned in Levels 1 and 2. This includes, but is not limited to, (1) identification of site-specific safety, health and other hazards present in the work area and means of controlling those hazards; (2) identification of specific signs and symptoms related to exposure to infectious or hazardous materials present on the site and procedures for reporting these signs and symptoms; (3) demonstrated safe use of engineering controls and equipment on site that may be used during the performance of work duties; (4) demonstrated ability to select, use, store, and maintain, including decontamination and disposal of, personal protective equipment specific to the job functions; (5) demonstrated understanding of the labeling system and material safety data sheets and how to obtain and interpret appropriate hazard information and create labels; and (6) demonstrate ability in emergency recognition and prevention, emergency

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first aid (as needed), safe distances, escape routes, and places of refuge. Level 3 training and documentation of such training is the responsibility of supervisors.

Level 4 Refresher Training must be accomplished annually for each employee and is conducted by Unit Safety Officers and supervisors in conjunction with Safety Services. Level 4 training should include:

(1) review of and retraining on relevant topics covered in the initial program, as appropriate, based on work experiences; (2) update on developments with respect to material covered in the initial course; (3) review of changes to pertinent standards or laws; and (4) introduction of additional subject areas as appropriate.

At the conclusion of a training session, proficiency should be documented by written assessment and/or skill demonstration which evaluates the knowledge and skills developed in the training. Each trainee should be notified of their successful completion of the training course.

Unit Safety Officers are responsible for evaluating and monitoring the safety training records of employees within their department. Unit Safety Officers are responsible for forwarding and safety training documentation to the campus Safety Office. Safety training documentation must include the names and identification numbers of attendees, training dates, names of instructors, and course title. These records must be maintained for five

years and should be available on the trainee's request or as mandated by law. Training records are available for review by applicable regulatory agencies.

Contact your Unit Safety Officer, your supervisor, or your campus Safety Services department for additional information on safety education and training.

Safety Showers

Safety showers must be located within 100 feet / 10 seconds of areas where hazardous materials are used. They are inspected bi-annually by Safety Services. Access to safety showers must remain open at all times. For additional information, refer to the most current version of the ANSI standard Z358.1.

Smoking

As a health care institution, TTUHSC El Paso is committed to the establishment and enforcement of a smoke-free environment. Tobacco use is prohibited on all Texas State property (effective January 1, 2001) and in all TTUHSC EL PASO facilities as established in TTUHSC El

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Paso OP 10.19. Enforcement of this Tobacco

-Free Environment Policy is the responsibility of department heads and supervisors. Personnel and students who are in violation of this policy are subject to disciplinary action (TTUHSC El Paso OP 70.31).

Standard Operating Procedures

Standard operating procedures (SOPs) should be prepared and/or maintained by each department for hazardous operations, activities, equipment, and materials in the work area (see Appendix 3-b for a sample copy of a “Standard Operating Procedure” form). Each SOP will be reviewed periodically and updated when necessary. Should an incident occur involving a particular procedure, the applicable SOP will be reviewed as soon as reasonably possible. SOPs will be made available to employees and, when appropriate, will be prominently posted in or near the operation, activity, equipment, or material to which they apply. Supervisors will enforce SOPs and will be responsible for ensuring that necessary personnel are trained to comply with the SOPs.

Supervisors’ Meetings with Employees

For the Safety Program at TTUHSC El Paso to be effective, it must extend to all faculty, staff, volunteers, and students. Immediate supervisors should hold frequent safety meetings with their employees. When planning any job or operation, the supervisor should give instructions in a manner such that employees know specifically what they are required to do, the hazards and accident potentials involved in the job, and the safety requirements or precautions that they must follow to prevent accidents during the job.

Texas Hazard Communication Act (Right-To-Know Law)

The purpose of the Texas Hazard Communication Act is to improve the health and safety of employees by providing access to information regarding hazardous chemicals to which they may be exposed either during their normal employment activities, during emergency situations, or as a result of proximity to the use of those chemicals.

The Notice to Employees is a brief outline of the act (see Appendix 4-a for a copy of the “Notice to Employees”). This notice, which must be posted conspicuously throughout TTUHSC El Paso facilities where hazardous chemicals are used or stored, outlines the major sections of

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the act, including workplace chemical lists, safety data sheets (SDSs), labels, exemptions to the law, incident reporting procedures, employee rights, and employee education programs.

TTUHSC El Paso provides three levels of training on hazardous chemicals. Safety Services provides a basic course on the Right-To-Understand Law for all employees, students, and volunteers. The second level of safety training is of a generic nature such as information on various classes of chemicals and general work practices. This training is provided in the Laboratory Safety Course, required for all laboratory workers prior to beginning any TTUHSC El Paso related activities. The immediate supervisor or faculty advisor is responsible for the third level of safety training on chemicals for their employees, students, and/or volunteers. The third level of safety training on chemicals covers information on specific chemicals and work practices. Records covering all three levels of safety training on hazardous chemicals must be maintained for five years (see “Safety Education and Training” in this section of this Safety Manual).

Unit Safety Officers

Department Heads at TTUHSC El Paso, the Dean of the School of Medicine, Paul L. Foster the Dean of the Gayle Greve Hunt School of Nursing, the Dean of the Biomedical Sciences Graduate School have appointed Unit Safety Officers (USOs) to assist them in implementing and managing the Safety Program within their assigned area or department(s) (see Appendix 5-a for a copy of the Unit Safety Officer Job Description, Appendix 5-b for a copy of the Unit Safety Officer Letter of Appointment form, and Appendix 5-c for a copy of the Unit Safety Officer Change Form). USOs coordinate the following safety activities within their assigned departments: incident reporting and investigation procedures; safety education and training and the resulting record-keeping; emergency notification and evacuation procedures; annual Health and Safety Reviews; departmental safety meetings; hazard reporting; and other safety duties as required by the TTUHSC El Paso Safety Program. New USOs attend an initial orientation program and ongoing training conferences as scheduled by the Safety Services Department. For additional information on the above- mentioned activities involving Unit Safety Officers, refer to the subject headings under Section IV of this Safety Manual.

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V. GENERAL SAFETY PROCEDURES

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SECTION V

GENERAL SAFETY PROCEDURES

A. BASIC SAFETY PRINCIPLES

Statement

Ongoing safety requires a genuine interest in safety! Furthermore, this interest must be continuously demonstrated. The prevention of incidents should be paramount in the safety effort of any organization and particularly that of a research or laboratory environment. There are basic principles that can be utilized in almost any work setting that, when followed, can provide a safer work environment for all. The following basic safety principles are hereby adopted for TTUHSC El Paso.

General Employee Safety

Know or learn the **safe practices for your job**. If you do not know, ask your supervisor, co-worker, or call the campus Safety Services department. You are your first line of defense in preventing an incident. It is far better to ask a question regarding safety than to explain that you were too embarrassed to ask. Asking questions about safety, even if they seem simple or obvious, indicate that you are interested in your own safety and the safety of your co-workers. In most cases, others have had

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the same questions.

Avoid working alone. If you work alone, ensure that someone knows where you are and what time you will be through. Check back with that person when you have finished. Follow this procedure for your own safety in the event of an accident or a medical emergency.

Avoid leaving tasks unattended. Leaving potentially hazardous tasks unattended can lead to an incident. Make sure not to leave work equipment such as Bunsen burners or appliances such as microwaves operating if you need to step away. Minimize the risk of something going wrong.

Report all incidents and injuries immediately to your supervisor and Unit Safety Officer. Remember that near misses are warnings of a potential conditions and near misses by either calling the Safety Services department or by using the online Hazard Report form on the

Safety Services web site:

<https://idp.ttuhsc.edu/cas/login?service=http%3a%2f%2felpaso.ttuhsc.edu%2felpsafetyservices%2fforms%2fFire.aspx> .

Work safely. Do not take chances. Be aware of and comply with all applicable rules, standards, and procedures. No one wants to have or create an incident.

Inform all individuals in your area, who are not familiar with the area, or potential hazards.

Organize work tasks with safety incorporated into all phases of the operation. Keep work areas neat and clean and attend to housekeeping needs daily.

Do not run. Walking is always safer. Chances of slipping and falling are greater due to running. You never know when someone will step out in front of you. There is no excuse for running, except to respond to an emergency; in which case, try to stay in the center of the corridor.

Do not hurry unnecessarily. No project or procedure should be considered so important as to neglect safety precautions. The speed with which a job is accomplished should never take precedence over the safety of the employee. Jobs will be planned and work organized in a manner such that employees will not have to work at an unsafe speed. Work should be productive, but not so rapid as to jeopardize employee safety.

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Use proper lifting procedures when moving materials. Get help when needed. Many incidents are related to improper lifting procedures. For assistance with large objects (furniture, boxes, etc.), contact:

Facilities Operations & Maintenance at 215-4500

Clothing should be appropriate to your job. Loose clothing, such as ties or unbuttoned, long sleeves, should not be allowed near the moving parts of equipment. This also includes long hair or beards. Open-toe or canvas-top shoes are not adequate foot protection for the laboratory area. Shorts, short skirts, and other clothing that leaves large areas of exposed skin are also inappropriate in the laboratory environment. Protective devices should be used whenever necessary.

The use of good **personal hygiene practices** will aid in the prevention of contamination, the spread of infection, and the ingestion of hazardous substances. Wash hands upon arriving at and before leaving work; after handling chemicals, animals, blood, body fluids, or equipment; before and after patient contact; before involvement with an invasive procedure; before and after eating; after using the restroom; or after any potential contamination. See Appendix 7-a for proper hand-washing procedures.

Eating, drinking, smoking, and the use of cosmetics is prohibited in laboratories, near chemicals, near laboratory animals, in patient care areas, nurses stations, or anywhere there is a potential for contamination.

Food shall not be stored with or near chemical or biological materials, nor near laboratory animals. Store food only in refrigerators marked clearly "For Food Only".

Use appropriate personal protective clothing and/or equipment whenever contamination by chemicals, blood, body fluid, or other potentially infectious materials is possible. Know what personal protective equipment or clothing is required in the performance of your job by referencing the applicable SOPs and/or SDSs. Know how to use it properly and make certain that it is in good working condition.

Only individuals, who work in the laboratory, animal room, or shop, should be in these areas. Communication with office staff should be conducted outside these areas. Delivery of supplies should be made at the door. Exceptions to these include Facilities Operations & Maintenance personnel who need to work in the area and Custodial personnel. Facilities Operations & Maintenance personnel should be informed of potential hazard areas by the laboratory supervisor or laboratory technician. Custodial personnel are instructed not to touch anything on the benches. Children under the age of 18 are not allowed in laboratories unless involved in a TTUHSC El Paso-sponsored activity and must comply with TTUHSC El Paso OP 75.13, "Minors in Research Laboratories".

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Unauthorized experiments or procedures are prohibited. Before performing any new procedures, discuss the procedure with your supervisor and determine the hazards that may be involved, as well as any actions necessary to control and/or eliminate those hazards. Approval from the appropriate institutional committee may also be required prior to initiating experiments.

Use care in handling and storing sharp, pointed items such as scissors, knives, tools, scalpels, razor blades, or needles.

NEVER recap used needles.

Do not try to catch **sharp items**, if they fall. Do not try to pick up broken glass with your hands. Use tongs or sweep it up with a broom or brush and dispose of all glass and sharp items in appropriate containers. Sharps containers shall be permanently closed and replaced when they become $\frac{3}{4}$ full. Do not over-fill a sharps container.

Close all containers when not in use. This ranges from rubber cement to chemicals and lubricants, including gas cylinders, cleaning agents, and biohazardous and radiological containers.

Never reuse empty chemical containers for items that will be for human consumption. This includes styro-foam containers, jars, plastic jugs, or laboratory glassware. A styro-foam container may work well as an ice chest, or a collapsible plastic jug may work well for tea or soft drinks, but it is not worth the risk to your health. When disposing of these items, render them non-usable.

Dispose of hazardous waste material properly. Hazardous wastes, including flammables, toxins, corrosives, reactive/unstable agents, biohazards, and radioactive materials, must be stored in shatter-proof, leak-proof sealed hazardous waste containers. For information or assistance in the disposal of hazardous waste material, contact the campus Safety Services department. The disposal of hazardous waste at TTUHSC EL PASO is subject to various federal, state, and local regulations that require extensive documentation for disposal. For additional information, see TTUHSC EL PASO OP 75.03, "Hazardous Material Incidents"; Appendix 4-c, "Instructions for Disposal of Hazardous Waste Material"; Appendix 4-d, "Certificate of Decontamination" form; and the Laboratory Compliance Manual.

Signs and Labels

Emergency exit signs shall be visible and operational at each evacuation exit. Report immediately any blocked, damaged, or inoperable exit signs to the Facilities Operations & Maintenance department.

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All **emergency equipment** shall be properly identified. Report any broken or missing emergency equipment to the campus Safety Services department.

All chemical containers, including made-up solutions or mixtures, must comply with the Globally Harmonized System (GHS) requirements for **properly labeled containers** with at least the name of the chemical and the pertinent health and physical hazards.

Electrical panels shall be properly labeled and immediately accessible.

Facility

Facility **fire drills** will be conducted by TTUHSC EL PASO Fire Marshals as required by applicable laws and regulations. Participation by employees and students is required. See “Fire Drills” in this section of the Safety Manual.

- **Store all materials** in a way that they will not fall, slip, tip, or spill.
- Anchor or support compressed **gas cylinders** or other top-heavy items.

Keep **corridors and aisles** clear and free of material which may cause slips or falls. Clean up all spills or have them cleaned up immediately. If you find material in the corridors or stairways which

could cause falls or slips, removed them and place in trash receptacles. If you are unequipped to clean up a spill, mark it so as to warn others of the danger and report the spill to your facility’s Custodial Services. Courtesy and safety are habit-forming.

Keep all work areas neat, orderly, and free of debris. Cluttered work areas impede productivity and increase hazards like contamination, falling, or fire. Space should be sufficient for your work.

Immediately report any **utility problems**, such as electrical, plumbing, lighting, ventilation, gas, or vacuum lines, to your campus Facilities Operations & Maintenance department. When not in use, the utility

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should be turned off and/or disconnected.

Sink traps, floor drain traps, and all other drain traps should be kept filled with water. When traps become dry, they serve as an open line to the sewer system, allowing explosive sewer gases and vapors to back up into the area.

Avoid standing near closed doors. Open doors slowly when entering.

Arrangement of furniture, benches, and equipment shall be in such a way as not to prevent egress or block doorways to safety equipment. Some additional considerations include an arrangement that does not result in a tripping hazard due to exposed cords and other lines. Fume hoods and biological cabinets should be located away from doorways which may produce a cross-draft, reducing the efficiency of the unit. Aisles should be kept clear.

Do not stack lateral filing cabinets.

Keep all drawers closed when not in use. Open only one drawer of a multi-drawer cabinet at a time. Proportion the weight so that the lower drawers contain more weight. Many cabinets are equipped with safety devices so that only one drawer can be opened at a time.

Avoid walking through **construction areas** or areas that are being renovated. These areas are exclusively for authorized personnel only, and proper personal protective equipment (PPE) is required when entering these areas.

Transport all materials safely. Secure items from falling, slipping, or rolling. Freight elevators are to be used for transporting furniture, equipment, chemicals, biological materials, laboratory animals, radioactive materials, and waste materials. Chemicals and biological or radioactive materials should be properly labeled and in closed or sealed containers with secondary containment if possible.

Avoid placing heavy items or equipment or hazardous materials on **wall-mounted shelves**, as they are not intended to support heavy materials. Should they fall, the material on them should not be items that are likely to break, become damaged, or result in a hazardous condition. Additionally, these shelves should not be placed above sensitive or breakable equipment or hazardous materials.

Keep all **cabinet doors** closed when not in use, and avoid using the tops of tall cabinets for storage. In this case, tall cabinets refer to those taller than six feet.

Repair or replace defective chairs or desks. Check the backs of chairs and ensure that they are secure. Wooden furniture sometimes splinters,

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resulting in injuries to hands, arms and legs and torn clothing. If splintering of chair arms or desks occurs, have them sanded and/or refinished. Avoid the “quick fix” method of placing transparent tape over the splintered area. To prevent a tripping hazard, plastic chair mats should be turned in when the edges curl.

Doors to laboratories, shops, and animal rooms should remain closed except when in use. Do not leave a laboratory, shop, or office unattended without **closing and locking the doors**, and do not loan your keys to anyone.

Electrical

Report any **loose, open, or arcing electrical receptacle** immediately to your campus Facilities Operations & Maintenance department. Remove from service and replace or have replaced, any **frayed electrical cords**.

Keep cords from becoming a tripping hazard by properly arranging furniture or equipment, having Facilities Operations & Maintenance install additional outlets, or by using approved bridges. Do not place items, such as furniture, carpets or runners, on top of cords.

Avoid overloading electrical circuits, and do not use gang plugs. The TTUHSC EL PASO Fire Marshals have approved the use of 15 amp fused power strips for some limited applications.

All **electrical equipment should be grounded** or double insulated and periodically inspected.

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B. EMERGENCY PROCEDURES

General

The following emergency procedures apply to TTUHSC EL PASO facilities. Those working in a satellite office or non-TTUHSC EL PASO owned facility should contact their supervisor for additional information on specific procedures.

Remain calm! Always reassure patients and visitors who are unfamiliar with TTUHSC EL PASO's emergency procedures. Remember that personal protection of yourself and others is the first consideration, followed by reporting and preventing the spread of the emergency.

911

In an emergency, call 911 from any TTUHSC EL PASO business telephone. Request the assistance needed, immediately afterwards call the TTUHSC El Paso Police to advise you called 911. For Emergency Medical Services, call 911 from any campus phone. From a mobile phone, dial 911.

Elevators

Do not use elevators for emergency evacuation. Instead use stairwells. TTUHSC EL PASO elevators are automatically recalled to ground level during fire alarms and are not available for occupant use.

Non-ambulatory persons should assemble in the designated area of

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refuge to await rescue by emergency response personnel. For more information, see “Emergency Evacuation of Persons with Disabilities” in this section of the Safety Manual.

Emergency Equipment

Be familiar with the location of emergency equipment such as fire extinguishers, fire alarm pull stations, first aid kits, eye wash stations, and emergency showers in your work area.

Do not obstruct emergency equipment or evacuation routes.

Immediately report any missing or broken emergency equipment to the campus Safety Services department or Facilities Operations & Maintenance department.

Emergency Evacuation Routes and Re-assembly Areas

During an emergency requiring a partial or total evacuation of occupants from TTUHSC EL PASO, it is critical that this procedure be accomplished in an efficient and orderly manner. Following evacuation, departmental groups should reassemble in a specified area outside the facility. These emergency evacuation routes and re-assembly areas are established by Unit Safety Officers and/or department heads. Contact your Unit Safety Officer now so that you are prepared, in case of any emergency, to evacuate and reassemble safely. The Unit Safety Officer should check evacuation routes periodically to ensure that construction or renovation activities have not blocked the established routes.

Emergency Evacuation of Persons with Disabilities

Prior planning and practice of emergency evacuation of disabled persons is essential in assuring a safe evacuation. Persons who are mobility impaired will need assistance from TTUHSC EL PASO personnel to reach areas of safety. It is important that employees know where areas of refuge are located and take quick and decisive action, and **remain with the disabled person during the emergency.**

Each department should identify at least one or two persons who are responsible for the evacuation of persons who are or may become disabled.

Fire Safety

Emergency evacuations shall be organized, prompt, and practiced. The options for evacuation include:

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- Evacuate vertically via a stairway that reaches the ground floor. Follow the exit signs out of the building. Employees must assist those who have difficulty traversing stairs. Other options for evacuating, especially for persons unable to traverse the stairwells are:
- Evacuate horizontally by moving away from the emergency situation without changing elevation or floor level. Follow the exit signs to the unaffected wings of multi-building complexes.
- Evacuate to and remain in an *area of refuge*. These areas are usually stair enclosures or open air exit balconies and provide a degree of safety. Other possible areas of refuge are fire rated corridors or vestibules adjacent to exit stairs, and elevator lobbies. Taking a position in a rated corridor next to the stairwell is a good alternative to a small stair landing crowded with other building occupants using the stairway.
- Stay in place in a room that is not in immediate danger with solid walls, doors and a telephone. This is a last resort approach and should only be attempted when no clear alternative exit route is present. Contact emergency services by calling 911 and report your location and circumstances.
- Elevators shall only be used in areas approved by the Fire Marshal's office.

Note: TTUHSC El Paso multistory facilities are equipped with Evac-Chairs. Evac-chair is a universal evacuation solution for smooth stairway descent during an emergency. Single user operation ensures no heavy lifting or manual handling is required during emergency evacuation procedures. Contact the department of Safety Services for training schedule.

Most TTUHSC EL PASO facilities are equipped with ADA/TAS approved fire alarm horn and strobe units. However, persons with hearing or visual impairment need to be identified so that faculty and staff are aware of their special needs and personnel have been assigned to assist them during an emergency situation.

For additional information or assistance in identifying evacuation routes or safe refuge areas, contact the TTUHSC EL PASO Fire Marshals at (915) 215-4820.

Fire Emergency

In the event of a fire emergency (denoted by the sounding alarm and flashing strobe lights), all occupants within the affected area are required to evacuate the building by following **R-A-C-E** procedures:

- R** escue anyone from the immediate area of danger.
- A** ctivate the nearest fire alarm pull station or call 911 from a safe location to report the details.
- C** ontain the fire by closing, but not locking, doors as you leave the fire area.
- E** vacuate to pre-assigned re-assembly area outside the building and report to your immediate supervisor for a head count.

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Firefighters will give priority to finding unaccounted occupants over fighting the actual fire.

Fire Alarm Pull Stations

Fire alarm pull stations are located in all of the public corridors and can be easily located on your way out of the area. Operation of a fire alarm pull station is a very simple process and requires no special knowledge or skills. However, instructions on how to activate an alarm can be found on the front of the pull station. Please note that a short, approximately 15 second, confirmation delay will occur upon activation of any manual pull station.

It is important to activate the pull station nearest to the fire, as the computerized system will direct emergency responders to go to the area of the station which was activated first. Activating the system from another floor or wing could significantly delay emergency responses.

Fire Alarm Activation

The TTUHSC EL PASO fire alarm system can be activated manually by pulling a fire alarm pull station and automatically through smoke detection or by fire sprinkler flow. Water flow from the sprinkler system or smoke detected from any one of the smoke heads will sound an alarm in the affected area.

Persons reporting a fire should pull the nearest fire alarm pull station and then dial 911 from a safe area to report other details. Activation of the fire alarm system will cause:

1. Horn and light devices located on that floor and wing to sound.
2. All hold-open fire doors to release and close.
3. Area air handlers to shut down.
4. All magnetically-locked doors to release.
5. A fire alarm condition to be displayed on the control monitors.
6. A coordinated response from TTUHSC EL PASO service departments.

Where available, flashing strobe lights serve as notification that an alarm has been activated and occupants should stop what they are doing and evacuate the building.

Fire Drills

The purpose of a fire drill is to ensure the efficient and safe use of the exit facilities. Occupant safety is the priority, and all fire drills should demonstrate R-A-C-E procedure ability. The TTUHSC EL PASO Fire Marshals conduct at least one fire drill annually.

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Faculty, staff, and students must respond to all fire alarms or drills. Evacuation should be orderly and without delay. Fire drills do not require the removal of patients and visitors, or the interruption of direct patient care. However, it is important that patients and visitors are made aware of the drill so that they do not panic or become frightened. Clinic personnel not actively involved with direct patient care at the time of the drill must respond. Direct patient care is defined as being actively involved in face-to-face treatment or movement of or conference with a patient.

Fire Evacuations

TTUHSC EL PASO employees and students are obligated to assist visitors and patients from the building during fire alarms and should establish two different and separate ways out of the building. TTUHSC EL PASO elevators are automatically recalled to ground level during fire alarms and are not available for occupant use. Specific departmental evacuation routes have been developed and are available from Unit Safety Officers and/or department heads.

In the event of a fire alarm, building occupants should:

1. Move horizontally away from the fire as to another wing on the same floor.
2. Follow exit signs to the nearest stairway.
3. Use exit stairs and proceed to ground level.
4. Exit the stairway.
5. Follow exit signs until you have exited the building.
6. Report to immediate supervisor at pre-determined assembly areas outside the building.

Departments must insure that personnel have been identified to stand by to assist in the orderly evacuation of non-employees (patients, visitors, volunteers, students) who may not be aware of appropriate evacuation procedures, with special attention given to persons with disabilities. (See “Emergency Evacuation of Persons with Disabilities” in this section of the Safety Manual.) This evacuation plan should be communicated to all involved personnel.

Fire Extinguishers

Fire extinguishers are designed and intended to be used for small beginning- stage fires. The proper use of a fire extinguisher may save lives and property. However, if you have not been trained in the use of a fire extinguisher, or if you do not feel comfortable that a single fire extinguisher will extinguish the fire, then simply initiate R-A-C-E

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procedures and close the doors as you leave the building.

Fire extinguishers are located throughout the building and are rated for the three types of fires that may occur in TTUHSC EL PASO facilities. Most TTUHSC EL PASO fire extinguishers are ABC multipurpose, dry chemical units and may be used on either A, B, or C class fires. It is important that the type of fire extinguisher used on a fire is rated to extinguish the type of material that is burning. The type of fire extinguisher, as well as the fire extinguisher operating instructions, can be found on the front plate or label that is located on all extinguishers. The types of fires and fire extinguishers are:

Class A – Common *combustibles* which will most often leave some type of ash, such as wood, cloth, or paper. Type A extinguishers are usually silver containers filled with compressed water.

Class B – Most often involve *flammable liquids or plastics*. These fires are usually very hot, intense, and can spread quickly. Class B extinguishers are filled with dry chemicals much like common baking soda.

Class C – These fires are *electrical* in origin. Although a Class C fire extinguisher will extinguish an electrical fire, an electrical fire cannot be totally extinguished until the electrical supply has been disconnected. Class C extinguishers are filled with CO₂ or halon to minimize damage to sensitive electronic equipment.

Use a fire extinguisher only after proper training and when you are confident that you can safely extinguish the fire. Upon request, Safety Services offers hands-on fire extinguisher training. Contact your Safety Office or the TTUHSC EL PASO Fire Marshals at (915) 215-4820 for details.

Severe Weather/Tornado Emergency

Severe weather in the form of thunderstorms, damaging hail, high winds, and tornadoes are a threat to the Texas Tech community. TTUHSC EL PASO maintains several warning and alert systems for use in the event major storms or other disasters threaten our community. Ideally, sufficient warning time will allow precautionary measures to be implemented. The unpredictability of weather conditions, however, does not always provide for adequate warning. TTUHSC EL PASO OP 76.15 outlines the function and use of the TTUHSC EL PASO's warning and alert system. The STAT!Alert emergency notification system will be used to notify TTUHSC EL PASO personnel of severe weather warnings and other emergencies.

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A *severe weather watch* indicates that conditions are favorable for heavy rain, hail, high winds, severe thunderstorms or tornadoes. A *severe weather warning* indicates that heavy rain or hail, high winds or tornadoes have been reported in the county or the surrounding area, but not necessarily in the immediate vicinity of TTUHSC EL PASO facilities.

If you sight severe weather with damaging winds, hail and/or a funnel cloud moving toward the facility, call your campus Police Department and state your name, give the approximate location, and remain on the phone until released by the operator.

In the event of a severe weather emergency, do not go outside or attempt to leave the building. Get away from windows, glass doors or large open areas. Move immediately to the building interior/shelter area designated by your Unit Safety Officer. Contact your Unit Safety Officer or supervisor for your designated shelter area. If you are unable to reach your designated shelter area, seek refuge in any interior room without windows or move to the nearest stairwell. Because of the risk of breaking glass, all laboratory areas should be evacuated immediately. Please refer to your Departmental Emergency Preparedness Plan for further instructions regarding evacuation strategies.

Remain in the area of safety until you are informed by your campus Police Department or your supervisor that the weather conditions have subsided, at which time you may return to your area.

In the event of an emergency, please refer to the TTUHSC EL PASO Emergency Preparedness website at:
<http://elpaso.ttuhsc.edu/elpstatalert/emergency.aspx>. This site will be updated with information about the nature of any incident, how to remain safe during and after the event, and at which point safety has been restored.

Bomb Threat

In the event of a bomb threat, all occupants should evacuate the building immediately using the pre-determined evacuation routes. Do not use the elevators.

Should you receive a bomb threat, keep the caller on the phone as long as possible. Direct someone else to notify your campus Police Department.

While the caller is on the line, try to obtain as much of the following information as possible (see Appendix 8-b for a copy of the Bomb Threat Checklist):

1. Exact location of bomb (floor, wing, and room number)
2. When the bomb will detonate / method of detonation
3. Type of bomb (physical description)
4. Outstanding characteristics of the caller such as gender,

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age, ethnic background, accent/speech peculiarities

5. Notable background noises

Upon receiving notification of a bomb threat, your campus Police Department will immediately dispatch officers to the location to search the premises and assume responsibility for handling the threat.

Cardio-Pulmonary Arrest/Medical Emergency

Persons identifying a cardio-pulmonary arrest or other emergent medical situation should:

1. Call 911 for response by EMS.
2. Initiate appropriate emergency interventions according to the level of training of the available personnel.
3. Post personnel at facility entrance to guide EMS to the location of the emergency. EMS will transport to the appropriate medical facility as needed.

Power Failure

It is advisable to have a flashlight and portable radio available for power failures. It is important to keep these in an easily-accessible location, and have fresh batteries available. Tune your radio to your local station participating in the Texas Emergency Alert System. They will be running on back-up generator and will be the first to receive information in the event of an emergency that extends beyond TTUHSC EL PASO.

El Paso: KTSM-FM 99.9
KLAQ –FM 95.5
KBNA-FM 97.5 (Spanish)

In the event of a power failure, turn off all light switches and set all equipment and appliance switches to the OFF position to protect against kicking out the circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as the power comes back on.

Extinguish all flames in laboratories and take measures to protect your equipment or experiments. Remember that air operated controls and water pressure may be affected.

If the failure lasts more than a few minutes, it may be necessary to evacuate persons from darkened areas (restrooms, stairwells, basement, laboratories, or other areas with no windows or natural lighting). Follow standard evacuation procedures, such as those used in a fire. Otherwise, stay in your work area and await further instructions from your supervisor.

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Security/Armed Robbery

All faculty, staff, students enrolled in courses, student employees, and volunteers who are at TTUHSC EL PASO facilities on a regular basis, and/or working at TTUHSC EL PASO are required to obtain **and visibly wear** identification badges. Badges must be available at all times while on TTUHSC EL PASO property and presented for verification of identity when requested (TTUHSC EL PASO OP 76.02).

Staff who may be involved in a robbery situation should remain calm—don't try to be a hero. Note the perpetrator's features, dress, and mannerisms, including height, weight, race, age, clothing, jewelry, sex, speech characteristics, scars, tattoos, deformities, and gait.

If a firearm is displayed, assume it is real and loaded. Don't make any sudden moves, as this may cause the perpetrator to use the weapon. If you must move, explain the action before doing it.

Activate the silent alarm (panic button) if possible (where available), but only if it can be done safely. Follow the perpetrator's directions, but don't volunteer more than asked. If the perpetrator gives you a note, drop it on the floor or place it out of sight to keep as evidence.

Once the perpetrator has left, lock the doors, secure the area, and notify your campus Police Department immediately. Do not touch anything or discuss the situation with anyone. Anyone witnessing the incident should document everything they can remember about the incident on an "Armed Robbery Description Checklist" (Appendix 8-c) and give it to the campus Police Department. For additional information, refer to TTUHSC EL PASO OP 76.23.

Active Shooter

Shootings at schools are an unfortunate reality. With the cooperation of the Texas Tech Police Department, TTUHSC EL PASO has developed an action plan for a shooter situation. If a gunman is on campus, students, faculty and staff should: (1) **GET OUT**; (2) **HIDE OUT**; or (3) **TAKE ACTION**. If it is possible to get away from the threat, then do so. If it is not possible to get away, then hide out as best possible. If the first two

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options are not possible and it is a life-threatening situation, attempt to stop the shooter with any means necessary. Call 911 to inform police of the situation as early as possible. Once Texas Tech Police confirm that shots have been fired on or near campus, a STAT!ALERT emergency notification message to all students, faculty and staff will be sent.

To assure receipt of the message, check your STAT!Alert profile through the Emergency Preparedness web portal:
<http://elpaso.ttuhsc.edu/elpstatalert/emergency.aspx>

STAT!Alert emergency notification messages will provide instructions to keep safe, and notification when the incident is over. See Appendix 8-d for a copy of the “Active Shooter Response” flyer that should be posted in each department.

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C. EMERGENCY RESPONSE—TTUHSC EL PASO

General

Due to differences in facilities and available resources, the response to emergency situations varies between campuses. Employees working in contract facilities or off-campus locations should consult their supervisor for specific emergency procedures. The following procedures are specific to the TTUHSC EL PASO facilities.

Notification of Emergencies

In all buildings, occupants will be notified of an emergency via the fire alarm system (situations requiring external evacuation) or the public address system (where available), situations requiring internal movement of occupants, such as severe weather emergencies.

Fire Emergency

In the event of a fire emergency, all occupants should evacuate the facility immediately using predetermined evacuation routes designated by Unit Safety Officer and/or Department Heads. (See “Fire Emergency”, “Fire Alarm Pull Stations”, “Emergency Evacuation Routes and Re-assembly Areas”, “Emergency Evacuation of Persons with Disabilities” and “Fire Evacuations” in this section of the Safety Manual.)

Severe Weather/Emergency

In the event that TTUHSC EL PASO facilities are in immediate danger of being hit by heavy rain or hail, high winds, all occupants will be notified to evacuate immediately to the predetermined shelter area designated by Unit Safety Officers.

You should remain in the area of safety until the severe weather has subsided and you are notified that you may return to your area.

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Bomb Threat

In the event that a bomb threat has been received, notify the campus Police Department and the Safety Office.

If necessary, the campus Police Department will evacuate the facility via the fire alarm system. All occupants should evacuate the building using the pre-determined evacuation routes designated by the Unit Safety Officer and/or the Department Head. (See “Bomb Threat” in this section of the Safety Manual).

Cardio-Pulmonary Arrest/Medical Emergency

Persons identifying a cardio-pulmonary arrest or other emergent medical situation should:

1. Call 911 for response by EMS.
2. Afterwards call TTUHSC Police advising that EMS was called, provide building name and department.
3. Initiate appropriate emergency interventions according to the level of training of the available personnel.
4. Post personnel at facility entrance to guide EMS to the location of the emergency. EMS will transport to the appropriate medical facility as needed.

Building Evacuation

A Building Evacuation refers to an internal disaster or other situation that has occurred which requires evacuation of the entire facility. All occupants should immediately evacuate the facility using the predetermined routes set forth by your Unit Safety Officer and/or Department Head.

Internal Disaster

Internal disaster refers to major/minor internal damage to TTUHSC EL PASO facility that requires relocation or evacuation. In the event that an internal disaster occurs in your area, evacuate immediately to the reassembly location designated by your Unit Safety Officer and/or Department Head. If the internal disaster is not within your immediate area, close all doors and stay in place until either the code is cleared or you are told to evacuate.

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Child Abduction

In the event that a child is missing, clear corridors and do not allow patients/ visitors to leave clinic areas. Observe movement in public areas and report to TTUHSC EL PASO Police. Report to Police any suspicious activity you noticed.

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WORKPLACE THREATS AND VIOLENCE

General

Statistics indicate homicide is the leading cause of workplace fatality among health care and social service personnel. Medical staffs are subject to a variety of violent acts, including punching, kicking, grabbing, pushing, spitting, and biting.

Threats, threatening behavior, or acts of violence against employees, students, volunteers, visitors, or patients will not be tolerated (HSC OP 76.08). Violations of the policy will lead to disciplinary action which may include dismissal, arrest, and/or prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on TTUHSC EL PASO property shall be removed from the premises as quickly as safety permits, and shall remain off TTUHSC EL PASO premises pending the outcome of an investigation. TTUHSC EL PASO will initiate an appropriate response, which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Preventing/Managing Violent Behavior

Violence can be avoided or mitigated through preparation. Some important precautions to take for dealing with violence include:

- **Know which patients/clients have a history of violent behavior** and be wary at all times.
- **Treat and/or interview aggressive or agitated clients in relatively open areas** that still maintain privacy and confidentiality, and never enter seclusion rooms alone - use the "buddy system".
- **Keep a safe distance away** and never turn your back on an agitated individual. Be sure to keep an exit between yourself and the person.
- **Do not wear jewelry that can be used to strangle** in a confrontation and carry only required identification and minimum money. Avoid carrying keys, pens, or other items that could be used as weapons.
- **Periodically survey the work area** and remove any tools or possessions left by visitors or maintenance staff which could be used inappropriately.
- **Be aware of behavioral cues.** Be wary of those who sit on the edge of a chair, grip the armrest, speak loudly and stridently, pace back and forth, or startle easily.

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If someone shows signs of losing control or does become violent, employees should take immediate action to protect themselves and others by calling a supervisor or the campus Police Department. The employee should stay calm and alert while keeping a safe distance and try to help the person calm down by talking slowly and softly while others help remove patients and visitors from the area. Employees should never try to take away the person's weapon or restrain them. It is important to contain the violence, not escalate it. Security will take control of the situation as soon as they arrive.

Reporting Threats/Violent Behavior

All TTUHSC EL PASO employees and students are responsible for notifying their campus Police Department of any threats which they have witnessed, received, or have been told that another person has witnessed or received. See TTUHSC EL PASO OP 76.08. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a TTUHSC EL PASO controlled site, or is connected to TTUHSC EL PASO employment. Employees and students are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Personnel are also encouraged to report the threat or threatening behavior to their immediate supervisor.

All individuals who apply for or obtain a protective or restraining order which lists any TTUHSC EL PASO locations as being protected areas must provide to the campus Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary and/or permanent protective or restraining order granted. Employees who have been affected by violence, whether in the workplace or not, can receive free, confidential counseling from the Employee Assistance Program.

Inmate Clinic Appointments

Various detention facilities bring inmates to TTUHSC EL PASO facilities for medical care. While TTUHSC EL PASO has an obligation to provide appropriate medical care, it must be with the understanding that inmates pose special risks to TTUHSC EL PASO staff, other patients, volunteers,

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and visitors.

In order to lessen the risk to all involved the following are offered as practical suggestions:

A guard(s) should accompany inmate patients at all times. Follow the directions given by the guards. Do NOT ask guards to step outside because you feel the privacy of the inmate is compromised! You place your self in jeopardy by being alone with an inmate. Don't assume that female inmates are less dangerous than males or county inmates are less dangerous than state in-mates, as this is often not the case. Note: all inmates should be considered dangerous. Although guards cannot discuss the inmate's offenses, be aware that the greater number of escort guards with the inmate, the more risk the inmate poses.

Expedite the care of prisoners. The sooner they are treated and on their way back to their facility, the less the risk they pose.

Position yourself in the room so that you are closest to the exit door in case you need to get out quickly. DO NOT ask for manacles or shackles to be removed unless absolutely necessary to provide adequate medical care.

Do not provide any information to inmates about the need for return visits. Give this information to the guards only, out of the hearing of the prisoner (preferably in writing), or make the appointment with the correctional facility after the inmate has left the clinic.

Do not discuss within hearing or provide any personal information to in- mates. Don't answer personal questions or become friendly with inmates. You don't want them to think you are "on their side".

Do not ride elevators with inmates and their guards. Take the next elevator. If you see other staff or visitors getting on elevators with an inmate, ask them to wait with you for the next elevator.

Do not grant any privileges to inmates, such as use of telephones, visitors, going to the restroom, papers to read, talking to staff or others. Do not give inmates anything, including paper clips, chewing gum, cotton swabs, pens/ pencils, etc., as these can be fashioned into weapons. Notify the guard immediately if the inmate requests any of contraband items.

Private offices and reception areas may contain personal items such as pictures of family, memorabilia, etc. that may lead inmates to speculate about the person using that office and giving them clues to how to later contact that person. Reception areas and offices used to interview inmates should be clear of any personal items that identify the staff dealing with inmates.

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If an inmate exhibits behavior that is inappropriate or makes you uncomfortable, notify your campus Police Department immediately and request assistance.

The School of Medicine has established a campus-wide management policy to be utilized when caring for inmates of the legal system which applies to all TTUHSC EL PASO School of Medicine Clinics. See Ambulatory Clinic Policy and Procedure, EP 6.5.

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Suspicious Packages / Letters

Although the U.S. Postal Service has never confirmed a case of the U.S. mail being used to transmit biological or chemical weapons, many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. Still, it is important to use caution with “suspicious” mail, which is:

1. Unexpected or from an unfamiliar source.
2. Addressed to someone no longer at the address.
3. Has no return address or one that can't be verified.
4. Lopsided, oddly shaped, or has an unusual weight.
5. Marked "personal" or "confidential."
6. Has protruding wires, strange odors or stains.
7. Shows a city or state in the postmark that doesn't match the return address.

If you receive a suspicious letter or package:

1. Handle as little as possible and do not shake or open it.
2. Do not try to clean up powders or fluids.
3. Isolate and place in a plastic bag or other container to prevent leakage. If you don't have a container, then cover it with what is available (i.e., clothing, paper, trash can, etc.).
4. Evacuate the area and close the door. Do not allow anyone to re-enter the area.
5. Wash hands thoroughly with soap and water.
6. Notify your supervisor and call your campus Police Department. Give them a list of everyone who had contact with the package.

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APPENDICES

- 1 Definitions and Abbreviations (Section I)
- 2 Incident Reporting and Investigation (Section IV)
 - a) Non-Employee Incident/Injury Report
 - b) Occurrence Report
 - c) TTUHSC EL PASO Witness Statement
 - d) Occupant Diary
- 3 Inspections / Surveys / Hazards (Section IV)
 - a) Job Safety Analysis
 - b) Standard Operating Procedure Sample
 - c) Health and Safety Review Form
- 4 Hazardous / Biohazardous Materials (Section IV)
 - a) Notice to Employees
 - b) Waste Stream Flow Chart
 - c) Instructions for Disposal of Hazardous Waste Material
 - d) Certificate of Decontamination
- 5 Unit Safety Officers (Section IV)
 - a) USO Job Description
 - b) USO Letter of Appointment
 - c) USO Change/Replacement Form
- 6 Training Materials / Records (Section IV)
 - a) NESOP Level 2 Site-Specific Information Sheet
 - b) Request for Training Credit for Non-TTUHSC EL PASO Programs
- 7 Infection Control / Respiratory Protection (Section IV)
 - a) Information for All Users of N-95 and Other Filtering Facepiece Respirators
- 8 Emergency Procedures (Section V)
 - a) Emergency Paging Codes
 - b) Bomb Threat Checklist
 - c) Armed Robbery Description Checklist
 - d) Active Shooter Response

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APPENDIX 1—DEFINITIONS AND ABBREVIATIONS

<u>Employees</u>	Those individuals receiving compensation from a TTUHSC EL PASO payroll account.
<u>Faculty</u>	An employee who is granted faculty status and is involved in teaching, research, patient care, and/or service to the community.
<u>H&SR</u>	Health and Safety Review.
<u>HazMat</u>	Hazardous Materials
<u>HSC</u>	Same as TTUHSC EL PASO.
<u>HSC OP</u>	This refers to documents in the Texas Tech University Health Sciences Center Operating Policy and Procedure Manual.
<u>ICWC</u>	Institutional Compliance Working Committee
<u>Incident</u>	An occurrence which may result in personal harm, property damage or damage to the environment, interrupt the normal progress of an activity, and/or may involve compensation for medical expenses or lost wages. Every First Report of Injury received by the Safety Services Department is recognized as an incident.
<u>Injury</u>	An incident which results in personal harm that involved compensation for medical expenses or lost wages.
<u>JC</u>	The Joint Commission (formerly known as the Joint Commission on Accreditation for HealthCare Organizations (JCAHO)).
<u>LARC</u>	Laboratory Animal Resource Center.
<u>MSDS</u>	Material Safety Data Sheet.
<u>NFPA</u>	National Fire Protection Association.

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<u>Others</u>	Those who do not meet the criteria for employees or students. This includes, but is not limited to, contract personnel, visitors, volunteers, and patients.
<u>SSD</u>	Safety Services Department
<u>TTUHSC</u>	
<u>EL PASO</u>	Texas Tech University Health Sciences Center, including its School of Medicine, Graduate School of Biomedical Sciences, School of Nursing.
<u>Students</u>	Those individuals who are enrolled as students within the various TTUHSC EL PASO schools or other universities or colleges who are completing a portion of their curriculum at TTUHSC EL PASO.
<u>USO</u>	Unit Safety Officer.
<u>Work Areas</u>	Four separate and distinct work areas have been identified as existing within TTUHSC EL PASO facilities: clinical, laboratory, technical support services, and office.

**Texas Tech University Health Sciences Center
Non-Employee Incident / Injury Report Form
(Non-Clinical Areas)**

Instructions:

- Circle or complete responses
- Complete all sections in detail. Attach another page if needed.

PERSONAL INFORMATION

Title:	Name (<i>Last, First, MI</i>):		
Date of Birth:	/ /	Status:	Student / Visitor / Volunteer
Sex: M F	School or Company		
Home Address:			
City:		State/ Zip:	
Home Phone:		Work Phone:	Other Phone:
E-mail Address:			

INCIDENT / INJURY DETAILS

Date of Injury:	Time of Injury:	Today's Date:
Description of Injury:		
How did Incident Occur (If needed, draw a diagram to explain, i.e., weather condition, condition of surface / area, any comment(s) by injured party)		
Location/Building:		
Name / address where injury / exposure occurred.		
Was medical treatment required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date/time:

NAME OF WITNESS / NAME OF PREPARER

Name of witness:	Day phone:
Name of witness:	Day phone:
Name of Faculty/Supervisor (if applicable):	Day phone:
Name of person preparing report:	Day phone:
Signature of person preparing report:	Date:

TTUHSC EL PASO Safety Services, (Copy within 72 hrs.)



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER**

Occurrence Report

Confidential Peer Review

1. ☐ Treatment Issue ☐ Slip/fall ☐ Communication ☐ Medication ☐ Medical Equipment ☐ Other

2. EXACT LOCATION OF OCCURRENCE:

Date of Occurrence: Time of Occurrence:

3. PERSON PREPARING REPORT:

Name: Department: Phone:

4. PERSON INVOLVED:

Name (last, first, m.i.):

Address: Phone:

Medical Record Number (if applicable) DOB:

Please select one of the following, and indicate which clinic, school, department:

Patient – Clinic:

Student – School:

Visitor – Destination:

Volunteer – Department:

5. WITNESSES: ☐ Yes ☐ No

Who: Contact #:

Is witness an employee? ☐ Yes ☐ No Department:

6. PROBLEM or ISSUE: Please describe exactly WHAT, WHY, HOW, (R) or (L) side of body, which finger, etc.

7. FALLS:

Activity/circumstances of patient when fall occurred:

Treatment given or action taken:

8. SEEN BY PHYSICIAN: ☐ Yes ☐ No

Physician assessment:

Physician's Signature: Date:

9. DISPOSITION OF PATIENT/OUTCOME:

Submit to: Quality Improvement – A02

8.4.A

**Texas Tech University Health Sciences Center
WITNESS STATEMENT
(Non-Clinical Areas)**

Are you a TTUHSC EL PASO Employee? Yes ☐ No ☐

If yes, what department? _____

**MUST BE TYPED
OR PRINTED**

Date of Injury: _____

Person(s) Involved in this Incident: _____

Statement Completed By: _____

Witness Name: _____ Age: _____

Residence Address: _____

Home Telephone: _____ Work Telephone: _____

Employer: _____

On _____, 20____, at about _____ p.m./am, I was
in or at (clearly state your location) _____

_____ when an Incident involving the above person is alleged to have occurred.

(check only one box)

I saw the accident.

The accident occurred in the following manner: _____

Other pertinent information and source: _____

I did not see the accident.

Information given me by (name of person): _____

indicates it occurred as follows: _____

Other pertinent information and source: _____

I know nothing whatsoever about the occurrence.

Signature

Date

Texas Tech University Health Sciences Center El Paso
Occupant Diary – Indoor Air Quality

Name: _____ Room#: _____

Job Title: _____ Department: _____

Phone: _____

On the form below, please record each occasion when you experience a symptom of ill-health or discomfort that you think may be linked to an environmental condition in this building.

It is important that you record the time and date and your location within the building as accurately as possible, because that will help to identify conditions (e.g., equipment operation) that may be associated with your problem. Also, please try to describe the severity of your symptoms (e.g., mild, severe) and their duration (the length of time that they persist). Any other observations that you think may help in identifying the cause of the problem should be noted in the "Comments" column. Feel free to attach additional pages or use more than one line for each event if you need more room to record your observations.

Time/Date	Location	Symptom	Severity/Duration	Comments

Texas Tech University Health Sciences Center El Paso

Job Safety Analysis (JSA) Worksheet			
Job Task Being Analyzed:		Date:	
Name of Employee Doing Job:	Title of Employee:	Department:	Analyzed By:
Supervisor:	Job Location:	Reviewed By:	
Required/Recommended PPE:			Approved By:
Sequence of Major Job Steps	Potential Hazards or Consequences	Recommendations to Eliminate or Reduce Hazards	

Texas Tech University Health Sciences Center El Paso

How to complete the Job Safety Analysis (JSA) Worksheet

A JSA should be completed whenever a task is changed, if new equipment is used or if there is a new person on the crew. A JSA should also be completed after an accident or if a near-hit (near-miss) takes place.

1. Complete the top portion of this worksheet with the applicable information about the job being analyzed.
2. List and discuss the **Major Job Steps**, the **Potential Hazards** for each step including any associated consequences, and any **Recommendations that may Eliminate or Reduce the Hazard** to the employee. Do each of these 3 sections separately, completing "Sequence of Major Job Steps" first, before going on to the other 2 columns.
3. Once completed, modify associated procedure(s) with any recommended changes.
4. Annual review is recommended, if the job has not been changed, see additional information below to assist in completing this form.

Job Task Being Analyzed:			Date:
Name of Employee Doing Job:	Title of Employee:	Department:	Analyzed By:
Supervisor:	Job Location:		Reviewed By:
Required/Recommended Personal Protective Equipment (PPE):			Approved By:
Sequence of Major Job Steps	Potential Hazards or Consequences	Recommendations to Eliminate or Reduce Hazards	
<ul style="list-style-type: none"> Break the job down into the major steps. Number the steps to provide a reference point for the hazards and procedures developed. Use 7 to 8 steps, no more than 15 steps Use action words such as Lift, Turn, Change, Load, Steer, Dig, etc. Tell WHAT not HOW 	<ul style="list-style-type: none"> Look at the task realistically and ask "How and where can a person get in trouble?" What accidents have happened before doing this job? Identify all the hazards associate with each step-actions, conditions, and possibility that could lead to an accident. Number the hazard list to correspond with the job steps. 	<ul style="list-style-type: none"> Using the first 2 columns as a guide, list every action necessary to eliminate or minimize every hazard that could lead to an accident, injury or occupational illness. Number the actions to correspond with the steps and identified hazards. Be specific. Say exactly what needs to be done to correct the hazard or remove the risk. 	

Texas Tech University Health Sciences Center El Paso

Health and Safety Standard Operating Procedure

Date:

Department:

Subject/Task:

An SOP must identify and specify mitigation measures for all aspects of the significant hazards. It should follow but not be limited to the outline below. Inapplicable items should be indicated by "Non Applicable" or "N/A".

1. Purpose:

State the intent and objectives of the SOP. The purpose of an SOP is to:

- communicate the hazards associated with this operation,
- document the control measures that will be used to control the hazards,
- document the precautions and limitations applicable to this operation, and
- define the required qualifications of personnel performing the operation.

2. Scope/Applicability:

Describe the extent of coverage of the SOP, including information concerning the location of the operation, the organizations involved, and the equipment involved. Include any exceptions or limitations that may apply.

3. Responsibilities:

List the titles or persons and organizations responsible for specific aspects of the SOP, including employees, supervisors, unit safety officers, and department heads.

4. Hazards:

List and briefly describe the hazards associated with this operation that could result in harm to personnel, the general public, equipment and materials, the facility, and the environment. Possible hazards for consideration include: radiation, high temperatures, high pressures, chemicals, electrical shocks, excessive noise levels, confined spaces, moving equipment, lasers, flammable materials, compressed gases, explosives, extreme environmental conditions, etc.

5. Hazard Control Measures and Limitations:

Address the administrative, engineering, and/or personal protective equipment measures that will be used to control each of the hazards listed in the above section. This section should include safety rules, precautions, and limitations applicable to this operation. Limitations define operating boundaries that are not to be exceeded. Also include maintenance and inspection schedules and safety systems instrument calibration requirements.

6. Procedural Steps:

This section is only necessary where specific procedural steps should be followed to ensure the safety or quality of specific tasks associated with the operation covered by this SOP. These should be consequential step-by-step instructions for completing the tasks. The procedure section should be organized in a logical sequence that is compatible with task performance.

7. Training Requirements:

List qualifications and training requirements for individuals performing all or specific tasks covered by this SOP.

8. Emergency Procedures:

Explain what is to be done in case of an emergency. Describe any special procedures for injuries, spills or releases, fire, loss of power, etc. Indicate how each situation should be handled and by whom.

Texas Tech University Health Sciences Center El Paso
Safety Services Department
Health and Safety Review

Date of Review: _____

Department Being Reviewed: _____

Department Name: _____ Location: _____

Unit Safety Officer Name: _____ Telephone No: _____

Unit Safety Officer Completing Review:

Name: _____

Department: _____ Telephone No: _____

Grade Sheet (to be completed by the USO completing the review):

Section	Description	Grade Summary per Section			Not Applicable (NA)
		A	B	C (Needs improvement. Complete additional comments on page 2.)	
1	All Areas	△	△	△	
2	Administrative Office Areas	△	△	△	△
3	Clinical/Patient Care Areas	△	△	△	△
4	Laboratories	△	△	△	△
5	Maintenance/Shop Areas	△	△	△	△

Overall Grade (circle one)	A	B	C
-----------------------------------	---	---	---

Instructions for Completing Review

The reviewing USO should contact the USO in the department being reviewed and schedule a specific date and time for the two parties to complete this H&S Review.

Ratings for **Grade Sheet** are as follows:

1. Overall Grade A – This department achieves the maximum performance in safety excellence.
2. Overall Grade B – The department meets all of the expected requirements. Normal expected performance.
3. Overall Grade C – Does not meet All Expectations. USO must provide feedback to the department regarding how the department can improve.

Using the scale provided above, the reviewer should rate each item in the inspection sheet in the appropriate column. When placing a grade on each item, if an item is **Satisfactory** - a Grade of A or B is appropriate.

Complete only the applicable attached Sections. At the completion of each section provide an overall grade, A, B or C. This can be an average or an **estimated grade**.

Once each Section has been completed and a grade has been added, place the summary score from that Section in the Grade Sheet above.

After completion of the Grade Sheet, obtain required signatures. A copy of the completed review should be retained by the USO in the department being reviewed and the original should be forwarded to the Safety Services Department.

A USO may request that a representative from Safety Services assist them with the review process.

Instructions for Corrective Action and Follow-Up Procedures

The USO in the department being reviewed should take pertinent, corrective action on those items that may need improvement, or that have a Grade of C.

Please confirm any corrective action(s) in writing/or via email to your Safety Services Department representative below:

Campus	Send Corrective Action Emails to:
Department Sr. Director	calvin.shanks@tuhsc.edu
Assistant Director	jose.melchor@tuhsc.edu
USO Coordinator	martha.quezada@tuhsc.edu

Your memorandum/email should identify the deficiency and corrective action(s) taken. It is recommended that the written response be completed within two weeks.

Signatures:

(Unit Safety Officer in Department Being Reviewed)

(Date)

(Department Head in Department Being Reviewed)

(Date)

(Unit Safety Officer Completing Review)

(Date)

Additional Comments (required if the Section Grade or Overall Grade is C)

Please provide feedback below regarding how the department performed this year. Positive feedback is always welcome.

Section 1: All Areas

Standard	Criteria	A	B	C	NA	Comment
1. Departmental records indicate training requirements being met.	New employee orientation and ongoing refresher training is up to date (entries posted within last six months).					
2. Personnel know how to report injuries or incidents and safety concerns.	Verify posting of how to report an injury See http://www.TTUHSC.EI					
3. Lighting meets the needs of occupants.	Adequate lighting, no burned-out bulbs or flickering lights					
4. Ventilation meets the needs of occupants.	No complaints about odors, fumes, temperatures.					
5. Traffic aisles, exit pathways, hallways and corridors, doorways and work areas are free from clutter, obstructions and other tripping hazards.	Overcrowded areas should be noted. No walking areas or doorway less than 20 inches wide, corridors 44 inches. Nothing on or across pathways (boxes, cords, etc.) No egress through a higher hazard area.					
6. All facility areas are maintained clean and orderly and in a sanitary condition.	Overall general housekeeping in all areas should be good.					
7. Furniture and equipment in good repair and functional. Cabinet doors are properly secured.	No missing, loose or broken pieces, sharp edges or splintering wood surfaces. Non- functional equipment is labeled "Out of Service" and unplugged. Cabinet doors are not loose.					
8. Floors are free from wet areas, tracks, loose or missing floor tiles and/or torn carpeting. All floor covering is properly secured.	Carpet or tile is not coming up creating a tripping hazard. Every floor kept in good repair.					
9. Materials properly stored and secured against slippage or falling.	Large items stored low and loose items secured from slippage or sliding.					
10. Storage areas are neat and sufficient. Step stools or ladders provided where necessary.	No items stored <18" from the sprinkler heads. Heavier items stored low; step stool is sturdy and in good working order.					
11. No excessive combustible materials in any area.	No large stacks of paper, files, magazines, card board boxes, etc.					
12. Flammable or combustible materials are not stored near sources of ignition.	Flammables or combustibles are stored away from sources of heat or ignition, i.e. welders, heaters, grinders, other sparks.					
Continued on next page						

Section 1: All Areas, continued

Standard	Criteria	A	B	C	NA	Comment
13. Personnel are familiar with emergency evacuation routes and procedures.	Employees know two exit pathways and emergency codes for notification.					
14. Emergency phone numbers are readily available.	Verify numbers are posted on or near the phone.					
15. EXIT signs are unobstructed, well lit, easily visible, and lead to an actual exit.	At least one "EXIT" sign is visible from any point in the egress corridor.					
16. Fire doors are not blocked open. (A fire-resistive door can provide fire protection when closed. These are fitted with an automatic closing mechanism, in the event of fire.)	No doorstops are installed or wedges used. Use of the facility's magnetic hold-open device is acceptable.					
17. No candles, oil lamps or other sources of open flame in use.	May be decorative only.					
18. Fire extinguishers are easily visible, not obstructed, and have appropriate inspection tags.	Annual inspection tag is current (within one year of last inspection). Extinguisher should have a tag verifying monthly visual inspection.					
19. Fire alarm pull stations are easily visible / not obstructed.	Ask employees where the nearest pull station is located.					
20. Sufficient electrical outlets exist and extension cords are used for temporary purposes only.	Multi-outlet power strips or surge protectors are acceptable, but are not to be ganged together.					
21. No materials stored within 3 feet of breaker panel. Panels are easily accessible in the event of an emergency.	Electrical breaker panels are not obstructed, taped or wired in "on position" and easily accessible.					
22. Electrical cords are in good condition.	No splices, deterioration, taping, damage, or being sharply bent or pinched.					
23. Outlets have appropriate non-damaged cover plates and are equipped with 3-prong sockets.	No evidence of arcing (burned) or broken sockets or covers.					
24. Hazardous parts of electrical machines and equipment are effectively guarded.	All guards are in place, secure, and no evidence of makeshift alterations.					
25. Waste disposal appropriate for the location.	Appropriate container for types of waste not overloaded and not obstructing pathways.					
Average for Section 1: All Areas		A	B	C	NA	Circle average grade & transfer results to page 1 summary upon completion.

Section 2: Administrative / Office Areas

Standard	Criteria	A	B	C	NA	Comment
1. Adequate work surfaces available for job functions.	Appropriate space for equipment and materials required for tasks.					
2. Sufficient space under work surface for legs, feet and thighs.	No clutter, equipment or tangle of cords under work surface.					
3. Work areas are organized and frequently used items are within easy reach.	Located within arm's length.					
4. Office arrangement allows easy egress under emergency conditions.	Furniture does not block occupant access to the exit door.					
5. Chairs are in good condition. Rolling chairs have casters that move freely. Floor materials are in good condition and do not interfere with operation of chair.	No missing or damaged parts, backs are not loose, and adjusted to the tasks performed. If a plastic floor mat is used, is it of adequate size so that the employee does not have to move off the mat to reach work areas.					
6. Desks and computer stations meet ergonomic standards.	Keyboards at height to allow a right-angle at the elbow and a straight line at the wrist.					
7. Appropriate use of computer monitors.	Top of screens at eye-level, glare minimized; document holders in use.					
8. Mechanical aids are used when appropriate to reduce health risks.	Document holders, foot rests, wrist rests, anti-glare screens, etc.					
9. Frequent telephone users are provided with receiver shoulder rests or headsets or earpieces.	Should be adjustable, light weight, and comfortable for user.					
10. Filing cabinets are positioned and used safely.	Drawers don't open into walkway, storage on top is limited, lateral file cabinets not stacked, and loaded from bottom so as not to topple when drawers are opened.					
11. Phone lines, electrical cords, etc. secured under desk or along baseboards.	Cords should not interfere with knee space under desk. Cords running across walkways should be covered by runners or cord protectors to prevent trip hazards.					
12. Food storage areas are kept clean.	Refrigerators and microwave ovens are clean.					
Average for Section 2: Administrative/Office Areas		A	B	C	NA	Circle average grade & transfer results to page 1 summary upon completion.

Section 3: Clinical / Patient Care Areas (If there are no Clinical or Patient Areas indicate "NA" on the Grade Sheet on page 1.)

Standard	Criteria	A	B	C	NA	Comment
1. Sharps containers are available in each exam room and other areas where sharps are used.	Sharps containers within clinics shall be mounted below eye level. In non-clinical areas containers may be placed on a counter top where tampering is not expected.					
2. Sharps containers are secured and tamper proof.	Sharps container brackets are equipped with locks or breakaway locks.					
3. Sharps containers are less than three quarters full.	No overfilled sharps containers shall be in service.					
4. Biohazard waste disposal is available when blood or blood products are disposed of.	Red disposal bags and containers should be available when required.					
5. If there are any child-sized furniture in patient waiting areas are safe and clean. Toys are not recommended because of sanitation issues.	No sharp edges, flaking paint or parts which can be detached and swallowed.					
6. Children's toys or furniture are positioned away from electrical outlets.	Outlet covers or inserts are recommended, but not required.					
7. Appropriate personal protective clothing and equipment is available.	Include gloves, face and eye protection, lab coats, N-95 respirators, etc.					
8. Refrigerators labeled properly and contents not mixed.	Examples: "For Food Only" or "For Specimens Only"					
9. Patient equipment is clean and in good working order.	No evidence of physical or electrical damage, including frayed or damaged cords.					
10. Waiting room furniture is not placed near handrails where children can climb on them.	Keep all chairs, benches and tables away from the handrails in the event children accidentally fall over a handrail.					
11. Restrooms areas are clean, sanitary and safe for patient use.	Review items such as loose or damaged toilet seats, loose stall doors, non-operational door locks and damaged water valves (running water).					
12. Patient emergency notification devices are functional.	Emergency pull cords are not wrapped around the handicap handrails in restrooms. Other emergency notification devices are operational.					
Average for Section 3: Clinical/Patient Care Areas		A	B	C	NA	Circle average grade & transfer results to page 1 summary upon completion.

Section 4: Laboratories (If there are no Laboratories indicate "NA" on the Grade Sheet on page 1.)

Standard	Criteria	A	B	C	NA	Comment
1. Laboratories have a Laboratory Compliance Manual.	Location of this manual shall be available to employees.					
2. "Notice to Employees" signs are posted.	If hazardous chemicals and/or radiation materials are present look for a posting of the Texas Hazard Communication Act and/or Radiation "Notice to Employees".					
3. MSDS's readily available for chemicals used in work area.	Employees must know how to obtain an MSDS. MSDS's of frequently used and highly hazardous chemical should be printed and available in the event of an emergency.					
4. Chemical inventory or list of hazardous chemicals is available.	A written chemical list or on-line chemical inventory should be accessible.					
5. All chemical containers are labeled.	Manufactured chemicals should have original labels affixed. Labels must include identity of the chemical(s) and appropriate hazard warnings. No expired chemicals should be present.					
6. Radioactive wastes in labeled containers.	Label should be readily evident.					
7. Biohazard wastes in labeled containers.	Label should be readily evident.					
8. Sharps and physically hazardous objects are in labeled sharps container or broken glass box.	No sharps or glass should be discarded in regular trash, even if it is intact. Any container with sharp materials should not be overflowing.					
9. Suitable absorbent materials available for cleaning chemical spills.	Spill clean up materials or kits shall be available within the department.					
10. Chemical storage is properly segregated.	Acids and not stored adjacent to bases or oxidizers. Glacial Acetic Acid, if present, is stored with Flammables and not in the acids storage cabinet. Acids not stored under sink.					
11. Excessive flammable liquids (>10 gallons) not stored outside of a flammable liquid storage cabinet	When possible all flammable and corrosive chemicals should be properly stored in a cabinet when not in use.					
12. Fume hood(s) is operational.	Visually check to see if the hood is operational, i.e. caution tape indicator, flow meter.					
13. Fume hoods work surfaces are not being used for chemical storage.	When chemical containers are not in use, the lid must also be secured to prevent evaporation.					
14. No flammable liquid storage beneath the fume hood.	The exception for this if the hood is specifically designed for flammable liquid storage.					

Section 4: Laboratories, continued

Standard	Criteria	A	B	C	NA	Comment
15. Laboratories have a Laboratory Compliance Manual.	Location of this manual shall be available to employees.					
16. Fume hood not used as storage for other equipment.	Note any equipment being stored in fume hoods due to lack of storage space elsewhere.					
17. Biological safety cabinets tagged with a current inspection sticker.	Within the last year.					
18. No food or drinks in lab areas.	No human consumable items within the laboratory, laboratory refrigerators or freezers.					
19. Refrigerators are labeled "No Food or Drink"	No food for human consumption should be stored in a laboratory refrigerator.					
20. Eyewash & safety shower can be reached by employees within 10 seconds.	Should be near high hazard areas and no obstructions that may delay or prevent use.					
21. Fire extinguisher is accessible and employees have received training on how to use equipment.	Verify that a fire extinguisher is available in the lab area. If employees are expected to use the extinguisher, training is required.					
22. Appropriate personal protective equipment and clothing is available.	Include gloves, face and eye protection, lab coats, etc.					
23. Lab coats being worn by employees	Note If employees are wearing their lab coats while working. Lab coats should not be taken home at night.					
24. Personnel clothing is appropriate for the laboratory environment.	No open-toed shoes. Apparel should cover as much skin as possible.					
25. Compressed gas cylinders are legibly marked to clearly identify the gas contained.	Verify labels are present, legible and in English. Separate storage of flammable gases from oxidizers.					
26. Compressed gas cylinders are properly secured by chain or other restraining device	Valve caps are in place and screwed down when not in use. Cylinders should also be stored away from heat sources.					
27. Extension cords are not being used as permanent wiring.	Use of extension cords is permitted, but not as a substitute for proper electrical wiring of equipment.					
28. Laboratory secured when unattended	Lab door not propped open. Lab locked when no personnel are working in the area.					
Average for Section 4: Laboratories		A	B	C	NA	Circle average grade & transfer results to page 1 summary upon completion.

Section 5: Maintenance / Shop Areas (If there are no Maintenance or Shop Areas indicate "NA" on the Grade Sheet on page 1.)

Standard	Criteria	A	B	C	NA	Comment
1. Materials and tools are cleaned up and put away after use.	Walking and working surfaces are not cluttered.					
2. Workroom floors are maintained clean and, so far as possible, dry.	Floors are kept clean.					
3. Spills are cleaned up immediately.	Clean up materials are readily available.					
4. Aisles and passageways are marked and clear of obstructions.	Aisles kept clear.					
5. Boxes, containers, etc., stored in tiers are stacked, blocked, interlocked, and limited in height for stable and secure storage.	Materials are properly stored so that they are secure.					
6. Mezzanine areas used for storage are posted with the allowable floor loading.	Load limit placed on overhead storage areas.					
7. Appropriate ladders are available and well-maintained.	Non-slip safety feet present and in good condition.					
8. Hand tools are in good condition and stored appropriately.	No broken or cracked handles, sprung jaws, or mushroomed heads.					
9. Portable power tools are properly stored when not in use.	In good condition without power cord damage, grounded or double insulated.					
10. Power tools are equipped with appropriate safety guards.	Secure and properly functioning.					
11. Portable electrical powered tools are appropriately grounded.	Grounding conductor in good condition or double insulated.					
12. Guards are firmly secured, are not easily removed, are constructed of appropriate materials, and do not present additional hazards.	Guards are in good condition and secure to the equipment.					
13. Work rests on abrasive wheels are in place and kept adjusted close to the wheel (1/8 inch max).	Verify work rest is properly adjusted.					
14. Dusty work areas are vacuumed regularly.	Vacuuming is preferred to sweeping or blowing.					
15. Compressed air is not used for cleaning purposes except where reduced to less than 30 psi.	Verify pressure is less than 30 psi.					
16. Combustible scrap, debris and waste materials (oily rags, etc.) are stored in covered metal receptacles & removed promptly.	Housekeeping is maintained and fire load is kept minimal by lack of accumulation of combustibles.					
17. Personal protective equipment is properly used and maintained.	Regularly cleaned and repaired, and properly stored.					
Continued on next page						

Section 5: Maintenance / Shop Areas, continued

<i>Standard</i>	<i>Criteria</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>NA</i>	<i>Comment</i>
18. Safe operating procedures are documented, displayed and carried out.	No horseplay is to be permitted.					
19. Compressed gas cylinders are legibly marked with gas content.	Verify labels are in good condition, legible and in English					
20. Cylinder storage inside buildings is well protected, well ventilated, dry, and at least 20 feet from highly combustible materials.	Verify correct cylinder storage. Valve Protection caps in place when not in use. No storage of flammables adjacent to oxidizers without fire protection.					
21. Each electrical disconnect is marked to indicate its purpose.	Review disconnects to assure marking.					
22. Electrical equipment is marked with the manufacturer's name and applicable ratings (e.g., voltage, wattage).	Review electrical equipment to assure proper marking.					
23. Pull boxes, junction boxes, and fittings are provided with appropriate covers.	No missing covers or missing knock-outs.					
24. Forklift vehicles are inspected prior to each use to identify adverse conditions (e.g., fluid leaks, malfunctioning or missing horns, lights, & motion warning devices, etc.).	Verify inspections are completed by requesting documentation of inspection.					
25. Each forklift operator has successfully completed the training prior to operating a forklift truck.	Assure each forklift operator has received training.					
26. Employees working in elevated work areas and/or platforms wear a full body harness and a properly anchored lifelines	If employees work in elevated work areas, look for properly maintained fall protection equipment.					
27. Slings are inspected for damage or defects each day prior to use.	Review sampling of slings for proper maintenance. All damaged or frayed slings should be marked – do not use and be taken out of service.					
Average for Section 5: Maintenance/Shop Areas		<i>A</i>	<i>B</i>	<i>C</i>	<i>NA</i>	

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

MATERIAL SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of MSDSs
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the toll free number provided below.

**EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES
AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO
\$100,000 FOR EACH VIOLATION OF THIS ACT**

Further information may be obtained from:

Texas Department of State Health Services
Division of Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756

(512) 834-6665
Fax: (512) 834-6606



Texas Department of
State Health Services
Approved 5/05

AVISO A LOS TRABAJADORES

La Ley sobre Comunicaciones de Peligro en Texas (revisión de 1993), codificada bajo el Capítulo 502 del Código de Salud y Seguridad de Texas, exige que los patrones o empleadores del sector público ofrezcan a los trabajadores con información específica sobre los peligros de aquellos productos químicos a los que trabajadores pueden estar expuestos en su lugar de trabajo. De acuerdo con la ley, el patrón debe ofrecer la información y entrenamiento correspondiente. A continuación tenemos un breve resumen de la ley.

PRODUCTOS QUÍMICOS PELIGROSOS

Los productos químicos peligrosos pueden ser cualquiera de los productos o materiales que presentan algún peligro físico o de salud cuando se está usando, a menos de que sea uno de los exentos por la ley. Algunos ejemplos de los productos químicos peligrosos usados más comúnmente son los combustibles como la gasolina, productos de limpieza y muchos tipos de pinturas, pesticidas, herbicidas, congelantes, productos químicos de laboratorio, cemento, varillas de soldadura, etc.

LISTA DE PRODUCTOS QUÍMICOS EN LOS CENTROS DE TRABAJO

Los patrones deben desarrollar en el lugar de trabajo una lista de productos químicos peligrosos usados o almacenados de tamaño mayor de 55 galones o de 500 libras de peso. Esta lista deberá ser renovada por el patrón, cuando sea necesario, pero cuando menos una vez al año, y debe ponerse al alcance de los trabajadores y sus representantes cuando lo soliciten.

PROGRAMA DE EDUCACIÓN PARA EL TRABAJADOR

Los patrones deberán proveer entrenamiento a los trabajadores nuevos asignados antes de que los trabajadores trabajen en una área que contiene un producto o material peligroso. Los trabajadores cubiertos deberán recibir entrenamiento por parte del patrón sobre el peligro de los productos químicos y sobre las medidas que pueden tomar para protegerse a sí mismos de esos peligros. Este entrenamiento deberá ser repetido tantas veces como sean necesario, pero por lo menos cuando un nuevo producto peligroso es introducido en el lugar de trabajo o se reciba nueva información sobre los productos químicos que ya están presentes.

HOJAS DE DATOS SOBRE LA SEGURIDAD DEL MATERIAL

Los trabajadores que pueden estar expuestos a productos químicos peligrosos deberán ser informados por el patrón sobre esa exposición y deberán tener libre acceso a las hojas de datos más recientes sobre la seguridad de los materiales vigentes (MSDSs), en donde se explican los peligros físicos y de salud y dan información adicional sobre estos productos químicos.

ETIQUETAS

Los trabajadores no deberán trabajar con productos químicos peligrosos con recipientes sin etiquetas, a excepción de los recipientes portátiles para su uso inmediato, cuyos contenidos son conocidos por el usuario.

DERECHOS DE LOS TRABAJADORES

Los trabajadores tienen los siguientes derechos:

- tener acceso a las copias de MSDSs,
- recibir información sobre su exposición a productos químicos peligrosos,
- recibir entrenamiento sobre los productos químicos peligrosos,
- recibir equipo de protección apropiado,
- levantar quejas, ayudar a los inspectores, o atestiguar contra su patrón.

No se pueden despedir o discriminar contra los trabajadores en ninguna forma por hacer ejercicio de cualquiera de estos derechos proporcionados por esta Ley. La renuncia de un trabajador a sus derechos es nula; el patrón que solicita tal renuncia comete una violación de esta Ley. Los trabajadores pueden llamar al número de información que aparece más adelante, para levantar quejas ante el Departamento Estatal de Servicios de Salud.

LOS PATRONES PUEDEN RECIBIR PENALIZACIONES ADMINISTRATIVAS Y MULTAS CRIMINALES O CIVILES QUE VARÍAN DE \$50 HASTA \$100,000 POR CADA VIOLACIÓN A ESTA LEY.

Para poder recibir más información por favor llame al:

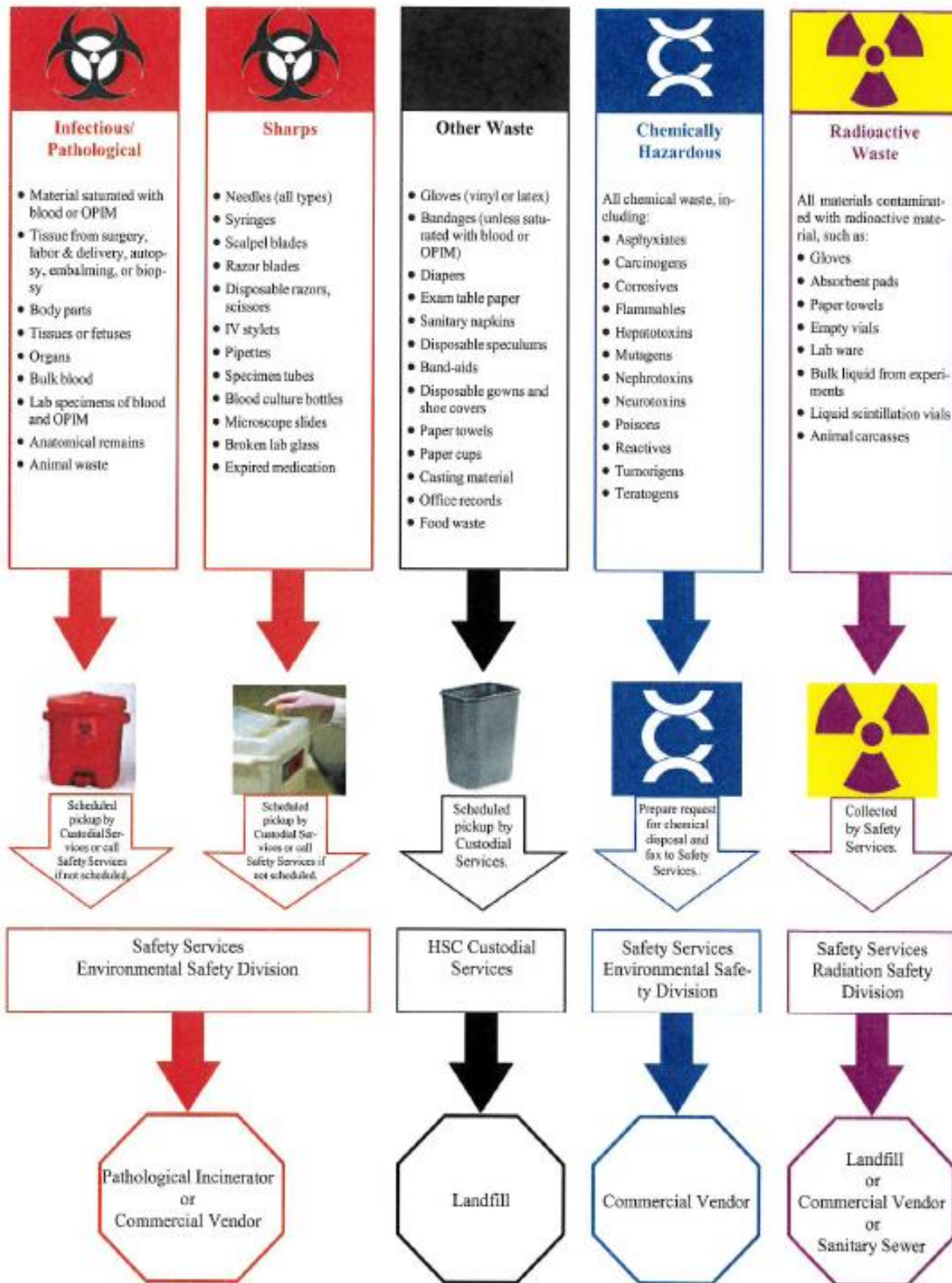
Texas Department of State Health Services
Division for Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756

(512) 834-6665
Fax: (512) 834-6606



Texas Department of
State Health
Services
Approved 5/05

Texas Tech University Health Sciences Center El Paso
Clinic / Laboratory Infectious, Pathological, Hazardous and Radioactive Waste Streams



TTUHSC El Paso Safety Services Department
Division of Environmental Safety
915-215-4821

Disposal of Hazardous Waste Material

This publication is an informative outline covering the Disposal of Hazardous Waste Material. For additional information, please call the division of Environmental Safety, Safety Services Department, at 915-215-4821.

Policy

The disposal of hazardous waste at TTUHSC EL PASO is subject to regulations of the Environmental Protection Agency, Federal Department of Transportation, Texas Department of Health, Texas Radiation Control, and the City of El Paso. These regulations require proper methods and extensive documentation for disposal of all hazardous waste material.

Procedure

I. Wastes are considered hazardous if they are:

- A. Flammable (Example: alcohol, xylene)
- B. Toxic (Example: mercury, arsenic, chloroform)
- C. Corrosive (Example: acids, bases)
- D. Reactive/Unstable (Example: ether, cyanogens bromide)
- E. Biohazardous:
 - 1. Blood, blood products, or human tissue
 - 2. Material which is known or suspected to be infectious
 - 3. In vitro cell line, unless deactivated
- F. Radioactive

II. Disposal of hazardous waste:

- A. Waste that is flammable, toxic, corrosive, or reactive/unstable will be picked-up for disposal by the Division of Environmental Safety. Such waste cannot be poured down the drain or placed with the regular trash.
- B. Biohazardous waste that has been deactivated by autoclaving or chemically disinfected shall be disposed of by routine pickup or by calling the Division of Environmental Safety.
 - 1. Certain pathogenic waste may be flushed down drains but only after having been approved by the Division of Environmental Safety.
- C. For radioactive waste see the TTUHSC EL PASO Radiation Safety Manual for waste disposal instructions.

III. Disposal of special items:

A. Disposal of mercury:

1. For pick up during Monday through Friday from 8:00am to 5:00pm, call the Division of Environmental Safety.
2. Spilled mercury may be picked up by trained personnel using special equipment.
3. Enteric feeding tubes with a mercury-filled bolus, should be cleaned with a disinfectant and placed in a plastic bag for pick-up.

IV. Procedures for Generators

Generators of hazardous waste material will:

- A. Identify all sources of potentially hazardous waste and report these to the Division of Environmental Safety, Safety Services Department, telephone: 806-743-2597.
- B. Report to Environmental Safety any changes or discrepancies in the initial waste identified.
- C. Report to Environmental Safety all new waste-generating operations.
- D. Provide safety Training for all employees who must handle hazardous waste.
- E. Collect and store hazardous waste in a safe manner as defined by written safety procedures.
- F. Be accountable for the waste generated in the respective areas managed.
- G. Maintain required records of hazardous waste activity.

V. Procedures for Staff

Staff handling hazardous waste material will:

- A. Wear required personal protective equipment when handling hazardous waste material. This may include eye protection, aprons, gloves, and closed-toe shoes.
- B. Keep informed as to the characteristics and hazards associated with the waste produced in the laboratory or clinic.
- C. Collect hazardous waste materials in designated approved containers.
- D. Dispose of hazardous waste material according to written Policy and Procedures for the Disposal of Hazardous Wastes.
- E. Record proper disposal information on the Hazardous Waste Material Disposal Form. This form can be obtained from the Division of Environmental Safety.

VI. General Procedures

- A. Do not mix chemicals with biohazardous waste material. These must be separated before pickup.
- B. Box all broken glass and mark as waste.
- C. Place hypodermic needles, syringes, scalpel blades, razor blades, and other sharps in approved containers.
- D. Do not use autoclave bags unless the waste is autoclaved.
- E. All hazardous waste containers must be properly labeled and covered. The cover must also be labeled.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
CERTIFICATE OF DECONTAMINATION

Item Description: _____

Location: _____

I certify that the above described item has:

- ☐ Been appropriately decontaminated and/or cleaned, and does not pose a Radioactive, Biological or Chemical hazard.
- ☐ Been surface decontaminated and/or cleaned so as not to pose a Radioactive, Biological or Chemical hazard in handling, but may have internal contamination present.
Explanation: _____

- ☐ Not been decontaminated and may have Radioactive, Biological or Chemical hazard material present on surfaces. Appropriate personal protective equipment and procedures are as follows: _____

This information is being provided for those persons receiving, repairing, servicing, moving or disposing of the item for their information and / or protection.

Signature: _____ Date: _____

Position Title: _____ Department: _____

TTUHSC EL PASO Address: _____ Phone: _____

Dept. Head Signature: _____ Date: _____

Account No. _____ (to be used if not decontaminated)

Reproduce this form as needed. Affix copy of this document to the equipment. Send a copy of this document to Safety Services (fax 806-743-1299) and to your Regional Campus' Safety Office.

Texas Tech University Health Sciences Center El Paso
Department of Safety Services
Job Description for
Unit Safety Officer

PRIMARY PURPOSE:

This position is responsible for assisting the Department Head in implementing and managing the Safety Program within their department. This is an additional duty position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the accident/incident reporting and investigations procedures by providing direction to departmental employees and supervisors regarding required documentation and procedures.
- Coordinates the safety training activities of employees and students within their department. Maintains necessary records.
- Conducts Health and Safety Review in another department(s).
- Coordinates safety-related activities within the department such as Fire Emergency Response Training, Departmental Safety Meetings, and Hazard Reporting Program activities to prevent incidents and injuries.
- Coordinates departmental planning, dissemination, and execution of Code Emergencies, under the direction of the Department Chair/Director.
- Coordinates other duties as required.

SUPERVISORY RESPONSIBILITIES:

Work is performed under the direct supervision of the Department Head. The Department Head will make allowances for sufficient time to ensure quality performance of safety management responsibilities, duties, and functions. The Safety Services Department will supervise the required safety training documentation.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Will attendance the New Unit Safety Officer Orientation training program as soon after their appointment by the department head as is reasonably possible.
- Will attend the Unit Safety Officer conferences and meetings conducted by the Safety Services Department.
- A regular duty position in the department for which they are appointed by the Department Head as Unit Safety Officer. Prior safety supervision preferred.

WORK ENVIRONMENT:

Work is performed under usual working conditions relative to their regular job duties.

TTUHSC EL PASO
Safety Services Department

UNIT SAFETY OFFICER LETTER OF APPOINTMENT

TO: Martha Quezada
USO Coordinator
TTUHSC EL PASO
Department of Safety Services

FROM: _____

SUBJECT: **APPOINTMENT OF UNIT SAFETY OFFICER (USO)**

DATE: _____

The following employee is appointed as Unit Safety Officer for the above-named department.
This appointment is effective from September 1st through August 31st of this Fiscal Year.

USO Name: _____
USO eRaider username: _____
USO Phone: _____
USO E-mail: _____

In making this appointment, I understand
that my support is necessary in
order for this Unit Safety Officer to fulfill
his/her responsibilities as
described in the HSC Safety
Program/Manual and the USO Job
Description.

(Signature of Department Head)

In accepting this appointment, I
understand that I must fulfill my
responsibilities as Unit Safety Officer
as described in the HSC Safety
Program/Manual and the USO Job
Description.

(Signature of Unit Safety Officer)

TTUHSC EL PASO
Safety Services Department

UNIT SAFETY OFFICER
CHANGE FORM

Please complete and return this form to: Martha Quezada
USO Coordinator
TTUHSC EL PASO
Department of Safety Services

PLEASE PRINT

DEPARTMENT INFORMATION:

Department Name(s): _____
Dept. Home Org. Code(s): _____
Mailing Address: _____
Regional Campus: _____
Department Head Name: _____

USO INFORMATION:

Date Change Effective: _____
Previous USO: _____
USO Name: _____
USO eRaider username: _____
Telephone Number: _____
E-mail Address: _____

**New Employee Safety Orientation Program (NESOP)
Level 2 – Site Specific Information**

Welcome to Texas Tech University Health Sciences Center El Paso!
As part of an ongoing effort to maintain a safe work environment for TTUHSC EL PASO employees and students, the Safety Services Department gives you an opportunity to learn about safety-related information that applies specifically to your work area. Please take time to answer the following questions to be better informed and prepared. **Return this form to your Safety Services office within 5 days of completing New Employee Orientation.**

Name: _____ **Department:** _____
Eraider Name: _____ **Status** (circle one): Employee Volunteer Student
Campus (circle one): Abilene Amarillo Dallas El Paso Lubbock Managed Health Care Odessa

1. Name of Unit Safety Officer _____
2. The location of the following emergency equipment closest to my primary work area:
 - A. Fire alarm pull station _____
 - B. Fire extinguisher _____
 - C. Outside reassembly area _____
 - D. Interior shelter area _____
 - E. First-aid supplies _____
 - F. Nearest AED (Automatic External Defibrillator) _____
 - G. Eye wash stations (in lab) _____
 - H. Safety shower (in lab) _____
3. Material Safety Data Sheets (MSDSs) can be accessed _____
4. Departmental code word(s) for security _____
5. Nearest hand washing facilities _____
6. Location of personal protective attire/equipment (PPA/PPE) _____
7. I have received training regarding the proper use of the equipment/materials in my area (circle all that apply)

Computer	Sharps container	Centrifuge	Select agents (specify)
Printer	Hazardous chemicals	Fume hood	_____
Copy machine	Gloves	Biological safety cabinet	_____
Fax machine	Biohazardous waste	Clean air bench	Other (specify)
Paper shredder	Pallet jack	UV light source	_____
Telephone	Fork lift	Electrophoresis equipment	_____
Hand tools	Power tools	Gas cylinders	_____
8. I would like Safety Services to evaluate my work area for potential ergonomic problems. Yes No

Employee Signature: _____ **Date:** _____
Supervisor or USO Signature: _____ **Date:** _____

Texas State Government Privacy Policies (Government Code): 1) With few exceptions, you are entitled on request to be informed about the information the state governmental body collects about you; 2) Under Section 552.021 & 552.023, you are entitled to receive and review the information; and 3) Under Section 552.004, you are entitled to have the state governmental body correct information about you that is incorrect.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

Texas Tech University Health Sciences Center El Paso

Information for All Users of N-95 and Other Filtering Facepiece Respirators

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

If any questions should arise concerning selection, storage, care or use of respirators, please contact your department supervisor/administrator, your facility Respiratory Program Coordinator or designee, or the Respiratory Program Administrator or designee.

ATTACHMENT C
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TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

TEXAS TECH POLICE DEPARTMENT

Place This Card Under Your Telephone

QUESTIONS TO ASK:

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

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received:

Time: _____ Date: _____ / _____ / _____

BOMB THREAT

CALLER'S VOICE:

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

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

_____ Street Noises	_____ Factory Machinery
_____ Animal Noises	_____ Voices
_____ Clear	_____ PA System
_____ Static	_____ Music
_____ Local	_____ House Noises
_____ Long Distance	_____ Motor
_____ Office Machinery	_____ Other _____

THREAT LANGUAGE:

_____ Well Spoken	_____ Incoherent
_____ (educated)	_____ Taped
_____ Foul	_____ Message read
_____ Irrational	_____ by threat maker

REMARKS: _____

REPORT CALL IMMEDIATELY TO:

El Paso: HSC Police 215-7111

Date: _____ / _____ / _____

Name: _____

Position: _____

Phone Number: _____

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

ARMED ROBBERY DESCRIPTION CHECKLIST

PHYSICAL DESCRIPTION

Color _____ Sex _____ Nationality _____ Age _____ Height _____ Weight _____ Hair Color _____
Build (thin, stocky, etc.): _____ Complexion (dark, ruddy, acne, etc.): _____
Nose (large, broad, pug, etc.): _____ Ears (prominent, small etc.): _____ Glasses (frame): _____
Facial Hair (moustache, beard, long sideburns, etc.): _____
Mask or other disguise (type, color, etc.): _____
Scars, marks, tattoos or deformities (describe): _____
Other distinguishing physical characteristics: _____

CLOTHING (Describe color, type of material, style, etc.)

Hat: _____
Coat: _____
Shirt: _____
Shoes: _____
Pants: _____
Other clothing (tie, scarf, headband, jewelry, etc.): _____

List any other distinguishing characteristics: _____

Prepared By _____
NOTIFY THE POLICE IMMEDIATELY:
El Paso: 215-7111 or 911

MISCELLANEOUS

Weapon exhibited: () No () Yes
Describe weapon: _____

Speech (accent, impediment) _____

List any names used by robber _____

Mannerisms (twitch, unusual walk, nervous) _____

Right or left-handed _____

FOR ADDITIONAL SPACE, CONTINUE ON REVERSE SIDE

Date _____ Time _____ Location _____

HOW TO RESPOND

To An Active Shooter

Find the best way to protect your life.

GET OUT!

- Know your escape routes.
- Leave belongings behind.

HIDE OUT!

- Turn *off* lights, lock doors, block entry to hiding place
- Hide in nearest classroom, office, or conference room
- Silence your mobile devices. Remain calm and quiet.

TAKE ACTION!

- As a last resort & only when your life is in danger
- Act with physical aggression & attempt to stop shooter with any means necessary

CALL 911
WHEN SAFE TO DO SO

Active Shooter Reporting to Police

911•Mobile Phone
911•Campus Phone

Information To Provide

- Your specific location-building & room number
- Location of the active shooter
- Number of shooters
- Description of shooter(s)
- Number/type of weapons
- Number of people with you
- Number of potential injuries



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Safety Services

