FOREWORD

The Texas Tech University Health Sciences Center (TTUHSC) 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 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, as part of their contracts, will comply with all relevant workplace and environmental health and safety statutes and TTUHSC procedures.

Commitment to health and safety by individuals at all levels and functions is an integral part of TTUHSC operations.

Date: February 1, 2012

Tedd L. Mitchell
President
Texas Tech University Health Sciences Center
SAFETY MANUAL

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TTUHSC SAFETY SERVICES

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INTRODUCTION

As used in this document, Texas Tech University Health Sciences Center (TTUHSC) refers to and includes a TTUHSC School of Medicine (Lubbock), a Paul L. Foster School of Medicine (El Paso), a Graduate School of Biomedical Sciences, a School of Nursing, a School of Allied Health, a School of Pharmacy, Regional Centers at Lubbock, Abilene, Amarillo, Dallas, El Paso, and Odessa, and various locations staffed by contractual agreement through the Department of Correctional Managed Health Care Systems.

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 School of Allied Health, the Graduate School of Biomedical Sciences, and the School of Pharmacy 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. 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 Managed Health Care Systems’ 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 Faculty, Staff and Student Safety Handbook. Contact your campus Safety Office to access additional copies of this Safety Manual or the TTUHSC Safety Handbook.

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: www.ttuhsc.edu/admin/safety/manuals.
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SECTION I

GENERAL INFORMATION

Purpose
To establish an effective Safety Program for Texas Tech University Health Sciences Center (TTUHSC) 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. This Safety Manual is also applicable to all TTUHSC employees located in various contract facilities (e.g., Health Care Systems) 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

This Safety Manual is specific to TTUHSC 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 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 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 Safety Program has been delegated to the Director of Safety Services 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 effectively fulfills the basic requirement of applicable laws and regulations associated with safety.

Due to the wide diversity of operations within TTUHSC 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 regional 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, 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.
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

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

All employees, students, and volunteers shall:

- read the TTUHSC Faculty, Staff, and Student Safety Handbook and applicable TTUHSC 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-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 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**

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

General

Safety Services
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- Laboratory Safety
- Life and Fire Safety
- Occupational Safety
- Radiation/Laser Safety
- Safety Education and Training

Institutional Compliance Working Committee

Safety Committees
- Radiation Safety Committee
- Institutional Biosafety Committee
- Institutional Review Board
- Infection Control Committee
- Animal Care and Use Committee
- Institutional Recombinant DNA Biosafety Committee
- Research Compliance Committee
SECTION III

ORGANIZATION

General

To fully support the various TTUHSC 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 safety policies and procedures. The role of Safety Services is, therefore, fourfold:

EDUCATION and TRAINING

CONSULTATION

SURVEILLANCE

COMPLIANCE
Safety Services

TTUHSC is committed to maintaining a safe environment for its 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’s safety policies and procedures are delineated in HSC OP 75.01 “TTUHSC Safety Programs,” the TTUHSC 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 www.ttuhsce.edu/admin/safety/manuals.

Each of the regional campus Safety Offices 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 Director of Safety Services and/or each regional campus Safety Manager.

Safety Services has the authority to abate unsafe conditions or operations within TTUHSC when, in the professional judgment of the Safety Services Director or Regional 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. 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 www.ttuhsce.edu/admin/safety.
Environmental Safety Division

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 Institutional Biosafety Committee and for ensuring that the operations and functions of TTUHSC 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 ongoing 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 emergency response activities.
**Occupational Safety Division**

The Occupational Safety Division is responsible for incident/injury and 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 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: www.ttuhsc.edu/admin/safety/manuals.

**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 Safety Manual, and/or as determined to be necessary for TTUHSC 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)

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 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 Safety Services) of safety hazards in the laboratories at TTUHSC;
- Supervise the institutional educational programs on the use of biologically and chemically hazardous materials;
- Periodically review the Laboratory Safety Manual;
- Review any protocols submitted to the IBC;
- Make recommendations to the Associate 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 established for the purpose of carrying out requirements governing research involving human subjects under federal law and TTUHSC 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 policies and procedures.
Institutional Recombinant DNA Biosafety Committee

The function of the Institutional Recombinant DNA Biosafety Committee (RDPC) 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

The Research Compliance Committee is charged with oversight of research compliance activities at TTUHSC 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 community.
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SECTION IV

PROCEDURES

General

Following proper safety procedures and standards has been proven to have 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 Safety Program. This section of the Safety Manual emphasizes the prevention of accidents through management.

The procedures on the following pages are alphabetized for convenience.
Accident/Incident Reporting and Investigation

Faculty and Staff Responsibilities

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 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

Students should seek medical attention at the Texas Tech Physicians Family and Community Medicine Clinic. 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 employees.

Volunteers

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 facilities are the sole responsibility of the volunteer and his/her insurance.
Patients/Visitors

For patients/visitors involved in an incident/injury, an 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.

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 9-911 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 Witness Statement (see Appendix 2-c). Forward both the Non-Employee Incident / Injury Report and the TTUHSC 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
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.

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 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. 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 until necessary coordination has been effected.

Corridors

It is the policy at TTUHSC, based upon Life Safety Codes of the National Fire Protection Association, that all egress pathways must be maintained free of obstructions. The TTUHSC Fire Marshals 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 Marshals 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 requests to a space committee must be sent to the TTUHSC Fire Marshals (for additional information, refer to applicable Life Safety Codes and TTUHSC 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 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 Safety Program is a program designed for the benefit of employees and students, and all employees and students shall be given the opportunity to participate.

**Disabilities**


**Environmental Safety Inspections**

To promote safe conditions of TTUHSC buildings, Safety Services conducts periodic safety inspections/surveys of TTUHSC facilities. Safety Services also investigates complaints to confirm or evaluate unsafe conditions, practices, and procedures, violations of TTUHSC 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. 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 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 their Safety Services department for assistance with work area evaluation.

Evaluating

Work practices will be observed and evaluated frequently by 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 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 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 (806) 743-2597.
**Hazard Reporting Program**

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: [www.ttuhsc.edu/admin/safety/forms/HazRep.aspx](http://www.ttuhsc.edu/admin/safety/forms/HazRep.aspx). 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: [www.ttuhsc.edu/admin/safety/env.aspx](http://www.ttuhsc.edu/admin/safety/env.aspx) (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: [www.ttuhsc.edu/admin/safety/forms/AirQuality.aspx](http://www.ttuhsc.edu/admin/safety/forms/AirQuality.aspx). 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 your 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 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, and to insure that employees and students understand the use of and the information contained in the Material Safety Data Sheets. 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 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 MSDS for information on appropriate measures.
3. Promptly clean up the spill, using appropriate protective apparel and equipment

**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.
5. Contact Safety Services who will then activate an emergency response team, such as police and fire departments. After normal business hours, dial 9-911 directly:

   Amarillo: Safety Office at 354-5441, 337-2129 or 349-2769
   El Paso: Facilities Operations & Maintenance at 545-6535
   Lubbock: Safety Office at 743-2597 or TTU Police at 743-2000
   Odessa: Safety Office at 335-1820 or TTU Police at 335-5379
   Abilene: Plant Operations / Facilities, Operations, and Maintenance (FO&M) at 325-676-3879
   Dallas: Principal Investigator at 214-654-9404

   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
- Material Safety Data Sheet (MSDS) is available and the employee(s) is familiar with the product’s hazards, and
- MSDS 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 20º 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 then 1 liter

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 is subject to various federal, state, and local regulations that require extensive documentation for disposal.


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 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 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 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: www.ttuhsc.edu/admin/safety/hazmatinfo.
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: www.ttuhsc.edu/admin/safety/uso). 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 (all campuses) 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: www.ttuhsc.edu/admin/safety/forms/AirQuality.aspx. Employees can also call the Safety Services department to report the hazardous condition by telephone.
Infection Prevention and Control Plan

All TTUHSC School of Medicine Clinics 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 facilities. These specific laboratory management practices are compiled into the TTUHSC Laboratory Compliance Manual published by Safety Services. This manual serves as the acceptable TTUHSC Policy and Procedures for laboratory safety. Copies can be obtained from the Safety Services web site: www.ttuhsc.edu/admin/safety/lab/LabComplianceManual.pdf. Mandatory laboratory safety training is available online via the Safety Services web site at www.ttuhsc.edu/admin/safety/training.
Laser Safety

TTUHSC and its regional centers in Amarillo, Odessa, and El Paso utilize laser-producing equipment/systems in medical therapy diagnostic procedures, as well as a tool in medical research. It 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 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: www.ttuhsc.edu/admin/safety/rad/LaserManual.pdf.

Material Safety Data Sheets

A material safety data sheet (MSDS) is a written fact sheet prepared and distributed by the manufacturers of chemicals. An MSDS 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 MSDS; and the name and address of the manufacturer. An MSDS must be maintained readily available to all users of hazardous chemicals. Safety Services recommends that each department maintain a file of MSDSs of chemicals known to be in use in their work areas. MSDSs can also be accessed by contacting the chemical manufacturer or through the Safety Services web site link: www.ttuhsc.edu/admin/safety. Contact Safety Services for assistance with obtaining MSDSs.
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 faculty, staff, and students. Program completion fulfills the initial requirements for federal, state, and TTUHSC 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 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 HSC-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 Safety Services training web site: www.ttuhsc.edu/admin/safety/training. 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: www.ttuhsc.edu/admin/safety/training.

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 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 Manual.

Personal Protective Clothing and Equipment

TTUHSC 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 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 OP 75.11) establishes 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 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

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: www.license.state.tx.us/ab/tas/tascomplete.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 by an outside contractor for all campus locations except Lubbock. On the Lubbock campus, pest control service is provided by the Environmental division of the Safety Services department. 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 (Abilene, Amarillo, Dallas, El Paso, Permian Basin) or Safety Services (Lubbock) 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: www.ttuhsc.edu/admin/safety/forms/PestControl.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 when the heating elements of such devices are limited to not more than 212 degrees Fahrenheit. The recirculating oil and the ceramic panel design, which meet the foregoing, have been approved by the TTUHSC Fire Marshals.

Purchasing

Prior to purchasing any item for use by TTUHSC 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 is available from Safety Services, Physical Plant, and Facilities Maintenance and Operations.

Radiation Safety

TTUHSC, its regional campuses in Amarillo, Odessa, and El Paso, and clinical activities contracted through the Department of Managed Health Care Systems 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 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: www.ttuhsce.edu/admin/safety/manuals.
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 Facepiece 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 protection, contact your facility’s Safety Services Office or the Respiratory Program Administrator in Lubbock at (806) 743-2597.
Safety Awareness

Safety is the responsibility of all TTUHSC 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 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 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 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 programs designed to increase the safety of its employees, such as various safety committees, hazard reporting programs, and immunization and medical surveillance programs.

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 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 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 any 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 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 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 facilities as established in TTUHSC 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 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 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 facilities where hazardous chemicals are used or stored, outlines the major sections of the act, including workplace chemical lists, material safety data sheets (MSDSs), labels, exemptions to the law, incident reporting procedures, employee rights, and employee education programs.

TTUHSC provides three levels of training on hazardous chemicals. Safety Services provides a basic course on the Right-To-Know 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 HSC-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, the Dean of the School of Medicine, the Dean of the School of Allied Health, and the Dean of the School of Nursing 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 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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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.

General Employee Safety

Know or learn the safe practices for your job. If you do not know, ask your supervisor, co-worker, or call your 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 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
serious condition. Do not wait for an incident to occur; report hazardous conditions and near misses by either calling your Safety Services department or by using the online Hazard Report form on the Safety Services web site: www.ttuhsc.edu/admin/safety/forms/HazRep.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.

**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:

- **Amarillo:** Facilities Operations & Maintenance at 354-5647
- **El Paso:** Facilities Operations & Maintenance at 545-6534
- **Lubbock:** General Services Department at 743-2090
- **Odessa:** Facilities Operations & Maintenance at 335-5140

**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 MSDSs. 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-sponsored activity and must comply with TTUHSC OP 75.13, “Minors in Research Laboratories”.

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 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 styrofoam containers, jars, plastic jugs, or laboratory glassware. A styrofoam 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 your campus Safety Services department. The disposal of hazardous waste at TTUHSC is subject to various federal, state, and local regulations that require extensive documentation for disposal. For additional information, see TTUHSC 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.

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 be properly labeled 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 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 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.

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, resulting in injuries to hands, arms and legs and torn clothing. If splintering of chair arms or desks occur, 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 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.
B. EMERGENCY PROCEDURES

General

The following emergency procedures apply to TTUHSC facilities at Amarillo, El Paso, Lubbock and Odessa. Those working in a satellite office or non-TTUHSC owned facility should contact their supervisor for additional information on specific procedures.

Remain calm! Always reassure patients and visitors who are unfamiliar with TTUHSC’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.

9-911

In an emergency, call the TTU Police at 9-911 from any TTUHSC business telephone. For Emergency Medical Services, call 9-911 from any campus phone. From a mobile phone, dial 911.

Elevators

Do not use elevators for emergency evacuation. Instead use stairwells. TTUHSC 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 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, 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 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.
Emergency evacuations shall be organized, prompt, and practiced. The options for evacuation include:

- 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 9-911 and report your location and circumstances.
- Elevators shall only be used in areas approved by the Fire Marshal’s office.

Note: Moving a wheelchair down a stairwell is never safe. Therefore, only trained personnel should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

Most TTUHSC 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 Fire Marshals at (806) 743-2597.
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 9-911 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. 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 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 9-911 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 service departments.

Where available, flashing exit signs serve as notification that an alarm has been activated in another area of the building and occupants should prepare for evacuation. It is not necessary to evacuate the building until the horns and lights are activated on your floor.

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 Fire Marshals conduct at least one fire drill annually.

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 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 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 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 facilities. Most TTUHSC 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 Fire Marshals at (806) 743-2597 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 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 OP 76.15 outlines the function and use of the TTUHSC’s warning and alert system. The STAT!Alert emergency notification system will be used to notify TTUHSC personnel of severe weather warnings and other emergencies.

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 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 Emergency Preparedness website at: www.ttuhsc.edu/emergency. 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, 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 9-911 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.

Amarillo: KGNC-FM 97.9 or KGNC-AM 710
El Paso: KTSM-FM 99.9 or KBNA-FM 97.5 (Spanish)
Lubbock: KZII-FM 102.5 or KFYO-AM 790
Odessa: KNFM-FM 92.3 or KCRS-AM 550

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.
Security/Armed Robbery

All faculty, staff, students enrolled in courses, student employees, and volunteers who are at TTUHSC facilities on a regular basis, and/or working at TTUHSC are required to obtain and visibly wear identification badges. Badges must be available at all times while on TTUHSC property and presented for verification of identity when requested (TTUHSC 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 OP 76.23.

Active Shooter

Shootings at schools are an unfortunate reality. With the cooperation of the Texas Tech Police Department, TTUHSC 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 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: www.ttuhsc.edu/emergency. 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.
C. EMERGENCY RESPONSE—TTUHSC ABILENE

General

TTUHSC employees and employees working in contract facilities or off-campus locations should consult their supervisor for specific emergency procedures.
C. EMERGENCY RESPONSE—TTUHSC AMARILLO

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 Amarillo facilities.

Notification of Emergencies

In all buildings, with the exception of 1400 Wallace, occupants will be notified of an emergency via the fire alarm system (situations requiring external evacuation) or the public address system (situations requiring internal movement of occupants, such as severe weather emergencies). The facility at 1400 Wallace does not have a public address system and will be notified of severe weather/tornado emergencies via a telephone call-down system or voice method.

Code Red—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.)
Code Brown—Severe Weather/Tornado Emergency

In the event that TTUHSC facilities are in immediate danger of being hit by heavy rain or hail, high winds, or a tornado, 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. (See “Severe Weather/Tornado Emergency” in this section of the Safety Manual).

Code Black—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).

Code Blue—Cardio-Pulmonary Arrest/Medical Emergency

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

1. Call 9-911 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.
Code White—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.

Code Green—Internal Disaster

Internal disaster refers to major/minor internal damage to TTUHSC 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.

Code Pink—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 any suspicious activity to the TTUHSC Police.
C. EMERGENCY RESPONSE—TTUHSC DALLAS

General

Employees working in contract facilities or off-campus locations should consult their supervisor for specific emergency procedures.
D. EMERGENCY RESPONSE—TTUHSC EL PASO

General

TTUHSC employees and employees working in contract facilities or off-campus locations should consult their supervisor for specific emergency procedures.
E. EMERGENCY RESPONSE—TTUHSC LUBBOCK

General

Emergency situations are identified via a color code system that reflects the system used by the affiliated teaching hospital, University Medical Center (UMC). 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 Lubbock facilities.

Code Red—Fire Emergency

A “Code Red” indicates a fire emergency. (See “Fire Emergency” “Fire Alarm Pull Stations”, and “Fire Evacuations” in this section of the Safety Manual.)

Code Brown—Severe Weather/Tornado Alert

This is the highest degree of severe weather alert, and an announcement means that the TTUHSC/UMC buildings and/or Student Health Services are in immediate danger of being hit by heavy rain or hail, high winds, or a tornado. As directed by the campus Police Department, the PBX operator will announce “Code Brown.”

Evacuate immediately to the predetermined shelter area designated by your Unit Safety Officer. You should remain in the area of safety until the severe weather has subsided and you hear an announcement of “Code Brown All Clear,” at which time you may return to your area. (See “Severe Weather/ Tornado Emergency” in this section of the Safety Manual).
**Code Black—Bomb Threat**

A “Code Black” announcement initiated by the campus Police Department denotes that a bomb threat has been received, and all occupants should evacuate the building using the predetermined evacuation routes. (See “Bomb Threat” in this section of the Safety Manual).

Occupants may return to the building after the campus Police Department has announced “Code Black All Clear”.

**Code Blue—Cardio-Pulmonary Arrest / Medical Emergency**

A “Code Blue” situation indicates a Cardio-Pulmonary arrest or other emergency medical condition, which requires immediate response to intervene in a life threatening situation. See TTUHSC OP 75.08. To report a cardiac/pulmonary arrest situation, both clinical and non-clinical areas should call 9-911 for emergency assistance and for EMS or other external responders. Designate a person to meet the responders and guide them to the location of the emergency. In clinical areas, CPR / life support measures may be initiated based on medical management, the level of training of available personnel, and available equipment. Most clinical areas have crash carts equipped with defibrillators and medications specifically for cardiac/pulmonary arrest situations.

**Code White—Building Evacuation**

A “Code White” announcement denotes evacuation of the facility. It is used for internal disasters or any situation requiring evacuation of the entire facility. If a “Code White” is announced, evacuate the building immediately using pre-determined evacuation routes.
Code Yellow—External Disaster

If a disaster strikes the city or surrounding area, the PBX operator will announce a “Code Yellow.” A “Code Yellow” indicates that it is expected that UMC may have to treat a great number of patients in a short period of time.

A “Code Yellow Minor” denotes a minor external disaster situation in which UMC expects to receive 10 to 15 patients who will require significant emergency medical care.

A “Code Yellow Major” denotes a major external disaster situation in which UMC expects to receive more than 15 patients who will require significant emergency medical care.

Medical personnel will respond according to their assigned duties (consult your supervisor regarding your responsibilities during a Code Yellow). Unless assigned specific disaster response duties, personnel and students should avoid contact with UMC during this emergency. When leaving or traveling in or near the hospital, avoid all emergency routes.

After UMC activities have returned to normal, the PBX operator will announce “Code Yellow All Clear.”
**Code Green—Internal Disaster**

A “Code Green” announcement denotes an internal disaster situation in which the complex has sustained damage and/or created circumstances which necessitated immediate relocation or evacuation of faculty, staff, students, volunteers, visitors, and patients. An internal disaster might be an explosion, a radiation spill, or a major water leak.

If the “Code Green” is in the immediate vicinity, evacuate using predetermined routes to your department’s re-assembly area and await further instructions unless you are directly involved with a chemical, biological, or radioactive spill or release.

If the “Code Green” is not in the immediate vicinity, close all doors and windows, stay in your department and await further instructions.

**Code Pink—Infant/Child Abduction**

A “Code Pink” announcement denotes that an infant or child is unaccounted for at UMC. In the event of a Code Pink announcement, decrease the number of potential suspects by staying in your area and not allowing patients to leave the clinical areas. Be aware of suspicious activity and report it to the campus Police Department. Do not confront a suspected kidnapper yourself.

**Code Orange—Aggressive Situation**

A “Code Orange” announcement denotes an aggressive situation. A person is behaving in an actively hostile fashion which could cause pain or harm and may take the form of a physical and/or verbal act(s). The campus Police Department should be notified immediately to avoid further disruption and/or destruction.
F. EMERGENCY RESPONSE—TTUHSC ODESSA

General

Emergency situations are identified via a color code system that reflects the system used by the affiliated teaching hospital. 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 Permian Basin facilities.

Code R-A-C-E—Fire Emergency


Following a fire emergency, do not disclose personnel injuries, property damage, or responsibility for the fire with any onlooker, media representative, or public official unless released to do so by TTUHSC Administration. The TTUHSC Permian Basin public relations representative will conduct all interviews and tours with all non-TTUHSC personnel.

Code White—Severe Weather Watch

A severe weather watch indicates that conditions are favorable for heavy rain, hail, high winds, severe thunderstorms or tornadoes. This alert is for employee information only and does not require any action.

Code Yellow—Severe Weather Warning

A severe weather warning indicates that heavy rain or hail, high winds or tornadoes have been identified by weather radar or reported in county or the surrounding area, but not necessarily in the immediate vicinity of TTUHSC facilities. Be prepared to move patients to shelter areas in the facility. Also, expect possible power surges or failures.
**Code Red—Severe Weather/Tornado Emergency**

This announcement means that heavy rain, hail, high winds, or a tornado have been reported in the immediate area. If you sight severe weather with damaging winds, hail and/or a funnel cloud moving toward the facility, call the campus Security Department and state your name, give the approximate location, and remain on the phone until released by the Security representative.

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 any interior room without windows, basement, or move to the nearest stairwell. Because of the risk of breaking glass, all laboratory areas should be evacuated immediately.

In patient care areas, the Head Nurse is responsible for coordinating the evacuation plan for patients. Remain in the area of safety until you are informed by the campus Security Department or your supervisor that the weather conditions have subsided, at which time you may return to your area.

**Code Green—Bomb Threat**

A “Code Green” announcement initiated by the campus Security Department denotes that a bomb threat has been received, and all occupants should evacuate the building using the predetermined evacuation routes. (See “Bomb Threat” in this section of the Safety Manual).

Under no circumstances is any employee, patient, or visitor to move any package, box, handbag, attaché case, or other luggage, even if it is personally identified by them. All packaged or enclosed objects, regardless of size will be left as is until cleared by the local Police.
Code Brown—Internal Disaster

A “Code Brown” announcement denotes an internal disaster situation in which the complex has sustained damage and/or created circumstances which necessitated immediate relocation or evacuation of faculty, staff, students, visitors, and patients. An internal disaster might be an explosion, a chemical spill, or a natural gas leak.

If the “Code Brown” is in the immediate vicinity, evacuate using predetermined routes to your department’s re-assembly area and await further instructions unless you are directly involved with a chemical or biological spill or natural gas line repair. In the event of a chemical spill, the ventilation system will be turned off to prevent the spread of vapors to other areas of the facility.

If the “Code Brown” is not in the immediate vicinity, close all doors and windows, stay in your department and await further instructions.

Code Black—External Disaster

When events occur in the community that affect the health and welfare of TTUHSC employees, patients, students, and visitors, the local Police Department will issue an alert and appropriate response instructions. All personnel must respond quickly and safely to instructions provided to them by TTUHSC Administration, TTUHSC Security, or local law enforcement agencies.

For this type of evacuation, the notification of an “all clear” or “safe to return” will be communicated via local radio and television stations.
Code Blue—Cardio-Respiratory Arrest/Medical Emergency

Persons identifying a cardio-pulmonary arrest or other emergent medical situation should:
1. Call 9-911 for response by EMS.
2. Initiate appropriate emergency interventions according to the level of training of the available personnel, including a recorder for the incident report.
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.

Code Orange—Building Evacuation

A “Code Orange” announcement denotes evacuation of the facility. It is used for internal disasters or any situation requiring evacuation of the entire facility. If a “Code Orange” is announced, evacuate the building immediately using pre-determined evacuation routes and await further instructions.
G. WORKPLACE THREATS AND VIOLENCE

General

Statistics indicate homicide is the leading cause of workplace fatality among health care and social service personnel. Medical staff 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 property shall be removed from the premises as quickly as safety permits, and shall remain off TTUHSC premises pending the outcome of an investigation. TTUHSC 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.

**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 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 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 controlled site, or is connected to TTUHSC 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 TTU or TTUHSC 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 facilities for medical care. While TTUHSC has an obligation to provide appropriate medical care, it must be with the understanding that inmates pose special risks to TTUHSC staff, other patients, volunteers, 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 yourself in jeopardy by being alone with a inmate. Don’t assume that female inmates are less dangerous than males or county inmates are less dangerous than state inmates, 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 inmates. 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.

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 School of Medicine Clinics. See School of Medicine Ambulatory Care Policies and Procedures, Policy Number 6.06.
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.
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 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

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   b) USO Letter of Appointment
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   b) Request for Training Credit for Non-TTUHSC Programs

7 Infection Control / Respiratory Protection (Section IV)
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8 Emergency Procedures (Section V)
   a) Emergency Paging Codes
   b) Bomb Threat Checklist
   c) Armed Robbery Description Checklist
   d) Active Shooter Response

TTUHSC SAFETY SERVICES

Appendix

Revised 02/2012
## APPENDIX 1—DEFINITIONS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Employees</strong></td>
<td>Those individuals receiving compensation from a TTUHSC payroll account.</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>An employee who is granted faculty status and is involved in teaching, research, patient care, and/or service to the community.</td>
</tr>
<tr>
<td><strong>H&amp;SR</strong></td>
<td>Health and Safety Review.</td>
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<tr>
<td><strong>HazMat</strong></td>
<td>Hazardous Materials</td>
</tr>
<tr>
<td><strong>HSC</strong></td>
<td>Same as TTUHSC.</td>
</tr>
<tr>
<td><strong>HSC OP</strong></td>
<td>This refers to documents in the Texas Tech University Health Sciences Center Operating Policy and Procedure Manual.</td>
</tr>
<tr>
<td><strong>ICWC</strong></td>
<td>Institutional Compliance Working Committee</td>
</tr>
<tr>
<td><strong>Incident</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Injury</strong></td>
<td>An incident which results in personal harm that involved compensation for medical expenses or lost wages.</td>
</tr>
<tr>
<td><strong>JC</strong></td>
<td>The Joint Commission (formerly known as the Joint Commission on Accreditation for Healthcare Organizations (JCAHO)).</td>
</tr>
<tr>
<td><strong>LARC</strong></td>
<td>Laboratory Animal Resource Center.</td>
</tr>
<tr>
<td><strong>MSDS</strong></td>
<td>Material Safety Data Sheet.</td>
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<tr>
<td><strong>NFPA</strong></td>
<td>National Fire Protection Association.</td>
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</table>

TTUHSC SAFETY SERVICES

Appendix 1, Page 1 of 2  Revised 02/2012
Others
Those who do not meet the criteria for employees or students. This includes, but is not limited to, contract personnel, visitors, volunteers, and patients.

SSD
Safety Services Department

TTUHSC
Texas Tech University Health Sciences Center, including its School of Medicine, Graduate School of Biomedical Sciences, School of Nursing, School of Allied Health, School of Pharmacy, the Regional Centers at Lubbock, Amarillo, El Paso and Odessa, Abilene, Dallas, and various contract locations.

Students
Those individuals who are enrolled as students within the various TTUHSC schools or other universities or colleges who are completing a portion of their curriculum at TTUHSC.

USO
Unit Safety Officer.

Work Areas
Four separate and distinct work areas have been identified as existing within TTUHSC 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**

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

**INCIDENT / INJURY DETAILS**

<table>
<thead>
<tr>
<th>Date of Injury:</th>
<th>Time of Injury:</th>
<th>Today’s Date:</th>
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</thead>
<tbody>
<tr>
<td>Description of Injury:</td>
<td></td>
<td></td>
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<tr>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus: □ Amarillo □ El Paso □ Lubbock □ Odessa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name / address where injury / exposure occurred.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was medical treatment required □ Yes □ No Date/time:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NAME OF WITNESS / NAME OF PREPARER**

<table>
<thead>
<tr>
<th>Name of witness:</th>
<th>Day phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of witness:</td>
<td>Day phone:</td>
</tr>
<tr>
<td>Name of Faculty/Supervisor (if applicable):</td>
<td>Day phone:</td>
</tr>
<tr>
<td>Name of person preparing report:</td>
<td>Day phone:</td>
</tr>
<tr>
<td>Signature of person preparing report:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

TTUHSC Safety Services, (Copy within 72 hrs)
Occurrence Report

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: ___________________________

Medical Record Number (if applicable) ___________________________  DOB: ___________________________

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

Amarillo: QI/RM – B900  El Paso: Quality Improvement – A02
Lubbock: PI – STOP 6559  Permian Basin: QI/RM – 1201A

Appendix 2-b, Page 1 of 1
Texas Tech University Health Sciences Center
WITNESS STATEMENT
(Non-Clinical Areas)

Are you a TTUHSC 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
# Occupant Diary

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.

<table>
<thead>
<tr>
<th>Time/Date</th>
<th>Location</th>
<th>Symptom</th>
<th>Severity/Duration</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Job Safety Analysis (JSA) Worksheet

<table>
<thead>
<tr>
<th>Sequence of Major Job Steps</th>
<th>Potential Hazards or Consequences</th>
<th>Recommendations to Eliminate or Reduce Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Texas Tech University Health Sciences Center**

**Safety Services Department**

Appendix 3-a, Page 1 of 2
**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.

<table>
<thead>
<tr>
<th>Job Task Being Analyzed:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employee Doing Job:</td>
<td>Title of Employee:</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Job Location:</td>
</tr>
<tr>
<td>Required/Recommended Personal Protective Equipment (PPE):</td>
<td>Approved By:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sequence of Major Job Steps</strong></th>
<th><strong>Potential Hazards or Consequences</strong></th>
<th><strong>Recommendations to Eliminate or Reduce Hazards</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Break the job down into the major steps.</td>
<td>• Look at the task realistically and ask “How and where can a person get in trouble?”</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Number the steps to provide a reference point for the hazards and procedures developed.</td>
<td>• What accidents have happened before doing this job?</td>
<td>• Number the actions to correspond with the steps and identified hazards.</td>
</tr>
<tr>
<td>• Use 7 to 8 steps, no more than 15 steps</td>
<td>• Identify all the hazards associate with each step-actions, conditions, and possibility that could lead to an accident.</td>
<td>• Be specific. Say exactly what needs to be done to correct the hazard or remove the risk.</td>
</tr>
<tr>
<td>• Use action words such as Lift, Turn, Change, Load, Steer, Dig, etc.</td>
<td>• Number the hazard list to correspond with the job steps.</td>
<td></td>
</tr>
<tr>
<td>• Tell WHAT not HOW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Safety Services Department
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
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):

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Grade Summary per Section</th>
<th>Overall Grade (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>1</td>
<td>All Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Administrative Office Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Clinical/Patient Care Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Laboratories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Maintenance/Shop Areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Send Corrective Action Emails to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo</td>
<td><a href="mailto:lauren.caulett@ttuhsc.edu">lauren.caulett@ttuhsc.edu</a></td>
</tr>
<tr>
<td>El Paso</td>
<td><a href="mailto:jose.melchor@ttuhsc.edu">jose.melchor@ttuhsc.edu</a></td>
</tr>
<tr>
<td>Lubbock or other Campus/Facility not listed</td>
<td><a href="mailto:renee.witherspoon@ttuhsc.edu">renee.witherspoon@ttuhsc.edu</a></td>
</tr>
<tr>
<td>Midland-Odessa-Abilene-Dallas</td>
<td><a href="mailto:art.may@ttuhsc.edu">art.may@ttuhsc.edu</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Standard</th>
<th>Criteria</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Departmental records indicate training requirements being met.</td>
<td>New employee orientation and ongoing refresher training is up to date (entries posted within last six months).</td>
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<tr>
<td>3. Lighting meets the needs of occupants.</td>
<td>Adequate lighting, no burned-out bulbs or flickering lights</td>
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<tr>
<td>4. Ventilation meets the needs of occupants.</td>
<td>No complaints about odors, fumes, temperatures</td>
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</tr>
<tr>
<td>5. Traffic aisles, exit pathways, hallways and corridors, doorways and work areas are free from clutter, obstructions and other tripping hazards.</td>
<td>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.</td>
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<tr>
<td>6. All facility areas are maintained clean and orderly and in a sanitary condition.</td>
<td>Overall general housekeeping in all areas should be good.</td>
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<tr>
<td>7. Furniture and equipment in good repair and functional. Cabinet doors are properly secured.</td>
<td>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.</td>
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<tr>
<td>8. Floors are free from wet areas, cracks, loose or missing floor tiles and/or torn carpeting. All floor covering is properly secured.</td>
<td>Carpet or tile is not coming up creating a tripping hazard. Every floor kept in good repair.</td>
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<tr>
<td>9. Materials properly stored and secured against slippage or falling.</td>
<td>Large items stored low and loose items secured from slippage or sliding.</td>
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<tr>
<td>10. Storage areas are neat and sufficient. Step stools or ladders provided where necessary.</td>
<td>No items stored &lt;18” from the sprinkler heads. Heavier items stored low; step stool is sturdy and in good working order.</td>
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<tr>
<td>11. No excessive combustible materials in any area.</td>
<td>No large stacks of paper, files, magazines, cardboard boxes, etc.</td>
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<tr>
<td>12. Flammable or combustible materials are not stored near sources of ignition.</td>
<td>Flammables or combustibles are stored away from sources of heat or ignition, i.e. welders, heaters, grinders, other sparks.</td>
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</tbody>
</table>

*Continued on next page*
### Section 1: All Areas, continued

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

<table>
<thead>
<tr>
<th>Average for Section 1: All Areas</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
<th>Circle average grade &amp; transfer results to page 1 summary upon completion.</th>
</tr>
</thead>
</table>

**Health & Safety Review Form**

Appendix 3-c, Page 4 of 10

Revised Feb/2011
**Section 2: Administrative / Office Areas**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Criteria</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adequate work surfaces available for job functions.</td>
<td>Appropriate space for equipment and materials required for tasks.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2. Sufficient space under work surface for legs, feet and thighs.</td>
<td>No clutter, equipment or tangle of cords under work surface.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Work areas are organized and frequently used items are within easy reach.</td>
<td>Located within arm’s length.</td>
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</tr>
<tr>
<td>4. Office arrangement allows easy egress under emergency conditions.</td>
<td>Furniture does not block occupant access to the exit door.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6. Desks and computer stations meet ergonomic standards.</td>
<td>Keyboards at height to allow a right-angle at the elbow and a straight line at the wrist.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Mechanical aids are used when appropriate to reduce health risks.</td>
<td>Document holders, foot rests, wrist rests, anti-glare screens, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Frequent telephone users are provided with receiver shoulder rests or headsets or earpieces.</td>
<td>Should be adjustable, light weight, and comfortable for user.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Filing cabinets are positioned and used safely.</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Phone lines, electrical cords, etc. secured under desk or along baseboards.</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Food storage areas are kept clean.</td>
<td>Refrigerators and microwave ovens are clean.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Average for Section 3: Clinical/Patient Care Areas

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
</tr>
</thead>
</table>

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.)

<table>
<thead>
<tr>
<th>Standard</th>
<th>Criteria</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratories have a Laboratory Compliance Manual.</td>
<td>Location of this manual shall be available to employees.</td>
<td></td>
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</tr>
<tr>
<td>&quot;Notice to Employees&quot; signs are posted.</td>
<td>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”.</td>
<td></td>
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</tr>
<tr>
<td>MSDS’s readily available for chemicals used in work area.</td>
<td>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.</td>
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</tr>
<tr>
<td>Chemical inventory or list of hazardous chemicals is available.</td>
<td>A written chemical list or on-line chemical inventory should be accessible.</td>
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</tr>
<tr>
<td>All chemical containers are labeled.</td>
<td>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.</td>
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<tr>
<td>Radioactive wastes in labeled containers.</td>
<td>Label should be readily evident.</td>
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</tr>
<tr>
<td>Biohazard wastes in labeled containers.</td>
<td>Label should be readily evident.</td>
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</tr>
<tr>
<td>Sharps and physically hazardous objects are in labeled sharps container or broken glass box.</td>
<td>No sharps or glass should be discarded in regular trash, even if it is intact. Any container with sharp materials should not be overflowing.</td>
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</tr>
<tr>
<td>Suitable absorbent materials available for cleaning chemical spills.</td>
<td>Spill clean up materials or kits shall be available within the department.</td>
<td></td>
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</tr>
<tr>
<td>Chemical storage is properly segregated.</td>
<td>Acids and not stored adjacent to bases or oxidizers. Glacial Acidic Acid, if present, is stored with Flammables and not in the acids storage cabinet. Acids not stored under sink.</td>
<td></td>
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</tr>
<tr>
<td>Excessive flammable liquids (&gt;10 gallons) not stored outside of a flammable liquid storage cabinet</td>
<td>When possible all flammable and corrosive chemicals should be properly stored in a cabinet when not in use.</td>
<td></td>
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</tr>
<tr>
<td>Fume hood(s) is operational.</td>
<td>Visually check to see if the hood is operational, i.e. caution tape indicator, flow meter.</td>
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<tr>
<td>Fume hoods work surfaces are not being used for chemical storage.</td>
<td>When chemical containers are not in use, the lid must also be secured to prevent evaporation.</td>
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</tr>
<tr>
<td>No flammable liquid storage beneath the fume hood.</td>
<td>The exception for this if the hood is specifically designed for flammable liquid storage.</td>
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</tbody>
</table>
### Section 4: Laboratories, continued

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

**Average for Section 4: Laboratories**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
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</thead>
</table>

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.)

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

*Continued on next page*
### Section 5: Maintenance / Shop Areas, continued

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

<table>
<thead>
<tr>
<th>Average for Section 5: Maintenance/Shop Areas</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>NA</th>
</tr>
</thead>
</table>
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.

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.

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.

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 patronos 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 están usando; o lo que sea uno de los exentos por la ley. Algunos ejemplos de los productos químicos peligrosos usados comúnmente son los combustibles como la gasolina, productos de limpieza y muchos tipos de pinturas, pesticidas, herbicidas, congelantes, productos químicos de laboratorio, cemento, vainillas de soldadura, etc.

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 (MSDS), 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 MSDS
- 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 despender 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
## Infectious/Pathological
- Material saturated with blood or OPIM
- Tissue from surgery, labor & delivery, autopsy, embalming, or biopsy
- Body parts
- Tissues or fetuses
- Organs
- Bulk blood
- Lab specimens of blood and OPIM
- Anatomical remains
- Animal waste

## Sharps
- Needles (all types)
- Syringes
- Scalpel blades
- Razor blades
- Disposable razors, scissors
- IV stylets
- Pipettes
- Specimen tubes
- Blood culture bottles
- Microscope slides
- Broken lab glass
- Expired medication

## Other Waste
- Gloves (vinyl or latex)
- Bandages (unless saturated with blood or OPIM)
- Diapers
- Exam table paper
- Sanitary napkins
- Disposable speculums
- Band-aids
- Disposable gowns and shoe covers
- Paper towels
- Paper cups
- Casting material
- Office records
- Food waste

## Chemically Hazardous
- All chemical waste, including:
  - Asphyxiates
  - Carcinogens
  - Corrosives
  - Flammables
  - Hepatotoxins
  - Mutagens
  - Nephrotoxins
  - Neurotoxins
  - Poisons
  - Reactives
  - Tumorigens
  - Teratogens

## Radioactive Waste
- All materials contaminated with radioactive material, such as:
  - Gloves
  - Absorbent pads
  - Paper towels
  - Empty vials
  - Lab ware
  - Bulk liquid from experiments
  - Liquid scintillation vials
  - Animal carcasses

---

### Protocol
- **Safety Services Environmental Safety Division**
- **HSC Custodial Services**
- **Safety Services Radiation Safety Division**
- **Pathological Incinerator or Commercial Vendor**
- **Landfill**
- **Landfill or Commercial Vendor or Sanitary Sewer**

---

Appendix 4-b, Page 1 of 1
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 743-2597.

Policy

The disposal of hazardous waste at TTUHSC is subject to regulations of the Environmental Protection Agency, Federal Department of Transportation, Texas Department of Health, Texas Radiation Control, and the City of Lubbock. 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 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
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 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  
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 attend 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.
UNIT SAFETY OFFICER
LETTER OF APPOINTMENT

TO: Maria Garza, M.Ed.
Manager of Education and Training
TTUHSC Department of Safety Services
Lubbock STOP 9020

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.

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 Department Head) (Signature of Unit Safety Officer)
UNIT SAFETY OFFICER
CHANGE FORM

Please complete and return this form to: Maria Garza, M.Ed.
Manager of Education and Training
TTUHSC Department of Safety Services
Lubbock STOP 9020

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: ________________________________________________

Revised 7/30/10
New Employee Safety Orientation Program (NESOP)
Level 2 – Site Specific Information

Welcome to Texas Tech University Health Sciences Center!
As part of an ongoing effort to maintain a safe work environment for TTUHSC 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
   - Printer
   - Copy machine
   - Fax machine
   - Paper shredder
   - Telephone
   - Hand tools
   - Select agents (specify)
   - Sharp container
   - Hazardous chemicals
   - Gloves
   - Biohazardous waste
   - Pallet jack
   - Fork lift
   - Power tools
   - Centrifuge
   - Fume hood
   - Biological safety cabinet
   - Clean air bench
   - UV light source
   - Electrophoresis equipment
   - 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.
To request safety training credit for courses/seminars/etc. not directly conducted/sponsored by the TTUHSC Safety Services Education and Training division, please complete all of the following steps:

1. Complete the information below
2. Attach documentation of course attendance (such as a signature sheet, certificate of completion, etc.) that has each attendee’s eRaider username and/or Raider Identification number.
3. Attach course curriculum (such as the PowerPoint presentation, course handouts, course test, etc.) that shows the essence of the instructional content and objectives.
4. Mail or email all information to the Training and Education Manager in Lubbock. Mailing address: Lubbock Department of Safety Services, STOP 9020.

Name of Presenter: __________________________________________________________
Department/Company: ________________________________________________________
Course name: ____________________________________________________________
Course date: _____________________________________________________________
Course topic(s): __________________________________________________________
Course Objectives? ________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requestor Information: □ I have attended and successfully completed the above named course.
□ I plan to attend the above named course.

I would like to request appropriate safety training credit from the TTUHSC Department of Safety Services.

____________________________________   ______________________________________
Employee 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.

Office Use Only

☐ Not Approved          ☑ Approved  

Training Category ________________
_________________________   ______________________
Manager, Safety Education & Training                           Date

CC Employee/Unit Safety Officer
Texas Tech University Health Sciences Center
Information for All Users of N-95 and Other Filtering Facepiece Respirators

Information for Employees Using Respirators When Not Required Under the OSHA Respiratory Protection Standard

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.

Respiratory Threats in the Healthcare Environment

The risk of infection with tuberculosis and other airborne diseases, such as SARS, smallpox, measles or influenza, is an ongoing threat to healthcare workers. The healthcare environment contains many potential respiratory hazards in the form of infectious agents from patients who release droplet nuclei into the air via coughing or other respiratory functions. In addition, there is danger of infection from surgical procedures where these agents may be aerosolized.

Respiratory Protection is Key

Along with proper ventilation, good work practices and administrative controls, respiratory protection is key to the prevention of healthcare-associated transmission of airborne infectious diseases. Any employee who may work with or around patients with suspected tuberculosis or other airborne infectious diseases should be provided with a respirator, including training and fit testing.

NIOSH Approved N95 Respirators

TTUHSC has approved the KIMBERLY-CLARK N95 Particulate Filter Respirators and Surgical Mask. These masks are designed to provide an effective facial fit, as required for proper respiratory protection against airborne pathogens. These respirators are NIOSH approved and are available in a variety of sizes. Contact your Safety Services office for fit-testing times/locations.

- See HSC OP 75.12, TTUHSC Guidelines for using N-95 Respirators for additional information about N95 Respirators.
<table>
<thead>
<tr>
<th>Emergency Paging Codes</th>
<th>TTUHSC Amarillo</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CODE RED</strong></td>
<td>Fire Emergency</td>
</tr>
</tbody>
</table>
| Denotes a fire in the area of the sounding alarm. Follow R-A-C-E procedures. | Rescue anyone in danger  
| Activate the fire alarm  
| Contain the fire by closing doors  
| Evacuate to designated reassembly area* |
| **CODE BROWN**         | Severe Weather Emergency |
| Tornado, heavy rain, high winds, hail or other weather situation is on collision course for TTUHSC. | May be preceded by watch (conditions are favorable) or warning (conditions occurring in regional county). Move to your designated internal shelter area*. Avoid windows, glass, and open areas. Do not go outside. Always evacuate laboratories. |
| **CODE GREEN**         | Internal Disaster |
| Major/minor internal damage to TTUHSC facility that requires relocation or evacuation. | If the code is in your area, evacuate immediately to your designated reassembly location* outside. Otherwise, close all doors and stay in place until the code is cleared or you are told to evacuate. |
| **CODE BLACK**         | Bomb Threat |
| A bomb threat has been received and/or an explosive device located.  
**TTUHSC Police:**  
Business hours: 354-5568  
After hours: 679-4392 | If you receive a bomb threat, keep caller on phone as long as possible and direct someone to call TTUHSC Police. If safe, try to ascertain location, detonation time, type of bomb, and caller characteristics (e.g., sex, age, race). |
| **CODE WHITE**         | Building Evacuation |
| An internal disaster or other situation has occurred requiring evacuation of the entire facility. | Evacuate immediately to designated reassembly location* outside using predetermined routes. |
| **CODE BLUE**          | Cardiac Arrest |
| Denotes a medical crisis. Call 9-911 for immediate response by EMS. | Dispatch EMS. Facility AED response phone numbers are located under the receiver of all phones at AMA TTUHSC. Provide first aid/CPR according to training of available personnel. Post person at front entrance to guide EMS to location. |
| **CODE PINK**          | Child Abduction |
| A child is missing/has been abducted.  
**TTUHSC Police:**  
Business hours: 354-5568  
After hours: 679-4392 | Clear corridors and do not allow patients/visitors to leave clinic areas. Observe movement in public areas and report any suspicious activity to TTUHSC Police. |

*See your Unit Safety Officer for your designated areas.
<table>
<thead>
<tr>
<th>Emergency Paging Codes</th>
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<tbody>
<tr>
<td><strong>TTUHSC (Lubbock) and University Medical Center</strong></td>
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</tbody>
</table>

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<tr>
<td>Denotes a fire in the area of the sounding alarm. Follow R-A-C-E procedures.</td>
</tr>
<tr>
<td>Rescue anyone in danger</td>
</tr>
<tr>
<td>Activate the fire alarm</td>
</tr>
<tr>
<td>Contain the fire by closing doors</td>
</tr>
<tr>
<td>Evacuate to designated reassembly area*.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>CODE BROWN</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Severe Weather Emergency</strong></td>
</tr>
<tr>
<td>Tornado, heavy rain, high winds, hail or other weather situation is on collision course for TTUHSC.</td>
</tr>
<tr>
<td>May be preceded by watch (conditions are favorable) or warning (conditions occurring in Lubbock County). Move to your designated internal shelter area*. Avoid windows, glass, and open areas. Do not go outside. Always evacuate laboratories.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODE YELLOW</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Disaster</strong></td>
</tr>
<tr>
<td>10-15 (minor) or more patients (major) needing emergency care at UMC ER.</td>
</tr>
<tr>
<td>Assigned medical personnel should respond immediately. All others should avoid contact with the UMC ER until the code is cleared.</td>
</tr>
</tbody>
</table>

<table>
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<th><strong>CODE GREEN</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Internal Disaster</strong></td>
</tr>
<tr>
<td>Major/minor internal damage to TTUHSC facility that requires relocation or evacuation.</td>
</tr>
<tr>
<td>If the code is in your area, evacuate immediately to your designated reassembly location* outside. Otherwise, close all doors and stay in place until the code is cleared or you are told to evacuate.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODE BLACK</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bomb Threat</strong></td>
</tr>
<tr>
<td>A bomb threat has been received and/or an explosive device located.</td>
</tr>
<tr>
<td>If you receive a bomb threat, keep caller on phone as long as possible and direct someone to call TTU Police at 9-911. If safe, try to ascertain location, detonation time, type of bomb, and caller characteristics.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>CODE WHITE</strong></th>
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<tbody>
<tr>
<td><strong>Building Evacuation</strong></td>
</tr>
<tr>
<td>An internal disaster or other situation has occurred requiring evacuation of the entire facility.</td>
</tr>
<tr>
<td>Evacuate immediately to designated reassembly location* outside using predetermined routes.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>CODE BLUE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cardiac Arrest</strong></td>
</tr>
<tr>
<td>Denotes a medical crisis. Call 9-911-911 for immediate response by EMS.</td>
</tr>
<tr>
<td>Call 9-911 to dispatch EMS. Provide first aid/CPR according to training of available personnel. Post person at front entrance to guide EMS to location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODE PINK</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child Abduction</strong></td>
</tr>
<tr>
<td>A child is missing/has been abducted from UMC.</td>
</tr>
<tr>
<td>Clear corridors and do not allow patients/visitors to leave clinic areas. Observe movement in public areas and report any suspicious activity to TTU Police at 9-911 or 743-2000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CODE ORANGE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aggressive Situation</strong></td>
</tr>
<tr>
<td>A person is behaving in an actively hostile fashion (physical and/or verbal act(s)) which could cause pain or harm.</td>
</tr>
<tr>
<td>The campus Police Department should be notified immediately to avoid further disruption and/or destruction. Call TTU Police at 9-911 or 743-2000.</td>
</tr>
</tbody>
</table>

*See your Unit Safety Officer for your designated areas.
# Emergency Paging Codes

**TTUHSC Odessa**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CODE R-A-C-E</strong></td>
<td>Denotes a fire in the area of the sounding alarm. Follow R-A-C-E procedures.</td>
</tr>
</tbody>
</table>
| **Fire Emergency** | Rescue anyone in danger  
| | Activate the fire alarm  
| | Contain the fire by closing doors  
| | Evacuate to designated reassembly area*. |
| **CODE ORANGE** | An internal disaster or other situation requiring total evacuation of the entire facility. |
| **Building Evacuation** | Evacuate immediately to designated reassembly location* outside using predetermined routes. |
| **CODE WHITE** | Conditions are favorable for high winds, hail, heavy rain, and/or tornados. |
| **Severe Weather Watch** | This alert is for employee information only and does not require any action. |
| **CODE YELLOW** | High winds, hail, heavy rain, or tornado are occurring in the surrounding area. |
| **Severe Weather Warning** | Be prepared to move patients to shelter areas in the facility. Also, expect possible power surges or failures. |
| **CODE RED** | Tornado, heavy rain, high winds, hail or other weather situation is on collision course for TTUHSC. |
| **Severe Weather Emergency** | May be preceded by watch (conditions are favorable) or warning (conditions occurring in Permian Basin). Move to your designated internal shelter area*. Avoid windows, glass, and open areas. Do not go outside. Always evacuate laboratories. |
| **CODE GREEN** | A bomb threat has been received and/or an explosive device located. |
| **Bomb Threat** | If you receive a bomb threat, keep caller on phone as long as possible and direct someone to call TTUHSC Security at 335-5279. If safe, try to ascertain location, detonation time, type of bomb, and caller characteristics (e.g., sex, age, race). |
| **CODE BROWN** | Major/minor internal damage to TTUHSC facility that requires relocation or evacuation. |
| **Internal Disaster** | If the code is in your area, evacuate immediately to your designated reassembly location* outside. Otherwise, close all doors and stay in place until the code is cleared or you are told to evacuate. |
| **CODE BLACK** | Events occurring in the community affecting TTUHSC occupants. |
| **External Disaster** | Evacuate outside city limits or as otherwise instructed by TTUHSC Security, local law enforcement or local radio and television stations. |
| **CODE BLUE** | Denotes a medical crisis. Call 9-911 for immediate response by EMS. |
| **Cardiac Arrest** | Call 9-911 to dispatch EMS. Provide first aid/CPR according to training of available personnel. Post person at front entrance to guide EMS to location. |

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*See your Unit Safety Officer for your designated areas.*
BOMB THREAT

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: ______/_____/______

CALLER’S VOICE:

____ Calm ______ Nasal
____ Angry ______ Stutter
____ Excited ______ Lisp
____ Slow ______ Rasy
____ 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:

Lubbock: Texas Tech Police 743-2000/9-911
Amarillo: HSC Police 354-5568
El Paso: HSC Police 545-6531
Odessa: Odessa Police 335-5279/9-911
Midland: Midland College PD 685-4734/9-911
Dallas: SWPD-Dallas Police 744-4444/9-911
VA - VA Police 857-0411/9-911
Abilene: Abilene PD 676-6563/9-911
Highland Lakes: Marble Falls PD 693-3611/9-911
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: __________

________________________________________________________________________________________

________________________________________________________________________________________

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

Prepared By

Date Time Location

NOTIFY THE POLICE IMMEDIATELY:

Amarillo: 354-5568 Lubbock: 743-2000 or 9-911
El Paso: 545-6531 Odessa: 335-5279
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
(9-911 using campus phone)

Active Shooter Reporting to Police

911—Mobile Phone
9-911—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