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Overview and Purpose

The Department of Physical Plant is a support service to students, faculty, staff and administrators. The operation and maintenance of grounds, buildings, and other physical facilities is the responsibility of Physical Plant. These functions are governed by the Business and Finance administration of the University and are specifically directed by the Director of Physical Plant.

Physical Plant is essentially concerned with timely service operations, maintenance, alterations, planning, new construction and associated activity pertaining to the facilities portion of a total University environment. These activities require personnel who are efficient, courteous, prompt, dedicated and who possesses technical and professional capabilities. There is an ongoing correlation between the level of maintenance and custodial service campus wide, and the respect shown Physical Plant by faculty, staff, and students. Properly maintained facilities are a key factor in the effective operation of educational programs. Many services performed by Physical Plant are seasonal by nature and a diverse staff combined with strong management techniques is necessary to achieve maximum departmental potential.

Planning, designing, construction, maintenance and operation of the University physical facilities are directly related to the University goal, which is to provide activities, programs, and services, and to share personnel and physical facilities to help meet community and regional needs for education, recreation, entertainment, cultural events, technical assistance, and economic development.
ADMINISTRATION

Overview

The Administration Department is responsible for secretarial services, training, worker's compensation, personnel, payroll, and general administration for the division.

General Guidelines

The department oversees the following activities.

- Serve as the Physical Plant representative on campus committees
- Review all applicant referrals by various Physical Plant personnel to insure compliance with Equal Employment opportunity policies and Affirmative Action policies
- Review all job terminations to insure adherence to University policies
- Periodically revising and updating Physical Plant Policy Procedures Manual
- Make recommendations to the Vice President for Business and Finance as to where potential problems might arise
- Resolve problems with the payroll process as well as directing a staff assistant on proper payroll procedures
- Develop and implement administrative procedural, changes when necessary to insure the effective operation of the Physical Plant Division
- Insure the payroll is correct and pay is used on a timely basic
- Insure that Personnel Services forms are properly prepared and submitted to the Human resources Office in a timely manner
- Insure deadlines are met for job requests to fill the vacancies within Physical Plant
- Provide orientation and training (in a wide range of areas) to all personnel

The department must work closely with other University departments, including Payroll, Human Resources, and Campus Police, in order to keep policies, records, and procedures updated.

The major goals of the department are to promote fair and consistent treatment of employees; plan and promote an effective organizational structure; recruit and employ qualified applicants without regard to race, religion, sex, age, color, national origin, or handicap; promote and apply sound leadership and motivational techniques; distribute wages, salaries and other rewards to employees
in a fair and impartial manner; plan and provide orientation and training; enable all personnel to be able to effectively fulfill the division's many responsibilities; and perform related functions that help to ensure proper management of personnel with the goal of increased productivity, savings, and improved operations.
CUSTODIAL SERVICES

Overview and Services Performed

Custodial Services performs the following services throughout the campus. Normal custodial services which consist of cleaning of classrooms, offices, corridors, restroom; vending machine areas, etc., are provided as required. Restrooms are cleaned; floors are mopped, swept, and waxed on a scheduled basis. Windows are washed, and trash cans emptied. Venetian blinds dusted, as needed. Desk tops are not cleaned except on specific request by the user. Laboratory rooms and spaces are cleaned in accordance with the desires of the various department head.

Additional Services

Custodial Services is responsible for trash removal from small containers and dumpsters in all areas on campus. Pest control services are provided on a scheduled basis or as requested by departments. Personnel are available upon request on a scheduled basis to assist in setting up extra equipment in classrooms and auditoriums. Services for non-university activities are provided during other than normal working hours, i.e., on a weekend, holiday, or overtime basis; and special requirements will be reimbursable by the user.

Building mechanical rooms will be cleaned and locked at all times except when occupied by maintenance or other authorized personnel. The Mechanical maintenance department is responsible for the cleanliness and security of the mechanical rooms in buildings.

Building Security

Physical Plant is responsible for securing buildings used for Resident Instruction purposes after completion of the cleaning by the custodial forces, Sunday through Saturday. Using departments are responsible for security, including the locking of all exterior windows and doors, at all other times.
FACILITIES PLANNING

Overview

The Director of Physical Plant is responsible for the orderly planning for the long-range development of the campus. The Office of Physical Plant makes continuous studies of the physical needs of the University and coordinates the planning and construction of physical facilities. Present and future facility needs are determined by working closely with the various instructional and administrative departments. The office assembles all requests and analyzes all plans for expansion of facilities and changes which affect the physical appearance of the campus.

Master Planning

Develop long-range and short-term plans which will guide the physical growth and development of the University campus.

Plan development includes analyzing projections of future growth needs; establishing planning policies that outline standards of development consistent with the goals of a pedestrian oriented campus; and determining building locations, traffic patterns, open spaces and landscape development as a guide for future change.

Area Planning

Whenever a major change is scheduled, an analysis is made of the immediate area to insure that the change will be consistent with current future considerations and with the Campus Master Plan Policies, involvement of departments which occupy neighboring buildings is encouraged during this planning phase. Pedestrian routes, parking, traffic patterns, open spaces, primary building scale and materials, and the new building or addition will be planned to fit and work effectively as a part of the area.

Schematic Building Planning

In response to schools and departmental requests, design studies of small projects, feasibility studies for authorization and funding, and visual presentations are done by Physical Plant. These studies may be incorporated into requests for funding, into programs for new or expanded space, and as assistance to the user in conceptualizing the alternative for change.
Procedures – Request New Construction

In preparation for the yearly Capital Outlay Request to be submitted to the Board of Regents, the Office of Physical Plant invites requests for new construction from all colleges, schools, and departments. The request includes a name and purpose for the new facility, an approximate size and the number of types of spaces desired. The deans and vice presidents will receive these requests from their units and arrange them in order of their priority of need. Physical Plant will then present a list of these requests to the President for final determination of priority. The requests which are to be submitted to the Regents are put in final form by Facility Planning for the President's approval and submitted to the Board of Regents. Periodically, especially when site locations for a new building are being considered, Physical Plant will present proposed changes to the campus to the Campus Planning Committee for review.

Procedures – Planning a Project

Once a project has been authorized for planning, assistance is given to the using agency in preparing a written program of requirements for use by the administration, the funding agency and the architects.

This document will contain a brief statement of concept, a list of the spaces required and the size needed for each space type, an explanation of how the spaces will relate to each other and to the building's function, the degree of flexibility required and future trends which might affect the need for expansions.

This document will form a basis for preliminary estimation of cost and conceptual design of the project.

Additional information concerning operation and maintenance will be obtain from Physical Plant and be included in the building program statement.

Procedures – Coordinating Building Design

The actual planning of a project through the award of a construction contract is a primary responsibility of Physical Plant. The steps involved in this process, in chronological order, include the following:

Selection of the Architect

For all projects with an estimated construction cost in excess of $300,000, a selection process established by the Board of Regents is used to give qualified design professionals an equal opportunity to be considered for the design services required. This process includes a public notice soliciting design services from throughout the state of Georgia, a selection committee which will review all responses, selection of a maximum of eight finalists, interviews of each firm and
establishment of a ranked listing in order of choice. The finalists are selected based on their experience and performance with projects of similar requirements to the specific project being planned. The top three firms listed will be recommended for submission to the Regents for approval. An architectural contract is then prepared and signed by the Board of Regents.

**Selection of the Site**

From a number of available sites which have been determined in master and area planning phases the building committee, consisting of representative of the using agency, Physical Plant, the President, and others with specific interests in the project, will meet to select the preferred site. Departments in buildings adjacent to the site and administrators of facilities occupying the site such as existing buildings, parking lots or open spaces are to be advised of the possible placement of the new building and their comments are to be included in the committee's report. The consideration of need and cost of reallocation of existing facilities and/or programs which will be affected by new construction will be included in planning and selecting a site. The committee’s recommendation will be submitted by the Director of Physical Plant to the Vice President for Business and Finances and the President for approval. A location plan showing the boundaries of the approved project site is prepared by Physical Plant and presented to the architect.

*Obtaining the topographical survey and subsurface investigation*

The architect arranges for this information and Physical Plant coordinates access to the site.

*Obtaining complete information concerning utilities*

The architect will secure all information on available utilities to serve the project. While Physical Plant and private utilities companies are used as sources, the architect is solely responsible for securing this information and providing proper extension and connection of utilities to the building.

**Preliminary Design**

The coordination of assistance and advice between the using department, University service departments and the architect during the preliminary design phase of the project is done by Physical Plant. Reviews, budget preparation and program changes are handled by the office. Information requested by the architect may be obtained either through Physical Plant or directly from the using department in meetings and correspondence during this design phase. The architect is responsible for obtaining all permits and approvals from State agencies. A preliminary list of loose equipment needs is made in conjunction with the using department. Physical Plant will coordinate preliminary document review with the using department, and the dean of the school or college involved. After obtaining signatures of approval from the dean and Director of Physical Plant, the documents are approved by the President and transmitted to the Regents Office for final approval.
Contract Documents

During the preparation of working drawings and specifications Physical Plant coordinates the many items of information, meetings and details needed to enable the architect and his engineers to complete the work to the University's satisfaction. Again, detailed reviews in the documents are made by all parties involved and final approvals and submissions are coordinated by Physical Plant Specification sheets for loose equipment items are prepared by Physical Plant and the using department The project is approved by the President, forwarded to the Board of Regents, and advertised for bids either by the Regents Office, by the Georgia State Finance and Investment Commission Office (GSFIC) or by the Physical Plant Division.

Bidding of a Project

The bid date is set by the campus for projects within their delegated authority on all capital projects, the architect handles the bidding process and Physical Plant coordinates any actions required of the University during the bidding period. In the event of an unacceptable bid, Physical Plant will assist the using department and the architect with an analysis of alternative means for bringing the project scope into line with the funds available. This action is done in conjunction with the Regents Office and, when all parties concur, a construction contract is awarded by the Regents Office, or the University.

Supervision of Construction

The architect supervises the construction as the University's consultant. Projects administered by the GSFIC do not come under the University's jurisdiction, but information needed from the University during construction is handled by Physical Plant. All other projects are administered by Physical Plant, including the following procedures:

- Providing a Resident Engineer Inspector who will make daily visits to the job site, will keep a daily log and a weekly written report of the job progress, and will report any variance by the contractor from the contract documents to the architect.

- Processing all payment requests from the contractor; including checking the figures, insuring all signatures are obtained, preparing the check request and forwarding the request to the Regents Office for approval.

- Processing all change orders for approval.

- Coordinating with the appropriate campus agencies the interruptions of utilities and other actions of the contractor which will affect operations, parking, traffic, safety and activity on adjacent University property.
Final Acceptance

When the architect has determined that the project is completed, a final inspection is scheduled by the Regents. Physical Plant notifies all University departments which have a direct interest in the operation and maintenance of the new facility, including:

- The using department
- The appropriate Dean
- Physical Plant Division

The President attends the final inspection, verifies the work has been completed, and signs all acceptance papers. All operations and maintenance manuals, keys and other materials to be turned over to the University are signed for by Physical Plant and distributed to the proper campus agencies. Coordination of loose equipment placement is done by Physical Plant. Final payments and any other completion matters are administered by Physical Plant Maintenance and operations of the new facility, including the register of complaint items, become the responsibilities of Physical Plant in conjunction with the using department, the Regents Office.
LANDSCAPE SERVICES
(OUTSOURCED-STILL HAVE SOME RESPONSIBILITIES)

Overview and Guidelines

The Grounds Maintenance Unit has the specific responsibility of providing and maintaining a neat, attractive campus. Shrubbery-planting, trimming, fertilizing, and pest controls (insects and disease). Ground maintenance is provided on a routine basis. Services performed include the following:

- Grass- planting, cutting, fertilizing, control of weeds, undesirable grass, insects, and disease.
- Trees - planting, trimming, dressing wounds and cavities, pest control, and the removal of those trees deemed necessary by Physical Plant
- Seasonal flowers - selection of flowers to be used on campus and the planting design and location, producing the bedding plants in the Landscape greenhouse, planting, and all aspects of maintenance.
- Lead and litter removal.
- Pavement sweeping.
- Lawn furniture (benches, trash containers, notice boards, hand rails) - installation and maintenance.
- Signs - designs (in conformity with the Campus Sign Program), approval of layout and text on the signs, constructs, installs, and maintains campus signs.
- Renovation and repair of existing grounds- initiates request for landscape design plans if needed; requests funds to develop projects not funded by other departments, and performs the renovation and repair work.
- Grounds development at new facilities - initiates requests for preparation of grounds development plans, requests funds to properly develop projects not funded by outside departments; and schedules and accomplishes development work.
- Development of maintenance program, which includes pest control programs plant insects, diseases, and weeds), maintenance standards, employee training programs, and work performance standards.
Pavement Maintenance

Pavement maintenance is provided on a routine basis. In addition to maintenance of existing pavement, Building Maintenance Unit constructs sidewalks and all other types of pavement outside the building.

The Unit also constructs and installs bicycle racks. In conjunction with Campus Police services the Building Maintenance Unit aids in parking lot construction and maintenance including design, traffic control liens and installation/maintenance of automatic parking control gates.

Additional Services

- Construction and maintenance of storm sewers in lawn areas and paved areas for control of surface water.
- Site preparation for Physical Plant construction projects.
- Handrail and fence construction and maintenance.
- Road grading, base preparation for parking lots and other paved areas.
- Designation and maintenance of soil fill and borrow areas on campus.
- Hauling of bulk material, such as sand, soil, gravel, sawdust, etc.
MAINTENANCE AND CONSTRUCTION

Overview and Guidelines

Physical Plant performs certain maintenance and repair functions according to regular schedule or as the need is determined through scheduled and special inspections. For other maintenance needs, Physical requests of needs from building occupants.

Plant must depend on

Scheduled Maintenance and Repair

Functions performed according to a schedule or as a result of scheduled inspections are as follows:

- Exterior painting, including refurbishing all painted surfaces as required. This work is normally scheduled during the late spring and summer months. The schedule must be flexible since some buildings require painting more frequently than others.
- Plumbing system maintenance and repair, including water, air, gas, steam, and sewer systems, both interior and exterior.
- Mechanical equipment maintenance including servicing and repairs to heating, air conditioning, ventilation, and other mechanical equipment.
- Electrical systems maintenance, including the campus high voltage distribution system. These systems are installed, inspected, maintained, and repaired by Physical Plant personnel. Physical Plant personnel also install, maintain, and repair the secondary electrical systems within each building.
- Elevator maintenance and repair is accomplished through contract services prepared and monitored by Physical Plant.

Since the indiscriminate addition of electrically operated equipment can tax a power system beyond its designated load limits, building occupants should consider power loads in purchasing equipment. Any contemplated electrical load additions requiring significant amounts of power should be discussed in advance with the Manager, Physical Plant.

Unscheduled Maintenance Repair

Maintenance performed as the need arises is as follows:

- Interior painting is performed when it is needed and when there will be a minimum of interference with classes and/or office routines.
• General repairs which may require the service of roofers, masons, carpenters, locksmiths, plasterers, floor tile mechanics, or other craftsmen. All these services are available as needed.

• Classroom furniture and Venetian blind repairs are available upon request.

Emergency Maintenance and Repair

When situations are observed which appear to require immediate maintenance or repair attention to either prevent or resolve an emergency, these should be reported by telephone to the Physical Plant Work Order Section, telephone number 358-4354, if during normal office hours. All other times, telephone reports of emergencies should be made to the Dispatcher, who is provided with a current emergency call list of Physical Plant maintenance personnel. The person to be contacted and/or who can point out the problem should also be provided.

Preventive Maintenance

Physical Plant operates a computerized maintenance program which provides for the servicing and inspection of mechanical equipment and a chemical water treatment program in each building. This scheduled maintenance program is also available for facilities of other University activities.

Building Services

Requests for pest control service, furniture rearranging, minor repairs and equipment set up jobs of a minor nature may be arranged by calling Physical Plant Division's Work Order Section at 358-4354.

Requests for moving of furniture, materials, or other equipment within a building or from one building to another, requires the approval of the Asset Management Office.

Requests for additional custodial service and trash removal service may be arranged by calling the Custodial office at 358-4354.

For major moving jobs involving large furniture and heavy equipment, a property transfer request should be sent to Physical Plant at least a week in advance.

Mechanical maintenance personnel will make periodic checks in all mechanical rooms to see that they are kept locked and cleaned. Mechanical maintenance personnel will also coordinate with Physical Plant heads and custodial management personnel to satisfy key requirements for mechanical rooms. Lock changes or replacement will be coordinated by Mechanical maintenance to assure that proper keys are provided when changes are made.
Key and Lock Security

Physical Plant maintains a key file for each faculty and staff on campus. This file permits Physical Plant to provide additional keys upon written request from the dean, department head, or his authorized representative. When a new building is completed and accepted, a prescribed number of keys are furnished to Facilities. The building master key is furnished to the Public Safety Division, and the remaining keys are then provided to the dean(s) or department head(s) to meet their requirements for access to the building upon proper approval on the key request form.

Physical Plant provides its maintenance and building services personnel required keys to perform these functions and is responsible for the issuance and control of these keys.

Lock changes will be charged to the requesting individual unless the change is required as a result of malfunction, defective parts, is inoperable due to no fault of the individual concerned or for security concerns.

When it becomes necessary to replace a lock for security reasons, a written request should be submitted to the Physical Plant, including the appropriate account number to be charged. A charge of $20.00 per key will be made for new keys. If a key is lost, the person will be charged for the key and the cost of labor and parts required to change the lock(s).

All rooms must be accessible for maintenance and life/safety personnel. Any locks not on the University master key system has to be authorized by the President. In addition, all master keys and entrance keys must be approved by the President and appropriate Vice President on the key request form before keys are issued.

Reproduction of keys to the University lock system by anyone except the Physical Plant work control section is PROHIBITED. Georgia Criminal Code applies. Violation of this provision is a misdemeanor. Only authorized lock hardware may be installed on university facilities. All others will be removed at the department's expense. Key Request forms can be obtained at the Plant Operations or on the Physical Plant website. Entrance keys re not issued to employees. The Campus Police Office will open all entrance doors.

New Building Construction and Acceptance
Coordinating Agency

The Office of Physical Plant is responsible for the coordination of all aspects of new construction, both as pertains to Board of Regents (BOR) projects and projects funded through other capital improvement funds. This includes the development of the program document, site selection surveys, selection of architects, test boring, furniture section, and loose equipment.

During the development of the contract documents, the Director of Physical Plant is responsible for coordinating the review of preliminary plans and specifications and of final working plans and specifications with various other University agencies. The agencies would include, but not be limited to:

- Sing Agencies
- Campus Improvements Committee
- Vice President for Business and Finance
- President

Utility Connections

Temporary electric service to meet the needs of the contractor is normally furnished from the University electrical distribution system and is covered in the contract specifications. The final billing for this service is made when Physical Plant is notified by the architect representative that the building is complete, and normally follows final acceptance when an "Authorization to Enter" (Form 57) is used.

Provisions, including advance notice and duration, for interruptions to utilities permitting the contractor to make necessary connections and installations are contained in the contract specification. The contractor is required to give notice to the owner (Board of Regents) when an interruption is needed; they, in turn, contact the Director of Physical Plant. Physical Plant then coordinates the actual interruption directly with the contractor; gives notifications of the scheduled interruptions to all University departments and activities involved; and arranges restoration of service.

Familiarity with Mechanical and Electrical Equipment

Board of Regents (Acknowledgement of Familiarity with Operation of Mechanical and Electrical Equipment) is among the documents to be signed by the President. This document is signed after Final Acceptance Inspection, and before "Authorization to Enter" is issued. The Director of Physical Plant advise when a project has progressed to the point that such familiarization can
commence. Physical Plant, through coordination with the Project REI, effects this familiarity and advises the Vice President for Business and Finances when it is complete.

**Participation in Preliminary and Final Acceptance Inspections**

Director of Physical Plant will be notified of any scheduled preliminary and/or final acceptance inspections. These inspections are actually the owner's (Board of Regents) inspections. They make the "Punch List" and deal directly with the architect on all discrepancies. Physical Plant will appropriately represent all of these inspections. Physical Plant representatives, in addition to aiding by their familiarity with the building complex, participate by pointing out discrepancies to the Board of Regents representatives and the architect for inclusion on "punch lists".

When the Final Acceptance Inspection reveals that the building is ready for acceptance, Physical Plant signs for the keys from the list prepared by the contractor.

Physical Plant also signs for the operations and maintenance brochures furnished in accordance with specifications. A master file is made of the keys in the Physical Plant inventory and the remainder of the keys are furnished to the Department Heads concerned. The operations and maintenance brochures are filed by Physical Plant and are made available to Operations and Maintenance personnel as required.

**Contract Maintenance Service**

When maintenance service is included in the specifications to be provided by the contractor, after acceptance of the project, this service is monitored for the University by Physical Plant. These services are normally limited to elevator maintenance, mechanical system maintenance, and water treatment for a period not to exceed one year.

**Complaint Register**

Deficiencies noted, which are reported after acceptance, are investigated by Physical Plant When conditions warrant, these deficiencies are reported by letter (telephone if emergency) Vice President for Business and Finance to the Board of Regents. Copies of these reports are furnished to the Vice President for Business and Finances. These are pursued in accordance with the Complaint Register as prescribed in the General Conditions of the specifications and instructions issued by Board of Regents.

During the first year of occupancy of a new facility (on or around eight months), the Board of Regents forwards a letter to the President requesting an evaluation of the facility. Physical Plant accomplishes this in an inspection in coordination with the occupants, and furnishes a report to the Board of Regents.
Permanent Records (Office of Record)

The following documents, certificates, affidavits, etc., all of which are in connection with the construction and acceptance of new facilities, are to be retained in permanent files as follows:

- **Construction Permit** - this form is issued by the State Fire Marshall's Office. This permit is posted at the job site during construction.
- **Acknowledgment of Familiarity with Operations of Mechanical and Electrical Equipment (Form 139)** - this form is signed by the President at the time of Building Acceptance. The Director of Physical Plant provides the original to Board of Regents and forwards a copy to the Vice President for Business and Finances. The Office of Record is Physical Plant.
- **Authorization to Enter (Form 57)** - this form is issued by the Board of Regents to the President at the time of Building acceptance. The original is forwarded by the Director of Physical Plant to the Vice President for Business and Finances.
- **Receipt for Project (Form 55)** - this form is signed by the President at the time of Building acceptance. The original is forwarded to the Board of Regents and a copy is forwarded by the Director of Physical Plant to the Vice President for Business and Finances.
- **Certificate of Occupancy** - this certificate is issued by the State Fire Marshall's Office. A copy is retained in the permanent files at Physical Plant along with a posted copy in the building.
- **Schedule of Work Failing to Conform to the Contract (Form 403)** (condemned pursuant to Article 19 of the General Conditions of the Contract commonly called "Punch List").
- **Schedule of Work Incomplete Through No Fault on Part of Contractor (Form 404)** (classified under paragraph 4 of Form of Agreement). Both of these documents are prepared by the architect and addressed to the contractor. The original goes to the contractor, and copies are retained by the Chief Engineer Inspector of Georgia State Financing and Investment Commission, the Director of Physical Plant and the Vice President for Business and Finances. Operating manuals, maintenance manuals, key lists, keys, key cabinets space parts, and maintenance items required by the Contract Documents are provided by Physical Plant representative at the time of final inspection by the general contractor. A receipt of these items is provided the general contractor and Board of Regents.
- **"As Built" Plans and Specifications** - these are provided by the architect to the President at some subsequent date after Building Acceptance. These documents are forwarded to Physical Plant for permanent file. In addition, all plans and specs done on CAD shall be presented on electronic media to Physical Plant.
- **State Fire Marshall Activities** - Physical Plant Division has the responsibility and will be the single point of contact from the University to the State Fire Marshall's Office regarding rejects under design and during construction. Public Safety's responsibility in this regard will begin after a project is completed and the State Fire Marshall's final 100% inspection.
has been completed and resolved. Physical Plant will provide Public Safety with a copy of each final report.

Plant Operation Division has responsibility, and is also the single point of contact for preparing and responding directly to the State Fire Marshall, with Plans of Correction resulting from all State Fire Marshall Inspection for Savannah State University facilities. The resolution of a State Fire Marshall Inspection rests with Physical Plant, and in this regard, all subsequent related correspondence, interaction, and inspections will be direct between the State Fire Marshall's Office and Physical Plant Division.
UTILITIES

Overview and Guidelines

Physical Plant is responsible for the operation, maintenance, and repair of all heating, air conditioning, ventilating and refrigeration equipment including their associated distribution systems. In addition, attendance responsibilities include energy conservation and cost containment.

All communications with public utility companies should be conducted through Physical Plant except those involving construction by the Board of Regents should advise the Utility Department of all correspondence affecting public utility service on the Savannah State University campus.

General Maintenance and Emergencies

Physical Plant strives to maintain a high level of response for all mechanical equipment. When emergencies arise first priority must be given to restoring service.

An emergency is defined as a problem that affects the life or safety of a person or the integrity of a facility or equipment. Restoration of services to the infirmary, stand along computer rooms, housing facilities, and research facilities are handled as emergencies.

Protection of Utilities

Electric, communications, sewer, gas chilled water, and domestic water lines are buried throughout the campus. These lines are a hazard to personnel digging or excavating in the vicinity of these lines and extreme caution should be taken to protect the lines from damage. Prior to any digging or excavation, Physical Plant shall be notified. No digging may proceed until all lines have been located by Physical Plant Department and all public utility lines have been located by the Locator Service. Outside contractors are responsible for having all SSU owned lines located and for requesting Locator Service.

Distribution of Utility Costs

Expenses of operating and maintaining resident instruction mechanical equipment are charged to the Physical Plant Department account.

All building mechanical rooms will be clean and locked at all times except when occupied by maintenance personnel. The mechanical rooms shall not be used for storage or for any purpose other than space for mechanical equipment operations.
Heating and Cooling Systems

Some of the central heating and cooling systems on SSU campus require manual switching of the system from heating to cooling or from cooling to heating.

These changes are made as weather dictates, usually around April 15 and October 30. The change over from one mode to another is normally made only one time each season since it requires approximately one day to complete.

Air conditioning, heating, and ventilation system are normally designed to accommodate a particular use of the conditioned space. Indiscriminate addition of cooling, heating, or ventilation requirements may over tax the ability of the systems to meet these additional loads. Any contemplated change in the use of a space or the addition of any equipment to a space should be discussed with Physical Plant.

Space Heater - Use of portable heaters is prohibited by State regulations except when normal building heat is interrupted and temporary heaters are provided.

Energy Conservation - Savannah State University regulations specify that thermostat settings be no higher than 70 degrees Fahrenheit in Winter and no lower than 78 degrees Fahrenheit in Summer where the heating/ventilating air-conditioning system permit. The thermostat setting for dormitories will be no higher than 73 degrees in Winter. The cooperation of all departments in accepting these standards will contribute significantly to reducing energy use. The use of supplemental electrical heaters is forbidden and dangerous.

In the interest of energy conservation, the heating/ventilating air-conditioning system in unoccupied buildings after hours, on weekends and during holidays are turned down or shut off. Persons having to come into these buildings during these times should dress accordingly.
HAZARDOUS CHEMICAL PROTECTION

Purpose

In order to comply with the Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 as amended, and Georgia Department of Labor Chapter 300-3-19 Public Employee Hazardous Chemical Protection and Right to Know Rules, this written Hazardous Chemical Protection Communication Plan is established for Savannah State University.

Policy

All employees of Savannah State University shall be informed about the hazards of chemicals to which they may be exposed in the workplace. This information will be provided to employees in the form of employee training, container labels, material safety data sheets and other appropriate forms of warning.

All work areas of Savannah State University are included within this plan. Savannah State University has designated the Environmental Health & Safety Manager as the Right-to-Know Coordinator.

Right To Know Coordinator

The Savannah State University Right to Know Coordinator is Kellie Fletcher, Environmental Health & Safety Manager. The Right-to-Know Coordinator shall:

1. Act as liaison between Savannah State University and the University System of Georgia on hazardous chemicals issues;

2. Resolve questions regarding applicability of the Chapter 300-3-19 rules to individual workplaces and work areas of the University System;

3. Arrange for and/or provide training to all employees of Savannah State University.

4. Disseminate updated information so that all employees of Savannah State University will have access to Material Safety Data Sheets for hazardous chemicals used in their workplace;

5. Ensure that employees be made aware of and be trained in the uses and hazards associated with chemicals in their workplace;

6. Ensure that employee training on and notification of the use of hazardous chemicals in the workplace are to be documented in each employee’s personnel file;
7. Ensure employees are provided with personal protective equipment appropriate to each work environment, and receive adequate training in the use and maintenance of this equipment;

8. Assemble chemical inventory information for Savannah State University in January and July of each year;

9. Annually review the hazardous chemical labeling practices of work areas, which use secondary storage containers.

**Procurement of Hazardous Chemicals**

Any person procuring a hazardous chemical MUST forward copy of the purchase order to the Right to Know Coordinator, or otherwise communicate in writing that the procurement did occur. Notification by email is acceptable.

It is the responsibility of the person approving its purchase to determine whether a chemical or product used is a hazardous chemical under the law.

**Safety Data Sheets (SDS)**

A safety data sheet (SDS) must be provided with the first shipment of any chemical product received by Savannah State University. Any person procuring a hazardous chemical MUST send a copy of the MSDS to the Right-to-Know Coordinator (Kellie Fletcher, EHS Manager), Evers Physical Plant, 351.3819) and to the department head as soon as it is received. If the SDS is not received with the first shipment of any chemical entering the facility, the person who procured the chemical should contact the shipper and request that the SDS be faxed and mailed. SDS are maintained in two locations. A central file of SDSs for all hazardous chemicals on campus is maintained at Physical Plant and is available to employees upon request Department heads and/or supervisors are responsible for maintaining SDSs of the hazardous chemicals found in their work areas for employee review during each work shift. The SDSs in these files are revised or replaced as new or updated SDSs are received. The University System of Georgia Right To Know Coordinator shall review incoming SDSs for new and significant health and safety information, and will see that such new information is passed on to Savannah State University's Right-to-Know Coordinator not later than 30 days after receipt Department heads and supervisors throughout the University, in keeping with their obligation to ensure a safe work environment, are responsible for maintaining ready accessibility of SDS's for employees in their work areas for review during each work shift.
Container Labeling

The person ordering a chemical or product containing a hazardous chemical should verify that all containers received for use will:

- Be clearly labeled as to the contents
- Display the appropriate hazard warnings
- List the name and address of the manufacturer.

Secondary Containers: The work shift supervisor in each section should ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a label containing:

- The identity of the contents
- Either an NFPA or HMIS hazard warning label, properly filled out.

Secondary container shall be labeled at a minimum with the name of the contents and date of filling when intended for short-term storage (one week or less). Vials and test tubes may have hazard labels affixed to the rack or container in which they are held, rather than on each vial or test tube, so long as every vial or test tube in the rack or container presents the same hazard.

Unlabeled Containers: If an employee finds a container in the workplace, and it is unlabeled or carries a defaced label and is thought to contain a hazardous chemical, the employee should immediately notify a supervisor. If the supervisor is unable to identify the container, the supervisor should call the Right To Know Coordinator for assistance.

Employee Training

Annually, university employees are required to take the Right-To-Know basic awareness training. The training course is available on Savannah State's EH&S website.

Employees Handline Hazardous Chemicals: The immediate supervisor of any employee who will routinely be exposed to any hazardous chemical must ensure that before beginning work, each such employee receives additional CHEMICAL-SPECIFIC TRAINING on:

- any such chemicals present in workplace operations;
- physical and health effects of the chemicals;
- methods and observation techniques used to determine the presence or release of the chemicals in the work area;
• how to lessen or prevent exposure to these chemicals by proper work practices and use of personal protective equipment;
• emergency procedures to be followed in the event of exposure;
• procedures for safe disposal of waste chemicals.

Documentation of Training: After participating in either BASIC TRAINING or CHEMICAL-SPECIFIC TRAINING, a written record of the training given must be made. Such records must be maintained for three years.

Training for Increased Hazard: Prior to the introduction of any new chemical hazard or significant increase of an existing hazard in a work area. The immediate supervisor of affected employees must ensure that additional necessary CHEMICAL-SPECIFIC TRAINING is provided and recorded.

**Supervisory Responsibilities**

Supervisors are responsible for advising their employees of any operations occurring in their workplaces where hazardous materials are present. Supervisors are also responsible for ensuring that all hazardous chemicals remaining on Savannah State University property, because of the departure of a faculty or staff member, or the vacating or reassignment of an assigned space, shall be managed in accordance with appropriate procedures. The EH&S office is available to assist supervisors in determining proper handling of hazardous chemicals.

**Informing Contractors**

Any contract with Savannah State University that may involve hazardous chemical exposure should require the contractor to:

1. Notify the Safety Office at least 30 days prior to the commencement of work of any hazardous chemicals, which will be used or stored at the worksite by the contractor or its sub-contractors. (This 30-day requirement may be waived in the event of an emergency.)

2. Provide documentation to the Environmental Health & Safety manager that its employees and its sub-contractors have been provided with information and training on hazardous chemicals being used by the contractor or its sub-contractors at the worksite.

3. The Safety manager will then:
   a. Disseminate all relevant information to Savannah State University employees;
   b. Obtain from the contractor MSDS's for those hazardous chemicals and maintain them readily available to University employees during the contractor’s presence at the worksite;
Hazardous Chemical Lists

Each department that uses hazardous chemicals shall be responsible for keeping an updated inventory listing. Copies of the inventory shall be forwarded to Plant Operations Safety Office by November 30 and May 31 of each year. This list shall include all chemicals labeled as flammable, explosive, combustible liquid, corrosive, reactive, oxidizer, toxic, water reactive, pyrophoric, or organic peroxide. The Savannah State University's Right-to-know Coordinator shall forward a compiled listing of all hazardous chemicals and products present on Savannah State University's campus to the Board of Regents Environmental Health & Safety department and local fire department.

Plan Availability

Copies of the Rights-To-Know plan are available upon request to employees, their designated representatives, the state or federal safety regulatory agency, and to the National Institute of Occupational Safety and Health. Copies of the Plan are available at the Safety Office located at Plant Operations.

Antidiscrimination Policy

Savannah State University is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
FIRE SAFETY PLAN

Phone: 912.358.4355
Fax: 912.358.4858
Email: fletcherk@savannahstate.edu

This fire safety plan has been developed to help maintain compliance with State Fire Code. The plan is intended as a guide only and may be amended where necessary to reflect local conditions.

Introduction

The Fire Safety Program was implemented to protect faculty, staff, students, visitors, contractors, property and assets of Savannah State University (SSU). The Fire Safety Manual serves as a guide for establishing and maintaining fire safety conditions at the University. Savannah State University is under the jurisdiction of the office of the Georgia State Fire Marshal (GSFM), which has the authority to enter SSU to conduct an inspection or investigation. The National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA) are the primary standards used in the development of this Manual. Any areas not specifically covered may be referenced in one of the above standards and will apply as necessary. The purpose of the FSP is to provide minimum standards to safeguard life, health, and property within the campus community.

Compliance

Due to the danger of injury or death from fire-related emergencies, faculty, staff, students and contractors must comply with this program. Any hazardous or emergency situation must be reported to the proper authorities. Failure to do so could result in the possible loss of life and property. Persons who knowingly and/or willingly violate the provisions of this program may be subject to disciplinary action. The responsibility for campus fire prevention rests on all levels of the University and is outlined as follows:

Responsibilities

The President of the University

As the chief executive, the president has ultimate responsibility for establishing and maintaining environmental health and safety programs for the University, and provides continuing support.
Vice-Presidents, Deans, Chairs, and Directors

Administrators are responsible for enforcing fire safety programs in areas under their control, and providing assistance to EHS in conducting safety inspections, correcting violations, and implementing fire prevention and evacuation policies.

Supervisors

Supervisors are responsible for briefing employees on the specific hazards of their work area, on fire reporting and evacuation plans, and fire extinguisher locations.

Employees

New employees, when attending the initial orientation, will receive an overview of the safety programs provided by EHS manager and should become familiar with the services. Employees should comply with fire safety guidelines.

Students

Students should familiarize themselves with the fire safety guidelines of Savannah State University. They should report vandalism and fire hazards directly to Residential Services and Programs.

Environmental Health & Safety (EHS)

EHS manager will provide a fire-safe environment for employees, faculty, students and visitors. Coordinate and report code compliance inspections. Act as liaison to other local and state regulatory agencies. Monitors, inspect, and test fire detection/fire suppression systems/life safety systems. Maintains fire detection, suppression systems and, corrects fire code deficiencies in a timely manner. Develops and publicizes university fire policy. Conducts emergency evacuation exercises and provide fire safety training. In additional, EHS manager will assists in the design of fire suppression, detection and fire alarm systems.

Residential Services and Programs

Residential Services and Programs will assist in fire safety education for student residents and housing staff. Conduct monthly in-house code compliance inspections for residence halls and apartments. Assists and coordinates emergency evacuation exercises for housing units. Correct fire code violations in a timely manner.

Contractors

Contractors will comply with all local, state, and federal safety standards. If the contractor has an established program that meets or exceeds SSU policy, it may be used on the job site. If the contractor has not such program, SSU policies may be mandated. The more restrictive requirements will apply.
FIRE PREVENTION MEASURES

It is of the utmost importance to be aware of conditions that may cause a fire emergency and thereby endanger the safety of occupants in the workplace and the residence halls. The major causes of fire at the workplace include overloaded electrical outlets and extension cords, misuse of space heaters, mishandling of flammables, and improper storage of combustibles, unsupervised cooking, and improper disposal of smoking materials on campus grounds. Implementing fire prevention measures is the key in an attempt to insure one's personal safety and the safety of roommates, officemates, and friends. In cooperation with EHS, building officials should do the following:

Prevention Measures

1. Regularly observe emergency evacuation routes, fire extinguishers and emergency and exit lights.
2. Immediately report any missing equipment or any other problems discovered to EHS manager.
3. Encourage occupants to actively participate in fire drills.
4. Regularly observe the lobby, corridors, stairwells, and keep them clear of obstructions.
5. Regularly observe all exits to keep them clear of obstructions AT ALL TIMES.
6. Report any tampering with the fire alarm, smoke detection and suppression systems to EHS manager.
7. Regularly observe fire doors to make certain they are closed at all times; report inoperable doors to Physical Plant or the respective maintenance offices.
8. Inspect offices in search of:
   a. Overloaded circuits, Frayed or damaged electrical cords, Improperly used extension cords, and improperly used appliances
9. Forbid the use of candles or any other open-flame devices for any purpose in the University buildings without authorization.
10. Respect the "No Smoking Policy" in all SSU facilities.
11. Enforce all Savannah State University safety regulations. If there are questions, contact EHS manager
**General Tips**

1. Fire doors must be kept closed at all times unless they are held open by an approved device connected to the fire alarm system.

2. Exits, stairways and passageways leading to and from exits shall be kept free of obstructions at all times. Furnishings, decorations, combustible objects, or flammables must not block exits, access to exits, or any means of egress. Dispose of all trash as soon as possible in trashcans or dumpsters. Waste materials must never be piled in corridors or stairwells while awaiting removal.

3. Flammable and combustible materials should be present in the work area only in the quantities required for the day's job. These materials must be placed in an approved storage area at the end of each day.

4. Materials must not obstruct sprinkler head or be piled around fire extinguishers, fire alarm pull stations, or sprinkler and stand pipe control values. To obtain proper distribution of water from sprinklers, a minimum of (18) eighteen inches of clear space is required below sprinkler deflectors.

**Electrical Wiring and Appliances**

1. Supervisors should periodically inspect all electrical equipment and cords to ensure proper use and safe conditions. Improper use of electrical devices to obtain more outlet capacity can result in overloaded circuits and fire.

2. The use of extension cords should be minimal and used only when a flexible, temporary connection is necessary. The cord and the outlet should be checked periodically to ensure overheating is not occurring. Extension cords cannot be used for fixed wiring, and should never be tacked, stapled, tied, hidden under rugs or draped over pipes or other supports, fastened to or through woodwork, ceilings or walls. When there is a permanent need of an electrical outlet, one should be installed.

3. Be sure all electrical equipment is properly grounded. If any evidence is found of frayed, cracked or damaged wiring or electrical outlets, the equipment affected should be taken out of service until repairs are made.

4. Space heaters, coffee makers, and all other appliances with exposed heating elements should never be left unattended while in operation. Space heaters should not be placed under desks or in other enclosed areas. These appliances should be unplugged after each use and stored only after they are cool enough to touch. They should be operated away from combustible materials such as files, curtains, trash containers, etc.
MEANS OF EGRESS

As defined by NFPA Life Safety Code 101 and OSHA, a means of egress is a continuous and unobstructed way of travel from any point in a building or structure to a public way. No lock or fastening to prevent free escape from the inside of any building shall be installed. The following fire safety requirements must be strictly observed with regard to means of egress.

Fire /Smoke Doors

Two of the most important functions of doors in terms of life safety are to act as a barrier to fire and smoke and to serve as components in a means of egress.

1. Fire and smoke rated doors shall not be blocked open.
2. The self-closing devices shall not be disconnected or rendered inoperable.
3. For special situations that the door must be held open for movement of furniture, equipment or other large size items, the person responsible for the move will provide an individual at the door to ensure the door is not left open, if the building is evacuated.
4. Door chocks or foot stops may not be installed on any fire rated door. Also, furniture, appliances, etc., may not be used to hold the door open.
5. Doors that need to be left open for high traffic areas or for visual security, may be authorized by EHS. If authorized, the door will require an automatic magnetic release device installed which will release the door when any emergency alarm device is activated.
6. Obstructions that will prohibit fire and smoke rated doors from closing and latching without human intervention are not permitted.

Corridors. Egress Routes and Exit Doors

In an emergency, one of the most important requirements is to ensure that all occupants can leave the building safely. To accommodate this, corridors, hallways, and exits are designed/constructed to allow people to leave the building by the safest and quickest method possible.

Obstructions

1. No corridor, aisle way or component of a means of egress may be obstructed.
2. Non-combustible furniture in lobbies must not obstruct the minimum width of egress and be arranged so there is a direct path through the lobby to the EXIT.
3. Wires, cables or extension cords may not lie across corridors, aisles or pathways.

4. EXIT doors must remain unlocked during hours in which the building is occupied. Special locking devices must be approved by the State Fire Marshal's office.

**Minimum widths**

1. Minimum widths (which increase according to the number of people) range from (28) twenty-eight inches between desks to (44) forty-four inches for corridors.

2. Furniture, artwork, wall hangings, statues, etc. which protrude from the walls must not obstruct the minimum width, nor present a tripping, injury or other safety hazard.

3. Minimum aisle widths must be maintained at all times.

**Protrusions**

1. Minimum ceiling height in exit passageways is (7’6”) seven feet six inches. Lights, decorations, signs, or any other items hung from the ceiling may not be lower than six feet eight inches.

2. Wires or cables hung from the ceiling must not present a safety hazard, such as snagging equipment being transported through the corridor.

**Items Not Permitted in Corridors**

1. Flammable storage cabinets of any size

2. Compressed gas bottles of any size

3. Carts, cabinets, shelves or other items on which combustibles or flammables are likely to be stored

4. Chemicals, munitions, pyrotechnics or any other hazardous material

5. Any item that will impede the normal or emergency flow of traffic, or will obstruct any emergency device

6. Portable heaters, coffee pots, food warmers, or other devices that may present a hazard

7. Unprotected high voltage, electrical or gas powered equipment of any sort

8. Any combustible material and overstuffed furniture, boxes, etc
Atriums and Large corridors

The open spaces at the base of atriums and large corridors must be left clear at all times. If there is a need to use these open spaces temporarily for any kind of function, it must be done in a way that is not obstructing passage. Environmental Health & Safety manager must be consulted in advance for proper safety precautions.

Fire Lanes. Emergency Access and Emergency Vehicle Response

In the event a fire should occur, it is critical that emergency responders be able to access the building, or location of the emergency. Fire lanes and emergency access routes have been provided for this purpose.

Fire Lanes

Fire Lanes (normally marked in red on the curb) shall not be blocked at any time. This includes temporary parking for the purpose of "just dropping something off."

Emergency Access

Fire hydrants, fire department connections, or other emergency equipment shall not be obstructed at any time. Parking is prohibited within fifteen feet of a fire hydrant, or fire department connections.

Emergency Vehicle Response

All vehicles will, immediately pull over to the right side of the road to allow the vehicle to pass when an emergency vehicle approaches from any direction.
EMERGENCY EVACUATION PROCEDURE

The purpose of the emergency evacuation procedures is to establish minimum requirements that will provide a reasonable degree of life safety from fire and similar emergencies in Savannah State University (SSU) facilities and structures. The emergency evacuation procedures will be utilized to evacuate all occupants regardless of the type of emergency. Failure to leave the building when a fire evacuation alarm is sounding is a violation of State law.

Fire Alarm Activation Procedure

All employees should be familiar with fire alarm pull station locations in their building. The building's alarm should be immediately activated in the event of a fire, or if a person smells or sees smoke. Even if the fire is small, the alarm should be activated, because a fire can grow quickly and endanger building occupants. After activating the alarm, get out of the building and call "911" from a safe location. Provide the emergency dispatcher with the name and location of the building, and information about the fire. The SSU Public Safety Department will notify the respective city fire department. Any attempts to extinguish the fire can be made only after the alarm has been activated, if the fire is small, and if you have been trained to use a fire extinguisher.

General

A fire emergency exists whenever:

1. A building fire alarm is sounding. (Campus buildings will be immediately and totally evacuated whenever the building fire alarm is sounding.)
2. There is presence of smoke, or the odor of burning.
3. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.
4. There is a spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

When a fire emergency exists, an individual will accomplish, or attempt to accomplish, the following actions:

1. Activate fire alarm system located along exit routes.
2. Evacuate the building. Do not use elevators.
3. Call 911 from a safe area and give name, location, and nature of emergency.
4. Remain at a safe location at least 100 feet away from the building until notification to re-enter by the City Fire Department, University Fire Safety Inspector, Public Safety, or other emergency personnel.

When a fire evacuation alarm is sounding, all occupants will:

1. Shut down any experiments or procedures that should not be left unattended.
2. Take or secure all valuables, wallets, purses, keys, etc.
3. Evacuate the building immediately and in an orderly manner. The last occupant to leave a room should close the door leading to the corridor.
4. Never use the elevators. In most university buildings, elevators are automatically recalled to the street floor or transfer level upon the activation of the buildings' fire alarm system.
5. Proceed to the nearest and safest exit
6. If possible, assist non-ambulatory occupants to areas of refuge, or to ground level exits.
7. All Members of the University Community are responsible, within the limits of their abilities, to assist those individuals requiring assistance prior to, during, or after an emergency. Normally, assistance is in the form of notifying emergency workers of the location of these individuals or by actually providing guidance to safe areas.
8. Remain at a safe location at least 100 feet away from the building until instructed to re-enter by the City Fire Department, University Fire Safety Inspector, or other emergency personnel.
FIRE DRILLS

EHS conducts Fire Drills in all University buildings as required by State law. The primary concern in the event of a fire is to get everyone out of the building as quickly as possible. To do this, occupants must be prepared in advance for a quick and orderly evacuation. A trained group will act more calmly during emergencies, thereby dispelling panic, which has caused more casualties than fire itself. Slow evacuation and panic account for the large majority of all fatalities in fires.

Purpose of Fire Drills:

1. To allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm.
2. To allow EHS to monitor the timeliness and effectiveness of evacuations
3. To detect technical problems with the fire alarm equipment
4. To gauge whether or not persons evacuate the building as legally required
5. To check if fire protection equipment, such as fire doors, is being used properly
6. To gauge how long it takes to evacuate each building, and which exits are generally used.

General Fire Drill Procedures

1. Fire drills are arranged and supervised by the University Fire Safety Inspector, or representative, with the cooperation of Building Supervisors and the department of Public Safety
2. The date and time will be scheduled when most occupants are in the building.
3. The University Fire Safety Inspector will inform Public Safety of the exact times the alarm will be pulled for the drill.
4. The University Fire Safety Inspector or a representative will activate the fire alarm. WHEN THE EVACUATION ALARM SOUNDS, EVERYONE MUST LEAVE THE BUILDING
5. After evacuation, occupants shall proceed to a pre-determined location and wait for the instruction of emergency personnel to re-enter.
6. The University Fire Safety Inspector shall silence and reset the panel when everyone has evacuated the building.
7. Fire drills will be monitored for effectiveness and documented.
8. The Building Manager shall receive a completed copy of the drill report from EHS after the completion of every drill.

9. Fire drills will be held at least: Once a month in residential facilities, Semi-Annually in all other facilities
INDIVIDUALS REQUIRING ASSISTANCE

Individuals requiring assistance should proceed to the nearest stairway and request assistance from other evacuees. Do not obstruct the stairway or door leading to the stairway. If the location becomes unsafe, move to a different exit stairway and call for help until rescued.

It is suggested that people with disabilities prepare for emergencies in advance by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a classmate, co-worker, or instructor how to assist him/her in case of an emergency. Individuals with speech impairment should carry a whistle or have other means of attracting attention. All exit corridors and stairways are marked with exit signs and protected with self-closing fire rated doors. These are the safest areas during an emergency. Rescue personnel will check all exit stairways first for trapped persons.

Ways to help individuals who require assistance:

1. Become familiar with the individuals who require assistance in your area.
2. Inform hearing impaired/deaf persons when a fire evacuation alarm is sounding.
3. Assist visually impaired/blind persons to an exit stairway.
4. Inform Public Safety, Command Post outside the building, or 911 of disabled persons located inside the building that you are unable to evacuate safely.
5. In the extreme case where you must physically evacuate a disabled person, you should ask that person how to safety carry or assist him/her.
FIGHTING FIRES AND RESCUE

Search and rescue is the responsibility of emergency personnel. If the emergency is fire, and it is small or in its earliest stages and can be fought effectively with the available extinguishers, then trained persons may attempt to extinguish such fires providing there is no life safety hazard to the user, and such action will not endanger others. The proper selection of a fire extinguisher and knowledge of its operation are critical to containing and extinguishing the fire, and preventing injury to the user.
PUBLIC ASSEMBLY EVENTS

The Fire Prevention Code defines public assembly occupancy as follows: Assembly occupancies include, but are not limited to, all buildings or portions of buildings used for gathering together 50 or more persons for such purposes as deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation (NFPA Life Safety Code).

Fire and Life Safety

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are the high occupant density, and occupants not being familiar with the area. This risk can be reduced through proper event planning and management. Examples of assemblage occupancies found on SSU campuses include large meeting rooms and classrooms, auditoriums with fixed or loose chair seating, multi-purpose rooms, concert halls, theaters, sport arenas, field houses, restaurants, and outside areas.

In order to comply with the requirements of the State's Minimum Fire Safety Code, it is necessary for the EHS manager to make certain approvals as noted in these guidelines. All persons planning public assembly events should therefore contact the EHS manager for the required inspections and approvals. EHS inspections and approvals should be requested as far in advance as possible. Certain events such as indoor pyrotechnics, outdoor fireworks, and large scale events may require the presence of Public Safety.

Event organizer

Event organizers/promoters are responsible for maintaining clear exits, assuring that there is no overcrowding, initiating a fire alarm if necessary, directing occupants to exits, and general fire and life safety awareness. Event coordinator should conduct a post event assessment to ensure open flames, where open flames are approved, have been safely extinguished and no unnecessary electrical equipment has been left ON and check for any other obvious hazardous conditions.

Guidelines

Indoor Events

The events coordinator must:

1. Become familiar with the location of fire alarms, fire extinguishers, and emergency exits. In the event of an emergency, the coordinator will pull the fire alarm, supervise evacuation of the building, and call 911 from a safe location.
2. Ensure the maximum allowable occupant load numbers posted inside the assembly area are not exceeded.

3. Ensure exits are unobstructed at all times during the event

4. Ensure decorations are in accordance with event decorations guidelines.

Outdoor Events

The events coordinator must:

1. Provide a site plan to indicating locations of activities and equipment, tents and canopies, electrical outlets and cords, propane heaters, booths, etc. to verify that proper clearances and access are maintained.

2. In the event of an emergency, supervise evacuation of the area and call 911.

3. Provide fire extinguishers throughout the event site. Contact EHS for the type, quantity, and placement of the fire extinguishers.

Planning and Management

Planning for effective health and safety support should start at the same time as the planning for all other aspects of the proposed event. The event organizer/promoter should contact the EHS manager at the earliest opportunity with the following information.

1. The date, time, and location

2. The type of event

3. The name of the organizer

4. The number of people expected

Room Capacity

The maximum allowable room/facility capacity should never be exceeded during an event. It is the responsibility of the event coordinator to choose a venue that will be appropriate for the maximum attendance and ensure that the room/facility capacity is not exceeded.

Information on room capacity of various campus facilities can be obtained from the University's Physical Plant Department (Ext. 2266).

Tents are considered as buildings and therefore must meet the same requirements as buildings. See the section on tents for more information.

Note that the occupant load is the maximum capacity based on the net clear floor area. Stages, and other obstructions, seating arrangements and the use of tables will decrease the capacity.
The minimum allowable area per person depends on the type of event and can be a major determining factor when considering the room capacity.

The table below shows the minimum area per person for various types of events.

Use Minimum area per person

Concentrated (concerts, dances, lectures) 7 sq ft per person

Less concentrated (dining room, exhibit room) 15 sq ft per person

Fixed seats number of fixed seats

Stage (persons on stage) 15 sq ft per person

**Emergency Evacuation**

Each venue should have adequate emergency exits to facilitate evacuation in the event of an emergency. The number of exits required depends on the capacity of the venue.

Access to all exit doors, corridors and stairways shall be kept clear at all times. The aisles to get to the exits have to be 4 feet wide and kept clear at all times. Exit signs and doors must be clearly visible and therefore should not be disguised by decorations or obscured by fog/smoke or by pipe and drape or any other object. Wires or cables shall not be placed in front of exits or on steps. All wires or cables on floors must be properly taped down or covered to avoid tripping hazards. Pipes and drapes should be set such that the exit signs and doors are still visible.

The event's staff/volunteers should familiarize themselves with the exit routes, meeting area and plan on how to assist with the evacuation. The event coordinator should review the floor plan of the area with the staff and volunteers.

In an enclosed venue such as theater, auditorium, arena, it is a good practice for the Event Coordinator to call the attention of everyone present, immediately before the beginning of an event, to the location of emergency exits and to state that the exits are not locked. The announcer should also request the participants get out through the nearest exit by walking to the exit and not running, in case of an emergency.

If the building or room doesn't have a fire alarm, an event staff/volunteer should notify other occupants by knocking on the doors and shouting "FIRE" as he/she exits the building.

**Outdoor Spaces**

Enclosed open areas such as Stadium must meet the same requirements as buildings. Fenced open areas must have at least two exits. A registered professional engineer must certify bleachers, grandstands, and platforms as structurally sound.
Festival Style Seating

Crowd accidents are common in "festival style" or standing room only events, where there are no assigned seats. Problems such as early arrivals, rushing in to claim space, crushes at gates and stage areas, and trampling are far more common in such events. The use of "festival" style seating is therefore prohibited for concert events in venues that have an occupant load of 500*** or greater.

Emergency Medical Services (EMS)

EMS services will depend on the type of event and anticipated crowd size. Some large events may require an ambulance be present, at a minimum. SSU Public Safety Department in consultation with Chatham County EMS will determine the number and level of EMS providers required.
TENTS
Material and Set-up

Tent materials must be properly certified as flame retardant based on NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. This information may be available on labels attached to the tent. If the tent has no labels indicating that the tent material has been certified as being flame retardant, the Event Coordinator/Promoters must have documentation that certifies that the tent material is flame retardant. Flooring for tents must be non-combustible. Straw, hay, wood chips, mulch, or other similar materials are prohibited from use as flooring in tents. The EHS department must approve use of Pyrotechnics, open flames, including cooking equipment and food warming devices, in advance.

Tents for food services should be at least 12 feet high canopy tent, without sides. Generators and other fume generating equipment must be placed so that exhaust fumes do not enter tent.

Tents must be erected in accordance with manufacturer recommendations, industry standards, and code requirements.

Life Safety

Tents that have sides attached and rolled up or are capable of being enclosed must have adequate number of exits, for the number of occupants, even if it is intended for the tent to remain unenclosed during the event. The exits should be located on opposite sides. The minimum width of an exit must not be less than (36) thirty-six inches. Exit paths must be maintained clear in each tent at all times and an Exit sign posted at each exit. Tents should not block any means of egress from other structures or block emergency fire lanes.

One portable fire extinguisher (dry chemical, ABC type) must be furnished at each exit of an enclosed tent. Arrangements for portable fire extinguishers may be made by contacting the EHS department (Ext 3819).

Electrical system and equipment must be properly guarded and grounded. Approved covers (yellow jackets etc) must protect cables on the ground, in areas traveled by the public.

Decorations and Theatrical Scenery

Use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery.

Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.

1. Decorations must not block exits or fire safety equipment
2. Keep lighting equipment (especially high intensity) and other heat sources away from decorations.

3. Decorations should not be hung from overhead pipes or sprinkler heads.

4. Decorations should be removed immediately after the event.

5. Helium cylinders for balloons should be secure with a chain on to a cylinder cart or to a column.

6. The Event Sponsor/Organizer must make arrangements to dispose of empty cylinders. Call EHS for help.
ELECTRICAL SAFETY

Use of Generators

Generators must meet all electrical code requirements including proper grounding. All wires that may pose a tripping hazard must be covered or otherwise secured. Generators must be located so that exhaust does not enter buildings or tents.

Electrical Extension and Power Cords

Electrical extension and power cords that are improperly installed and used can be a fire, electrical shock and trip hazard. If your event requires extra electrical power either inside or outside, contact Plant Operation Department to be provided with temporary power setup.

1. Extension cords must be used for temporary operations and must never be used as permanent wiring. Multiple plug adapters are not permitted on campus.
2. The cord must be plugged directly into a wall outlet. Plugging cords into another extension cord, multi-outlet strip or tap is prohibited because of risk of overloading the circuit.
3. Choose a UL listed cord that has a 3-prong plug (grounded) and a heavy duty rating. Narrow cords with a 2-prong plug should not be used because they easily overheat.
4. Cords should be run through low traffic areas such as along the edge of the wall or under tables.
5. Cords should be secured with wide tape to the floor or to table legs. Stringing over or wrapping around overhead pipes or sprinkler heads is not allowed. Please note that Plant Operation Department may prohibit use of certain material such as duct tape to secure the cords. Check with the department before using such materials.
LIGHTING AND SPECIAL EFFECTS

Lighting

Provide adequate general lighting so that the audience/guests can see the aisles leading to the exits to facilitate quick and safe evacuation in the event of an emergency. If mood lighting is used, someone must be assigned to stay at the control panel so the lights can be turned up immediately if the fire alarm is activated. Lighting equipment (especially high intensity) must be UL rated and positioned so curtains, decorations, etc are not ignited.

Lasers

The use of lasers, both inside and outside, must be reviewed and approved by the EHS & Public Safety.

Only a licensed operator is allowed to control the laser.

Strobe Lighting

Strobe (flashing) lighting can trigger seizures in photosensitive epileptic persons, if exposed to flashing lights at certain intensities or to certain visual patterns, especially if it is dark. This condition is known as photosensitive epilepsy. According to Epilepsy Foundation, about 3 to 5 percent of the 2.7 million Americans with epilepsy (approximately 100,000 individuals) are photosensitive. Flashing lights between the frequencies of five to 30 flashes per second (Hertz) are most likely to trigger seizures.

Strobe lighting should be used in compliance with Epilepsy Foundation's professional advisory board which recommends that: Photosensitive individual should not be exposed to flashes greater than three per second.

The contrast between alternating dark and bright images be not greater than 20 candelas per square meter (a technical measure for brightness). EHS recommends that a licensed person operate strobe lighting equipment.

Event organizer should notify Guests that strobe light will be used, by including prominent information in the advertising, program and posting a large sign at each entrance to the event.

Fog Machine

Use of fog machines during a performance, dance, or other public assembly event may activate smoke detectors and/or obscure emergency exits which is prohibited by the fire code. Areas where
fog machines are proposed to be used must be evaluated by EHS so that accidental activation of the fire alarm system or obscuring of exits is avoided. If smoke detectors will need to be temporarily shut down in the area where a fog machine is going to be used, special fire safety measures such as "fire watch" will be required. EHS generally does not encourage the use of fog/smoke machines or similar devices.

**Smoking Policy**

Smoking any type of tobacco product is prohibited in all campus buildings. Smoking is only permitted outside the building in designated areas. Organizers and attendees of public events are required to abide by the University's smoking policy. Event Organizer/coordinator is responsible for communicating this policy to attendees and for enforcing this policy.

**Open Burning**

Open burning is defined as any open/exposed flame, whether indoors or outdoors, which could cause a potential fire hazard. Examples are bonfires, campfires, leaf burning, artwork involving flames, pyrotechnics of any kind, etc. All open burning on any SSU property must be approved in writing by the University Fire Inspector and the City Fire Department. All open burning require the presents of the University Fire Inspector, EH&S, or the City Fire Department during the event.

**Open Flames**

Open burning is defined as any open/exposed flame, whether indoors or outdoors, that could cause a fire. Examples include candles, incense, bonfires, campfires, leaf burning, and artwork involving flames.

Use of open flames in public assembly events for any purpose must be approved by the university Fire Inspector and may also require approval by the State Fire Marshal's office and/or Chatham County. A written request for approval of open flame must be submitted to the Fire Inspector, at least ten (10) working days in advance of the event or operation.

**Open Flame - Outdoors**

Any open fire, with the exception of small contained cooking fires, may require a Fire Permit from the Fire Marshal's Office and Chatham County. The proposed burning should not endanger any adjacent buildings, vehicles or vegetation. Open flame fires should not be within 50 feet of any flammable storage area or 25 feet of any building, vehicle or vegetation and should not block any emergency equipment or access to any building exit.
The event organizer/promoter is responsible for providing portable fire extinguishers and emergency procedures in the area of the open burn. The event organizer/promoter is responsible for ensuring complete extinguishment and removal of all materials used in the open burning activity.

Use of open fires may also require the approval of Physical Plant (Ext. 4354).

**Open Flame - Indoors**

**Candles and Decoration Devices**

Use of candles on campus is limited to religious ceremonies or other special occasions in designated areas with appropriate fire safety precautions. The use of candles for decoration, aromatic or for lighting is prohibited. Safer alternatives include electronic flicker candles, flashlights and battery-operated lanterns.

**On Campus Grilling**

Grilling events must be approved by the appropriate student activities Office or SSU Events department. Flammable items such as charcoal and lighter fluid may not be stored on campus, except in approved fireproof cabinets. A fire extinguisher is required which will be provided by EHS.

The individual reserving the space is responsible for safety during the grilling event. Use of alcohol is prohibited in the grilling area. The organizer is responsible for ensuring that any burning charcoal is completely extinguished with water, after the grilling is complete, and that the site is left as clean as it was found. Any damage to the surrounding environment is strictly prohibited.

All charcoal barbecues require a metal garbage can that should be used only for disposal of hot charcoal. On the Facility/Equipment Reservation, form you can request to have the Facilities Department deliver the metal can for charcoal disposal directly to the approved location along with a fire extinguisher.

**Cooking**

Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol may be used. Candles used on tables used for food service must be protected flames and securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials.

**Bonfires**

1. Bonfires will only be permitted when climatic conditions are acceptable
2. The bonfire location must be completely cleared
3. Gasoline cannot be used to ignite the fire

4. Fire materials must not contain treated wood, plastic, rubber or other toxic producing materials

5. A barrier should be constructed around the bonfire to keep spectators back

6. The sponsoring organization is responsible for monitoring the lighting, the extinguishment of the fire and cleaning up the site

7. Sponsoring organization must attend fire safety training session prior to event.

8. Local fire department must be present during and after the event

9. Written approval from authority have jurisdiction must be provided prior to event
STORAGE-FIRE SAFETY

Storage in itself does not constitute a fire hazard. A fire hazard is created when items are stored improperly or in a hazardous location, or block egress and exits.

General Storage

This section pertains to any room or building used for temporary or long-term storage of combustibles.

1. Combustible materials must be separated from other hazardous materials such as flammables, corrosives, explosives, oxidizers etc. Contact EHS manager for approval of separations.

2. Storage areas must be separated from other areas by a one-hour fire barrier with a fire rated, self-closing door, and be protected by fire detection and/or suppression systems.

3. Stored materials must be kept at least (36) thirty-six inches from any heat source.

4. Aisles in storage rooms must have a minimum width of (28) twenty-eight inches to allow for evacuation, and permit firefighters to gain access to the most remote area of the room.

5. Storage cannot block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes or the exit door, emergency equipment or prevent entry of emergency personnel.

6. Storage under stairs is not permitted unless the area is enclosed and protected with a one-hour fire rated enclosure and a detection and for suppression system.

7. Doors to storage rooms may not be "propped" open at any time.

8. Contact Property Management for proper disposal of surplus, obsolete and unused property.

9. Smoking is not permitted in any storage area under any conditions.

Flammable Storage

It is critical that flammables are used properly and stored safely.

1. Rooms used for flammable storage must be constructed to meet the requirements for one-hour fire rating, ventilation, heating, electrical systems, fire detection and/or suppression systems.
2. A "daily use" of flammable liquids may be stored on open shelves. "Daily use" refers to a small amount of consumable flammables that are expected to be used in a repetitive nature, and the amount used would not constitute more of a hazard than other ordinary combustibles in the room.

3. Flammables, required to be stored away from combustibles, will be stored in an approved flammable storage cabinet. This cabinet will be labeled and incorporate self-closing doors.

4. Flammable storage will be kept at least (50) fifty feet from open flames or other heat sources.

5. Oily or grease-laden rags must be placed in a self-closing oily rag can for proper cleaning or disposal.

6. Ordinary combustibles may not be stored in flammable storage.

**High Stack Storage**

This type of storage has become increasingly popular for space saving purposes for records and commodities. This also presents a different type of hazard for fire safety and firefighting.

1. It is highly recommended that non-combustible materials be used in the construction of storage racks. This reduces the amount of fire spread should a fire occur.

2. Under no circumstances may storage of materials be closer than (18) eighteen inches of sprinkler heads.

3. Aisle widths in high rack storage, which also requires the use of mechanical devices such as forklifts or carts, must be of sufficient width to allow personnel evacuation if a cart is in the aisle.

**Storage of Hazardous Materials**

Hazardous products may produce a substantial amount of toxic vapors, as well as react with a fire to create a fast moving or explosive situation. Storage of such materials must be strictly controlled.

1. Proper storage and handling of these materials will be determined by EH&S

2. Hazardous materials may not be stored within (50) fifty feet of any open flame or heat source.

3. Hazardous materials must not obstruct evacuation routes or be stored under stairs.

4. Hazardous materials must be stored in separate cabinets or rooms according to their reactive properties.

5. Smoking is not permitted within (SO) fifty feet of a hazardous materials storage building.
ELECTRICAL FIRE SAFETY

Electricity can harm individuals through electric shock, but it can also lead to fires and explosions. When any electrical hazards are identified, measures to abate such conditions will be taken. All identified hazardous electrical conditions in permanent wiring will be brought to the attention of the appropriate individuals /activities necessary to correct these conditions.

Electrical Fire Prevention

The following are simple steps to take to prevent the loss of life and property resulting from electrical fires.

Wiring

In order to prevent high resistance connections, only licensed electricians are permitted to work on electrical wiring or electrical equipment (See paragraph "Fires" above.)

Extension Cords

Electrical extension cords are an acceptable means of providing TEMPORARY electrical power; however, they cannot be used as a substitute for permanent electrical wiring. Extension cords can be use provided they are:

1. Used temporarily only, not to exceed 90 days
2. Used for non-heat producing devices (i.e.: radios, computers, answering machines, etc.)
3. UL approved and Factory Mutual listed, and three-wire grounded cords
4. Not connected, spliced together, or piggybacked
5. Visible and protected from damage
6. Used as temporary wiring for holiday displays, artwork, or vendors at special events provided they meet the above requirements
7. Plugged into a permanent outlet
8. Used for applications where equipment is not routinely used

Extension cords will not be permitted when they are:

1. Used as permanent wiring
2. Used on heat producing or high voltage devices such as heaters, coffee pots, high wattage lamps, refrigerators, microwave ovens, etc
3. A tripping hazard for normal traffic or emergency evacuation
4. Run through openings in walls, ceilings, or doorways; or under carpets or flooring
5. Draped over light or electrical fixtures, ventilation ducts, or pipes
6. Showing signs of wear, defects, bulging, exposed wire or other damage
7. Used in corrosive areas or near any substance that would deteriorate the cord
8. Plugged into a power strip or another extension cord

**Electrical Panels**

Electrical Panels must:

1. Be accessible to the occupants in an emergency.
2. Not be obstructed for 36 inches in all directions around the panel and in front for access.
3. Have the panel cover and panel door securely in place and closed.
4. Have all breaker and main switches clearly marked as to the equipment area they control.
5. Be identifiable as an electrical panel. Do not cover or paint to match the wall, etc.

Electrical Panels must not:

1. Be locked.
2. Have the breakers taped or otherwise secured in the "on" position.
3. Have any work performed on the panel by anyone who is not a licensed electrician.

**Electrical Outlets/Switches**

Electrical outlets have the potential to be a fire hazard. It is possible that an overload on the electrical system can cause an outlet to spark. The following safety requirements meet compliance. Outlets must:

1. Have the cover plate securely fastened to the outlet box.
2. Be replaced when broken.
3. Have an approved cover.
4. Have a ground fault circuit interrupter if within (6) six feet of a water source.
5. Be at least (1) one foot from combustible items such as trashcans, boxes of paper, etc.
Multi-outlet assemblies

Power strips must be properly placed, equipped with fuses or circuit breakers, plugged to a permanent outlet, grounded 3-wire type, and UL approved.
FIRE EXTINGUISHERS

EHS is responsible for the installation, tracking and maintenance of fire extinguishers in all SSU buildings.

Fire extinguishers are special pressurized devices that release chemicals or water to aid in putting out a fire. They keep small fires from spreading, assist in fighting fires until the Fire Department arrives, and may help provide an escape route for you. EHS Manager gives hands-on-training to SSU employees and students on a regular basis.

Classes of Fires

There are five classes of fires. All fire extinguishers are labeled using symbols for the classes of fires they can put out. A red slash through any of the symbols tells you the extinguisher cannot be used on that class of fire. A missing symbol tells you only that the extinguisher has not been tested for that class of fire.

1. Class A fires involve paper, wood, and other ordinary combustibles.
2. Class B fires involve flammable liquids, such as gasoline, oil, and some paints and solvents.
3. Class C fires involve energized electrical equipment such as power tools, wiring, fuse boxes, appliances, TVs, computers, electric motors, etc.
4. Class D fires involve combustible metals, such as magnesium, potassium, and sodium.
5. Class K fires involve grease in commercial cooking equipment.

Types of Fire Extinguishers

The extinguisher must be appropriate for the type of fire being fought. Multi-purpose fire extinguishers, labeled ABC, may be used on the three classes of fires. Using the wrong type of extinguisher can cause harm to a person and make the fire worse. In some cases, it may be dangerous to use a fire extinguisher, regardless of the type. For example, an extinguishing agent released under pressure could spread a grease fire in a frying pan rather than put it out.

1. Pressurized water extinguisher: Used for ordinary combustibles like wood, paper, many plastics, cloths and rubber.
2. Carbon Dioxide: Used in areas of sensitive electrical or electronic equipment. Carbon dioxide functions by removing or displacing the oxygen in a fire
3. Dry chemical: Dry chemical is effective on all three classes of fire. Dry chemicals function by interrupting the chain reaction of the fire tetrahedron. Dry chemical extinguishers are the most common on campus.

How to Use A Fire Extinguisher

It is easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for PULL, AIM, SQUEEZE, and SWEEP.

Pull the pin. This will allow you to discharge the fire extinguisher.

Aim at the base of the fire. If you aim at the flames (which is usually the temptation), the extinguisher agent will fly right through and do no good. You have to hit the fuel.

Squeeze the top handle or lever. This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away moving forward sweeping the nozzle from side to side. Once the fire is out, keep an eye on the area in case it re-ignites.

Tampering/Vandalism

Tampering or vandalizing a fire extinguisher consists of the following:

1. Discharging the extinguisher for any other reason than to extinguish a fire
2. Relocating an extinguisher without approval
3. Damaging any part of the extinguisher intentionally or accidentally through carelessness

Reporting Damaged or Discharged Extinguisher

Never put an extinguisher back in its place after use. If an extinguisher is discharged, even for a few seconds or if it is damaged in any way, report the fire extinguisher and its location to Environmental Health and Safety by calling 3819 or Public Safety.
FIRE SAFETY EDUCATION AND TRAINING

Educating and training the University community is a vital component of any fire safety program. This section is designed to address these issues and should be used as a resource for all employees and students. The goal of EHS is to educate and train staff, faculty, residence hall assistants, and student clubs and organizations in the following areas:

1. Fire prevention and safety measures
2. Proper use of fire equipment such as fire extinguisher training
3. Fire drill and emergency evacuation procedures
4. Dangers of tampering with safety equipment and failing to respond to safety procedures
5. Detection and reporting of fire and safety hazards

Fire Safety Inspections and Corrective Actions

State Fire Marshal

All University buildings can be inspected by the State Fire Marshal to ensure they comply with all applicable State Fire Codes. All fire code deficiencies identified are subsequently noted in a detailed report and forwarded to EH&S office to coordinate corrective actions.

Environmental Health and Safety

EHS performs periodic fire safety inspections of campus facilities, and ensures buildings comply with state fire codes and are safe for occupancy. EHS also assists the State Fire Marshal by conducting follow-up inspections to evaluate the status of corrective actions. EHS facilitates fire code correction by assigning responsibility for specific corrective actions to Physical Plant, Residential Services and Programs, Department Chairs, and deans and directors where applicable.
**University Departments**

Each department is responsible for correcting code violations that are reported to departmental personnel by EHS. Departments must forward corrective actions reports to EHS within the time frame specified in the notice of violation correspondence.
INSPECTION AND TESTING OF LIFE-SAFETY EQUIPMENT

Fire protection and life-safety equipment and systems shall be inspected, tested and maintained in all occupancies and locations where required or installed as set forth in NFPA Codes, Federal, State, local standards, and as may be required by the State Fire Marshal. The provisions of this Standard apply to the inspection, maintenance, and testing of both fire protection and life-safety systems and equipment. The requirements presented in this Standard are to be considered as a MINIMUM.

Servicing, Testing and Maintenance

Qualified, certified and/or licensed personnel shall conduct all servicing, testing, repair, maintenance and tagging of fire protection and life-safety equipment. Personnel not licensed, certified, or approved by the City Fire Department or State of Georgia may be required to provide documentation of licensing or certification by similar approved agencies or authorities, or identification as manufacturer's representative or authorized service personnel.

Inspection and Maintenance Records

All logs or records of inspection, testing, maintenance and major repairs of fire protection and life safety equipment and systems shall be maintained on file at the EHS office for not less than 3 years, and made available to the State Fire Marshal or applicable agencies upon request.

Notification of Systems Out of Service

The City Fire Department should be notified immediately when a required fire protection or life-safety system is placed out of service for emergency or non-scheduled repairs, replacement, or service. The Fire Department shall again be notified when the system is restored to normal operational status. The office of the State Fire Marshal shall be notified, in writing, not less than 7 days prior to any lengthy routine or scheduled repairs, or replacement time period. Notification shall be prior to, where possible, placing the system out of service. Certification and documentation of repairs and operational readiness of the system shall be provided to the State Fire Marshal or applicable agencies upon request. No fire protection or life-safety system shall be placed permanently out of service unless prior written approval is obtained from the State Fire Marshal.
LIFE-SAFETY SYSTEMS

Fire Alarm Systems

Fire alarm systems shall be tested, and service tagged at the main alarm panel, not less than annually. Testing shall include all smoke detectors, manual pull devices, annunciators, visual indicators and strobes, control units, voice/alarm communications systems and other devices that may be part of the fire alarm system. All testing and maintenance shall be in accordance with NFPA Standard No. 72.

Automatic Dry/Wet-Pipe Sprinkler Systems

All automatic dry/wet-pipe sprinkler systems shall be tested annually in accordance with NFPA Standard No. 25 and State requirements, and service tagged by an approved fire protection sprinkler company.

Fire Department Connections

Fire Department Connections (FDC) shall be inspected quarterly. Inspections should check for: missing protective caps or covers, damaged hose couplings, couplings not operating freely, the presence of foreign material that might interfere with operation of system, water in the piping that could indicate possible check valve leaks, and missing standpipe or sprinkler connection identification signs. An approved service company shall conduct flow pressure tests of all fire department connections, piping, and check valve assemblies, not less than every 5 years. Testing should be conducted as a part of the standpipe system 5-year test when possible, and in accordance with NFPA Standard No. 25.

Fire Pumps

Operating test of electric engine driven fire pumps shall be conducted weekly without water flowing. Allowing automatic starting of the pump to occur and running, the pump for a minimum of 10 minutes shall conduct this test. Run test may be performed by authorized building or contract personnel and shall be in accordance with the manufacturer's guidelines and NFPA Standard No. 25. A written record of all weekly tests shall be maintained. A flow test at pressure shall be conducted on fire pump(s) annually. Flow tests shall be performed by an approved service company, and shall be conducted and service tagged in accordance with manufacturer's guidelines and NFPA Standard No. 25.
Fire Door Testing

All sliding and rolling fire doors, shutters, and windows shall be allowed to close completely at least annually to check operations of the guides and rollers, and to make sure the doors have adequate clearance to close to completely. Chains and cables should be adjusted as needed.

Fire Damper Inspection

All accessible fire damper assemblies in mechanical, electrical or air handler rooms and spaces, in firewalls or rated occupancy separation walls, or in floors, shall be visually inspected at least quarterly to verify that their operations are not obstructed or impaired. Authorized building or contract personnel may perform visual inspections.
SPECIAL FIRE SUPPRESSION

Commercial Kitchen Hood Systems

All vent hood fire suppression systems installed in commercial kitchens shall be inspected and service tagged not less than every 6 months, and after any activation of the system by an approved fire protection equipment company. Inspections shall be in accordance with manufacturer's guidelines. Additionally, all commercial kitchen vent hoods, exhaust ducts, exhaust fans and appurtenances shall be cleaned and inspected by approved personnel in accordance with manufacturer's guidelines as often as necessary to insure against excess grease accumulations.

“Type K” Extinguishing Systems and Portable Fire Extinguishers

"Type K" extinguishing systems and portable fire extinguishers, installed for use in the protection of cooking areas within commercial kitchens, shall be inspected, tested, service tagged and maintained in accordance with manufacturer's guidelines and new NFPA 10.

Fixed Dry/Wet Chemical Extinguishing Systems

Fixed dry/wet chemical extinguishing systems shall have an actuating test of the system performed (discharge of the agent is not required) and service tags affixed every 6 months by an approved fire protection equipment company. Test shall apply where systems are installed for protection of, but not limited to, the following: dip tanks or process hazards as spray booths, chemical hood systems or laboratory hood systems.
POLICY STATEMENT

The personal safety and health of each employee of Physical Plant is of primary importance. The prevention of occupational injuries and illnesses is of such consequence that safe working conditions and practices will be given precedence over operating productivity whenever necessary.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must emphasize injury and illness prevention on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between management and employee, but also between each employee and his or her co-workers. Only through a cooperative effort can a safety program in the best interest of all be established and preserved.

Our safety and health program will include:

- Providing physical safeguards from injury to the maximum extent possible.
- Striving to eliminate hazards through engineering controls whenever possible.
- Training employees in safe and healthy work practices.
- Providing personal protective equipment (PPE) required on designated jobs and instruction for its correct use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, accidents and near-miss situations to determine the root causes and to correct the problem in order to prevent recurrences.
EMERGENCY NUMBERS

Medical Emergency, Ambulance or Rescue: Fire: 911
Campus Police: 912-358-3004
Poison Control Center: 1-800-222-1222
Environmental Health and Safety: 912-358-4352
Workers Compensation Administrator: 912-358-4194

If you are in danger, sound alarm to others, leave the area. Then immediately report the emergency.

*Give your name
*Phone number you are calling from
*Location of Emergency
*Nature of accident or injuries
*Condition and number of injured, what is being done
*Stay on the phone until told to hang up

MANAGEMENT SHALL:

- Establish safe work rules;
- Provide all workers with appropriate safety and health training;
- Provide personal protective equipment as required;
- Record and report job site injuries and illnesses as required;
- Implement the company's disciplinary action policy;
- Investigate accidents and reported close call incidents;
- Address the most common hazards in service work on a continuing basis;
- Encourage worker participation in establishing company safe work practices;
- Obey all established safe work rules;
- Participate in safety orientation training sessions;
- Immediately address all unsafe or unhealthy acts or conditions they observe;
• Immediately address all safety and/or health issues raised by any worker;

Workers shall:

• Obey all established safe work rules;
• Attend and participate in all required safety training sessions;
• Immediately report any unsafe or unhealthy acts or conditions they observe;
• Wear the proper PPE
GENERAL SAFETY AND HEALTH RULES

Asbestos

An employee shall not remove or disturb asbestos, or material suspected of containing asbestos. Asbestos may be contained in materials such as:

- Adhesives and mastics
- ceiling areas
- duct work
- flooring
- floor tiles
- insulation
- lab fume hoods
- piping
- vented enclosures

If there is any damage to materials or items suspected of containing asbestos, a supervisor should be notified immediately.

Electrical safety

Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments.

- All electrical work shall follow all Federal and State requirements and good industry practices. To the maximum extent possible, work on electrical equipment or circuits shall be done with the power off.

- A safety warning and tagging system shall be used to ensure that all power is removed from the system. Circuits shall be checked with the proper equipment before work is started to ensure that no voltage is present.

- The non-current carrying metal parts of portable and/or plug connected equipment shall be grounded or protected by an approved system of double insulation.

- Extension cords used with portable electric tools and appliances shall be three-wire grounded type and be protected by (GFC’s) Ground Fault Circuit Interrupters.

- Keep working spaces, walkways and similar locations clear of cords so as not to create a hazard to employees.
• Worn, frayed or damaged electric cords or connectors shall not be used and shall be tagged Danger, Out of Service, Do Not Use.

• Extension cords shall be protected from accidental damage which may be caused by traffic, sharp corners, or projections, pinching in doors or elsewhere.

• Extension cords are considered temporary wiring by the National Electrical Code, which limits their use to a maximum of 90 days.

**Ground Fault Circuit Interrupters**

Ground Fault Circuit Interrupters (GFCI) shall be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.

**Temporary Wiring and Lighting**

All receptacle outlets on campus that are not a part of the permanent wiring of the building or structure shall have approved ground-fault circuit interrupters. These outlets shall comply with the National Electrical Code (NEC) and NC-OSHA requirements. Temporary wiring shall be de-energized when not in use.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall not be suspended by their electric cord unless cord and lights are designed for this means of suspension.
FALLS

Falls can be prevented.

- Always use handrails when using stairs.
- Use caution when walking on surfaces which contain ice, snow, rock, oil, water or other adverse or unstable material or condition.
- Immediately clean up spills.
- Prevent fall hazards by keeping stairs, walkways, aisles and walk areas clear of boxes, loose materials, wires and other objects.
- Select shoes for comfort and safety that are compatible with your work environment.
- Use a ladder, do not stand or climb on a desk, chair, or other unstable surface to reach for an object.
SAFE LIFTING

- Get proper exercise, maintain a good diet and manage stress. To reduce strain on lower back, build up leg and abdominal muscles and keep off excess weight. Swimming and walking are good exercises for people with back problems.

- Do not place objects on the floor if they must be picked up again later.

- Use a mechanical device, if possible, and inspect the device before use. If the object is too heavy, large or awkward, get help.

- Avoid lifting above your shoulder height. Use a ladder or step stool to move objects at these heights.

- Push rather than pull an object. While pushing, maintain your lumbar curve and push with your legs.

- Always wear slip-resistant shoes and check to ensure footing is firm.

- Check the path before lifting and/or moving the load so you know where to put the load and to ensure the path is clear and well-lighted.

- Spread your feet apart to keep a wide base of support.

- Bend at your knees instead of at your waist and maintain your lumbar curve at all times.

- Hold the object you are lifting as close to your body as possible. Avoid a long reach to pick up an object.

- Lift slowly, smoothly and without jerking.

- Avoid unnecessary twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to have to twist.

- Take your time and use the same techniques when setting down the object.

- Report work-related back pain to your supervisor.
PERSONAL PROTECTIVE EQUIPMENT

Head Protection

Head Protection is required to protect employee's head where there is a danger of head injury from impact and falling or flying objects. Class A hard hats are required for construction and general industry where there is no exposure to electrical shock or burns. Class B hard hats are required when additional protection is required to the head against high voltage electricity. Reference ANSI-Z-89.1-1986.

Ear Protection

Ear Protection - shall be used as required to protect employees from noise when engineering controls cannot reduce noise to acceptable levels.

Eye and Face Protection

Eye and Face Protection - shall be used when exposed to hazards such as flying particles, molten metal, dust, chemicals, gasses, steam, vapors, objects, biological hazards, potentially injurious glare, light or heat radiation, or other potentially harmful exposures which may cause injury to the eye or face.

Respiratory Protective Equipment

Respiratory Protective Equipment- must be used as part of a comprehensive respirator program when required to protect employees from airborne contaminants which, when measured, are above the Threshold Limit Value in NCOSHA Standards. Contact your supervisor for the hazard assessment training and required personal protective equipment.

Hand Protection

Hand Protection - as required by established standards to protect employees from physical, biological, chemical, radiation, or electrical hazards.

Gloves used for electrical protection must be marked as to class of equipment and whether or not they are ozone-resistant and shall meet the ASTM D-120-87 Specification for Rubber Insulating Gloves.
Fall Protection

Fall Protection- (safety harness, lifelines and lanyards). As required to protect employees from falling while working at heights of six (6) feet or more not protected by standard guardrails or safety nets or as required when working in confined spaces.
LADDERS

Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached and the movable parts shall operate freely without binding or undue play.

All mechanical components of the ladder shall be maintained in good condition to assure proper performance.

- All ladders must be inspected frequently and rechecked for soundness and proper working condition prior to daily use.
- Ladders which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as Dangerous; Do Not Use.
- Check for overhead power lines or obstructions before erecting a ladder.
- Do not use ladders on or near power lines or other electrical devices.
- Trained personnel shall use only listed fiberglass ladders for limited authorized electrical work.
- Straight and extension ladders must be tied-off and secured to the upright structure against which they lean.
- Non self-supporting ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one quarter (1/4) of the working length of the ladder (the distance along the ladder between the foot and the top support).
- Ladders must extend three (3) feet above the point of support of eaves, gutters or roof line and should be tied off.
- Use a ladder with safety feet which are suitable and positioned firmly on the floor, ground or concrete, which provides a stable flat level surface.
- Work facing the ladder with both feet on the rungs.
- Only one person is permitted on a ladder at a time unless ladder design specifies otherwise.
- Ladders shall not be used as guys, braces, or skids, or for other than their intended purposes for which they were designed.
- Ladders shall be maintained free of oil, grease and other slippery hazards.
- Ladders shall not be loaded beyond the manufacturers maximum rated capacity.
- Raise and lower tools or equipment by a hand lined canvas tool bag.
• Do not reach out more than an arm’s length from a ladder. If necessary descend the ladder and move the ladder to a better location.

• Step ladders must be fully opened and set level.

• Do not stand on the top step of a stepladder.

• Do not use the bracing on the back legs of a stepladder for climbing.
SCAFFOLDS

The use and construction of scaffolds shall follow all Federal, State and Local legal requirements, and good industry practice.

- Only competent employees authorized by the supervisor shall erect scaffolds, platforms and staging. Scaffolds and their parts shall be sound, rigid and capable of supporting at least four times their maximum intended loads.

- The footing or anchorage for scaffolds shall also be sound, rigid and capable of carrying four times the maximum intended load without settling or displacement.

- Unstable objects shall not be used to support scaffolds or planks.

- A safe means shall be available to enter the work platform.

- Platforms shall be sufficiently wide and secured to prevent slipping.

- Guardrails, toe boards, and outriggers shall be used when necessary.

- Guardrails and toe boards are required on all open sides where the platform is greater than six (6) feet above the ground or floor. Scaffolds that are six (6) feet above the ground with a minimum horizontal dimension of less than 45 inches shall have both guardrails and toe boards. Guardrail screens shall be used.

- Scaffold wheels shall be lockable and shall be locked when employees are on the scaffold.

- No scaffold shall be moved while in use or occupied.

- No welding, burning or open flame work shall be performed on any scaffolds suspended by fiber or synthetic rope.

- Scaffolds shall not be loaded in excess of the maximum workload for which they were intended.

- Any scaffold damaged or weakened from any cause shall be immediately repaired and shall not be used until repairs have been completed.

- All other types of mobile or pneumatic scaffolding shall be operated only by trained employees assigned by the supervisor.

- Equipment shall be inspected prior to use and maintained in good operating condition.

- Any defective or damaged equipment shall be tagged Dangerous, Out of Service, Do Not Use.
REFRIGERANTS

- Workers shall use the ASHRAE refrigerant safety group classification system to determine which refrigerants are flammable, toxic or both.

- Before using an unfamiliar refrigerant, workers shall obtain a copy of the material safety data sheet (MSDS) to identify potential hazards associated with the refrigerant and how to properly protect themselves while using it.

- Workers shall read the labels of unfamiliar refrigerants as well paying close attention to hazard warnings and user instructions.

- When it becomes necessary workers shall use a refrigerant sensor capable of monitoring the appropriate refrigerant concentrations levels. Sensors shall be equipped with an alarm set to activate when they sense concentrations that are close to, but not over the acceptable exposure limit (AEL).

- Adequate mechanical ventilation shall be used by workers while working with refrigerants.

- One fully charged self-contained breathing apparatus shall be readily accessible whenever it's appropriate.
WELDING, CUTTING SOLDERING, BRAZING

Compressed Gas Cylinders:

- While being transported, cylinders shall be secured on a cradle, sling-board or pallet.
- Chokers, slings or electric magnets shall not be used to transport or lift cylinders.
- Cylinders shall always be secured in a vertical position while being used or stored.
- Valve protection caps shall always be replaced when cylinders are not being used.
- Regulators shall always be used when working with compressed gas cylinders.
- Regulators shall be removed and valve protection caps replaced when cylinders are covered even short distances unless the cylinders are secured to a cart designed specifically for moving them.
- A chain or other suitable securing device shall be used to secure cylinders in an upright position and prevent them from being knocked over.
- Cylinder valves shall be open only when work is being performed. Valves shall be closed tightly immediately after work with the cylinder stops.
- Bleed the hoses after the cylinders are shut off.
- All cylinders shall be equipped with flash back arresters while being used.
- All hoses, hose connections, valves, torches and flash back arresters shall be inspected before each use.
- Defective equipment shall be taken out of service immediately and tagged to prevent inadvertent use.
- Cylinders shall be kept away from sparks, hot slag or flames.
- Cylinders shall not be placed where they could become part of an electrical circuit.
- Oxygen and acetylene cylinders shall be separated by a minimum of 20 feet or by a half-hour-rated, five foot high non-combustible barrier.
- Oxygen cylinders shall be kept away from oil and grease to prevent fires and explosions.
Welding, General:

- Welders shall wear clothing that will protect them from hot sparks, slag, etc. such as flame resistant coveralls, welding gloves, flame resistant leggings and leather high-top boots.
- Welders shall not wear clothes with pockets or cuffs in the legs or sleeves.
- Welders shall wear a welding helmet with the shaded lens necessary to protect the eyes from the work. Flash goggles shall be worn under the helmet.
**FIRE PREVENTION & PROTECTION**

**General:**

- All No Smoking Signs and other fire or explosion warning signs shall be obeyed.
- Oily or greasy rags shall be disposed of in approved metal containers with self-closing lids.
- Flammable liquids or solvents, such as carbon tetrachloride, benzene, gasoline and paint thinner, shall not be used for cleaning pipe or other materials.
- At least one recently inspected (within one year) and fully charged multipurpose (ABC) fire extinguisher shall be readily accessible at all times while working.
- Potential fire hazards shall be abated as soon as they are observed.

**Flammable/Combustible Liquids:**

- Portable quantities of flammable/combustible liquids shall be kept in approved, containers with self-closing lids.
- Flammable/combustible liquid containers shall be properly labeled. Labels that are defaced shall be replaced immediately.
- Flammable/combustible liquids shall be kept away from sparks, flames, slag, excessive heat and other ignition sources.
- Flammable/combustible liquids shall be kept away from other chemicals.
- When transferring a flammable/combustible liquid from a drum to a smaller container, the drum shall first be grounded. Then the drum and container shall be bonded by attaching a conductive wire from the drum to the container.

**Heat Stroke- Heat Exhaustion:**

- Workers shall be permitted to take frequent breaks in cool places when working in hot environments.
- Workers shall be provided with plenty of drinking water and trained/encouraged to drink it throughout day.
- Workers shall be trained to wear lightweight clothing with a breathable fabric whenever their job allows it.
FIRST AID

General

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available.

Never minimize the seriousness of an injury or illness. If in doubt, seek medical attention.

In the event of an emergency, immediately call for emergency services.

DO NOT ATTEMPT TO RENDER FIRST AID UNLESS YOU KNOW WHAT YOU ARE DOING

OTHERWISE INJURIES MAY BE AGGRAVATED.
HOUSEKEEPING/SANITATION

- Keep your work area clean and material properly stored; keep walkways and floor areas clear of slip, trip and fall hazards.
- Do not litter. Place all waste and debris in designated containers for proper disposal.
- If hazardous chemical spills are identified, barricade the spill area and notify the Safety Manager or designated person for cleanup.
- Store oily waste or rags and other flammable waste in approved safety containers that have lids.
- Maintain three (3) feet clearance from all electrical panels, 150 volts or less. Do not store materials in or near switch boxes, switchboards, in technical equipment rooms, attics, and telephone switch gear rooms.
- Do not block or obstruct exit routes.
- Do not obstruct access to fixed ladders, stairways, electrical switches, rescue or any emergency equipment.
- Keep tools stored neatly in designated area and materials securely racked or stored.
BIOHAZARDS

Biohazards are biological agents or substances present in or arising from the work environment which present or may present a hazard to the health or well-being of the worker or the community.

Biological agents and substances include, but are not limited to infectious and parasitic agents, non-infectious microorganisms such as some fungi, yeasts, plant and plant products, and animal and animal products which cause occupational diseases.

Generally, biohazards are either:

- Infectious microorganisms
- Toxic biological substances
- Biological allergens or
- Any combination of these.

Biological agents can be found in numerous settings, but are primarily found in training, clinical, diagnostic research, and laboratory activities where viable microorganisms or clinical materials containing infectious agents are handled.

Employees are to be trained on what biological hazards may be encountered and which control measures and work practices are to be used in order to have a safe work place. In addition, employees should be familiar with and refer to their facilities biosafety operations manual which identifies the hazards that may be encountered and specific practices and procedures designed to minimize or eliminate risk.

Blood Borne Pathogens

Employees who have occupational exposure to human blood, body fluid, pathogens, or body parts are required to receive training in work practices, methods of exposure and universal precautions. Employees exposed to blood or other body fluids should contact the agency or university Safety and Health Director immediately and request information on the agency or university exposure control plan and the employer provided hepatitis vaccinations. The most important element is strict adherence to the specified practices and procedures and use of personal protective equipment (PPE). Immediate washing of hands and contaminated areas of the body shall be implemented should an exposure to bodily fluids occur.
Acids and Caustics

- Workers shall use the proper personal protective equipment when working with acids or caustics, including splash-proof safety goggles, a face shield and the appropriate gloves.

- The work area shall have adequate ventilation to protect workers from respiratory hazards caused by certain acids and caustics.

- Whenever it is necessary, workers shall wear the appropriate respiratory protection to prevent respiratory illnesses.

- When workers are required to wear respirators the company's written respiratory protection program shall be implemented.