II. GENERAL SAFETY

1.0 Accident Reporting

1.1 An accident is an unplanned occurrence that may result in damage to people, property, equipment, or the environment. When accidents are reported promptly, injured employees, students, and visitors receive timely medical care and unsafe conditions receive prompt corrective action. Environmental Health & Safety investigates accidents to identify accident trends, determine the effectiveness of current safety programs, and prevent future accidents.

1.2 ***IMPORTANT:*** *Report all accidents to your supervisor, Environmental Health & Safety, or the University Police Department, as appropriate. If an injury or exposure occurs on-the-job, complete the WCI Form, Employer's First Report of Injury or Illness.*

1.3 ***EXAMPLE:*** *Report hazards, such as missing manhole covers or chemical spills, to Environmental Health & Safety. Report accidents such as vehicle collisions to the University Police Department (UPD).*

1.4 Report unsafe conditions or potentially hazardous situations to Environmental Health & Safety as quickly as possible. The Office will then contact other departments and outside agencies as appropriate

2.0 Americans with Disabilities Act (ADA)

2.1 Within the standards required by the ADA, TAMU makes reasonable accommodations for persons with disabilities so that they may more fully participate in programs and the benefits of employment. Safety is an important consideration in providing accommodations.

2.2 Elevators, automated door openers, lifts, ramps, etc., facilitate access. Sometimes this equipment becomes damaged or does not function properly. Please promptly notify the building proctor and/or facility coordinator who will contact Physical Plant for equipment repair. .

2.3 Handicap parking, sidewalks, wheelchair ramps, and building entrance areas may become blocked or congested with illegally parked bicycles, vehicles, or campus construction. Please contact Transportation Services to report bicycle or vehicle related safety concerns. For construction related issues, please contact Physical Plant.

2.4 Many classrooms are equipped with wheelchair accessible desks or tables, sometimes with chairs that can be removed or replaced as needed. Wheelchairs or removable chairs that block aisles and exits create an unacceptable hazard. Please report instances to the person presenting the class or to Environmental Health and Safety.

2.5 Braille signage assists persons with visual disabilities locate elevators, stairs, exits, classrooms, laboratories, restrooms, etc. The absence of signage could pose a safety issue if a person is not able to locate a specific area, e.g., an emergency exit, or inadvertently enters an inappropriate area. Contact the building proctor or facility coordinator regarding Braille signage needs. Physical Plant prepares and installs Braille signage.

2.6 Building evacuation plans should incorporate procedures for assisting persons with mobility disabilities or impairments to safely vacate the facility. The procedures should be communicated among the building proctor and/or facility coordinator and other personnel in the building assigned with emergency response duties. Contact Environmental Health and Safety or Safety and Security for advice in emergency preparedness.

3.0 Asbestos

3.1 Asbestos is a mineral fiber that causes cancer and various respiratory illnesses. Older buildings constructed prior to 1980 may contain asbestos. Asbestos is commonly found in older appliances, insulation, shingles, siding, putties, and caulking. Generally, it is not a problem unless the material that contains it crumbles or flakes.

3.2 The Texas Asbestos Health Protection Rules do not require building owners to conduct inspections and identify all asbestos locations. Inspections are required, however, prior to renovation or dismantling activities.

3.3 ***NOTE:*** *Call the Physical Plant before performing work on campus that will disturb building fixtures, walls, or ceiling (e.g., installing computer cables in the ceiling). The Physical Plant will help ensure that the work does not affect asbestos containing materials.*

3.4 ***IMPORTANT:*** *Do not handle asbestos or suspected asbestos or try to remove it yourself.*

3.5 TAMU has an ongoing Asbestos Management Program that strives to eliminate or control the potential hazards associated with asbestos. A copy of the TAMU Asbestos Management Program is available from Environmental Health & Safety. Depending on the size of the project, either the TAMU Facilities Planning & Construction or the Physical Plant handles contracts for consultation and/or abatement. Direct any questions about identifying or removing asbestos to the Physical Plant. Address any safety-related questions to Environmental Health & Safety.

4.0 Appropriate Apparel

4.1 Dress in a manner that does not impair safety. Loose clothing, long hair, dangle jewelry, and sandals may be dangerous around moving equipment.

4.2 Always wear clothing that is appropriate for your job. Refer to the chapters on Personal Protective Equipment and Office Safety for more information.

5.0 Graphic Arts Media

5.1 The art supplies and chemicals associated with graphic media are often hazardous. Depending on the type of art supplies used, artists can develop the same types of occupational diseases as industrial workers. Studies show that people who work with hazardous graphic media chemicals improperly can develop a variety of ailments.

5.2 The risk of chemical hazards is directly linked to the following factors:

- 5.2.1 Duration and frequency of exposure
- 5.2.2 Chemical toxicity
- 5.2.3 Chemical amount

5.3 Workers are exposed to graphic media hazards through skin contact, inhalation, and ingestion.

5.4 Follow these safety guidelines for working with graphic media materials:

- 5.4.1 Wear protective clothing and follow MSDS, as appropriate.
- 5.4.2 Use nontoxic or less toxic solvents and chemicals when possible.
- 5.4.3 Eliminate toxic metals such as lead and cadmium. Instead, use cadmium-free silver solders and lead-free paint, glazes and enamels.
- 5.4.4 Use water-based instead of solvent-based materials.
- 5.4.5 Use liquid materials to replace powders.

5.4.6 Use wet techniques (such as wet sanding) instead of dry techniques.
5.4.7 Apply coatings by brushing or dipping instead of spraying.
5.4.8 Eliminate cancer-causing chemicals.

6.0 Solvents

6.1 Solvents are used to dissolve oils, resins, varnishes, and inks. They are also used to remove paint and lacquer. Due to their common usage, solvents are one of the most underrated media hazards. Most organic solvents are poisonous if swallowed or inhaled in sufficient quantities. They also cause dermatitis and narcosis.

6.2 Use the least toxic solvent possible. Denatured or isopropyl alcohol, acetone, and odorless mineral spirits are less toxic than solvents such as chloroform or ethylene.

7.0 Aerosol Sprays

7.1 Aerosol sprays, such as fixatives, paint sprays, and adhesive sprays, are extremely dangerous if someone inhales the fine mists produced by these products. Air brushes and spray guns are equally hazardous. Use aerosol sprays in a well-ventilated area and wear a dust/vapor mask to protect you from the hazardous vapors.

8.0 Acids and Alkalis

8.1 The acids and alkalis used in ceramics, photo chemicals, paint removers, and similar materials can be very caustic to the skin, eyes, respiratory system, and gastrointestinal system. Likewise the acids and alkalis used to etch metals and glass can be very dangerous. Strong acids, such as hydrochloric, sulfuric, and perchloric acid, require special handling as outlined in the MSDS. Alkalis, such as caustic potash, caustic soda, quicklime, and unslaked lime, also require special treatment. Remember to add acid to water, not water to acid, when mixing chemicals.

9.0 Paints and Pigments

9.1 Many paints and color pigments contain hazardous chemical compounds. Lead paint, for example, is extremely dangerous, and should never be used in its powder form. Other paint components, such as chromate, cadmium, and cobalt

pigments, are equally hazardous. Do not inhale powdered paint or spray paint vapors or accidentally ingest pigment by placing the brush tip in your mouth. In addition, do not eat, drink, or smoke while painting. Any of these activities could result in chronic poisoning.

9.2 The table below outlines common paint pigments and their hazardous chemical component:

Hazardous Chemical	Pigment (Paint Name)
Arsenic	Emerald Green Cobalt Violet
Antimony	True Naples Yellow
Cadmium	All Cadmium Pigments
Chromium	Zinc Yellow Strontium Yellow Chrome Yellow
Cobalt	Cobalt Violet Cobalt Green Cobalt Yellow Cerulean Blue
Lead	Falk White Lead White Creminitz White Mixed White
Manganese	Manganese Blue Manganese Violet Burnt Umber Raw Umber Mars Brown
Mercury	Vermilion Cadmium Vermilion Red

10.0 Photography

10.1 Many of the chemicals used for photographic processing can cause severe skin and lung problems. The greatest hazards associated with photography include the preparation and use of concentrated chemical solutions. Never touch chemical powders or solutions with unprotected hands. In addition, take care not to stir up and inhale chemical dusts.

10.2 ***IMPORTANT:*** *Good ventilation is essential when working with photographic chemicals.*

10.3 The following are common photographic agents and their hazards:

10.3.1 Developer: May cause skin irritation and allergic reactions.
10.3.2 Stop-bath: May cause burns and throat irritation.

10.3.3 Fixer: Highly irritating to lungs.
10.3.4 Intensifier: Very corrosive and may cause lung cancer.
10.3.5 Reducer: Contact with heat, concentrated acids, or ultraviolet radiation produces poisonous gas.
10.3.6 Toners: Highly toxic.
10.3.7 Hardeners and stabilizers: Often contain formaldehyde which is poisonous, a skin irritant, and a known carcinogen.

11.0 Plastics, Acrylics, Epoxy Resins

11.1 Plastic hazards result from making plastic and working with finished plastic. The greatest hazards associated with making plastic come from the monomers, solvents, fillers, catalysts, and hardeners that are commonly toxic. The hazards involved with finished plastics result mainly from the methods used to work the plastic. For example, overheating or burning plastic produces toxic gases. Polishing, sanding, and sawing plastic produces harmful dusts.

11.2 Certain types of plastics, such as acrylics and epoxy resins are also hazardous. The components in acrylic, for example, include irritants, explosives, and flammables. The main hazard associated with acrylic compounds, however, is inhalation. Always maintain good ventilation when working with acrylic.

11.3 The epoxy resins used in laminating, casting, glues, and lacquer coatings, are also skin irritants, sensitizers, and suspected cancer-causing agents. Avoid skin contact and inhalation when working with epoxy resins.

12.0 Pottery and Ceramics

12.1 Pottery clay contains silicates that can be hazardous if inhaled. Many low-fire clays and slip-casting clays also contain talc, which may be contaminated with asbestos. Long-term inhalation of asbestos can cause cancer and respiratory diseases. When mixing clay dust or breaking up dry grog, use exhaust ventilation and/or wear a toxic dust respirator. Work with wet clay when possible.

12.2 Pottery glazes also contain free silica, including flint, feldspar, and talc. Wear a toxic dust respirator when mixing or spraying glazes.

12.3 Toxic fumes and gases are often produced during the firing process. Ensure that all kilns are ventilated. In addition, use infrared goggles or a shield to look in the kiln peep hole. Proper eye protection will help prevent cataracts.

13.0 Woodworking

13.1 The hazards associated with woodworking include sawdust inhalation, exposure to toxic solvents and adhesives, and excessive noise from woodworking tools. Long term inhalation of sawdust can cause chronic respiratory diseases. Depending on the type of wood, short term sawdust inhalation may also produce allergic reactions. Toxic preservatives, such as arsenic compounds and creosote, may cause cancer and reproductive problems. Epoxy resins and solvent-based adhesives, also pose potential hazards. Use dust collectors around woodworking machines, ensure proper ventilation, and wear personal protective equipment, as appropriate.

14.0 Hearing Conservation Program

14.1 Excessive noise levels may permanently damage a person's hearing. Whenever possible, employees should avoid noise exposure or reduce noise to an acceptable level. The following table outlines ACGIH limits for acceptable noise exposure indicated as decibels (dB) and time limits. At no time should any exposure to continuous, intermittent, or impact noise in excess of 140dB be allowed.

Duration/Day (Hours)	Sound Level (dB)
8	85
4	88
2	91
1	94
1/2 (30 minutes)	97
1/4 (15 minutes)	100
7 minutes	103

3 minutes	106
1 minute	109
Less then 1 minute	112 +

15.0 Hearing loss can be permanent — wear protective equipment when noise levels are high.

15.1 Before using personal protective equipment, such as ear plugs or muffs, to reduce noise exposure, try to reduce noise levels by changing work procedures. Maintenance practices such as the following can reduce noise levels:

15.1.1 Replacing worn or loose machine parts

15.1.2 Performing high-noise operations during hours when people are less likely to be affected

15.1.3 Maintaining and lubricating equipment to eliminate rattles and squeaks

15.1.4 The following table from the CDC illustrates various noise levels:

	DECIBEL - dB(A)	EQUIPMENT
Double protection recommended above 105 dB(A)	112	Pile driver
	110	Air arcing gouging
	108	Impact wrench
	107	Bulldozer - no muffle
	102-104	Air grinder
	102	Crane - uninsulated cab
	101-103	Bulldozer - no cab
	97	Chipping concrete
	96	Circular saw and hammering
	96	Jack hammer
	96	Quick-cut saw
	95	Masonry saw
	94	Compactor - no cab
Hearing protection recommended above 85 dB(A)	90	Crane - insulated cab
	87	Loader/backhoe - insulated cab
	86	Grinder
	85-90	Welding machine
	85	Bulldozer - insulated cab
	60-70	Speaking voice

Table 1: Some typical noise levels found on construction sites

15.2 Engineering controls, such as the following, can also reduce noise levels:

15.2.1 Replacing noisy materials
15.2.2 Using large, low speed fans
15.2.3 Considering the noise level of new equipment or processes before purchasing or implementing
15.2.4 Placing heavy machines on rubber mountings
15.2.5 Using sound-absorbing acoustical tiles or baffles
15.2.6 Placing noisy machinery or operations in a separate area or room
15.2.7 Enclosing noisy conveyors
15.2.8 Provide and maintain signage at entrances to high noise areas

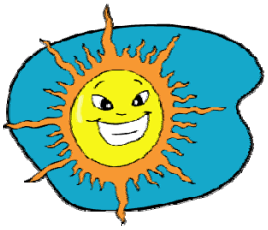
15.3 Areas that may require hearing protection include machine shops, the power plant, landscape maintenance, etc. Supervisors should insure that a variety of hearing protection is provided to allow employees sufficient choice. Observe all warning signs and wear hearing protection whenever necessary. Do not interfere with, remove, or modify noise abatement equipment. Keep all equipment properly maintained, and report any malfunctions immediately.

15.4 Environmental Health and Safety will select and monitor employees annually to determine potential noise exposure, and provide hearing tests (audiograms) at no charge to employees exposed to high noise levels in the work area. In addition, EHSD will conduct noise monitoring of equipment and work areas to aid in determining potential noise exposure.

15.5 Refer to the chapter on Personal Protective Equipment for more information on hearing protection. Direct all questions regarding hearing conservation to Environmental Health & Safety.

16.0 Heat Stress and Heat Strain

16.1 People may suffer from heat related illnesses at any time of the year but particularly during hot, humid conditions. Because the climate at TAMU is conducive to these conditions, people must take preventive measures to reduce their risk. To prevent heat related illness, supervisors must assist workers in acclimating to conditions which could cause heat related illness. Employees should limit strenuous physical activity during the hottest portion of the day, wear a brimmed hat when in the sun, take frequent breaks, and drink plenty of fluids.



16.2 Examples of heat related illnesses are heat exhaustion heat stroke, heat cramps, dehydration and heat rash.

17.0 Heat Exhaustion

17.1 Heat exhaustion is usually caused by strenuous physical activity and hot, humid conditions. Because heat exhaustion is the body's response to insufficient water and salt, it should be treated as quickly as possible.

17.2 Signs and symptoms of heat exhaustion include the following:

17.2.1 Exhaustion and restlessness
17.2.2 Headache
17.2.3 Dizziness
17.2.4 Nausea
17.2.5 Cold, clammy, moist skin
17.2.6 Pale face
17.2.7 Cramps in abdomen and lower limbs
17.2.8 Fast, shallow breathing
17.2.9 Rapid, weak pulse
17.2.10 Falling body temperature
17.2.11 Fainting

17.3 Take the following steps to administer first aid for heat exhaustion:

17.3.1 Have the victim lie down in a cool or shaded place.
17.3.2 If the victim is conscious, have him/her slowly sip cool water.
17.3.3 If the victim is unconscious or is conscious but does not improve, seek medical aid as soon as possible.
17.3.4 If the victim is sweating profusely, have him or her sip cool water that contains one teaspoon of table salt per pint of water

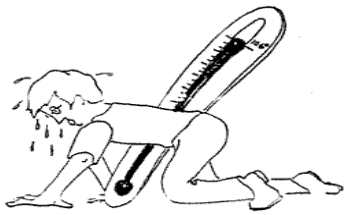
18.0 Heat Stroke

18.1 Heat stroke is usually caused by exposure to extreme heat and humidity and/or a feverish illness. Heat stroke occurs when the body can no longer control its temperature by sweating. Heat stroke is extremely dangerous and may be fatal if not treated immediately.

18.2 The signs and symptoms of heat stroke include the following:

18.2.1 Hot, dry skin
18.2.2 Headache
18.2.3 Dizziness

18.2.4 High temperature
18.2.5 Strong pulse
18.2.6 Noisy breathing
18.2.7 Unconsciousness



18.3 Immediately take the following steps to administer first aid for heat stroke:

18.3.1 If possible, move the victim to a cool place.
18.3.2 Seek medical attention as soon as possible.
18.3.3 Remove the victim's clothing.
18.3.4 If the victim is conscious, place him in a half-sitting position and support the head and shoulders.
18.3.5 If the victim is unconscious, place him on the side with the head facing sideways.
18.3.6 Fan the victim and sponge the body with cool water.

18.4 Environmental factors
- 18.4.1 Air temperature
- 18.4.2 Humidity
- 18.4.3 Radiant heat source
- 18.4.4 Air circulation
- 18.4.5 Work related factors
- 18.4.6 Work load
  - 18.4.6.1 Type of work
  - 18.4.6.2 Level of physical activity
  - 18.4.6.3 Time spent working

18.5 Clothing
- 18.5.1 Weight (heavy vs. breathable)
- 18.5.2 Color (dark vs. light)
- 18.5.3 Personal protective equipment and clothing

18.6 Personal factors
- 18.6.1 Age
- 18.6.2 Weight/fitness
- 18.6.3 Use of drugs, alcohol, caffeine, medication
- 18.6.4 Prior related illness

18.7 Prevention
- 18.7.1 Drink plenty of fluids
  - 18.7.1.1 Don’t rely on your thirst
  - 18.7.1.2 Drink 5-7 ounces every 20 minutes
- 18.7.2 Acclimatization: adjust to the heat
  - 18.7.2.1 The body takes 3-5 days to get used to the heat
  - 18.7.2.2 Be careful if returning from vacation or absence
- 18.7.3 Choose proper clothing
  - 18.7.3.1 Choose light colors and lightest weight possible

18.7.3.2 Select proper personal protective equipment
18.7.4 Take heat into account when scheduling tasks
18.7.4.1 Implement work/rest cycles
18.7.4.2 Conduct heaviest tasks early morning or dusk
18.7.5 Eat properly
18.7.6 Sleep and rest

19.0 Housekeeping

19.1 Good housekeeping skills are essential for personal safety. TAMU employees are responsible for reducing potential hazards and keeping their work areas safe and clutter-free. Good housekeeping guidelines include keeping aisles and stairways free from clutter, cleaning spills, minimizing combustibles in workplace and storage areas, and keeping all exits free from obstructions.

19.2 Maintain clear and unobstructed access to emergency equipment, such as fire extinguishers, pull stations, eye wash units, showers, etc.

19.3 For more specific information on housekeeping, refer to the section in this manual that corresponds to your workplace (i.e., Laboratory Safety, Office Safety, Shop Safety, etc.)

20.0 Indoor Air Quality

20.1 Indoor air quality refers to the condition of air within an enclosed workplace. The indoor environment of any building is based on several factors including location, climate, building design, construction techniques, building occupant load, and contaminants.

20.2 Four key elements are involved in the development of poor indoor air quality:

20.2.1 Outside contaminant sources
20.2.2 Poor ventilation systems
20.2.3 Pollutant pathways
20.2.4 Building usage and occupant load

20.3 Outside sources for indoor air contaminants include pollen, dust, mold, industrial pollutants, vehicle exhaust, and unsanitary debris near outdoor air intake vents. Other outdoor agents, such as underground storage tanks or landfills, may also affect indoor air quality

20.4 Indoor contaminants are classified according to these categories:

20.4.1 Combustion products (e.g., smoke and exhaust fumes)
20.4.2 Volatile organic compounds (e.g., solvents and cleaning agents)
20.4.3 Respiratory particulates (e.g., dust, dirt, and pollen)
20.4.4 Respiratory byproducts (e.g., carbon dioxide)
20.4.5 Microbial organisms (e.g., mold, mildew, fungi, and bacteria)
20.4.6 Radionuclides (e.g., radon)
20.4.7 Odors (e.g., perfume, smoke, mold, and mildew)

20.5 Additional examples of indoor contaminants include dust, dirt or microbial growth in ventilation systems, emissions from office equipment, and fumes or odors from any source.

20.6 TAMU follows recognized guidelines for new building ventilation systems and air quality control; however, employees are also responsible for the quality of their indoor air. Because indoor air often contains a variety of contaminants at levels far below most exposure standards, it is difficult to link specific health problems with known pollutants. Employees must minimize all contaminants to reduce the low-level pollutant mixtures that commonly cause health problems.

20.7 The following practices will help ensure optimum indoor air quality:

20.7.1 Fix leaks and drips. (Moisture promotes microbial [i.e., mold and mildew] growth.)
20.7.2 Report unusual odors to Environmental Health and Safety. Do not use air fresheners to cover the smell.
20.7.3 Ensure that indoor ventilation filters are changed regularly and regular maintenance occurs.
20.7.4 Keep laboratory doors closed.
20.7.5 Minimize chemical and aerosol usage. Ventilate your area when chemical or aerosol usage is required. (These compounds include paint, cleaning agents, hairspray, perfume, etc.)
20.7.6 Do not block air ducts to control the temperature in your office.
20.7.7 Avoid smoking or cooking in enclosed areas. (Smoking is strictly prohibited within University facilities and vehicles.)

21.0 Lead Paint

21.1 According to the Centers for Disease Control, lead poisoning is a leading environmental health risk. Lead accumulation in a person's system may lead to fatigue, sudden behavioral change, abdominal pain, anorexia, chronic headaches, joint aches, depression, anemia, impotence, and severe fetal damage in unborn infants.

21.2 Assume buildings that were constructed or painted prior to 1978 may contain lead paint. Because common sources of lead exposure include ingestion (lead paint) or inhalation (lead-containing dust), it is important to identify all areas that contain lead paint. If lead paint flakes or chips, it must be encapsulated or removed by qualified persons.

21.3 The following locations should also be inspected for lead paint:

21.3.1 Areas where young children or pregnant women are present
21.3.2 Areas with flaking or deteriorating paint
21.3.3 Areas that were built or painted prior to 1978

NOTE: Lead testing is particularly important before beginning renovation on older buildings.

21.4 Contact Environmental Health & Safety if you have any questions about lead paint hazards.

22.0 Lifting

22.1 All employees must use proper lifting techniques to avoid injury when lifting heavy objects. In general, employees should seek assistance when lifting objects that weigh 50 pounds or more. Use your good judgment to determine if you need assistance, a dolly, back support belt, or other tool to safely lift an object.

22.2 The back supports the weight of the entire upper body. When you lift objects or move heavy loads, your back has to support even more weight. If you exceed your body's natural limits, your back cannot support both your body and the extra load. The excess, unsupported pressure is transferred to the lower back, where injury is imminent. By using the muscles in your arms and legs and exercising proper lifting techniques, you can move loads safely and protect your back from possible injury.

22.3 Follow these guidelines to help avoid back injuries:

22.3.1 Avoid moving objects manually. Plan jobs and arrange work areas so that heavy items may be moved mechanically.
22.3.2 Keep in good physical condition. If you are not used to lifting and vigorous exercise, do not attempt difficult lifting tasks.

22.3.3 Think before you act. Use proper lifting techniques and lifting aides such as back support belts, dollies, etc. Get help if you need it.

22.4 When lifting heavy objects, follow these steps and refer to the illustration below:

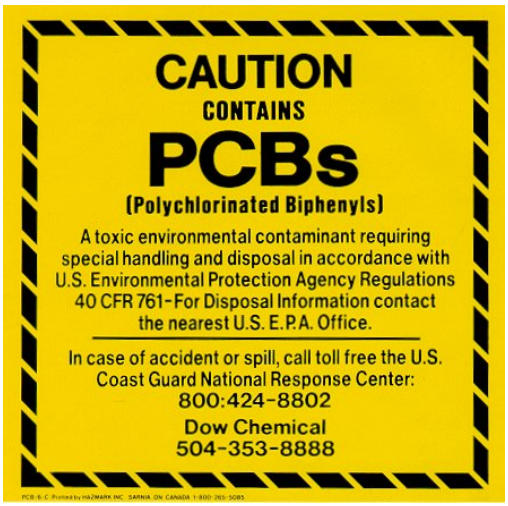
22.4.1 Test the object's weight before handling it. If it seems too heavy or bulky, get assistance.
22.4.2 Face the object, place one foot behind the object and one foot along its side.
22.4.3 Bend at the knees.
22.4.4 Get a firm, balanced grip on the object. Use the palms of your hands, and use gloves if necessary.
22.4.5 Keep the object as close to your body as possible. (Pull the load in close before lifting.)
22.4.6 Lift by straightening your legs and slightly unbending your back.
22.4.7 If the object is too heavy or bulky, get help.
22.4.8 Do not twist the back or bend sideways.
22.4.9 Do not perform awkward lifts.
22.4.10 Do not lift objects at arm's length.
22.4.11 When moving objects, proceed with caution through doors and around corners.

23.0 Polychlorinated Biphenyls (PCBs)

23.1 PCBs are found in many oil-based items, electrical fluids, capacitors, light ballasts, and transformers. PCBs are known carcinogens that are toxic to humans through skin exposure, inhalation, and ingestion. PCBs cause skin disorders and they irritate the eyes, ears, nose, and throat.

23.2 Before shipping, handling, or disposing of oil-based products, TAMU employees must determine if their products contain PCBs. Common trade names for PCBs include the following:

23.2.1 Aroclor and Aroclor B
23.2.2 Abestol
23.2.3 Askarel and Adkarel
23.2.4 Chlorextol
23.2.5 Chlorinol
23.2.6 Clorphen
23.2.7 Diaclor
23.2.8 Dykanol
23.2.9 Elemex
23.2.10 Eucarel
23.2.11 Hyvol
23.2.12 Inerteen
23.2.13 No-Flamol
23.2.14 Pyranol
23.2.15 Pyroclor
23.2.16 Saf-T-Kuhl
23.2.17 Sanotherm



23.3 Owners are specifically responsible for properly handling any equipment containing PCBs. For example, PCB transformers must meet the following requirements:

23.3.1 PCB transformers and owners must be registered with the local Fire Department.
23.3.2 The PCB transformer and access to the PCB transformer (fences, doors, etc.) must be plainly marked with a PCB label.
23.3.3 Combustible materials may not be stored within five meters of a PCB transformer or enclosure.
23.3.4 If a transformer is involved in a fire-related incident, the National Response Center must be notified.
23.3.5 Radial PCB transformers must be equipped with high current fault protection. Units with secondary voltage of 480 volts or greater must be equipped with low current fault protection.

23.4 The Texas Commission on Environmental Quality (TCEQ) considers PCBs to be special waste. Contact Environmental Health & Safety for disposal procedures.

23.5 ***IMPORTANT:*** *Report all PCB leaks (e.g., transformer leaks) to the Environmental Health & Safety immediately.*

24.0 Preventing Slips and Falls

24.1 It is easy to prevent falling accidents. Employees should always follow good housekeeping practices and pay attention to their environment to avoid slips and falls.

24.2 In addition, employees should follow these guidelines:

24.2.1 Turn on office lights. Ensure that passageways are adequately lighted.
24.2.2 Avoid horseplay.
24.2.3 Avoid unnecessary haste. Do not run in work areas.
24.2.4 Use ladders or step-stools to reach high places. Never climb onto chairs, tables, drawers, or shelves.
24.2.5 Keep hallways and stairwells neat and free of obstacles.
24.2.6 Remove items that may pose a potential slipping hazard.
24.2.7 Clean up spills as soon as they occur.
24.2.8 Never obstruct your view when walking.
24.2.9 Do not wear clothing that is too long or shoes that have slippery heels or soles.
24.2.10 Hold the handrail when using stairs.
24.2.11 Be careful when walking on wet surfaces or when entering a building while wearing wet shoes.
24.2.12 Report uneven surfaces, such as loose or missing floor tiles, to the Physical Plant for repair.
24.2.13 Wear the proper Person Protective Equipment on your feet when working in, around or on slippery/slick surfaces.

25.0 Smoking

25.1 The United States Surgeon General and the Environmental Protection Agency have determined the following:

25.1.1 Breathing secondary smoke causes various diseases and allergic reactions in healthy non-smokers.
25.1.2 Separating smokers and non-smokers within the same air space does not eliminate exposure to environmental tobacco smoke for non-smokers.
25.1.3 Tobacco smoke and secondary tobacco smoke are Class A carcinogens.

25.2 To promote a safe, healthy, and pleasant environment for employees, students, and visitors, TAMU has instituted a smoke-free policy (University Rule 34.05.99.M1).

25.3 ***SMOKING POLICY:*** All University facilities, buildings, and vehicles, regardless of location or ownership, must be entirely smoke-free. This includes all foyers, entryways, classrooms, restrooms, offices, athletic facilities (indoor and outdoor), eating areas, and university-owned/leased housing.

26.0 Visitor Safety

26.1 Employees must take special care to ensure visitor safety. This is particularly important when bringing visitors to potentially hazardous areas such as construction sites or laboratories.

26.2 ***IMPORTANT:*** Office visitors should be escorted; worksite visitors should be escorted, supervised, *and monitored. Do not bring children to the workplace.*

26.3 If a visitor is injured, be sure to report the occurrence to Environmental Health & Safety after attending to the injury.

26.4 For more information regarding visitors in hazardous areas, please see University Rule 24.01.04.M6, Visitors in Hazardous Areas.

END OF SECTION