

Safety Hazard Correction Procedures

November 30, 2004

#	Safety Hazard- Highest Priority Eliminate or Minimize Hazard Within 36 Hours	Correction Procedure
a	Immediate traffic hazard <ul style="list-style-type: none"> o Broken signs o Ice o Road debris 	Call the Facilities Office at 463-5216 or e-mail "FACILITIES OFFICE" - Facilities office staff will immediately dispatch appropriate maintenance staff
b	Major water leaks, flooding, visible mold	
c	Electrical hazards (missing cover plates, exposed wires, ungrounded equipment, extension cords used as permanent wiring)	
d	Fire hazards including faulty equipment or supplies needed to ensure fires are appropriately cleaned-up or suppressed. <ul style="list-style-type: none"> o Expired charge on fire extinguishers o Exit signs not illuminated or obstructed from view 	
e	Chemical spills	
f	Smells that are irritating and may be toxic	
g	Falling objects – electrical lines, tree limbs, shelving, etc.	
h	Laceration hazards, sharp metal, large wood splinters (not the small ones in your hands) on part of facilities	
i	Slip, trip and fall hazards that are likely to cause an accident in the immediate future <ul style="list-style-type: none"> o Broken guard and hand rails, steps, objects sticking out of the ground in walkways o Ice 	
j	Slip, trip, and fall hazards that are likely to cause an accident in the immediate future <ul style="list-style-type: none"> o Boxes or other equipment located in walkways or near and on stairwells. 	Alert the manager of the department in which the hazard occurs. Manager to assign appropriate department staff to correct hazard. - Departments may ask Facilities for help or guidance in correcting these hazards if needed.
k	Overhead storage of heavy items or chemicals that might fall on top of people in their immediate workspace.	
l	Machinery, tools, and personal protective equipment that is not properly maintained <ul style="list-style-type: none"> o Exposed belts o Equipment with safety devices removed or not properly maintained (i.e. lock-out/tag-out) o Bench grinders with guards not properly adjusted o Compressed air nozzles that are not vented o Hammers with loose handles; mushroomed or cracked chisels o Broken ladders o Cracked gloves 	
m	Hazard Communication violations <ul style="list-style-type: none"> o MSDS are not readily available for all chemicals used in area. MSDS book or file is not alphabetized and does not have a table of contents o Unlabeled bottles or chemical containers o Staff who work with chemicals have not received hazard communication training. 	
n	Laceration hazards, sharp metal, large wood splinters (not the small ones in your hands) on department/shop/lab equipment	

#	Safety Hazard- Second Priority, Foreseeable Hazards Eliminate or develop a plan with timelines to eliminate within 2 weeks	Correction Procedure
a	Traffic problem areas that could lead to accidents <ul style="list-style-type: none"> o Faded striping o Poor signage, lack of signage 	Call the Facilities Office at 463-5216 or e-mail "FACILITIES OFFICE" - Facilities office staff will immediately dispatch appropriate maintenance staff
b	Water leaks	
c	Replacement of water damaged ceiling tiles or other building materials	
d	Minor tripping hazards <ul style="list-style-type: none"> o Uneven flooring surface o Holes in flooring o Handrails not provided in stairwells 	
e	Design flaws that can cause safety hazard <ul style="list-style-type: none"> o Sharp edges on buildings or building equipment 	
f	Indoor environmental quality concerns <ul style="list-style-type: none"> o Excessive dust o Stiffness/lack of air flow or air supply o Reactions that appear to occur only when in building from unidentified source 	
g	Heavy objects stored overhead in storage spaces (lifting/straining hazard)	Alert the manager of the department in which the hazard occurs. Manager to assign appropriate department staff to correct hazard. - Departments may ask Facilities for help or guidance in correcting these hazards if needed.
h	First aid kits and medical equipment not properly stocked or maintained	Alert the manager of the department in which the hazard occurs. Manager to assign appropriate department staff to correct hazard. - Departments may ask Student Health Staff for help or guidance in correcting these hazards if needed.
i	Ergonomic design of workspace that causes strain/discomfort	- Staff with ergonomic concerns should review the guidelines on the Ergonomics Committee website and adjust office to conform to recommended workstation set up. http://www.lanec.edu/shs/ergonomic.htm - If staff need additional assistance in adjusting office, contact a member of the Ergonomics Committee. Committee members are listed on the Ergonomics Committee website provided above.