

Minneapolis College of Art and Design



Employee Safety Manual

September 2016

MCAD EMPLOYEE SAFETY MANUAL

The following information is designed to help you understand your roll in safety while working as an employee on campus. The following steps need to be taken by both you and your manager or supervisor before you begin reading this document:

1. Managers and Supervisors will need a printed copy of the “MCAD Employee Safety Training Acknowledgement Form” and provide a copy of this manual for your department’s safety orientation. These documents are on the MCAD Occupational Safety Department Intranet website for viewing and use.
2. Each new employee should read the MCAD Employee Safety Manual and record their initials after each of the subject areas on the “Employee Safety Training Acknowledgement Form” that applies to their job position. Most sections will require reading and acknowledgement with the exception of positions that require the use of respirators and ladders. If you require use of a respirator please contact the Occupation Safety Coordinator for additional assistants.
3. Once the employee has completed the “MCAD Employee Safety Training Acknowledgement Form”, supervisors should have the employee sign and date it in the appropriate area provided at the end of the document. Managers and Supervisors must review the document, sign and date it in the same location. The “Employee Safety Training Acknowledgement Form” must then be forwarded it to the Occupational Safety Department.
4. Additional safety resources and procedures can be found by visiting the MCAD Occupational Health and Safety intranet site as well as the Public Safety intranet site. If you have further questions, the Occupational Health and Safety Department Coordinator can be reached by phone at 612-874-3371 ext. 1771 or by email at tmilbrath@mcad.edu.

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MCAD EMPLOYEE SAFETY

SAFETY PROGRAM

Administration

The Occupational Health and Safety Coordinator is the main administrator of the Safety Program and acts as the representative of the Vice President of Administration, who has the overall responsibility for safety on the MCAD campus. You, as an employee, have the responsibility to not create safety hazards, be alert to health and safety problems and inform management of any hazards so they can be eliminated.

SAFETY COMMITTEE

Purpose

The purpose of the Safety Committee is to act as a conduit between any employees, faculty, staff and the administration on safety related issues. Information on health and safety hazards, accidents, recommendations, etc. is channeled to the Safety Committee. Health and safety policies are then developed by the committee and transferred to the staff, faculty and students. If you have a safety concern, please make sure it is forwarded to the Safety Department by email at tmilbrath@mcad.edu and to your department supervisor so the condition can be controlled until the committee can act on it.

Activities

In addition, the Health and Safety Committee members participate in many of the activities of the safety program such as inspections, accident investigation, education, developing recommendations, approving use of new materials, policy and procedure development, etc.

Structure

The Safety Committee is made up of faculty, staff and if possible student representative(s). Faculty members serve staggered terms of two years to allow diverse viewpoints and for continuity of activities. New members are required to have an orientation training session of safety. Students are welcome to attend meetings at any time.

Meetings

Safety Committee meetings are held at least once a month often on the second Tuesday of the month during regular working hours, between September and May.

HAZARD COMMUNICATION – (MN) RIGHT-TO-KNOW

Purpose

The purpose of Hazard Communication – (MN) Right-To-Know is to ensure that the hazards of all chemicals and substances produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. The OSHA Hazard Communication Standard (29 CFR–1910.1200) applies to all employees in the United States. Please refer to MCAD written program for more information.

https://intranet.mcad.edu/sites/default/files/docs/haz_com_program.pdf

What the Law Covers

The law covers all employees in the workplace that may have an exposure to any hazardous chemical and substances.

Types of hazards Identified

Hazards are defined as an exposure that poses a physical or health hazard. Chemical manufacturers and importers are required to evaluate chemicals produced by them to determine if they are hazardous.

“Physical hazard” is one for which there is scientifically valid evidence that the chemical is a combustible liquid, a compressed gas, an explosive, a flammable substance, an organic peroxide, an oxidizer or an unstable (reactive) or water-reactive substance. It may also be harmful welding light or noise.

“Health hazard” is one that includes: cancer causing toxins, reproductive toxins, irritants, corrosives, sensitizers, organ target toxins as well as agents that may damage lungs, skin, eyes or mucous membranes.

Communication and Protection

The law requires employers to complete an annual chemical inventory and communicate information concerning the potential hazards and appropriate protective measures to employees. Departments using the chemicals will provide protection and information in the form of a Safety Data Sheets (SDS).

Safety Data Sheets (SDS)

All substances and chemicals produced in the USA must have a Safety Data Sheets (SDS's) that is supplied to the college. The SDS is a technical report that explains how to identify, use, handle, protect and store chemicals safely. It also explains any potential health hazard associated with the chemicals, what type of treatment should be given for exposure and the type of protection you should be wearing. When working with any chemical, you should be aware of any risks that are involved and what precautions need to be taken. By reading the SDS'S sheets provided, you will be able know the risk and what type of personal protection is required. The appropriate personal protection can then be obtained from your department. Safety Data Sheets (SDS's) can be obtained by asking the department or the Occupational Health and Safety Coordinator for the information.

Labels

OSHA, as part of its Hazard Communication Standards (MN Right-to-Know), requires that employers have proper labeling on all containers in storage. If you remove a chemical or substance from its original labeled package you must label the new container unless you are planning on using it up during your work hours. This helps everyone identify the contents and is a major compliance requirement.

Spills

If a spill occurs please notify your department head and the Public Safety Department. In many cases, the spill size and type of chemical will determine how cleanup will be approached and if the area will be to evacuated. Please provided the following information:

- Your Name
- Building and location
- What has been spilled and the size

WASTE MANAGEMENT, STORAGE AND DISPOSAL PROCEDURES

Waste Disposal

Legally, everyone has to properly dispose of hazardous waste. This includes companies, schools, colleges, and even individual artists. If you have questions about hazardous waste disposal, contact the Safety Coordinator at 612-874-3771 X 1771.

Requirements for Hazardous Waste Storage and Labeling

The Minnesota Pollution Control agency's Hazardous Waste Division has these specific storage and labeling requirements for hazardous waste:

1. Keep hazardous waste containers closed except to add or remove waste. After adding or removing waste, remove funnels and replace the container's lid.
2. If you start a container of hazardous waste it must be labeled. The label must be attached to the container with the words "HAZARDOUS WASTE", a clear description of the waste; the date the waste is first put into the container (accumulation start date).
3. Store waste in containers made of material compatible with the waste to prevent deterioration of the container. (Example: Don't store acids in metal containers.)
4. Do not store incompatible hazardous wastes in the same area. Strong acids and organic solvents are an example of incompatible materials, which need to be separated. You may refer to the Safety Data Sheets (SDS) for reactive concerns about the chemicals being stored.
5. Hazardous wastes and materials for recycling can be placed in the labeled boxes in the Main Building typically under the sinks in rooms 122, 142, 350, 300 405c and the basement of the MFA graduate building with proper labeling. The Coordinator collects them weekly.

FIRST-AID PROCEDURES

Emergencies

Minor first-aid may be self-administered and reported to your supervisor. In the case of an emergency, serious injury or illness, call **911**. Then call MCAD Public Safety for assistance by dialing "**X 1555**" on campus phone or **612 874-3555**. Public Safety personal are trained in first-aid. Be cautious of bodily fluids whenever any amount of blood and/or bodily fluids are present as they many contain infectious agents. Please, take precautions, and isolate the contaminated area

until properly cleanup of potential infectious material can be done. Please refer to **MCAD's Blood Borne Pathogens Control Plan at the Occupational Safety Internet website** for additional information.

Blood borne Pathogens

Employees who have the potential to come in contact with human blood or bodily fluids during the course of their work duties will receive Blood borne Pathogens training. Keep in mind, that no employee other than the Public Safety personal at MCAD is required to provide first-aid as a condition of employment. However, an employee that has had first-aid training might perform voluntary first-aid treatment as a Good Samaritan during an emergency. The use protective equipment is advised. If you feel you have been exposed to potential Blood borne Pathogens as a result of this action, you should report immediately to the Occupational Health or Public Safety Office.

After-Hours Work

The basic rule of first-aid assumes that staff, faculty and students are **not** working alone. There must always be someone around to get help in case of an emergency. The Public Safety Officers do routine checks but if you are staying after hours inform them that you will be working alone so they can make periodic checks in your working area.

Medications

Medication like aspirin and ibuprofen may be purchased in the college bookstore. As a rule the college does not supply medications.

Eyewash stations

Emergency eyewash stations are available throughout the MFA building, Main building Media Center, Printmaking Shop, the Northeast corner of the 3D Shop, Facilities Carpentry Shop and Paper making room in the Morrison building. When a foreign material lodges in the eye, rinse with large amounts of water for 15 minutes and call Public Safety. Acquaint yourself with the locations of the eyewash facilities and how they operate before they are needed. Be prepared to help someone else wash their eyes quickly in the event of an accident since they may not be able to find or operate the station and please wear eye protection to prevent injuries beforehand.

Safety Showers

An emergency safety shower is located in the Photo Lab and two are located in the Printmaking Shop. If splashed with a corrosive or irritating chemical, stand under the shower and start the water flowing. Then remove contaminated clothing. Rinse for at least 15 minutes. Call Public Safety. Wearing protective equipment will reduce the injury potential for this type of injury.

Medical Treatment

If you are an employee and you are injured on the job you will receive medical treatment at Minnesota Occupational Health Clinic. The clinic requires an Authorization Form, which can be obtained from Human Resources or Public Safety. This form is not required in the event of an emergency or after hours.

ACCIDENT REPORTING

Reporting an Accident

Any accident that causes injury to you or, damage to or loss of property **must** be reported immediately to Public Safety and your supervisor. A First Report of Injury Form must be and forwarded to Human Resources if you have a personal injury at work.

PERSONAL PROTECTIVE EQUIPMENT

Types of Personal Protective Equipment

Personal protect equipment (PPE) includes respirators, gloves, face shields, goggles, ear plugs and earmuffs, hard hats and protective clothing,

Gloves

Gloves are often the most important way of preventing skin problems and chemical transfer in to the body. Gloves need to be worn when working with solvents based coatings, cements, resins, adhesives, glass, wood, metals and many other substances. Departments will provide appropriate gloves to employees. Glove protection is very specific and one type may not protect against every chemical or process. See manufacturer recommendations and the SDS to select the right type. Consult the Occupational Health & Safety Coordinator or department supervisor with any questions regarding glove protection.

Eye and Face Protection

There are three basic categories of hazards against which the eyes and face must be protected:

- Flying particles. Cutting, grinding, sanding and drilling.
- Splashes or sprays of acids, alkalis, solvents or other irritants.
- Radiation (welding or unprotected lasers).
- Eye protection needs to be worn whenever these work activities are present.
- Get protection from staff or faculty department heads.

The type of eye or face protection required depends on the hazard. Safety glasses effectively protect the eye from solid materials (dust and flying objects) but are less effective at protecting the eyes from chemical splashes to the face. Goggles should be worn in situations where chemicals are handled or liquid splashes to the face are possible. Goggles form a liquid tight seal around the eyes, protecting eyes from splashes. When handling highly reactive substances or large quantities of chemicals, corrosives, goggles with a face shield should be worn.

Contact Lenses

Contact lenses do not provide eye protection and should not be used when handling any chemicals unless you are wearing safety goggles and/or a full-face shield. The capillary space between the contact lenses and the cornea may trap material on the surface of the eye. Chemicals trapped in this space cannot readily be washed off the surface. The material will cause pain in the eye and muscle spasms that will make it very difficult to remove the lens. Persons exposed to chemicals should not wear contact lenses unless they have on protective goggles and/or a full-face shield. Ask your department for this protection.

Prescription Safety Eye Wear Policy

As part of our commitment to a safe and healthy work environment, MCAD will provide prescription safety glasses for employees required to wear protective eyewear as part of their job. The department head will determine eligibility based on activities of each position and each department will be charged for the expense.

One pair of glasses will be provided every two years, conforming to the managed eye care programs. If a substantial part of the job requires outside work, an additional pair of tinted safety glasses may be ordered. If only some or occasional outside hours are required, clip on shades are recommended.

The glasses are provided through a network of eye care professionals and manufactured by Walman Optical. MCAD will cover the cost of frames, lenses and side shields. No cosmetic additions will be paid by the college and must be paid by the individual employee.

Foot Protection

The supervisor in your department shall ensure that each affected regular employee uses protective footwear when working at activities where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards. Employees who are exposed to foot hazards will be reimbursed \$150 per year for safety shoes. Only ASTM F2413-5 approved protective footwear will be allowed. Supervisor's approval is required for all protective footwear and the employees department will be charged for the expense. The employee will be reimbursed when a properly submitted expense form with a receipt is submitted to the Business Office. The following departments are eligible:

Departments/Functions:

Maintenance
Custodians/Grounds
3D Shop
Academic Services/Gallery

Hearing Protection

Whenever hearing protection is posted or where there is excessive noise sound levels exceed 85 dB over an eight-hour period, you must wear hearing protection. Hearing protection is required in situations that would include using power tools, power equipment and when the area is posted. Hearing protection is available for all jobs and can be obtained from the department you work in.

** Please note that personal music headphones do not provide hearing protection.*

Clothing and Hair

Loose clothing and hair could get caught in equipment or tools. Keep sleeves, drawstrings and hair contained while working near equipment and chemicals.

Hard Hat

Hardhats are required when you are working directly below someone. Obtain hardhat protection from your supervisor.

Long pants

Long pants should be worn to protect against sunlight, chemical contact, sparks, grinding, sawing, spraying and heat.

RESPIRATOR PROTECTION (If required by the department)

You need to read the SDS sheet to determine what type of respirator protection is required for the chemical or substances you are using. There are different types of respirators and filters that can be chosen.

You will be required to wear a half mask respirator equipped with a cartilage filter if:

Equipment or Processes Creating:

Dusts

- Abrasive blasting
- Dry grinding and polishing
- Sanding
- Drilling

Mists

- Aerosol spraying
- Air brushing
- Power spraying (all types)

If you must wear a half mask respirator equipped with a cartilage filter you will be required to go through a prescribed protocol, which will include the following:

Medical Exams

OSHA's respiratory protection regulation (29 CFR 1910.134) requires a respiratory clearance exam and pulmonary of each employee before they are assigned to wear a respirator. This is done to determine if there are any medical reasons you should not wear a respirator. These factors may include heart and lung problems, asthma or even claustrophobia.

Completing The Evaluation

The Department Head must contact the Occupational Health and Safety Coordinator, who will schedule a medical screening by filling out the Minnesota Occupational Health – Patient Care Authorization Form. This will be used to determine if the employee is medically qualified to wear a respirator. In addition a pulmonary function test will be conducted. You will take the form to the Clinic listed.

Minnesota Occupational Health
1661 St. Anthony Avenue
St. Paul, MN
651-968-5300

The appointment includes the following:

- A health history questionnaire (clearance exam)
- Examination of patient vital signs
- Pulmonary function test

The physician will indicate if you are, or are not, approved for fit testing and the wearing of a respirator by signing the authorization form.

The employee will return the completed Patient Care Authorization form to the Department Head. A copy of the Patient Care Authorization Form will be given to Human Resources and the Occupational Safety Department.

Fit Testing

After you have completed the Patient Care Authorization and before initial use the respirator must be fit tested to your face to make sure it fits correctly. This requires you to schedule the testing with the Occupational Health and Safety Coordinator. The Safety Coordinator may be reached at 612-874-3771 extension X 1771 or tmilbrath@mcad.edu.

Your Personal Respirator Care

After using your respirator you must clean and disinfect it before using it again. Be sure to remove all filters and cartridges and keep them dry during cleaning.

- Wash all components of the respirator in a mild detergent solution.
- Rinse everything thoroughly in clean warm water.

- Hand dry components with clean, lint free cloth or let them air dry.
- Once the respirator is completely dry, reassemble it.
- The respirator should be kept in a sealed plastic storage bag or another container that will provide protection against physical damage, contamination, dust, and sunlight or extreme temperatures. This will also prevent the cartridges from become activated preserving their ability to react to the chemical they are protecting you from. Store the respirator so that the face piece and exhalation valves rest in a normal position. This will prevent distorting the rubber and plastic.
- You should also store any cartridges that have been opened but not completely used in airtight zip lock storage containers.

PROPER LIFTING

Lifting of heavy equipment or materials is a common cause of back injuries. The Safety Coordinator will provide individual or department training upon request.

Common precautions include:

- Whenever possible use mechanical devices such as a two-wheeler to move heavy objects.
- Never lift weights that are too heavy. The current recommendation for men ages 20 to 35, is and maximum of 55 pounds, for women 33 pounds. These recommendations are for people in good physical condition having no previous back injuries. The maximum weight will be less if you have existing conditions issues, have had previous injuries or are older.
- The lifting method most generally recommended is to create a stable base by spreading your legs to shoulder width, flexing your knees, keeping your back straight with the weight close to your body and lifting so that you don't twist your spine.

GENERAL SAFETY GUIDELINES FOR STORAGE ON CAMPUS

Storage

If you are assigned the task of storing materials in any of the campus buildings, you should make sure of the following:

- Make sure the materials do not block designated fire exits and aisle ways.
- Make sure the materials are kept behind designed floor markings or as indicated by signage.
- Make sure the materials are stored safely and will not fall over potential striking someone.
- Make sure the materials are not blocking the loading and unloading area like the loading-dock area in the 3-D shop.
- Make sure the materials do not block eyewash stations.
- Make sure the materials do not block fire extinguishers or fire equipment.
- Make sure the materials do not create a tripping hazard.
- If you are not sure where something should be placed make sure you ask the department supervisor.

LADDER SAFETY (If required by the department)

Choosing the Right Ladder

There are several kinds of ladders for a variety of uses. First, evaluate the work environment it will be used in. Each of the following considerations addresses safety issues in your work environment:

- Will the ladder be resting on an uneven surface?
- Is the work area crowded with people and/or materials?
- What obstructions are in the path of the climb?

Next, the proper ladder length must be selected. It is unsafe to use a ladder that is too long or too short. When using a stepladder, for example, standing on the top cap or the step below the top cap is not permitted due to the increased likelihood of losing your balance. Likewise, when using an extension ladder, the top three rungs are not to be used for climbing. Safety standards require a label on the ladder to indicate the highest standing level.

A ladder is too long, for example, if ceiling height prohibits the ladder from being set-up at the proper angle. Likewise, an extension ladder is too short if the ladder does not extend more than three (3) feet beyond the upper support point to access a roof or similar level. Next, consider the Duty Rating of the ladder. This is an indication of the maximum weight capacity the ladder can safely carry. To figure out the total amount of weight your ladder will be supporting, add:

- Your Weight; plus
- The Weight of Your Clothing and Protective Equipment; plus
- The Weight of Tools and Supplies You Are Carrying; plus
- The Weight of Tools and Supplies Stored on the Ladder

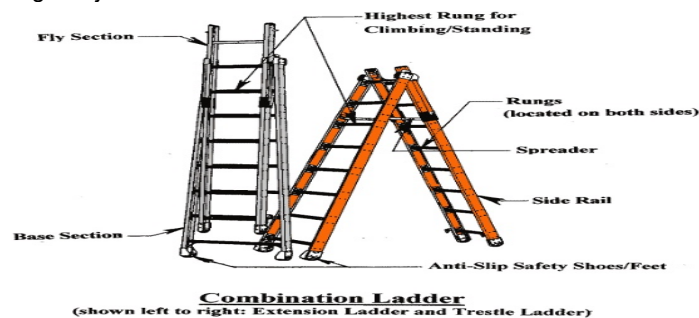
There are five categories of ladder Duty Ratings:

Type IAA (Extra Heavy Duty)	375 pounds
Type IA (Extra Heavy Duty)	300 pounds
Type I (Heavy Duty)	250 pounds
Type II (Medium Duty)	225 pounds
Type III (Light Duty)	200 pounds

The Duty Rating of your ladder can be found on the specifications label on the ladder. Safety standards require a Duty Rating sticker to be placed on the side of every ladder. Do not assume that a longer ladder has a higher weight capacity. There is no relationship between ladder length and weight capacity.

Ladder varieties and Inspections

Your work environment, including the physical size restrictions, is probably the most important factor in determining the variation of ladder to use for a given job.



A Combination Ladder is a portable ladder. This type of ladder can be designed with either steps or rungs, and the inclusion of a pail shelf is optional. When steps are present, the ladder should be erected so that the step surfaces are horizontal. Either spreaders or a locking device can be used to securely hold the front and rear sections in the open position.

An instruction label appears on each Combination Ladder to either illustrate the locking mechanism, provide instructions for the locking mechanism, or both. It is important that the users become familiar with the proper operation of the locking mechanism and make sure all the joints are locked before using the ladder. Never attempt unlocking or repositioning any of the joints while standing on the ladder.

Another on-product label illustrates all the acceptable uses and positions for a given Combination Ladder. Configurations not illustrated on the label are not to be used. All four feet of a Combination Ladder are covered with a slip-resistant material, which must be present, and in good condition before the ladder is used. The ladder must not be used on ice, snow or slippery surfaces unless suitable means to prevent slipping is employed. The ladder must never be placed upon other objects such as boxes, barrels, scaffolds, or other unstable bases in an effort to obtain additional height.

Extension Ladders

Selection of extension ladders size requires knowledge of the height of the top support point. In the event the top support point is a roof eave, the top of the ladder must extend approximately three feet above the roof eave if the climbers' intent is to access the roof. The ladder must also be tied to the upper access level before climbing onto or off the ladder at the upper level. The user must take care when getting on or off the ladder at the upper level in order to avoid tipping the ladder over sideways or causing the ladder base to slide out.

Extension Ladders should be erected as close to a pitch of 75 1/2 degrees from the horizontal as possible for optimum resistance against the bottom of the ladder sliding out, strength of the ladder, and balance of the climber. A simple rule for setting-up the ladder at the proper angle is to place the base a distance from the wall or upper support equal to one-quarter of the length of the ladder side rails. Check the side rail label for directions

In cases where the work site imposes a height restriction on the ladder length, the user may find that longer ladders are not capable of being set-up at the proper 75 1/2 degree angle. To safeguard against the bottom of the ladder-sliding out, select a shorter extension ladder.

There are also situations where the use of a particular ladder length creates a gap in the height of a wall that can be reached by the user. For example, a 14-foot extension ladder cannot be used to work on a wall below a certain height because the user would be too far out from the wall. Usually, the lower portion of the wall can be reached from the ground up to a height of about 7 feet. When working from the 14-foot extension ladder, working from the ladder below 10-feet becomes a problem. These conditions create a gap between 7 and 10-feet in height where another ladder selection is recommended. To work in this zone, a shorter self-supporting ladder such as a stepladder configuration should be considered.

In an effort to avoid losing your balance and falling off a extension ladder, the user must not step or stand higher than the step indicated on the label marking the highest standing level.

Stepladders

A stepladder requires level ground support for all four of its side rails. If this work site condition does not exist, the stepladder configuration should not be selected for the job.

In order to prevent tipping the ladder over sideways due to over-reaching, the user must climb or work with the body near the middle of the steps or rungs. The ladder should be set-up close to the work. Never attempt to move the ladder without first descending, relocating the ladder, and then re-climbing. Do not attempt to mount the ladder from the side or step from one ladder to another.

In an effort to avoid losing your balance and falling off the stepladder, the user must not step or stand higher than the step indicated on the label marking the highest standing level. The user must also not step or stand on the bucket/pail shelf, if so equipped.

When ascending or descending the ladder, always face the ladder and maintain a firm handhold. Do not attempt to carry other objects in your hand(s) while climbing.

Proper Care and Inspection of all Ladders

A thorough inspection must be made when a ladder each time it is placed into service. Clean the climbing and gripping surfaces if they have been subjected to oil, grease or slippery materials. Inspect the working parts, bolts, rivets, step-to-side rail connections, and the condition of the anti-slip feet (safety shoes).

Broken or bent ladders, and ladders with missing or worn out parts must be taken out of service and marked, for example, "Dangerous – Do Not Use" until it is destroyed. No attempt shall be made to fix ladders and notify your supervisor when the ladder is broken.

AERIAL AND POWER ELEVATED PLATFORM LIFTS

Who Has Access?

Only individuals who have been properly trained by the Occupation Safety Coordinator may operate aerial lifts and power elevated platforms lifts. A list of those individual is available at the Public Safety desk. If you are required to operate any of the Aerial platform lifts in your department contact the Occupational Safety Coordinator.

https://intranet.mcad.edu/sites/default/files/docs/20141118-Aerial_Lift_Policy.pdf

ELECTRICAL SAFETY

The Electrical Program

Only employees qualified in this program may conduct adjustments, repair or replacement of electrical components or equipment.

Your Responsibilities

- Report electrical deficiencies immediately to supervision.
- Properly inspect all electrical equipment before use.
- Do not attempt to repair any electrical equipment.

Please refer to the electrical extension cord policy in the Occupational Health and Safety Website under General Safety for more information.

SAFETY AT MCAD

Safety and Health Coordinator

The Occupational Health and Safety Coordinator's Office is located in the Morrison building, room L100a. Faculty and staff are welcome to stop by to discuss any health and safety concerns or questions. Since the Coordinator is only on campus part-time (T-W-Th), it is important that you phone ahead for an appointment. You may reach him at 612- 874-3771 X 1771.