

New Mexico Institute of Mining & Technology



Safety & Health Program

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New Mexico Tech Occupational Health and Safety Program

Introduction

The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees, students and visitors continues to be the first consideration in the operation of this university.

It is our intent to comply with all laws governing the health and safety of our employees. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this University is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best management practices of Public Universities. To be successful, our program must embody the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of Public Universities. Our goal is nothing less than zero accidents and injuries.

Associate Vice President
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New Mexico Institute of
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Health and Safety Guidelines

Revisions: September 20, 2004
December 13, 2001

Program Responsibility: The University Safety Director is Mark Waggoner. He is solely responsible for all managerial facets of this program and has full authority to make necessary decisions to ensure success of the program. Safety is also the responsibility of every employee of this University. The Assistant Safety Director is Dennis Hunter.

The Safety Director will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This University has expressly authorized the Safety Director and the Assistant Director to halt any operation where there is danger of serious personal injury.

Program Content: The New Mexico Institute of Mining and Technology safety and health program will include, but is not limited to development and maintenance of the following:

1. University Health and Safety Program Guidelines
2. Written Programs
3. Safety Committee
4. Routine Safety and Health Inspections
5. Safety Meetings
6. Accident and Incident Reporting
7. Accident Investigation
8. Record Keeping Requirements
9. Disciplinary Actions for Willful Unsafe Acts
10. General Safety Rules for all Departments
11. Equipment Safety and Certification
12. Employee Training

1. University Health and Safety Program Guidelines.

The Safety Director will review and evaluate this document:

- On an annual basis.
- When changes occur to 29 CFR that prompt a revision (OSHA)
- When changes occur to any related regulator document that prompts a revision of this document.
- When facility operational changes occur that require a revision of this document.

2. Written Individual Program.

The Safety Director will develop and maintain written individual procedures for the types of hazards/issues that New Mexico Institute of Mining and Technology employees will or could potentially be exposed to. Each program will be reviewed/revise on an annual basis or as required by the respective governing OSHA Standard. Each program insofar as possible will be maintained as an independent program to avoid situations where it is unclear where responsibility for given issues belong. This program is a work in place document. Additional written programs will be written, approved and added. Each written program will be communicated to all personnel that are affected by it. Each will encompass the total workplace, regardless of number of workers employed or the number of work shifts. They will be designed to establish clear goals and objectives.

The following individual safety programs will be maintained:

- Accident Investigation
- Hazard Communication
- Fire Prevention
- Lock-Out/Tag-Out
- Confined-Space
- Occupational Ergonomics Program
- Cranes and Hoists
- Electrical Safety
- Machine Guarding
- First Aid/Injury Procedures
- Power Tools Safety
- Welding and cutting safety
- Compressed Gas Safety
- Ladders and Stairs
- Personal Protective Equipment
- Hearing Conservation
- Bloodborne Pathogens
- Forklifts/Powered Industrial Trucks
- Heavy equipment safety and maintenance
- Laboratory Chemical Hygiene Safety

3. Safety Committee.

3.1 Composition. The University Safety Committee will be comprised of members of management/supervisor and hourly personnel. The make up of the committee will consist of the following:

Mark Waggoner, Safety Director, Facilities Management, Ext. 5401
Dennis Hunter, Assistant Safety Director, EMRTC, Ext. 5312
Curtis Verploegh, Hazardous Waste/Safety Officer; R&D, Ext. 5842
Kathleen Morin, Safety Specialist, Ext. 6659
New Mexico Tech; Grounds hourly employee
New Mexico Tech; Trades, hourly employee
New Mexico Tech; Academic, professional
New Mexico Tech; Residential Life Representative
New Mexico Tech; Human Resources Representative

3.2 Principal Responsibilities. The principal responsibilities of the safety committee will be as follows, as directed by the Assistant and/or Safety Director:

- Assemble the safety team every four to eight weeks to initiate management level safety meetings.
- Conduct and/or oversee departmental safety inspections.
- Review accident/injury reports and discuss corrective actions.
- Direct and monitor departmental training and safety meetings.
- Discuss and report on unfinished business from previous meetings.
- Discuss new activities that affect the safety of employees and visitors.
- Maintain appropriate records of activities.
- Require department heads to sit in on the committee meetings whenever deemed necessary.

3.3 Charter for the Safety Committee will be to encourage safety awareness among all employees. It will be established to monitor safety performance, safety inspections and aid in the administering of the safety program. Objectives are:

- To constantly be aware of conditions in all work areas that can produce injuries.
- To aid the University in complying with all laws pertaining to safety and maintain a safety program that conforms to the best management practices of a Public University.
- To ensure that no employee is required to work at a job that is not safe or healthful.
- To place the personal safety and health of each employee of this University in a position of absolute primary importance.
- To aid in the prevention and reduction of occupationally induced injuries and illnesses.
- To the greatest degree possible, aid management in providing all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

- To maintain a safety and health program conforming to the best management practices of a University.
- To establish a program that instills the proper attitudes toward injury and illness prevention not only on the part of supervisors and employees, but also between each employee and his or her co-workers.
- To ultimately achieve a safety program that reflects the best management, practices, here at New Mexico Institute of Mining and Technology.

4. Routine Safety and Health Inspections. Safety and health inspections will be conducted to identify and correct safety hazards throughout the University. These routine inspections will assist in discovering conditions and work practices that lead to injuries. Objectives are:

- Inspection team composition. The University safety inspection team will be comprised of two or more members of the safety committee.
- Inspection Intervals. The Safety Director will coordinate inspection dates and times with all assigned inspection team members. The team will conduct inspections as directed by the Safety Director or the Assistant Safety Director.
- Hazard priority classification system. Hazards will be rated according to the following rating system. Where it is unclear where a hazard should be rated the next higher priority classification will be assumed.
 - *Priority 1 Hazard.* The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment or material. This would include working on substandard equipment or high risk heavy equipment operations.
 - *Priority 2 Hazard.* Unsafe condition or work practices that could cause serious injury, industrial illness or disruptive property damage.
 - *Priority 3 Hazard.* Unsafe condition or work practices that might cause a recordable injury or industrial illness or property damage.
 - *Priority 4 Hazard.* Minor condition, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first-aid case.

4.1 Inspection elements. Where an individualized safety program or standards operating procedure exists, the established standard will be used as the basis for the inspection. An inspection form tailored for New Mexico Tech has been developed and will be the primary vehicle to identify improvement opportunities.

4.2 Inspection report. The committee will develop a safety report based on the inspection items noted during the inspection. The responsibility for this report will be rotated among the safety committee members. The following items will be accomplished:

- The report will be distributed immediately to maintenance personnel responsible for correcting deficiencies noted during the inspection. Maintenance personnel will use the hazard classification system to prioritize deficiency correction. This report will be forwarded to New Mexico Risk Management for review.

- The report will be distributed to all supervisors and key management personnel. Supervisors will brief the results to all employees under their control. Any employee requesting to be placed on the distribution list will be accommodated.
- The safety committee will develop a statistical analysis of injuries noted to determine jobs/areas that have a high incidence of injury potential. These areas will be emphasized during inspections and meetings.

5. **Safety Meetings**. A well ordered flow of information is essential to a good safety program. The University, through a program of safety meetings at all levels, intends to accomplish the goals of safety awareness, education, and participation:

- Safety meeting outlines. The Safety Specialist will develop outlines addressing various topics of importance to the safety of our employees. The outlines will be flexible. They will be intended to be adapted to the widest range of situations and groups. Supervisors can add the level of detail required making the material completely relevant to his or her employees.
- Safety meeting schedules. Employees will be given periodic safety briefings by their respective supervisors. Safety briefings will be given immediately:
 - Upon initial job assignment or reassignment.
 - When operational changes to equipment or the job occur.
 - When a co-worker in their department is injured (i.e. emergency procedures).
 - When manufacturers provide safety-related information pertaining to defects, use, etc., for equipment used by this University.

5.1 **Supervisor meetings**. Safety will be included in the agenda of all routine supervisor meetings. The Safety Director will keep department heads informed of safety performance developments in the area of accident prevention, and safety. Each Department head will be responsible for ensuring the information is transmitted to their staff.

The Safety Specialist will maintain all safety meeting records.

6. **Accident and Incident Reporting**. All employees are required to report potential or known hazards immediately to their supervisor. The following procedures apply:

6.1 Person reporting hazard:

- Notify department supervisor of the hazard.
- Accomplish lockout/tagout if required on the machine.
- Forward report immediately to the Safety Director.

6.2 Supervisor:

- Notify all affected workers of hazard.
- Notify the Facilities Management maintenance crew of hazard, if required.
- Ensure hazard is properly marked and controlled.
- Contact Safety Director if needed.

7. **Accident Investigation**. Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries.

Immediate concerns.

- Ensure any injured person receives proper care.
- Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure those procedural problems or defects in certain models of equipment do not exist.
- Start the investigation promptly.
- Investigation Team. The accident investigation team will be composed of two or more members of the safety committee.
- Accident Investigation Form. A standardized investigation form which details specific University requirements for investigation has been developed which will be used to gather data to determine causes and corrective actions.
- Reviewers. A member of management responsible will review all injury investigation reports for the department/section involved ensuring pertinent information is transmitted to all concerned and remedial action taken.

8. Record keeping requirements. New Mexico Tech fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately preceding the current calendar year must comply with the provisions of 29 CFR 1904. This section provides for record keeping and reporting by New Mexico Tech covered under 29 CFR 1904. Records will be established on a calendar year basis.

8.1. New Mexico Tech will report under 29 CFR 1904.8 concerning fatalities or multiple hospitalization accidents. (Human Resources)

8.2. New Mexico Tech will maintain a log of occupational injuries and illnesses under 29 CFR 1904.2. We will develop reports under 29 CFR 1904.21 upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses. (Human Resources)

8.3. Through our Human Resources Department, New Mexico Tech shall:

- Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.
- Enter each recordable injury and illness on the log and summary as early as practicable but no later than 6 working days after receiving information that a recordable injury or illness has occurred. For this purpose, form OSHA No. 200 will be used. The log and summary shall be completed in the detail provided in the form and instructions on form OSHA No. 200.

8.4 Supplementary record. In addition to the log of occupational injuries and illnesses (OSHA 200) this employer shall have available for inspection at each of our facilities within 6 working days after receiving information that a recordable case has occurred. (Human Resources)

- The record shall be completed in the detail prescribed in the instructions prescribed by the Occupational Safety and Health Administration Form OSHA No. 101.

8.5 Annual summary. New Mexico Tech will post an annual summary of occupational injuries and illnesses for each facility under our control. This summary shall consist of a copy of the year's totals from the form OSHA No. 200 and other relevant safety information. New Mexico Tech will post the

annual summary at Facilities Management and at the Energetic Materials Research building. (Safety Director)

- 8.6** Records retention. Records provided for in 29 CFR 1904.2, 1904.4 and 1904.5 (including form OSHA No. 200 and its predecessor forms OSHA No. 100 and OSHA No. 102) will be retained for 5 years following the end of the year to which they relate. These records will be kept at the Human Resources Department. (Human Resources)
- 8.7** Access to records. New Mexico Tech shall provide, upon request, records provided for in 29 CFR 1904.2, 1904.4, and 1904.5, for inspection and copying by any representative of the Secretary of Labor. This is for the purpose of carrying out the provisions of the OSHA act. Representatives of the Secretary of Health, Education, Welfare, or by any representative of a State accorded jurisdiction for occupational safety and health will be welcome at this University. (Human Resources)
- 8.8** Reporting of fatality or multiple hospitalization accidents. Within 8 hours after the occurrence of an employment accident which is fatal to one or more employees or which results in hospitalization of three or more employees, New Mexico Tech (through the Safety Director) will report the accident either orally or in writing to the nearest office of the Area Director of the Occupational Safety and Health Administration, U.S. Department of Labor. (Safety Director)

9. Disciplinary Actions for Willful Unsafe Acts. Employee safety is paramount at New Mexico Tech. The willful commitment of an unsafe act cannot and will not be condoned. Employees who willfully jeopardize their own or coworker safety can be disciplined, as outlined in the New Mexico Tech handbook. The type of discipline can range from a verbal warning to dismissal. Any willful violation of a priority 1 & 2 hazard may result in a 3 day suspension without pay. Any willful violation of a fall protection, trenching or scaffolding hazard may result in a 3 day suspension without pay.

10. General Safety Rules for all departments.

The following safety rules are established by New Mexico Tech as general safety rules for all department and divisions.

- Never operate any machine or equipment unless you are authorized and trained to do so.
- Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.
- Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.
- Make sure all safety attachments are in place and properly adjusted before operating any machine.
- Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.
- Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes; sandals or other open-toed or thin-soled shoes should not be worn.

- Do not wear loose, flowing clothing or long hair while operating moving machinery. Long hair must be secure.
- Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your foreman.
- Never oil, clean, repair or adjust any machine while it is in motion.
- Never repair or adjust any electrically driven machine without opening and properly tagging the main switch.
- Put tools and equipment away when they are not in use.
- Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
- Keep all aisles, stairways and exits clear of skids, boxes, air hoses, equipment and spillage.
- Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
- Stack all materials neatly and make sure piles are stable.
- Keep your work area, machinery and all NMT facilities which you use clean and neat.
- Do not participate in horseplay, or tease or otherwise distract fellow workers.
- Power-truck operators must safeguard other workers at all times; workers must show courtesy to power-truck operators.
- Filing cabinets, desks, storage cabinets and other storage devices should have drawers closed when not in use to prevent tripping hazards.
- Floor mounted extension cords should not be placed so that they are flush to the ground at all times.
- Frayed or damaged electrical cords should be replaced.
- Never take chances. If you're unsure, you're unsafe!
- If ever unsure, don't!