The College complies with all federal, state, and local safety, health, and environmental regulations. The information contained in this policy addresses the protocol for campus safety, health, and environmental issues and includes the following sections:

- Safety and Security Committee
- General Safety Issues
- Bloodborne Pathogens
- First Aid/Medical Emergencies
- Hazardous Materials
- Fire Emergency Procedures
- Severe Weather Warning

Complete information related to the above-listed areas is contained in the following media:

1. Hazard Communication Program
   The purpose of the Hazard Communication Program is to inform employees about hazardous substances in the workplace, potential harmful effects of these substances, and appropriate control measures. The primary tools of this program are warning labels, Safety Data Sheets (SDS) and employee training. Copies of the program are maintained in the Facilities, Security, and Public Safety Departments.

2. Emergency Response Guide
   This is a quick reference guide for various emergency situations. The guide is provided to all employees and can be found in all classrooms.

3. Emergency Response Plan
   This is a complete detailed document for specific emergency responses and business continuity planning. The document is only intended for use by the Emergency Response Team and emergency responding agencies.

Safety and Security Committee
The College has a Safety and Security Committee that reviews and makes recommendations for changes to College policies and procedures related to campus safety and security. This committee also reviews the maintenance of College facilities to address potential safety and security issues and recommends improvements.
Contact the Safety and Security Committee by calling Campus Security at 715-365-4420 or Facilities at 715-365-4419. The Nicolet College Safety Committee consists of the following employees:

- Director of Risk, Compliance, and Security (Co-Chair)
- Dean of Public Safety (Co-Chair, and Campus Safety Officer/Chief Chemical Hygiene Officer)
- Director of Facilities
- Chief Information Officer
- Director of Human Resources
- Workers Compensation Representative
- Campus OSHA Training Representative
- Chief Chemical Hygiene Officer

**General Safety Issues**

It is every employee’s responsibility to take precautions related to workplace safety. Any employee who observes potentially hazardous situations must contact their immediate supervisor, the Director of Facilities, or a member of the Nicolet College Safety and Security Committee immediately.

**Bloodborne Pathogens**

Federal law, as administered by the Occupational Health and Safety Administration (OSHA), mandates the Bloodborne Pathogens Standard to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens” that employees may encounter in their workplace. The complete Bloodborne Pathogen Exposure Control Plan is available in the Library and in the Campus Security Department.

**First Aid/Medical Emergencies**

Nicolet employees should not diagnose illness or injury or administer medication of any kind.

- Call 911, if needed.
- If 911 is called, notify a member of the Emergency Response Team at 715-375-4999 when safe to do so.
- Inform the Facilities Department at 715-365-4419 if blood or bodily fluids are involved.
- Keep the ill or injured person as comfortable as possible.
- Do not perform any first aid beyond your certified training.
- Do not move a person that has fallen or appears in pain.
- Report any details leading to the injury to responding officers and emergency services.

Employees must wear disposable gloves when rendering first aid where blood or any other body fluids are involved. Disposable gloves are available in all first aid kits. CLINI-TROL trays (body fluid clean-up kits) are available and are located next to the first aid kits. CLINI-TROL trays must be used to clean up body fluids. Body fluids should not
be cleaned up with paper towels, etc. All employees are expected to review and follow the procedures outlined in the current Emergency Response Guide.

Hazardous Materials

The Director of Facilities has the overall responsibility for the Hazard Communication Program and the Safety & Security Committee will review the program. Nicolet College will rely on the hazard determinations indicated on the Safety Data Sheet (SDS) supplied by and/or obtained from manufacturers or importers. A master list of chemicals will be maintained for all chemicals and products on premises. The Director of Facilities or designee is responsible for maintenance of this list.

Employees who order chemicals are responsible for obtaining SDS and forwarding a copy to the Director of Facilities or his/her designee when the chemical is received. If a SDS is not provided by the seller, the employee must immediately report it to the Director of Facilities. Hazardous chemicals received without the appropriate SDS must not be used until a SDS is obtained from the manufacturer and employees have had sufficient time to review it.

A Hazard Communication Program for Nicolet College has been developed to comply with the OSHA Hazard Communication Standard, 29 CFR 1910.1200 and 29 CFR 1926.59. This program applies to all work operations of Nicolet College where employees may be exposed to hazardous chemicals under normal working conditions or during emergency situations.

The purpose of the program is to ensure that the hazards of all chemicals at Nicolet College are known and that information concerning these hazards is communicated to potentially affected employees. Transmittal of the information is to be accomplished by means of employee training programs. The training programs include, but are not limited to, the contents of the written program, container labeling guidelines (SDS), discussion of the properties of hazardous chemicals handled, safe handling procedures, and protective measure to be taken by employees working with and around these chemicals. Training and information will be documented and will include the following information:

- The requirements of the Hazard Communication Standard.
- Any operations in work areas where hazardous chemicals are present.
- The location and availability of this program, the chemical inventory list, and SDS.
- Methods and observations that may be used to detect the presence or release of a hazardous material.
- Physical hazards of chemicals (e.g., potential for fire or explosion).
- Health hazards of the chemicals, including signs and symptoms of exposure to chemicals, and any medical condition known to be aggravated by exposure to the chemical.
- Measures employees can take to protect themselves from these hazards (e.g., personal protective equipment required, proper use and maintenance, work practices or methods to assure proper use and handling of chemicals, and procedures for emergency response).
• Work procedures that should be followed to assure protection when cleaning hazardous chemical spills and leaks.
• How to read and interpret the information on both labels and SDS and how employees may obtain additional hazard information.

Retraining will be conducted when the hazards change or when a new hazard is introduced into the workplace or work area. The Director of Risk, Compliance, and Security is responsible for coordinating with Human Resources the initial employee training. The Director of Facilities is responsible for coordinating training for employees when new chemicals are introduced into the work area or whenever there is new information about a chemical presently used in the workplace.

The program or course instructors are responsible for instructing their students about the following aspects of hazardous materials safety for their work area:
• Where the SDS for the chemicals are found in that work area and how to understand them.
• How to read chemical labels.
• How to safely handle the chemicals, including learning about special protection and special precautions.
• Which methods and observations are to be used to detect the presence or release of hazardous chemicals.
• Which first aid procedures to follow.
• Which procedures to follow in the event of a spill.

Contracted service vendors are responsible for hazardous materials and hazard communication training for their employees.

**Fire Emergency Procedures**
The latest information related to this area can be found in the Emergency Response Guide and the Emergency Response Plan. All students and employees are expected to review and follow the procedures outlined in the current Emergency Response Guide.

**Severe Weather Warning**
The latest information related to this area can be found in the Emergency Response Guide and the Emergency Response Plan. All students and employees are expected to review and follow the procedures outlined on the latest Emergency Response Guide.