

NEW MEXICO HIGHLANDS UNIVERSITY
Safety Plan



RECYCLING CENTER
2017



New Mexico Highlands University Emergency Contact Information

Emergency Response

Emergency (Fire, Law Enforcement, EMS) 911

When reporting an emergency, provide the following:

- Your Name and Phone Number
- Exact location of the incident (example- Recycling Center)
- Details of the emergency (what happened, equipment involved, chemicals involved, etc.)
- # of people involved
- Stay on the phone with the 911 Dispatcher until first responders arrive

Internal (NMHU) Resources

NMHU Police/Security Dispatch	454-3278
NMHU University Safety Officer (EHS Director)	Office: 426-2059 Cell: 429-1266
Recycling Center Coordinator	454-3260
Facilities Custodial Manager	426-2242
Facilities Department	454-3260

External Resources

New Mexico State Police	505-425-6771
NM State Police Hazardous Materials Bureau	505-476-9620
Las Vegas City Police	505-425-7504
Las Vegas Fire Department	505-425-6321
Las Vegas/San Miguel County Emergency Management	505-425-6190
Alta Vista Regional Hospital	505-426-3500
New Mexico Poison Control	1-800-222-1222
NIOSH (Technical Information Source)	1-800-232-4636
CHEMTREC (Emergency Chemical Response Information)	1-800-424-9300
Substance Identification (CAS number/name)	1-800-848-6538
National Response Center	1-800-424-8802
New Mexico Environment Department-Solid Waste Bureau	505-827-0197



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1.0 PURPOSE

The purpose of *NMHU Recycling Center Safety Plan* is to provide guidance to New Mexico Highlands University (NMHU) personnel on safety standards and requirements for effective and safe procedures within the Recycling Center. The safety plan should be understood and followed by all staff, work-study students, and employees working at or in conjunction with the Recycling Center. Supervisors, managers and the Environmental Health and Safety Department are responsible for distributing and enforcing the safety procedures at the Recycling Center.

2.0 FACILITY INFORMATION

New Mexico Highlands University is currently operating the NMHU Recycling Center located on the northeast corner of the campus of New Mexico Highlands University. The location is included within the community of Las Vegas, New Mexico. The site is centrally located to serve the community of New Mexico Highlands University and residents of Las Vegas. NMHU staffs the center for the receipt of recyclable items.

2.1 Acceptable Items

- Aluminum
- Tin Metal
- Scrap Metal
- Paper
- High Density Polyethylene
- All Plastics # 1-9
- White Goods (excluding items with Freon)

2.2 Prohibitive Items

- Light bulbs
- Styrofoam
- Electronics
- Bio-Hazards
- Bubble-wrap
- Shredded paper
- No items containing Freon
- No Hazardous Materials

2.3 Hazardous or Chemical Waste

Hazardous materials, chemical waste and all other unauthorized wastes **will not be** accepted at the facility. If unauthorized materials are illegally disposed at the site, the Environmental Health and Safety Department (EHS) should be contacted immediately. The area should be secured and access denied to all personnel until so warranted by the EHS Director/University Safety Officer. THE EHS Department will coordinate with the appropriate authorities including the New Mexico Environment Department, Solid Waste Bureau for cleanup needs and disposal.



2.4 Operational Awareness

NMHU will ensure staff will be on duty during the hours of operation. During staffed hours, waste and designated recyclables (listed above) will be accepted. The Recycle Center Coordinator will be responsible for interacting with customers, maintaining records, screening loads, maintaining the cleanliness of the facility, and reporting problems and operational needs to the Facilities Department supervisor/foreman.

2.5 Signage and Required Forms

The NMHU Recycling Center maintains the following signage and/or forms:

- Hours of Operation
- Emergency Telephone Numbers
- Delivery Instructions
- Acceptable Items
- Prohibited Items
- NFPA 704 Placards *Identification of the Hazards of Materials for Emergency Response*
- OSHA Accident Prevention Signs
- Fire Extinguisher Locations
- First Aid Location
- No Fires Allowed
- No Scavenging Allowed
- Safety Data Sheet(s) Forms
- Authorized Personnel Only Signs

2.6 Litter Control

Every practicable measure will be taken to contain litter. Staff will manually pick up any blowing litter as necessary, including litter in the areas immediately surrounding the station.

2.7 Fire Suppression

No fires or burning material are allowed on the Recycle Center. No oily rags or other possible sources of spontaneous combustion will be stored at the Recycle Center.

2.8 Odor and Vector Control

Staff will be alert for excessive and unusual foul odors and unusually high vector counts. The best control for these problems is maintaining a clean site.

2.9 Access Control

The NMHU Recycling Center maintains chain-link fence around the perimeter of the site. In addition, security of the site includes authorized personnel only and is locked during non-operational hours. Security cameras are also monitored by NMHU Police.



3.0 HEALTH AND SAFETY STANDARDS

The following information is the minimum safety standards that will be followed and maintained by the NMHU Recycling Center.

3.1 Personal Protective Equipment

All personnel working at the NMHU Recycling Center are required to have the minimum personal protective equipment (PPE). The PPE shall be maintained in a reasonable and useable manner to provide the required protection for the employee. The NMHU Recycling Center and Facilities Department maintains a current inventory that includes personal protective equipment (PPE) available to the operators. Additional PPE should be stored at the NMHU Recycling Center and provided to visitors and/or guests. NMHU Recycling Center staff will be trained on the use of PPE and all other safety equipment.

Staff shall be trained in the use of PPE and provided with the following PPE:

- Safety Boots – OSHA approved
- Reflective vests
- Appropriate gloves
- Safety glasses
- Hard Hat
- Ear protection
- All other equipment as appropriate

3.2 SDS (MSDS) Forms

The EHS Department will conduct an inventory of any cleaning chemicals used at the facility. A binder will be placed inside the office with the current cleaning chemical SDS forms. A sign notifying the location of the binder will be placed by the EHS Department outside of the office in clear view of employees and/or visitors.

3.3 Emergency Equipment

The following emergency equipment is maintained at the NMHU Recycling Center:

- 10-lb ABC fire extinguishers
- Emergency eyewash
- First aid kit
- Spill absorption material
- Hand tools – for containing spills



4.0 CONTINGENCY PLAN

The information below depicts the contingency plan in case of an emergency or incident at the Recycling Center.

4.1 Responsible Personnel

During hours of operation the Recycling Center Coordinator will be responsible for handling an emergency. The Recycling Center Coordinator may also be relieved by the University Safety Officer or NMHU Police. Any situations involving police or fire departments will be assumed by the appropriate legal authority or incident commander.

4.2 Assessment

The Recycling Center Coordinator will make an initial assessment of the situation. If the incident requires immediate intervention, and can be done so safely, the Recycling Center Coordinator will take appropriate measures. For example, a small fire should be extinguished immediately. Any possible source of ignition will be removed from the incident area, providing this can be done without risk. Vehicular traffic or equipment use should immediately be suspended and work ceased until the emergency situation is under control.

4.3 Notification

In situations requiring police, fire, or emergency medical services, the Recycling Center Coordinator will immediately call 911. The University Safety Officer and NMHU Police Department shall also be notified after contact has been made to 911. In the case of a non-life threatening emergency, NMHU Police shall be immediately notified of the situation.

4.4 Intervention/Response

In the event of an emergency situation, the Recycling Center Coordinator must take all reasonable measures to prevent the occurrence, recurrence, or spread of a fire or unplanned release to other portions of the facility or its surroundings. These measures include, when applicable and necessary, ceasing facility operations and containing and collecting any release materials and/or fires.

4.5 Hazardous Materials

In the event illegal dumping of hazardous materials, 911 shall be called. Individuals working at the facility must immediately evacuate to their pre-determined evacuation point. NMHU Police and the University Safety Officer shall be contacted after contact has been made to 911.

4.6 Medical Emergencies/First Aid

In cases of a medical emergency, 911 shall be called. If first aid can be administered safely, the on-site facility personnel shall provide aid until professional assistance arrives. Staff will immediately summon medical assistance, being as explicit as possible in reporting suspected types of injuries or illness. The injured person will not be moved, except when necessary to prevent further injury. The information below shall be provided to 911 Dispatch.



When reporting a medical emergency, provide the following:

- Your Name and Phone Number
- Exact location of the incident (example- Recycling Center)
- Details of the emergency (what happened, equipment involved, chemicals involved, etc.)
- # of people involved
- Stay on the phone with the 911 Dispatcher until first responders arrive

5.0 HEALTH AND SAFETY TRAINING

Health and safety training is essential for all employees working at the Recycling Center. Required training will be coordinated with the Facilities Department and the EHS Department. Training will be provided to all new employees as well as annual refreshers for staff. In addition, tailgate safety briefings shall be provided on a monthly basis. All training will be documented and maintained by the Facilities Department, the EHS Department and placed in the individual employee’s personnel file.

5.1 Training Requirements

The training identified below is list of trainings that are required for all personnel associated with the Recycling Center.

Training Area (Topic)	Occurrence	Responsible Party
Fire Extinguishers	Annual or as needed for new employees	EHS Department
Emergency Evacuation Protocols	Annual or as needed for new employees	EHS Department
Fire Safety	Annual or as needed for new employees	EHS Department
Hazard Communication	Annual or as needed for new employees	EHS Department
OSHA Specific Training	As needed	EHS Department
First Aid	Annual	EHS Department
Fall Protection	Annual	EHS Department
Lifting Procedures	Annual	EHS Department
Spill prevention, spill response and procedures	Annual	EHS Department
Proper use of PPE	Annual or as needed for new employees	EHS Department
Initial Safety Orientation	New employees	Recycling Coordinator
On-the-Job Training	As needed	Recycling Coordinator
Equipment Use	New employees/annual refresher	Recycling Coordinator
Equipment Safety	New employees/annual refresher	Recycling Coordinator
Compactor Use	New employees/annual refresher	Recycling Coordinator
Contamination of Recycled Materials	New Employees/ annual refresher	Recycling Coordinator
Contents of Safety Plan	Annual or as needed for new employees	Facilities Department



5.1 Documentation

Training should be documented and kept on record by the Recycling Coordinator and/or the EHS Department. Records should include the date of training, the content of the training, and the signature of the trainee, acknowledging their full understanding of the risks and precautions of the activities they will participate in.

6.0 HIGH RISK MACHINE/EQUIPMENT USE

The information below outlines the safety and operating requirements for the trash compactor and the skid-steer loader.

6.1 Trash Compactor

Many severe injuries are caused each year by improper use of trash compactors. Injuries such as amputations, lacerations, and even fatalities have been the direct result of trash compactor misuse. The Recycling Center, Facilities Department and the EHS Department shall institute specific safety controls and instruct employees as to appropriate safe practices to follow when using trash compactors.

6.1.1 Management Controls

- Written safe operating rules should be reviewed with all employees who will use the compactor. Documentation of this training should be maintained in the employees' personnel files.
- Appropriate safety signs for proper use of the compactor should be posted. Bilingual signs shall be used in addition to the safety signs.
- The "Emergency Stop Buttons" should be well labeled and located in a prominent, easy to reach location.
- If the compactor is equipped with a loading door, the door should be interlocked with the main power switch so that the compactor will not operate when the door is in the "open" position.
- De-energizing and/or lockout procedures should be established and followed during maintenance and repair operations.
- If a loading platform is necessary, it should be substantially constructed of noncombustible materials and have a nonslip surface.
- The general public and untrained employees should be kept from the trash compactor room at all times.

6.1.2 Safe Practices

- The compactor area of room should be kept locked at all times.
- The compactor operating key should never be left in the machine when unattended. Only responsible, trained employees should be given keys.
- The entire area (especially the floors) surrounding the compactor should be kept clear of debris and other materials at all times.
- Employees should never place hands and arms, or climb into the compactor. Long-handled hooks and rods should be used to clear jams. When performing such operations, the compactor should be de-energized.
- All point of operation guards should be kept in place at all times. If maintenance/repair operations require their removal, guards should be replaced prior to the restart of the compactor.



- Electrical control box doors should be kept closed and secured at all times.
- Never hose down the compactor when the power is on. Turn the power switch to the OFF position and remove the key prior to washing the compactor or the immediate floor area.
- Before compacting garbage, the interior of the bin should always be checked.

6.2 Skid-Steer Loader

The steps below depict the safe procedures for operating a skid-steer loader.

6.2.1 Safe Operating Procedures:

- Read and understand all safety and operating procedures outlined in the operator's manual, workshop manual, and safety decals.
- Operate the loader only when properly positioned in the operator's compartment—never from the outside.
- Stay seated when operating the loader controls.
- Operate with the seat belt snugly fastened and the restraint bar properly positioned, if one is provided.
- Keep hands, arms, legs, and head inside the operator's compartment while operating the loader.
- Load, unload, and turn on level ground when possible.
- Travel and turn with the bucket in the lowest position possible. Carry the load low.
- Operate on stable surfaces only.
- Avoid slippery surfaces.
- Do not travel across slopes. Travel straight up or down, with the heavy end of the machine pointed uphill.
- Keep bystanders away from the work area.
- NEVER modify or bypass safety devices.
- NEVER carry riders.
- Be aware that each machine may operate differently.

6.2.2 Enter and Exit:

- Enter and exit a loader when the bucket is flat on the ground or when the lift-arm support device is in place.
- When entering a loader, face the seat and keep a three-point contact with handholds and steps.
- NEVER use foot or hand controls as steps or handholds.
- Keep all walking and working surfaces clean and clear of debris.
- Before leaving the operator's seat: — lower the bucket flat on the ground, — set the parking brake, — turn off the engine.

6.2.3 Maintaining the Machine in Safe Operating Condition:

- Follow the manufacturer's instructions.
- Keep the foot controls free of mud, ice, snow, and debris.
- Regularly inspect and maintain the following safety devices: — Control interlocks — Seat belts — Restraint bars — Side screens — Rollover protective structures (ROPS) — Falling object protective structures (FOPS)
- NEVER modify or bypass safety devices.



- NEVER exceed the manufacturer's recommended load capacity.
- If you must perform service under a raised bucket, make sure the lift-arm support device is in place.

8.0 AMENDMENTS/MODIFICATIONS

The *NMHU Recycling Center Safety Plan* is intended to be a working document. Modifications and/or amendments should be suggested in writing to the Environmental Health and Safety Director. The Environmental Health and Safety Director will meet with the appropriate individuals to discuss changes/modifications. If modifications/changes are warranted, the changes will be reflected either as an Amendment or within the safety plan. Distribution and dissemination of changes will be the responsibility of the Environmental Health and Safety Director.

The procedures contained herein have been adopted and accepted by New Mexico Highlands University Executive Team, the University Safety Officer (Environmental Health and Safety Director), the Faculty Senate and the Director of Facilities. In addition, the procedures were adopted as policy by the New Mexico Highlands University Board of Regents on December 15, 2017.

Prepared by:

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