PROPERTY & LIABILITY INSPECTION

SWACC
Statewide Association of Community Colleges

November 2011

Prepared For

GAVILAN JOINT COMMUNITY COLLEGE

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

Prepared By

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INTRODUCTION

During November, 2011 Keenan & Associates conducted a Property & Liability Inspection for the Gavilan Joint Community College. The purpose of the inspection is to assist the District in their Property & Liability Loss Prevention Program.

The inspection was conducted by Lawrence Moglia.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank Jeff Gopp for their assistance, cooperation, and support to the consultant in completing the site inspections.

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LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the schools, associated properties and playgrounds. This effort was directed at identifying unsafe conditions within these properties. The observations are based upon conditions observed at the time of the inspection and were apparent to the inspector.

The information contained in this report does not certify that the schools, District Office, Maintenance facilities, grounds, equipment, material, or operations are in compliance with any federal, state, or local law, rule, or regulation.

The goal of our inspection was to (i) assist the client in evaluating it's self-audit procedures, (ii) facilitate the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

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SCOPE OF SERVICES

The sole purpose of the inspection is to reduce the frequency and severity of property and liability losses at the District by identifying those hazards that could result in those types of losses and by providing recommendations to the District on ways to correct the hazards.

As part of the inspection, the following programs were reviewed:

- Security
- Emergency Preparedness
- Fire Prevention
- Playground Safety
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Asbestos Operations and Maintenance
- Self-Inspection Program

In addition, a physical inspection of the following areas was conducted:

- Playground equipment
- Athletic equipment, facilities housing playground, and athletic equipment including:
  - Bleachers
  - Stadiums
  - Athletic fields
  - Swimming/Diving pools
  - Weight rooms
  - Gymnasiums
  - Basketball nets/backboards
  - Hard court areas
  - Ball walls
  - Locker rooms
- Industrial arts, science, home economics classrooms, and equipment including:
  - Science labs and storage rooms
  - Art and ceramics rooms
  - Photography rooms
  - Wood shops
  - Metal/welding/machine shops

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Auto shops
Home economics rooms
Computer/technology labs
Libraries
Graphics/print shops

- A representative sampling of general classrooms
- Grounds and common areas including:
  - Sidewalks
  - Walkways
  - Parking lots Turf
  - Multipurpose rooms
  - Cafeterias
  - Theaters
- Maintenance/grounds and transportation facilities
- Electrical and mechanical rooms
- Boiler rooms
- Identify adjacent properties that may pose a hazard

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SITES INSPECTED

The following list of sites inspected was provided to the Loss Control Consultant by Lawrence J. Moglia.

- GAVILAN COLLEGE
- HOLLISTER AVIATION
- HOLLISTER BRIGGS
- MORGAN HILL (COMMUNITY CENTER)
SUMMARY

Gavilan College was originally established in 1919 as San Benito County Junior College. It operated under this title until 1963, when a new community college district was drawn that included both San Benito and southern Santa Clara Counties. Successful passage of a local bond in 1966 provided the needed funds to construct the present campus at Santa Teresa Boulevard in Gilroy. The Gavilan Joint Community College District is comprised of 2,700 square miles encompassing southern Santa Clara and most of San Benito County. In the spring of 1997, instructional sites were added in Hollister and Morgan Hill to augment offerings on the main campus.

LOSS EXPERIENCE REVIEW

Prior to the inspection, Liability and Property claims were reviewed to determine if the cause of these claims have the potential to be addressed in the inspection and note for correction. There was two significant liability and no property claims for the calendar years 2009/2011. Liability claim 2009, Employment Liability, total paid $20,000.00. Claimant states discrimination. 2010, Auto Accident $1,000. Claimant claims back injury.
PROGRAM REVIEW

SECURITY

Survey Findings:
The District has an effective security program that includes security officers to patrol building and grounds, including enforcement of parking regulations. The security officers are not armed, and utilizes Santa Clara Sheriffs Department for serious law enforcement issues as requested. The sheriffs department has been issued keys to gain entrance to specific areas and buildings as required. Escort services are available to staff and students, and are instructed to contact 911 in the case of an emergency.
Corrective Action:
None at this time.

EMERGENCY PREPAREDNESS

Survey Findings:
The District has instituted an emergency preparedness program, that includes NIMS/SEMS formal training for staff. The Emergency Management programs have been successfully integrated in to the Districts Safety Committees. The District had conducted a "Table Top Drill" in the November 2011 State Wide Drill. Emergency evaluation routes are posted in class rooms and buildings.
Corrective Action:
None at this time.

FIRE PROTECTION

Survey Findings:
All District buildings are protected by an electronically monitored system. Test signals are sent daily to the fire control panels to ensure two-way digital communications that are monitored by Superior Alarm. The Fire Department is required to be notified within three minutes by campus security in the event of an confirmed alarm and will activate an internal phone tree to notify selected district personal. At the time of the inspection, no documentation was available to ensure fire extinguishers were inspected monthly.
Corrective Action:

PLAYGROUND SAFETY

Survey Findings:
All visitors are escorted throughout the Center. Infants, toddlers, and pre-school age children are segregated into their respective communal areas and playgrounds are fenced.

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and parents are required to sign-in upon entering the Center.

Corrective Action:
Rope swings on trapeze bar are worn or damaged and requires to be UHplaced.

PEST MANAGEMENT

Survey Findings:
The District has an Integrated Pesticide Management Program (IPMP) in effect. Wherever possible, the preferred method is to use biological controls or natural substances for controlling pests, plant diseases, and weeds on campus. Herbicide "Round-Up" is used to control vegetation in non-sensitive including posted signage "WARNING PESTICIDE USE" in accordance with regulatory agencies. In addition the District has contracted outside pest control to a local vendor, Target Pest Control to control wildlife from the sounding areas.
Corrective Action:
None at this time.

CHEMICAL SAFETY

Survey Findings:
The District has developed and implemented an Emergency Response & Preparedness Program associated with chemical exposures, emergency evacuations, earthquake, etc. The overall purpose of the plan is to be prepared for the unexpected. Appropriate precautions for chemical storage and handling were noted to be well controlled with regard to gas, oil, fertilizers, etc. in maintenance areas. Chemical storage and handling was noted to be properly controlled in chemical storage rooms and science labs within the science facilities. All eyewash and deluge stations viewed were not tested and documented.
Corrective Action:
Eyewash stations and deluge showers should be tested and documented monthly to ensure in good working condition. In addition, eyewash stations and deluge showers located in science are recommended to be Semi-monthly.

FORKLIFT/UTILITY CART PROCEDURES

Survey Findings:
The District currently has a formal key control and training program for employees operating utility carts. A formal training program is in place for forklift operators within the Facilities Department. They do not document the equipment inspections.
Corrective Action:
A written forklift program, daily inspection logs, and training records should be available for review if requested by a regulator agency, 29CFR 1910.178.

ASBESTOS OPERATIONS AND MAINTENANCE

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Survey Findings:
District employees have received awareness asbestos and lead training. The administration does not permit employees to disturb asbestos. If any asbestos removal is required, this work is contracted out.

Corrective Action:
The District should take steps to assure that all staff during the course of their normal work duties receives Asbestos Awareness Training (2 hours).

SELF-INSPECTION PROGRAM

Survey Findings:
Currently the District does not have a formal self-inspection program. Hazardous issue are reported through "Service Work Orders". The District has a written Injury and Illness Prevention Program (IIPP) for Workplace Safety which will be accessible through the District's website. The IIPP addresses the physical hazards, training and inspections as required by Title 8 CCR Section 3203.

Corrective Action:
The District should continue to work to develop a comprehensive documented site/department self-inspection program. The documentation can then be maintained on site for review by any requesting agency. IIPP to be reviewed and updated as required.

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

GAVILAN COLLEGE
CAMPUS BOOK STORE
Shipping & Receiving Area. The position of electrical power cords created a trip/fall hazard. Cords should be routed away from walking areas or properly secured to eliminate hazard.

GAVILAN COLLEGE
LIBRARY

LI- 126 -128. The practice of using extension cords and/or surge bars creates a fire hazard. The equipment should be connected directly to the electrical supply, or if this is not possible, one surge bar may be used or one extension cord can be used temporarily.

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GAVILAN COLLEGE
LIBRARY
Room # 201. The use of electric space heaters should be discontinued due to the fire hazard they present.

GAVILAN COLLEGE
MAINTENANCE YARD
Maintenance Shop. The blade guard on the table saw was missing and should be replaced.

GAVILAN COLLEGE
PHYSICAL SCIENCE
Room # 101, 105, 106 and 112 emergency natural gas and/or electricity shut-off should be provided, clearly labeled and access maintained at all times.

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GAVILAN COLLEGE
POOL FILTRATION AREA
Boiler Room Pit Area. Open exposure to pit, fall protection existing safety chain should be in place at all times.

GAVILAN COLLEGE
THEATRE
The collection of electric power cords to one electric outlet should be replaced with U.L. approved multi-outlet electrical receptacle or surge bar to reduce fire and electric shock hazards.

GAVILAN COLLEGE
THEATRE ROOM 130

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Electric space heaters were observed throughout the District. They were located in offices, classrooms, and custodial closets. The use of electric space heaters should be discontinued due to the fire hazard they present.