



GAVILAN COLLEGE

Injury and Illness Prevention Plan

The Gavilan Joint Community College District Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203.

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SECTION I

INTRODUCTION

In order to maintain a safe and healthful work environment the Gavilan Community College District has developed this Injury & Illness Prevention Program (IIPP) for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program, as well as the District's responsibility as an employer to provide a safe and healthy work environment. The program includes but is not limited to the following: Hazard Identification and Correction; Steps taken to assure Employee Compliance; Injury Incident and Near Miss Investigations; Employee Safety Training; Safety Communication; and Program Documentation. By making employee/workplace safety a high priority for every administrator, supervisor and employee, we will work together as a team to reduce workplace injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the Gavilan Joint Community College District.

GOALS

Implementation of this program will accomplish several notable goals for Gavilan Joint Community College District. Most notably it will:

1. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and hazardous exposures to District personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees to temporary modified work assignments, as well as reducing the need to find and train replacement employees to replace employees who cannot return to their duties.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes and Cal/OSHA standards.
6. Gavilan Joint Community College District recognizes that as an employer it bears the responsibility for maintaining a safe and healthy work environment for all of its employees.

The District takes this responsibility seriously and will do all it can to meet this requirement.

STATUTORY AUTHORITY

- ❖ California Labor Code Sections 142.3 and 6401.7.
- ❖ California Code of Regulations Title 8, Sections 1509 and 3203.

This manual is intended to provide each department at Gavilan Joint Community College District with the information and guidance necessary to comply with the regulation. Following is a brief summary of the required activities to comply with this law.

- A program coordinator or his/her designee will be responsible for the implementation and maintenance of this program. Any questions can be directed to the Program Coordinator's attention.
- Gavilan Joint Community College District has developed through its negotiated collective bargaining process, disciplinary procedures, and processes with regard to employee compliance with safety rules and safe work practices. It will be the responsibility of managers and supervisors to ensure that the safety rules and work practices are implemented in a fair and non-discriminating manner, as well as offering positive reinforcement and recognition for employees who do an exemplary job of promoting a safe work environment by both example and who communicate to peers on safety issues.
- Managers and supervisors are required to ensure that safety and health information is communicated to the employees within their supervision. There are suggested methods to follow in the manual; however, methods may be expanded as special circumstances related to their area dictate.
- Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system have been developed to meet this requirement.
- The immediate supervisor of the employee must investigate each work-related injury or illness. Forms and procedures for this investigation are included in the Appendices of this manual.
- Deficiencies or hazards identified during a self-inspection or in an Injury Incident/Near Miss investigation must be corrected. Supervisors/managers must ensure that employees adhere to the correction. The priority of the correction of the hazardous condition should commensurate with the hazard. **Documentation is required.** Copies of documentation must be kept in each department as well with the Coordinator.
- All employees should receive appropriate training in identifying and guarding against injury and illness hazards associated with their work. Documentation is required detailing the date the topic, presenters, and the signatures of those employees in attendance. Copies of training documentation must be kept in each department as well with the Coordinator.

Cooperation and support are important elements in making this a successful program. Your positive, cooperative attitude is appreciated.

PROGRAM MANAGEMENT

RESPONSIBILITY

STANDARD:

The person with the authority and responsibility to implement and manage the Injury & Illness Prevention Program (IIPP) is identified as the Program Coordinator. All levels of the District Administration have been informed and accept that the Program Coordinator or his/her designee has the authority to enforce the elements of this program, regardless of position of stature within the organization.

REQUIRED ACTIVITIES:

1. Edward Medal, Director of Facilities is identified as the Injury and Illness Program Coordinator for the District and is responsible for administering the requirements of the Program per Section 3203 of Title 8 of the California Code of Regulations, General Industry Safety Orders.
2. The Program Coordinator or his/her designee will maintain overall control of the required activities, which have to occur at various intervals throughout the year. All managers and supervisors will implement the required Program activities for their respective area of responsibilities.
3. Failure on the part of managers and supervisors to implement required Program activities will result in appropriate disciplinary action.
4. The Program Coordinator or his/her designee, or the appropriate area Manager/Supervisor will be available to answer technical questions involving self-inspections, employee training, and other aspects of the administration of this IIPP.
5. Some aspects of the IIPP will have to be implemented as appropriate at the time an Injury Incident/Near Miss occurs. For example, if an employee violates a work rule, a verbal warning should be given at the time; or if a work-related injury occurs, an Injury Incident/Near Miss Investigation Report should be completed immediately.
6. Department managers and supervisors must assure that all purchase requisitions for chemicals or products containing hazardous materials include a request for Safety Data Sheets (SDS). The Purchasing Department will request from vendors Safety Data Sheets for any and all chemicals as directed by specific departments. Department managers and supervisors must ensure that SDS are received and retained by the department.
7. The Purchasing Department will also request that all tools and equipment purchased for use by District employees meet the American National Standards Institute safety standards. The ANSI standards are the guidelines used by Cal OSHA as the benchmark for its enforcement group.

MOTIVATION AND DISCIPLINE

COMPLIANCE

STANDARD:

A system should be in place to ensure that employees comply with safe and healthy work practices. This may include the use of incentives, training or retraining, and disciplinary action.

REQUIRED ACTIVITIES:

1. To encourage safe behavior on the job, first line supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.
2. Any employees making an exceptional contribution to the Safety Program should be recognized with a brief letter (with a copy to the employee's personnel file).
3. If a supervisor observes an employee performing in an unsafe manner, he/she should determine the reason. If disciplinary action is required, the procedure identified in item # 4 below should be used. If a lack of knowledge is involved, appropriate training should be provided as soon as possible and before the employee tries to repeat the task, **Documentation Required**.
4. When an employee is uncooperative and deliberately does not support the Program, or does not follow safe work practices, disciplinary action in accordance with the collective bargaining agreement should be exercised.
5. All employees will receive copies of the District General Safe Work Practices and Job Specific Codes of Practices, upon hire and when a new job assignment is undertaken.

COMMUNICATION

REQUIRED ACTIVITIES:

1. When conducting employee meetings for any purpose, subjects relating to on-the-job safety and health issues should be included as appropriate. Examples include:
 - An injury within the department could serve as an instructional topic.
 - An identified hazard and to work with or around it to prevent injury.
 - An unsafe work behavior observed during normal work activities
 - The directive for everyone to observe, identify, and report defects that could cause injury to themselves or to others.
 - This would include but is not limited to the following, wipe up food spills, spilled drinks in common areas and warning others of potential workplace hazards.
2. If an employee is exposed to a new work activity that could cause problems either immediately or in the future, a hazard specific training program should be conducted. Training could either take place at the work site under the guidance of the supervisor or it could require an off-site program.
3. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids, warning signs, and other media directed at employee health and safety.
4. Other written communications on subjects which may be of importance can be provided to employees directly. (Example: earthquake preparedness, fire evacuation, how to handle bomb threats, and other appropriate subjects).
5. Consider having a “Suggestion Box” in the work area for employees’ contribution to the two-way communication efforts to reinforce the safety program.
6. Records or minutes should be kept of all meetings, training programs, postings, and other required activities in which safety issues are discussed. Copies should be sent to the Program Coordinator or his/her designee.

HAZARD IDENTIFICATION

REQUIRED ACTIVITIES:

1. A workplace safety inspection guide has been developed for general work areas and laboratory spaces within the Gavilan Joint Community College District.
2. At a minimum of semi-annual intervals, workplace safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator or his/her designee. A knowledgeable, interested employee should be selected to perform the semi-annual self- inspection. Extra checklists should be kept in the attachment section.
3. Additionally, safety inspections shall be made to identify and evaluate hazards when new processes, substances, procedures, or equipment are introduced; and whenever the employer is made aware of a new hazard or a previously unrecognized hazard.
4. New equipment, tools, and materials to be used by District employees should first be evaluated for work related injury and illness hazards by Department Manager or Supervisor. Identified hazards should be documented and addressed in a timely manner.
5. Prior to conducting the semi-annual safety inspection, the selected employee should review general and specific safe work practices.
6. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.
7. Once immediate corrective actions have been taken, a copy of the inspection should be forwarded to the Program Coordinator or his/her designee for review and appropriate filing. A work order may be submitted to Facilities Department to address specific corrective actions. A copy should also be provided to the department manager/supervisor for the purpose of documentation for follow-up on both completed and uncompleted items.
8. All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in order of importance in relation to potential injury severity, most serious identified hazards first.
9. If for some valid reason a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.
10. The Program Coordinator or his/her designee will follow-up to ensure that all unsafe conditions and unsafe work practices have been corrected. Records should be retained for three years.

INJURY INCIDENT/NEAR MISS INVESTIGATIONS

REQUIRED ACTIVITIES:

1. All employees should know and understand that they are to report all work-related injuries, illnesses or near miss to their supervisor immediately at the time the injury or illness takes place. A near miss is defined as an activity or event in which an injury could have occurred, but did not (for example a tool falls from an elevated platform and narrowly misses an unprotected worker below).
2. As soon as possible (or after first aid treatment has been administered), the manager/supervisor should conduct a comprehensive investigation of the Injury Incident/Near Miss by reviewing the work site, examining tools or equipment involved, and interviewing the involved employee and witness. The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. Completed Investigation forms should be kept in the document section of this manual.
3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the workplace, and in some cases disciplinary action. A copy of the Injury Incident/Near Miss Investigation Form should be forwarded to the Human Resources department, with the first report of injury within twenty-four hours of the Injury Incident/Near Miss. The Human Resources department should send a copy to the Program Coordinator or his/her designee.
4. The Program Coordinator or his/her designee will maintain a log the Injury Incident/Near Miss Investigation Report so that a follow-up can be made to ensure the corrective action was taken.
5. The Supervisor's Injury Incident/Near Miss Investigation Form for Gavilan Joint Community College District can be found in Appendix A of this Injury & Illness Prevention Program.

HAZARD CORRECTION

REQUIRED ACTIVITIES:

1. All employees, especially managers and supervisors, have the responsibility to observe, identify, and report unsafe conditions as part of their responsibilities. Waiting until the semi-annual inspection takes place is only inviting Injury Incident/Near Miss incidents.
2. Identifying and correcting unsafe work practices and conditions is a required activity within this program and must be taken seriously. No employee will be disciplined or discriminated against for reporting an unsafe condition.
3. When an unsafe condition is reported, the supervisor or manager should prepare a written statement of the condition and either correct it immediately or produce a work request for the Maintenance Department at maintenance@gavilan.edu.
4. When an imminent hazard exists and cannot be immediately abated without endangering employee(s) and/or property, please notify the Director of Facilities Services immediately.
5. Assuring correction or replacement of unsafe equipment conditions is the responsibility of the department to which the equipment belongs. Copies of the work request for repairing unsafe conditions and/or equipment should be forwarded to the Program Coordinator or his/her designee.
6. Semi-annual, Safety Inspection Reports will be completed by someone within the department. The process is discussed, and responsibilities are outlined in the “Employee Training” section of the manual.
7. Copies of all work request and other actions designed to repair or eliminate work hazards will be sent to the Program Coordinator or his/her designee. The Program Coordinator or his/her designee will track open items to ensure they are completed within a reasonable time frame. Expenses of repairs may be the responsibility of the department requesting the repairs.
8. Thorough documentation on particular issues must be maintained for future reference. This documentation should include the corrective action to be taken or the decision not to take any action. Documentation should be retained for three years.

TRAINING

REQUIRED ACTIVITIES:

1. The Safe Work Practices, which apply to job categories throughout the District, have been developed by managers and supervisors. Safe Work Practices are intended to be the core of the safety and health training at Gavilan Joint Community College District and are located in an appendix in this manual.
2. Each existing employee should receive a copy of the Safe Work Practices that applies to his/her job upon hire and the adoption/update of the IIPP and biannually thereafter. The employee is required to read and understand the material and then sign the Injury & Illness Prevention Program Training Documentation Form as indication of receipt of a copy of the Safe Work Practices for the specific job.
3. Training is required for all employees given new jobs for which training has not been previously received; when new substances, processes, procedures or equipment are introduced; and when the District is made aware of a new or previously unrecognized hazard.
4. It should be the responsibility of the immediate supervisor to provide each employee with a copy of the Safe Work Practices, at which time the supervisor should determine whether or not the employee has a complete understanding of the material. Questions and discussion of any unclear items that need additional explanation are to be encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible.
5. Each new hire or existing employee new to the department/job should receive a copy of the Safe Work Practices prior to beginning work on the job. The procedure should be similar to that discussed above (item 3); it is a requirement of this program that no employee actually perform any on-the-job activity without receiving a copy of the Safe Work Practices, and having the opportunity for discussion and receiving proper safety training.
6. These are certain job activities that require supplemental training. The Program Coordinator or his/her designee will develop a schedule with the individual department to ensure that this important aspect of the Safety Program is implemented and completed on a periodic basis. Examples of specific training include:
 - Materials Handling/Body Mechanics: personnel with lifting exposures
 - Ergonomics: personnel that utilize computers and tools in their work area
 - Hazard Communication Training: personnel that work with or around hazardous materials
 - Lockout/Tagout: precautions for equipment shutdown/maintenance and power source control
 - First Aid Training: For selected personnel
 - CPR Training: For selected personnel
 - Earthquake Response: For all personnel
 - Emergency Evacuation: For all personnel
 - The Operation of Forklifts, Aerial Lifts and Utility Carts: for selected personnel

The following methods are available for providing safety and health training to our employees.

- Safe Work Practices: for all employees
- Department Safety Meetings
- Operator Certification Classes: for specific equipment, Forklift, Aerial lift, Utility carts
- Outside Seminars: In select situations with District approval
- Guest Speakers: Effective training for large groups
- DVDs & Multi-Media Presentations: Effective training medium available from varied sources in the area
- Safety Newsletters/Handouts/Checks stuffers: Available through our WC Joint Powers Authority and other trusted sources
- Keenan Safe Colleges

Record keeping is a very important aspect of the IIPP. Training is one of the subjects that require very accurate documentation and record keeping.

All training must be documented, with the original maintained at the department or site. A copy of the documentation is to be forwarded to the Program Coordinator or his/her designee.

Training documentation must contain:

- Name of Employee
- Date of Training
- Topic Covered
- Source or Provider
- Training records should be retained for one year.

5. A sample training documentation form is included in this manual.

EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. The District will accomplish this by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge upon request. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.
3. The plan will be distributed to all new hires as part of the new hire orientation.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all Safety Inspection Forms should be retained for at least 1 year.
2. Copies of all Injury Incident/Near Miss Investigation Forms should be retained for 5 years.
3. Copies of individual Employee Training Checklists and related Training Documents should be retained for at least 1 year.
4. Copies of all Safety Meeting Attendance Sheets, including the date of the training, the name and signature of attendees, the subject(s) discussed, and the name of the presenter should be retained for 1 year.
5. The General Training Documentation forms for Gavilan Joint Community College District can be found in Appendix D of the Injury & Illness Prevention Program.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Program Coordinator or his/her designee during routine program reviews to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Gavilan Joint Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at (408) 848-4705.

RECORDKEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program. Public agencies including Community College Districts are not required to maintain OSHA 300 logs as long as an alternative method is available to review injury history, upon request. That resource is available from the District upon request.

SECTION II

GENERAL SAFE WORK PRACTICES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Gavilan Joint Community College District, and by Sections 1509 and 3203 of Title 8, the safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. It is important that all employees report all work-related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Custodial Department.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Maintenance Department. Items found in work areas that do not meet this requirement will be removed from the work area.
5. Use of electrical heaters to provide warmth for extended periods of time in the past has been the originating cause of buildings fires. As a result, the use of electrical heaters is prohibited, and alternative means should be found for providing heat over the cooler months.
6. If it is necessary to use a portable fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Maintenance Department at maintenance@gavilan.edu as soon as possible so the extinguisher can be recharged or replaced. Portable fire extinguishers must be inspected monthly to assure they are in safe operating condition and the inspection noted on the tag wired to the extinguisher.

7. When you become aware of a defect in a piece of equipment, remove it from service, tag it for non-operation and report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Maintenance Department at maintenance@gavilan.edu. Failure to report faulty conditions for repair can result in injuries.
8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.
9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Maintenance Department notified at maintenance@gavilan.edu.
10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.
12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create Injury Incident/Near Miss hazards, should be reported to the Maintenance Department at maintenance@gavilan.edu so repairs can be completed. If possible, remove the objects from service.
15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

DEPARTMENTAL SAFE WORK PRACTICES

CLERICAL AND ADMINISTRATIVE EMPLOYEES

SAFE WORK PRACTICES FOR CLERICAL AND ADMINISTRATIVE EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Gavilan Joint Community College District, and are required by Sections 1509 and 3203 of Title 8, the safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Warn others working in the area when a file drawer is open, so they do not turn around or straighten up quickly.
2. Paper cutter should be provided with a finger guard.
3. Retaining spring on the paper cutter should be adjusted to hold the blade in the up position.
4. Lock paper cutter blade in down position when not in use.
5. Do not leave a knife or scissors on the desk with the point towards you.
6. Thumb tacks, razor blades, and other sharp objects should not be stored loose in a drawer.
7. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".
8. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.
9. Copiers should be turned off before attempting to remove jammed paper.
10. Organize workstations so that all materials are within easy reach.

11. The use of electric space heaters under desks is a proven fire/burn hazard and their use is prohibited.

Video Display Terminal Users (Computer Monitors)

These specific Safe Work Practices for users of video display terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these safe work practices are implemented diligently, the employee should find work less stressful and less fatiguing from uncomfortable surroundings. Setting up your workstation to fit your body and your work can make your job easier and reduce stress on the body. More often, employees report greater job satisfaction and less stress when they are physically comfortable doing their jobs. That's why you should always adjust your workstation and seating to keep your muscles relaxed and in a neutral position as much as possible.

- Your arms should hang comfortably from your shoulders and close to your sides.
- Your arms should bend at right angle at your elbows.
- Avoid postures that raise your shoulders or bend your neck either forward or backward.
- If your keyboard is at the correct height, your arms and shoulder will be loose and relaxed when you use it.
- Key with your hands in a straight line with your forearms so you don't bend wrists, either upward or downward. Wrists should be straight and flat.
- If you use a wrist rest pad, make sure you don't flex your wrists when you use it. Unless it's soft, avoid contact stress by refraining from using it while keying.
- Keep your mouse beside your keyboard so you don't have to reach forward or out to the side to use it.
- Reduce the force needed by placing your mouse on a firm surface.
- Consider setting your mouse to fast speed to minimize how much you have to move it.
- The top of the screen should be at, or just below eye level, so you don't tilt your head.
- Monitor should be about an arms distance away from the operator.
- Pay attention to how you hold and move your body.
- Use a document holder to make it easier to sit facing forward and to keep from bedding and twisting your neck to see the document.
- Awkward postures while looking at the monitor are signs that the chair, your workstation and the distance to your monitor should be adjusted.
- Adjust VDT screen to be at least 18-30" from eyes or an arm's distance away.
- Adjust VDT so that the top of the screen is just below eye level; viewing should take place within the top 1/3 part of the screen with head/neck in natural and neutral position.
- Adjust VDT screen to avoid glare. Use contrast/brightness controls, position angle of screen, adjust nearby blinds or drapes, or use anti-glare filter.
- Regularly clean the screen.
- Routine vision check-ups are recommended because eyes change constantly, and computer work is demanding.
- Tell your eye doctor that you work with a computer so he or she can decide if you need special glasses.

- Adjust the lighting, close the blinds or use a glare-reduction screen to cut glare and reduce eyestrain.
- Rest your eyes regularly. Look into the distance and wink your eyes to relax your eye muscles.
- If you wear bifocals or trifocals, you may need to lower the monitor to keep the screen in focus.
- Learn and practice exercises that relieve eyestrain and fatigue, for example:
 - Blink slowly and frequently to keep eyes moist.
 - Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute.
 - Periodically look away from screen and focus on another object at least 20' away.
 - Roll eyes clockwise, then counterclockwise three times.
- Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard.
- Adjust the seat height of your chair to keep your thighs parallel to the floor or sloping slightly downward.
- Keep your feet flat on the floor. If adjustments do not permit your feet to rest on the floor, a footrest should be used to help maintain good posture and leg circulation. Never let your legs dangle or place your feet on the casters.
- Place lumbar support of the chair in the natural curve of your lower back to ease back strain. Placing it higher forces you into an awkward posture.
- Shift position frequently.
- If possible, alternate different tasks throughout the day.
- Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begin to feel tired or strained, the body is signaling that it needs to take a break.
- Vary tasks, stretch, reposition body and take breaks.

CHEMISTRY, BIOLOGY, PHYSICS

SAFE WORK PRACTICES FOR INSTRUCTORS, STUDENT AIDES AND LAB ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
2. All employees should know the location of the fire blankets and should have some training in rapid response in how to use fire blankets.
3. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
4. All chemical storage areas should have containment in the front of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
5. Scalpels and dissecting needles for the lab experiments should be stored in clear beakers with the sharp edge or points in a downward position.
6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverages containers should never be used to store materials in laboratories.
7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact the Chemical Hygiene Officer.
8. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
9. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and facilities.

10. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Program Coordinator or his/her designee for information on the District respiratory protection program.
11. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
12. All employees should know the location of the Safety Data Sheets (previously Material Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets to understand the hazard of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District's Hazard Communication Program.
13. Place broken glass in the appropriate waste containers. If broken glass containers are not available, place the broken glass in a paper bag. Seal the bag and label it as broken glass. Place next to the garbage can for Custodial Department to see. Please be cautious about disposing of broken glass and other sharp objects. Be aware that another person must handle your trash.

CREATIVE AND FINE ARTS (INCLUDING THEATER ARTS)

SAFE WORK PRACTICES FOR INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

CERAMICS/SCULPTURE/PAINTING/JEWELRY/THEATER ARTS

1. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Program Coordinator or his/her designee for information on the District respiratory protection program.
2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized.
3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.
4. Proper eye protection should be worn at all times when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.
5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
6. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.

8. All welders should be inspected periodically, and all necessary repair should be completed.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.
10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the number of airborne particles.
11. Because of possible contamination of food products, eating and drinking is not allowed in the art studio. Food or beverage containers should never be used to store materials in the studio.
12. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.
13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact the Program Coordinator or his/her designee.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
21. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazard of the material and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District Hazard Communication Program.

22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special airtight, covered metal containers.
23. Only trained employees should fire a kiln or interact with a kiln at all when it is in operation.

THEATER ARTS - additional

1. Activities in the theater area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.
2. No untrained employee, student or volunteer should be allowed to use any piece of powered equipment unless they have been trained by a qualified equipment operator and pass a written exam on the safe use of the equipment and have practically demonstrated to the qualified operator a clear understanding of safe equipment operation.
3. A number of safeguards must be in place when using the radial arm saw.
 - a) The saw should not pull or extend past the worktable being used.
 - b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
 - c) The blade of the saw should be covered except at the actual work surface.
4. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

PHOTOGRAPHY/JOURNALISM

SAFE WORK PRACTICES FOR INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. A variety of chemicals are used in the processing of negative film and developing of photographs. All employees and students should be familiar with the Safety Data Sheets for the chemicals used in the photography lab, including requirements of the Gavilan Joint Community College District Hazard Communication Program.
2. Some individuals may have a sensitivity or susceptibility to developing rashes or superficial skin abnormalities when handling photographic chemicals. At the first indication of a skin condition developing, care should be taken to utilize protective gloves or barrier creams. Proper washing after handling processing chemicals and using an effective moisturizer can also help to control skin conditions.

REPROGRAPHICS

SAFE WORK PRACTICES FOR INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. The flammable materials in Reprographics present a constant fire hazard. As a result, all employees should know the location of fire extinguishers and should be familiar with the operation of fire extinguishers and techniques for effectively and quickly extinguishing a fire.
2. All flammable materials should be stored and dispensed from Underwriter Laboratories (UL) approved safety containers. Rags soiled with hydrocarbon solvents or printing ink should be stored in covered UL approved metal containers.
3. Bulk storage of flammable materials should be contained with a Factory Mutual or UL approved cabinet.
4. The use of solvents and chemicals presents a health hazard for all employees. Employees who work in and around reprographics should be familiar with the Safety Data Sheets for all chemicals stored and used in reprographics. Employees should be familiar with the hazards of those chemicals, first aid procedures, and emergency response guidelines.
5. Cleaning of printing machines should always be done in a careful, safe manner. The press should never be wiped down or cleaned while it is running, even at slow speed.
6. Never attempt to clear a misfeed or jammed paper while the press is running. Always shut down the press before performing the operation.
7. Equipment should be locked and tagged out before maintenance.
8. Workstations should be organized to minimize the need for lifting, bending, or reaching of supplies.
9. Eating, drinking, or applying of cosmetics is prohibited in the press area.

THE GROUNDS DEPARTMENT (INCLUDING WELDING & VEHICLE MAINTENANCE)

SAFE WORK PRACTICES FOR GROUNDSKEEPING AND MAINTENANCE EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually, the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:
 - a) Try to increase potassium intake by using extra potassium supplements or adding foods high in potassium to your diet. (bananas, apples, melons)
 - b) Wear natural breathable fabrics in layers and wide brimmed hats to reduce the direct impact of the sun
 - c) During break, go to a shaded spot or an air-conditioned room.
 - d) Drink lots of cool water, taking small amounts often, rather than large quantities at infrequent intervals.
2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Follow a standard lifting procedure at all times.
3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.
4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top-heavy loads are likely to topple in sharp turns.

5. Operate heavy equipment, i.e., the backhoe, with great care. In many operations, such as when digging with the backhoe, someone will be assigned to act as a spotter.
6. Trenching and excavation work present serious risks to all workers. The greatest risk and one of the primary concerns, is that of a cave in. The following safety precautions must be taken when performing trenching and excavation.
 - a) Someone will be assigned to act as the spotter.
 - b) Barriers will be placed around the excavations as soon as it is possible.
 - c) Trenches 5' deep or deeper will be braced with approved trench shields to avoid cave-ins.
 - d) Keep materials or equipment that might fall into the trench at least 2' away from the edge of the excavation.
7. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment. Refer to District Hearing Conservation Program.
8. Only certified operators can use the forklift and or aerial-scissor lift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts and or aerial-scissor lifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the Facilities Department immediately for repair. No riders are permitted on these vehicles.
9. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.
10. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.
11. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
12. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
13. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
14. All employees should know the location of the Safety Data Sheets, which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid

response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See District's Hazard Communication Program.

Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:

- NO SMOKING
 - NO OILY RAGS are placed in the safety cans after use
 - SPRAY CANS and other containers of flammable substances are kept in the flammable storage cabinet
15. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

WELDING

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one- third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
2. Properly approved eye/face protection should be worn at all times when performing welding or brazing activities.
3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.
5. Arc welders should be inspected periodically, and all necessary repairs should be completed.
6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special airtight, covered metal containers.
7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

VEHICLE MAINTENANCE

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.
4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment.
5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.
6. Collection of chlorofluorocarbons/air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.
7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

THE CUSTODIAL DEPARTMENT

SAFE WORK PRACTICES FOR CUSTODIAL EMPLOYEES

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Do not attempt to lift heavy or bulky objects that could cause strain to the back or other body parts. Use lifting aids or seek the assistance of fellow workers. To lift manageable size and weight boxes, use the following:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.
3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.
4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.
5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.
6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.
7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord

should be reported to the supervisor immediately. Equipment should not be used until cord is repaired. Tag equipment out of use and report it to your supervisor.

8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.
9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.
10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.
11. All employees should read the Safety Data Sheets that are available for all hazardous materials used in custodial operations.
12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:
 - Never mix chemicals, other than to dilute them with water or following the manufacturer's instructions.
 - Wear appropriate safety equipment (goggles, gloves, boots, etc.).
 - Check the Safety Data Sheets for details for the chemical's properties, hazards, and first aid procedures.
 - If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.
13. Ladders (aluminum or fiberglass) are available for cleaning high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces. Training is provided on use of ladders.
14. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.
15. All Custodians should wear appropriate safety clothing and safety equipment.
 - Approved gloves (nitrile, latex, chemical resistant) should be worn when handling chemicals, during restroom sanitation, and when removing garbage.
 -
 - Rain gear is provided for inclement weather.
 - Since work is often at night, carry a flashlight.
 - Rubber boots are to be used when using the floor scrubber.
16. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.
17. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently and always wash hands before and after using gloves.

18. Certain job activities may require the use of a respirator. The District's Respiratory Protection Program will be used to train and fit test those employees that will be given respirators.
19. Only certified operators can use the forklift and or aerial-scissor lifts. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts and or aerial scissor lifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.
20. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:
 - a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
 - b) Clean visible soil with a detergent solution.
 - c) Rinse with water.
 - d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.
 - e) Remove the gloves and wash your hands immediately.
21. Blood and bodily fluids can contain infectious materials. Use the appropriate personal protective equipment at all times. If you are exposed to blood or bodily fluids, i.e., on your skin or needle puncture, please see your supervisor immediately.
22. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3' or less. Earplugs or earmuffs must be worn, refer to District Hearing Conservation Program.

THE WAREHOUSE

SAFE WORK PRACTICES FOR WAREHOUSE EMPLOYEES

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All shipping/receiving employees who may handle containers or boxes should follow this proper lifting procedure:

First, check the weight of the item to be moved, to be sure it can be handled safely, if not ask another employee for help or use a mechanical assist. It is safe to lift then squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.
3. A pallet jack is an expensive investment and a potentially dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.
4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.
5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.
6. Take time to become familiar with emergency exits in order to respond properly in an emergency or evacuation.

7. Only certified drivers can use the forklift and or aerial-scissor lift. Follow the safety guidelines set forth in the District's Industrial Truck Program. Forklifts and or aerial-scissor lifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.
8. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.
9. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.
10. Never accept a leaking hazardous material container from a distributor.
11. Warehouse employees should wear appropriate safety clothing and equipment: Steel-toe safety shoes and as required: gloves, safety glasses, and lifting belts.
12. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the nose plate of the hand truck as you return it empty. The nose plate could cause an injury to the feet or ankles of others.
13. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seat belt, etc. Report any defects to the warehouse supervisor for repair.

ADAPTIVE PE

SAFE WORK PRACTICES FOR ADAPTIVE PE EMPLOYEES AND AIDES

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Always use proper body mechanics when transferring/lifting individuals, weights, and equipment to avoid back injuries.
2. Always place mats and equipment out of the student's pathway.
3. Check cables regularly on exercise equipment.
4. Secure cords to avoid trip and fall Injury Incident/Near Miss exposures.
5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.
6. All instructors should have clear procedures in place in the event of an emergency.
7. Employ proper techniques to avoid heat stress.
8. The following cleaning and sanitizing procedures must be followed whenever equipment or facilities are contaminated with potentially infectious materials:
 - a) Use latex gloves.
 - b) Remove visible soil with a detergent solution.
 - c) Rinse in water.
 - d) Wash area with a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is $\frac{1}{4}$ cup bleach to 1 gallon of water. The

solution must be mixed daily to ensure the solution is not weakened by evaporation of chlorine.

- e) Air-dry or rinse after 20 minutes.
- f) Remove gloves and wash hand immediately.

REVISIONS

This program was reviewed on:

1. May 2016.
2. October 2016
3. November 17, 2017
4. December 9, 2019
5. November 4, 2020
6. January 20, 2021
7. April 30, 2021
8. July 20, 2024
9. May 20, 2025

APPENDIX A: SUPERVISOR'S INJURY INCIDENT/NEAR MISS INVESTIGATION FORM

GAVILAN COMMUNITY COLLEGE DISTRICT			ACCIDENT – INJURY – INCIDENT REPORT	
Please print the following information				
Last Name	First	Middle	SSN	Birthdate
Street		() Phone No.		
City		State	Zip	
Check One: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Public				
INJURED PERSON (fills out this section)				
Location of Incident: Building/Room _____ <div style="text-align: right; font-size: small;">(Other location, please describe or attach maps)</div>				
Date of Incident _____ Time _____				
For accidents in class or lab activities:				
Instructor Name			Course Name	
Other Witness/es Name(s)			Phone No.	
Injured Party: Please describe how accident/injury/incident occurred: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>				
Print Name of Injured Person		Signature of Injured Person		Date
COLLEGE PERSONNEL (only college personnel may fill out the following information)				
Describe part of body affected, condition/injuries (do not diagnose) _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>				
First Aid/Treatment given (more space on back) _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div>				
Referred to (check one): Emergency Facility <input type="checkbox"/> MD <input type="checkbox"/> Home <input type="checkbox"/> Other _____				
Follow-up plans (if applicable) _____				
Insurance (check one) Student Ins. <input type="checkbox"/> Worker's Comp <input type="checkbox"/> Kaiser <input type="checkbox"/> Medi-Cal <input type="checkbox"/> Other _____				
Was Accident Insurance information given to student? (check one): Yes <input type="checkbox"/> No <input type="checkbox"/> (If insurance needed, contact Admin. Services Dept.)				
Did injured person's blood or body fluid come in contact with student or staff? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes who _____ SS# _____ Phone# _____ <div style="text-align: center; font-size: small;">Print Name</div>				
Did injured blood or body fluid come in contact with any surface or equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, who decontaminated area, and how? _____				
Staff accidents or blood exposure must be reported immediately to: Human Resources Department hr@gavilan.edu x2823				
Signature of College Personnel filling out form		Dept.		Date

Send completed form to Human Resources Department

APPENDIX B

INJURY INCIDENT/NEAR MISS INVESTIGATION QUICK REFERENCE GUIDE/CHECKLIST

This quick reference guide is information for Supervisors and Managers to use during investigation work-related injuries and illnesses. Remember that before investigating an accident, employees should be trained to report injuries to Supervision, no matter how minor it may be. “Near-miss” accidents should also be reported and investigated by Supervisors. Please follow these four easy steps when investigating work-related injuries:

- STEP 1:**
- A. Act at once. Talk with the injured employee immediately if possible (one on one is best). Use fact-finding, not faultfinding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (on the next page) for a list of sample questions that you may need to ask during an investigation.
 - B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of adequately soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Thoroughly describe the location of the incident, including lighting, walking surfaces, weather, measurements, and any other conditions that could have contributed to or prevented the incident.
 - C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgment, and disobeying rules.
 - D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment to the person responsible.
 - E. Non-injury accidents (an accident that nearly caused an injury of any severity) should be investigated.
- STEP 2:** Complete a Supervisor Accident Investigation Reporting form within 24 hours. Describe how the incident occurred, state facts, contributing factors, cite witnesses and support evidence. Keep a copy for your records and send original to the appropriate District department.
- STEP 3:** Provide injured employees with an “Employee’s Claim for Workers’ Compensation Benefits” form before or after treatment or as he or she is able.
- STEP 4:** Follow-up with the employee after he or she receives treatment to find out if they are doing well. Also, ensure contributing factors to the accident, if any, are fixed (work orders sent), and all exposed employees are aware of the contributing causes of the accident.

ACCIDENT INVESTIGATION CHECKLIST

When you are involved in an accident investigation, the note you take will be necessary to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on ***Who, What, When, Where, How, and Why*** facts of the accident. This list of sample questions that you may need to ask during an investigation will help you document many aspects of the accident scene.

Who:

- ☐ Was involved in the accident?
- ☐ Was injured?
- ☐ Witnessed the accident?
- ☐ Reported the accident?
- ☐ Notified emergency medical services personnel?

What:

- ☐ Happened?
- ☐ Was the company property damaged?
- ☐ Was evidence found?
- ☐ Was done to prevent the recurrence of the accident?
- ☐ Level of medical care did the employee require?
- ☐ Was it being done at the time of the accident?
- ☐ Were tools being used?
- ☐ Was the employee told to do so?
- ☐ Was the machine involved?
- ☐ Was the operation being performed?
- ☐ Had instruction been given?
- ☐ Were precautions necessary?
- ☐ Should protective equipment have been used?
- ☐ Did others do to contribute to the accident?
- ☐ Did witness see?
- ☐ Were safety rules lacking?
- ☐ Were safety rules violated?
- ☐ New safety rules or procedures are needed?

When:

- ☐ Did the accident happen?
- ☐ Was it discovered?
- ☐ Was the accident reported?
- ☐ Did the employee begin the task?
- ☐ Were the hazards pointed out to the employee?
- ☐ Did the Supervisor last check the employee's progress?

Where:

- ☐ Did the accident happen?
- ☐ Was the employee's Supervisor when the accident occurred?
- ☐ Were co-workers when the accident occurred?
- ☐ Were witnesses when the accident occurred?
- ☐ Does this condition exist elsewhere in the facility?
- ☐ Is the evidence of this investigation going to be kept?

How:

- ☐ Did the accident happen?
- ☐ Was the accident discovered?
- ☐ Were employees injured?
- ☐ Was the equipment damaged?
- ☐ Could the accident have been avoided?
- ☐ Could the Supervisor have prevented the accident from happening?
- ☐ Could co-workers avoid similar accidents?

Why:

- ☐ Did the accident happen?
- ☐ Were employees injured?
- ☐ Did the employees behave that way?
- ☐ Was protective equipment not used?
- ☐ Were not specific instructions given to the employee?
- ☐ Was the employee in that specific position or place?
- ☐ Was the employee using that machine or those tools?
- ☐ Did not the employee check with the supervisor?
- ☐ Was the supervisor not there at the time?

APPENDIX C: SELF-INSPECTION CHECKLIST

INTRODUCTION

The District's Injury and Illness Prevention Program (IIPP) requires scheduled, periodic inspections of the workplace.

Typically, these inspections will be conducted by District personnel every month and by outside specialists on an annual basis. This appendix contains checklists that can be used by District personnel to facilitate in-house inspections. The checklists in this appendix include one for General Safety and several for specific work areas. The General Safety Checklist should be used for each inspection, and it should be supplemented as necessary by appropriate specific checklists.

All items must be answered by checking the appropriate box:

S = Satisfactory
U = Unsatisfactory
N/A = Not Applicable

All unsatisfactory items must be explained. The completed checklist(s) should be returned to the supervisor with copies sent to the program coordinator or his/her designee and Safety Committee.

GALIVAN COMMUNITY COLLEGE DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____ |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Are chemical products used in the office? (Are Safety Data Sheets maintained?) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Is the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum), and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are annual workplace inspections being performed? Are records being maintained? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Are all exits, fire alarms, pull boxes, extinguishers, sprinklers, and fire notification devices marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Is an identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers) |

			on the floor.)
Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Are ergonomic issues being addressed for administrative personnel using computers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15. Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18. Are fused power strips being used instead of receptacle adapters? Are additional outlets needed in some areas?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19. Is lighting adequate throughout the work environment?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
LABORATORY SAFETY INSPECTION CHECKLISTS

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

HEALTH AND SAFETY MANAGEMENT

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Is there a Chemical Hygiene Program present?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. Are personnel trained in chemical/health/physical hazards and laboratory safety?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. Do lab personnel have access to and are familiar with the use of Safety Data Sheets?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented specialized training?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. Have the personnel been instructed on how to respond in the event of a chemical spill?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. Are complete training records and documents available for review by the Personnel Office and outside agencies?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. Have all hazards identified by the annual survey been abated? (Action records must be retained.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records. <i>We do not have PIs</i>)

GENERAL SAFETY

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Are work areas clean and uncluttered?

Yes o	No o	N/A o	12.	Do employees know the location of the first aid kit, and is it accessible?
o	o	o	13.	Is equipment higher than 5 feet tall seismically secured to prevent tipping during an earthquake?
o	o	o	14.	Do shelves have lips, wires, or other seismic restraints to prevent items from falling?
o	o	o	15.	Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?
o	o	o	16.	Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)
o	o	o	17.	Are sinks labeled, "Industrial Water – Do Not Drink"? <i>Or is the water potable?</i>
o	o	o	18.	Have the personnel been instructed on the hazards of wearing contact lenses in the laboratory?
o	o	o	19.	Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?
o	o	o	20.	Are safety glasses or eye protection available and worn in the laboratory?

COMMENTS

Biosafety Cabinet: Date last inspected?

Types of regulated carcinogens

Types and quantity of compressed gasses

Gallons of flammable liquids

Types of personal protective equipment

LABORATORY EQUIPMENT

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21. Have chemical fume hoods been tested within the past year?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22. Is storage in hoods kept to a minimum, and is it placed, so it does not impede proper airflow?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23. Does fume hood draw air (test with tissue on hood edge), and is alarm installed and working?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24. Is the lab ventilation negative with respect to corridors and offices?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26. Are refrigerators and freezers, which are used for storage of flammables, spark-proof, and properly labeled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Are all gas cylinders restrained to prevent tipping or falling?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. Are valves of gas cylinders capped when not in use?

HAZARDOUS MATERIALS

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. Are chemicals labeled to identify contents and hazards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Are regulated carcinogens handled safely to reduce employee exposure?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33. Are chemicals inventoried (chemical name, quantity on hand,)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34. Are chemical wastes adequately segregated and stored with Waste Pick-up Tags attached to the containers?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35. Are all hazardous wastes disposed of and not poured into the sewer system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36. Is a plumbed emergency shower station available within 100 feet of all areas where chemicals may splash onto an employee's body?

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38. Are ether and other peroxide formers dated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

FIRE AND ELECTRICAL SAFETY

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40. Are fire doors unobstructed and readily closeable?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43. Are flammable liquids limited to 60 gallons per fire area?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45. Is all the equipment adequately grounded?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49. Are circuit breakers labeled to indicate what equipment each serves?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

ADMINISTRATION AND TRAINING

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Are all employees familiar with the use of Safety Data Sheets? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Have all employees been instructed on how to operate the equipment they are required to use? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Are all training records up to date for each employee? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Are all fire exits marked and unobstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors clear for safe egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Are all flammable solvents over ten 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Are spray-painting operations, which employ flammable materials, |

conducted inside spray booths?

- | Yes | No | N/A | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are flammable gas cylinders stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Is there an inspection card attached to each fire extinguisher, and are monthly inspections adequately documented? |

ELECTRICAL SAFETY

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips instead of plug adapters.) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strips rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

MECHANICAL SAFETY

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28. Are all the machine guards for belts, gears, and points of operation in place and adjusted correctly?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized, and re-started)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30. Are gas-welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32. Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected before each use and used safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34. Are all cabinets, shelves, and equipment higher than 5 feet high secured to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37. Are potable water, soap, and towels available for handwashing?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39. Are forklifts inspected frequently for defects, equipped with proper safety devices, and operated safely?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40. Are excessive noise levels adequately controlled?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41. Is an approved first aid kit available and its location is known to all employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired? |
|-----------------------|-----------------------|-----------------------|--|

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A
-----	----	-----

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 44. Are chemicals stored to prevent spills? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 45. Are carcinogens handled safely to reduce employee exposure? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 47. Are chemicals inventoried with copies provided to the Personnel Office? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 48. Are chemical wastes adequately segregated and stored with Waste Pickup Tags attached to the containers? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 49. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 54. Is hearing protection suitable for the hazards warranting protection available? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |

COMMENTS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

EMERGENCY EYEWASH/SHOWER SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Emergency Eyewash/Deluge shower identified? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Eyewash nozzle shields are in place and good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Access to eyewash/shower is not obstructed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Eyewash water flow remains on without the use of the operator's hands? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Deluge shower flow remains on without the use of the operator's hands? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Eyewash water remains on until intentionally shut off? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Deluge shower water remains on until intentionally shut off? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Eyewash activation/line flush performed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Eyewash water flow rate is 3gpm minimum? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Deluge shower activation/line flush performed? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. The deluge shower water flow rate is 30gpm minimum? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Is the general condition of eyewash/shower satisfactory? |

COMMENTS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
PUBLIC ASSEMBLY SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are all exits clearly identified and adequately illuminated? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Emergency lighting is installed and in proper operating condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are aisles clear and in good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Aisles and stairs are highlighted with glow-in-the-dark tape or lighting strips to aid in emergency egress? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Are stage stairs free of splinters or loose hardware? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Stage rigging, ropes, blocks, and tackles are in good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Stage front curtain is of fire-retardant material? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Panic hardware is installed on exits doors and is in proper operating condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Areas without fixed seating have maximum occupancy limits posted? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All exit doors are unlocked during open hours? |

COMMENTS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

CUSTODIAL SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Electrically powered equipment wiring is in excellent condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Electrically powered equipment is properly grounded? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Electrical extension cords are in good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Metal ladders are clearly labeled, "DO NOT USE AROUND ELECTRICAL POWER." |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All portable ladders are in good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Stage rigging, ropes, blocks, and tackles are in good condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Stage front curtain is of fire-retardant material? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Panic hardware is installed on exits doors and is in proper operating condition? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Areas without fixed seating have maximum occupancy limits posted? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | All exit doors are unlocked during open hours? |

COMMENTS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

WAREHOUSE/MATERIALS HANDLING SAFETY INSPECTION CHECKLIST

Building: _____ Department: _____ Date: _____

Inspector: _____ Room: _____ Mail Code: _____

Job Title: _____ Phone: _____

ADMINISTRATION AND TRAINING

Yes No N/A

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 59. Are aisles identified? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 60. Aisles have adequate clearance to assure safe movement and handling materials? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 61. Is floor drainage adequate to prevent water accumulation in traffic areas? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 62. Are Signs posted warning of clearance limits? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 63. Are tiered materials stacked in a manner to assure stability? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 64. Are storage racks secured? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 65. Storage levels over 7 feet high and loading docks have guardrails along the open edge? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 66. Are materials protected from falling during an earthquake? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 67. Joisted floors are identified as to floor loading capacity? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 68. Do ramps have non-slip coatings? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 69. Posters and other materials identifying correct lifting and material handling techniques are posted? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 70. Are Signs posted warning of Powered Industrial Lift Trucks In Use? |

COMMENTS

APPENDIX D
EMPLOYEE SAFETY TRAINING DOCUMENTS

TRAINING SIGN-IN LOG

COURSE: _____
COMPANY: _____

INSTRUCTOR: _____
DATE: _____

PRINT NAME (Please Print Clearly)	SIGN NAME	SCORE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

APPENDIX E

DISTRICT SAFETY COMMITTEE MINUTES

CONTACT SAFETY COMMITTEE CHAIRS FOR MINUTES

APPENDIX F
STAFF SAFETY MINUTES

CONTACT DEPARTMENT SUPERVISORS FOR STAFF SAFETY MINUTES

APPENDIX G
EMPLOYEE SAFETY RECOMMENDATION FORM

EMPLOYEE SAFETY RECOMMENDATION FORM	
LOCATION:	DEPT:
SUPERVISOR:	DATE:
IDENTIFICATION OF SAFETY OR HEALTH HAZARD	
SUGGESTION FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD	
DO NOT WRITE BELOW THIS LINE	
Date complaint was investigated:	
Investigated by:	
Action taken:	
Date Action was reported to the employee:	
Comments:	