



**COLLEGE OF THE
REDWOODS**

INJURY & ILLNESS PREVENTION PROGRAM

FOR

REDWOODS COMMUNITY COLLEGE DISTRICT



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INTRODUCTION

In order to maintain a safe and healthful work environment, the Redwoods Community College District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Redwoods Community College District.

GOALS

Diligent implementation of this program will reap many benefits for Redwoods Community College District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
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.

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with **Mr. Lee Lindsey, Vice President of Administrative Services**. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under his final authority. The responsibility for overseeing the development, implementation and maintenance of the Injury and Illness Prevention Plan rests with the Program Coordinator. **Mr. Steven Roper, Director of IT and Facilities** has been appointed as the Program Coordinator and will continue until another person is assigned this responsibility.

It is the responsibility of Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control. They are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive general safety training. All Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors must also ensure that appropriate job specific safety training is received and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment and for evaluating employee compliance.

Ms. Wendy Bates, Director and Chief Human Resources Officer is responsible for supervising the processing of employee worker comp related injury and illness concerns, coordinating the District safety training program, and managing related documentation.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards and for reporting any unsafe conditions to their supervisors.

Garry Patrick, Director of Maintenance, is responsible for managing the self-inspection program (identifying potential unsafe conditions of facilities and mitigation); providing technical advice to Deans, Department Chairs, Coordinators, Managers, and Supervisors; and conducting annual inspections of all facilities.

Burk McBride, Director of Public Safety will coordinate all Safety Committee meeting activities including but not limited to developing and distributing the meeting agenda, ensuring completion and distribution of meeting minutes, and managing the completion of the goals and objectives set by the Safety Committee. The Safety Committee reviews trends, recommends mitigation, and advises Management on safety issues.

Health and Safety Committee Charge

Open and uses voting by majority decision-making processes

Charge:

1. Study, review, advise and recommend regulations and procedures relating to the safety and security of persons and of district facilities.
2. Review safety, health and environmental issues that affect the District.
3. Advise the Director of Facilities on safety issues.
4. Make recommendations regarding campus emergency procedures and training.
5. Make recommendations regarding parking and traffic control.
6. Make recommendations regarding hazardous waste management.
7. Make recommendations regarding equipment and other issues affecting classroom safety.
8. Assist and support college planning process as needed or requested.
9. Receive reports about unsafe conditions and direct them to the appropriate department along with any recommendations.
10. Review student accident reports, police statistical reports for the campus, and staff accident reports in order to help identify unsafe work practices and/or campus conditions and suggest possible remedies to the appropriate department(s).
11. Make recommendations regarding campus emergency procedures.
12. Encourage input and feedback from all individuals with regard to campus safety related ideas, problems, and solutions.

Structure:

The Health and Safety Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- (1) Administration
- (2) Classified
- (3) Faculty
- (2) Management/Confidential
- (1) ASB

Chair:

The Chair is elected by the committee at the first meeting of each fall semester.

Quorum:

A quorum, consisting of one member from three of the five voting constituencies, shall be required to conduct business.

Reporting:

Reports to _____.

COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will set positive examples for working safely and require that all staff under their direction work safely.
2. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will establish appropriate means of recognition for employees who demonstrate safe work practices.

Redwoods Community College District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of the **Director of IT & Facilities** to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections will be conducted to detect and eliminate any hazardous conditions that may exist on campus.
2. Inspection of all potentially hazardous areas (Maintenance, Auto Shop, Welding, Gun Range, Wood Shop, Cafeteria, Bookstore, Gymnasium, Photo and chemical labs, etc.) are conducted continuously by staff assigned to work in the area. Any safety issues found are reported to the Director of IT and Facilities for resolution.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. A Safety Committee member and/or Facilities representative will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.
3. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

Employees are responsible to report accidents immediately to their Supervisor and the Human Resource Office. Supervisors will investigate accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or hazards immediately. In the event of a serious incident, Facilities and Maintenance staff will assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

To ensure timely accounting for workers' compensation procedures, both employees and supervisors must complete their respective accident reports (Appendix A). Additional forms are available in Administration and Human Resources Offices, and online at the College's webpage.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours (other than observation), Human Resources will contact Cal/OSHA.

HAZARD CORRECTION

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each department and the Facilities and Maintenance Department to ensure that appropriate, systematic safety inspections are conducted periodically. The three systems for identifying and evaluating workplace hazards are:

- Periodic Department workplace inspections conducted by Administrators, Deans, Directors, Division Chairs, Managers, or Supervisors. The general concept is that Facilities and Maintenance Department will conduct inspections of public and joint use areas and Departments will inspect areas under their control (such as offices, specialized labs, and Child Development). Facilities and Maintenance Department will manage the program and provide time windows for conducting inspections. Guidance for Department inspections is as follows.
 1. The person with the most detailed knowledge of specialty program requirements should conduct specialty inspections (e.g. the Chemistry Lab Technician should inspect the Chemistry Lab).
 2. A comprehensive safety inspection will be completed annually unless program requirements are more stringent (e.g. Child Development Center, Science Labs, and Food Service). In this case, the inspections will be completed as defined by the program requirements. Facilities and Maintenance Department will provide the time window for completing the annual inspections and programs with more frequent inspection requirements will schedule their own additional inspections.
 3. Director of IT & Facilities, the Safety Committee chairman, and Safety Committee members will ensure that inspections are completed and that appropriate follow-up actions are taken to fix the problems identified.
 4. Departments will conduct an initial inspection when a program is first established.
 5. Departments will conduct an inspection of affected areas whenever a new substance, process, standard, procedure or piece of equipment is introduced to the workplace and could represent a new occupational safety and/or health hazards.
 6. Deans will contact the Facilities and Maintenance Department for major program changes or any proposed change that would affect the facilities or structures.
 7. Copies of completed department inspection checklists and resulting work orders will be distributed to the Facilities and Maintenance Department with a summary provided to the Safety Committee.
 8. Personnel designated to perform workplace inspections may be subject to disciplinary action for failing to complete inspections or falsifying inspection forms.

➤ Facilities and Maintenance Department will:

1. Provide departments with information on how to implement a self-inspection program and provide needed materials.
2. Inspect affected areas whenever the District is made aware of a new or previously unrecognized hazard.
3. Inspect multi-use areas and general public access areas at least semi-annually.
4. Schedule Department annual inspections of offices and specialty areas.
5. Inspect all District facilities annually.
6. Coordinate the use of outside safety experts to supplement the District's in-house inspection program. Property and Liability Inspections by outside safety experts will be conducted every other year.
7. Follow up with Deans, Directors, Division Chairs, Managers, or Supervisors on actions taken to fix problems identified during Department and Facilities Planning and Management inspections.

➤ The report of Possible Unsafe Conditions and Work Orders:

1. Any employee may report an unsafe condition. Reporting can be anonymous. Possible Unsafe Condition and Work Order forms are available at the Facilities and Maintenance office and individual departments, and online on the College's website.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees including Administrators shall have training and instruction on general and job-specific safety and health practices.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Fire Extinguisher, Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (GHS - Required for all employees at least once during employment and again if new hazards are introduced to the work environment and if job duties change.
4. Injury & Illness Prevention Program. – Required for all employees at least once during employment and again if the IIPP changes.
5. Blood Borne Pathogens. - Required for all employees with annual refresher requirement.
6. Sexual Harassment –Administrators Managers and Supervisors will be assigned Sexual Harassment (AB 1825) training once every 2 years.
7. Mandatory Reporting – Annually.

Specific Safe Work Practices

In addition to this general training, each employee will be instructed on how to protect themselves from the hazards specific to their individual job duties. At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented:

1. Every employee with respect to hazards specific to their job assignment.
2. Employee is given new job assignments for which training has not previously been provided.
3. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
4. Whenever the employer is made aware of a new or previously unrecognized hazard.
5. Administrators are to familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed.

Attendance at regularly scheduled General Safety Training programs provided through your department or on-line at Keenan Safe Colleges (KSC) will meet this requirement. Other training forums are acceptable if approved by your Administrator or Supervisor.

It is the responsibility of each Administrator, Dean, Director, Division Chair, Manager, and Supervisor to know the hazards related to his/her employee's job tasks and ensures they receive appropriate training.

1. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace, which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors attention.
3. All training will be documented and kept in employee files.

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

The district will use email and the Redwoods CCD website to distribute and promote safety to employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be provided as they become available.

Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. The Safety Committee, through its meeting minutes, will report to campus on the status of safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. Additional communication methods to be used are:

XX Posters XX Meetings XX Manuals
XX Bulletins XX Warning Labels XX District Website

Employees are encouraged to bring to the Redwoods Community College District's attention any potential health or safety hazard that may exist in the work area by contacting the **Director of IT & Facilities** or their immediate supervisor. Communication methods can include e-mail, work order, phone message or face to face contact.

Administrators, Deans, Directors, Division Chairs, Managers, and Supervisors will follow-up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

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 Human Resources Office for at least the length of the time indicated below:

1. Copies of all IIPP Facility Safety Inspections. Retain 5 years.
2. Copies of all Accident Investigation Forms. Retain 5 years.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for the duration of each individual's employment.
4. Copies of Safety Committee Meeting Agendas, attachments, and meeting minutes. Retain 5 years.

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 Office of Human Resources during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Redwoods Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact Steven Roper, IIPP Program Coordinator at (707) 476-4161 or at steven-roper@redwoods.edu.

APPENDIX A

SAFETY INSPECTION CHECKLISTS

REDWOODS COMMUNITY COLLEGE DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | 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="checkbox"/> | <input type="checkbox"/> | | 2. Have all of the employees attended an IIPP training class?
If not, what percentage has received training? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | | 3. Does the department have a completed Emergency Action Plan?
Percentage completed? _____
Is training being provided to employees on its contents? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 4. Are chemical products used in the office? (Are Safety Data Sheets maintained?) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 5. Are 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="checkbox"/> | <input type="checkbox"/> | | 6. Are annual workplace inspections being performed?
Are records being maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 7. Have there been any employee accidents from this department?
Are there Accident Investigation Reports completed for each accident? |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 10. Is a clearly 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.) |

GENERAL SAFETY (CONTINUED)

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are ergonomic issues being addressed for administrative personnel using computers? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Is a fully stocked first-aid kit available?
Do all employees in the area know its location? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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="checkbox"/> | <input type="checkbox"/> | 15. Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

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

Comments

REDWOODS COMMUNITY COLLEGE DISTRICT
LABORATORY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

HEALTH AND SAFETY MANAGEMENT

- | Yes | No | N/A | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 1. Is there a Chemical Hygiene Program present? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 2. Are personnel trained in chemical health/physical hazards and laboratory safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 3. Do lab personnel have access to and are familiar with the use of Safety Data Sheets(SDSs)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 6. Have personnel been instructed on how to respond in the event of a chemical spill? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 7. Are complete training records and documents available for review by the Personnel Office and outside agencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 8. Have all hazards identified by the annual survey been abated?
(Action records must be retained.) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 9. Do laboratory personnel perform semi-annual lab inspections?
(PI must retain records.) |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 11. Are work areas clean and uncluttered? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 12. Do employees know the location of the first aid kit and is it accessible? |

GENERAL SAFETY (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | 13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 16. Are fire extinguishers accessible and charged? (If not, please call Public Safety) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 17. Are sinks labeled, "Industrial Water – Do Not Drink"? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 20. Are safety glasses or other 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 personnel protective equipment

LABORATORY EQUIPMENT

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Have chemical fume hoods been tested within the past year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow? |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working? |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Is the lab ventilation negative with respect to corridors and offices? |

LABORATORY EQUIPMENT (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 25. Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 28. Are all gas cylinders restrained to prevent tipping or falling? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 29. Are valves of gas cylinders capped when not in use? |

HAZARDOUS MATERIALS

- | | | | |
|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | 30. Are chemicals labeled to identify contents and hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 31. Are regulated carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 35. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 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="checkbox"/> | <input type="checkbox"/> | | 38. Are either and other peroxide formers dated? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)? |

FIRE AND ELECTRICAL SAFETY

- | Yes | No | N/A | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | 40. Are fire doors unobstructed and readily closeable? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 43. Are flammable liquids limited to 60 gallons per fire area? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 45. Is all equipment properly grounded? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | | 47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 49. Are circuit breakers labeled to indicate what equipment is served by each? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 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

REDWOODS COMMUNITY COLLEGE DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of SDSs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted? |

FIRE SAFETY

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

FIRE SAFETY (continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

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

MECHANICAL SAFETY

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are potable water, soap, and towels available for hand washing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Are excessive noise levels adequately controlled? |

MECHANICAL SAFETY (Continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Is an approved first aid kit available and its location known to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Are chemicals stored to prevent spills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Are carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. Are chemicals inventoried with copies provided to the Personnel Office? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. Is hearing protection suitable for the hazards warranting protection available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |

HAZARDOUS MATERIALS/PERSONAL PROTECTION (Continued)

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |

COMMENTS

APPENDIX B
Employee Safety and Health
Concern Form

In case of emergency call 911 and HR Office at (707) 476-4140

Name: (optional)	Date:
Area of Occurrence (Please be as specific as possible):	Phone number/ext:
Hazard Report	
Description of safety or health concern (Please be as specific as possible, i.e. what, where, when, attach photo if possible):	
Safety Committee and Management Review	
Recommended Actions:	
Action Taken:	
Date Completed:	Work Order Number:

APPENDIX C

PAST SAFETY INSPECTIONS

PLEASE NOTE:

After you determine where all inspection forms are going to be kept (Facilities or HR) you may want to state the following here:

“Past Safety Inspection forms are kept in the Redwoods Community College Human Resource Department”...or in Facilities if that is where you decide to keep them.

You can also keep all documentation in one IIPP Binder divided out into each fiscal year. The main goal here is to complete the inspections as stated and ensure documentation is available to anybody at any time during the normal work time.

APPENDIX D

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT



SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: _____

JOB TITLE: _____ SEX _____ DATE OF BIRTH _____

DATE OF INCIDENT: _____ HOUR: _____ PHOTOS Y/N

DATE REPORTED: _____ HOUR: _____

ACCIDENT LOCATION _____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED _____ TIME ON SCENE _____ TIME OFF SCENE _____

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT _____

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident _____

Describe injuries / illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances": _____

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

Describe how the incident occurred; state the facts, contributing factors, cite witnesses and support evidence: _____

Steps taken to prevent a similar incident: _____

Did Employee seek medical care? (check one) Yes _____ No _____

If yes, name of medical facility /doctor: _____

Date/Time: _____

Investigator's Signature

Date/Time form completed

Print Investigator's Name

Redwoods Community College District

Report of Employee Injury

Name of Injured _____ Campus/Dept. _____

Date and Time of Injury _____ Date and Time Reported _____

Exact Campus Location of Injury

Witnesses

Describe Injury and Body Parts Involved

First-aid or Medical Treatment Provided

Description of Activity at Time of Injury

What Unsafe Conditions or Actions Contributed to the Injury?

What Steps Have Been Taken to Prevent Similar Injuries?

Recommendations for Additional Action

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____