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 _________________________________.

June 2016
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:

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.

June 2016
**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 ☐
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?

2. Have all of the employees attended an IIPP training class?
   If not, what percentage has received training? ________

3. Does the department have a completed Emergency Action Plan?
   Percentage completed? ________
   Is training being provided to employees on its contents?

4. Are chemical products used in the office? (Are Safety Data Sheets maintained?)

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?

6. Are annual workplace inspections being performed?
   Are records being maintained?

7. Have there been any employee accidents from this department?
   Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices
   clearly marked and unobstructed?

9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?

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
11. Are ergonomic issues being addressed for administrative personnel using computers?

12. Is a fully stocked first-aid kit available?
   Do all employees in the area know its location?

13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?

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.)

15. Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?

17. Are all circuit breaker panels accessible with each breaker appropriately labeled?

18. Are fused power strips being used in lieu of receptacle adapters?
   Are additional outlets needed in some areas?

19. Is lighting adequate throughout the work environment?

20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; 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.)

21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

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June 2016
HEALTH AND SAFETY MANAGEMENT

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1. Is there a Chemical Hygiene Program present?

2. Are personnel trained in chemical health/physical hazards and laboratory safety?

3. Do lab personnel have access to and are familiar with the use of Safety Data Sheets (SDSs)?

4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?

5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?

6. Have personnel been instructed on how to respond in the event of a chemical spill?

7. Are complete training records and documents available for review by the Personnel Office and outside agencies?

8. Have all hazards identified by the annual survey been abated? (Action records must be retained.)

9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)

GENERAL SAFETY

10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?

11. Are work areas clean and uncluttered?

12. Do employees know the location of the first aid kit and is it accessible?
GENERAL SAFETY (continued)

Yes  No  N/A  13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?

☐  ☐  ☐  14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?

☐  ☐  ☐  15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?

☐  ☐  ☐  16. Are fire extinguishers accessible and charged? (If not, please call Public Safety)

☐  ☐  ☐  17. Are sinks labeled, “Industrial Water – Do Not Drink”?

☐  ☐  ☐  18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?

☐  ☐  ☐  19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur?

☐  ☐  ☐  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

☐  ☐  21. Have chemical fume hoods been tested within the past year?

☐  ☐  22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?

☐  ☐  23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?

☐  ☐  24. Is the lab ventilation negative with respect to corridors and offices?
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25. Are rotating or moveable parts and belts guarded with screens having less than ¼ inch opening?  

26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?  

27. Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”?  

28. Are all gas cylinders restrained to prevent tipping or falling?  

29. Are valves of gas cylinders capped when not in use?  

**HAZARDOUS MATERIALS**  

30. Are chemicals labeled to identify contents and hazards?  

31. Are regulated carcinogens handled safely to reduce employee exposure?  

32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?  

33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?  

34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?  

35. Are all hazardous wastes disposed of and not poured into the sewer system?  

36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee’s body?  

37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?  

38. Are either and other peroxide formers dated?  

39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?
## FIRE AND ELECTRICAL SAFETY

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40. Are fire doors unobstructed and readily closeable?

41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?

42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?

43. Are flammable liquids limited to 60 gallons per fire area?

44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?

45. Is all equipment properly grounded?

46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)

47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?

48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?

49. Are circuit breakers labeled to indicate what equipment is served by each?

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
____________________________________________________________________________________

June 2016
REDWOODS COMMUNITY COLLEGE DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: __________ Location: _______________________________ Phone: ____________
Supervisor: _________________________ Department: ____________________________
Inspector: __________________________ Job Title: ______________________________

ADMINISTRATION AND TRAINING

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

<table>
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<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>9. Are all fire exits clearly marked and unobstructed?</th>
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<td>10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?</td>
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<td>11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?</td>
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<td>12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?</td>
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June 2016
FIRE SAFETY (continued)

Yes ☐ No ☐ N/A ☐ 13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

☐ ☐ ☐ 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?

☐ ☐ ☐ 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?

☐ ☐ ☐ 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?

☐ ☐ ☐ 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?

☐ ☐ ☐ 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?

☐ ☐ ☐ 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

☐ ☐ ☐ 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?

☐ ☐ ☐ 21. Are all circuit breaker panels accessible with labels identifying each switch’s function?

☐ ☐ ☐ 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)

☐ ☐ ☐ 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?

☐ ☐ ☐ 24. Are Ground Fault Circuit Interrupters available for use in wet areas?

☐ ☐ ☐ 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?

☐ ☐ ☐ 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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?

29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?

30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?

31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?

32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?

33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?

34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?

35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?

36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?

37. Are potable water, soap, and towels available for hand washing?

38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?

39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?

40. Are excessive noise levels adequately controlled?
### MECHANICAL SAFETY (Continued)

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<th>41. Is an approved first aid kit available and its location known to all employees?</th>
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<td>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.)</td>
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<td>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?</td>
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### HAZARDOUS MATERIALS/PERSOANL PROTECTION

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

57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?

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

<table>
<thead>
<tr>
<th>Name: (optional)</th>
<th>Date:</th>
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<thead>
<tr>
<th>Area of Occurrence (Please be as specific as possible):</th>
<th>Phone number/ext:</th>
</tr>
</thead>
</table>

## 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:

<table>
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<tr>
<th>Date Completed:</th>
<th>Work Order Number:</th>
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</table>
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.
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:
_______________________________________________________________________________
_______________________________________________________________________________
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_______________________________________________________________________________

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 ___________________________