



INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

San Luis Obispo County Community College District

Cuesta College

P.O. Box 8106

San Luis Obispo, California 93403-8106

Ph : 805-546-3129

Fax : 805-546-3906

www.cuesta.edu

TABLE OF CONTENTS

Table of Contents

<u>Introduction</u>	
<u>Assignment of Responsibility</u>	
<u>Program Compliance</u>	
<u>Sanctions and Enforcement</u>	
<u>Identifying and Evaluating Workplace Hazards</u>	
<u>Reporting Occupational Injuries and Illness</u>	
<u>Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances</u>	
<u>Employee Training and Instruction</u>	
<u>Record Keeping</u>	
<u>Campus Safety and Environmental Committee</u>	
<u>Appendices</u>	
A) Model Policy Statements	
B) Checklist Evaluation IIPP's	
B1) General Health and Safety Inspection Checklist	
B2) Building Inspection Action Sheet	
B3) Safety Concern/Suggestion Form	
B4) Safety Meeting Training Sign-in Form	
B5) Hazardous Condition Report	
B6) Accident Investigation Report	
B7) Near Miss Incident Without Injury Report	
B8) Safety Incentive Programs	
B9) SIPE Training Module Instructions	
B10) Chemical Inventory	
B11) Hazardous Waste Contingency Plan	
B12) Deficiency Tag	
C) Codes of Safe Practices	
D) CCR Title 8, Section 3203 & 1509	
E) Pre-Job Briefings	

San Luis Obispo County Community College District Cuesta College IIPP Introduction

In 1973, the state of California adopted its own safety and health program, as permitted by the federal Occupational Safety and Health Act (OSHA) of 1970. The California Department of Industrial Relations, Department of Occupational Safety and Health (Cal-OSHA) establishes comprehensive occupational safety and health regulations that protect the working women and men of California. Title 8, CCR 3203 (California Code of Regulations)(*Appendix D*) mandates **all** California employers must develop an Injury and Illness Prevention Program (IIPP)

The Injury and Illness Prevention Program establishes;

- a) The identity of the person or persons with the authority and responsibility for implementing and maintaining the plan, as well as the company safety policy (*Assignment of Responsibility*).
- b) A method for ensuring employee compliance with the plan.
- c) A system for communicating with employees on matters of safety and health.
- d) An Occupational Health and Safety Training Program
- e) Scheduled, periodic inspections to identify hazards and a system for correcting unsafe conditions and work practices.
- f) A procedure for conducting injury and illness investigations (commonly known as accident investigations).
- g) A system of documentation and recordkeeping.

Cuesta College maintains its IIPP in full compliance with state requirements. The college also seeks to ensure that all of our employees and contractors are cognizant of the requirements of this regulation and that their health and safety is protected by this program.

San Luis Obispo County Community College District Cuesta College Board Policy # 2730

The Board of Trustees of the San Luis Obispo County Community College District affirms that reasonable effort shall be made to provide and maintain conditions which are as safe as reasonably possible for students, employees, and members of the general public.

Recognizing the Occupational Safety and Health Act (OSHA), and responding to related state mandates, the Board of Trustees hereby authorizes development and implementation of an ongoing safety program consistent with the purposes and objectives of the district.

The Superintendent/President shall appoint the Assistant Superintendent/Vice President, Administrative Services to the position of safety officer and shall assign to the safety officer responsibility for all aspects of safety within the district.

The Campus Safety and Environmental Committee shall be campus-wide with membership consisting of management, academic, classified, and student personnel. Members shall be assigned terms of varying lengths to assure experience and provide continuity of effort. The Directors of Public Safety and Physical Plant or designee(s) shall be permanent members of the Campus Safety and Environmental Committee.

All employees and students are expected to observe safety precautions and make every effort to immediately notify the safety officer, or other appropriate district personnel, of potentially unsafe conditions.

(Approved: 4/13/81)

(Revised: 7/3/91, 9/1/93, 10/6/99)

Assignment of Responsibility

The following individuals have the authority and responsibility for implementing and maintaining this program.

Overall Coordinator:
Vice President Administrative Services x3120
Or Safety Coordinator: x2429

Site administrators, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of the IIPP is available from each site administrator.

Superintendent/President x3118

Director, Human Resources and Labor Relations x2247/3129
Assistant Superintendent/Vice President, Student Services x3116
Executive Director, Foundation/Institutional Advancement x3279
Assistant Superintendent/Vice President, Academic Affairs x3122
Executive Dean North County Campus and South County Centers x6220/4204
Assistant Superintendent/Vice President, Administrative Services x3120

Director, Public Safety x3205/2478
Director, Admissions and Records x3182/3130
Director, Financial Aid x2322/3143
Director, EOPS/CARE x2458/3144
Director, Counseling Services x2299/3147
Director, Academic Support/DSPS x3148/2275
Coordinator, Health Services x3171/2208
Director, Athletics (Eligibility/COA) x2709/3207
Coordinator, Student Development & Activities x2354/3289
Director, Foundation Programs x2497
Director, Marketing & Communications x3153
Director, Institutional Research & Assessment x3946
Dean of Academic Affairs, Humanities x3123
Dean of Academic Affairs, Sciences, Math, Nursing, PE x3125
Director, Workforce Economic Development Community Programs x3280/2229
Director, Library/Learning Resources x3159
Supervisor, South County Centers x3192
Director, Bookstore x2286/3206
Director, Computer Services x3248
Director, Facilities Services, Planning & Capital Projects x3283
Director, Fiscal Services x3902

Assignment of Responsibility, continued

Division Chair, English x2334/3176
Division Chair, Fine Arts x2755
Division Chair, Language & Communications x2694/3178
Division Chair, Performing Arts x2790
Division Chair, Social Sciences x2301/3163
Division Chair, ESL x2821/2127/3941
Director, Nursing/Allied Health x2665
Division Chair, Nursing x2797/3119
Division Chair, Biological Sciences x2721/3230
Division Chair, Mathematics x2580
Division Chair, Physical Education x2715/3207
Division Chair, Physical Sciences x2730/3230
Division Chair, Business Education x2728
Division Chair, Engineering & Tech x2734/3264
Division Chair, Human Development x2765
Director, Business Assistance Center 549-0401

Program Compliance

Each administrator, manager, and onsite supervisor is responsible for ensuring that facilities, operations, processes, instruction, and programs provide safe and healthful workplaces for employees under their direct supervision.

Office Administration Responsibilities

Program compliance is assured by office administrators in:

- Communicating workplace hazards to employees;
- Encouraging employees to communicate workplace hazards to supervisors and addressing those hazards within their ability to identify and abate (*Appendices B3 & B7*);
- Posting information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace (*Appendix B5*);
- Training and retraining employees as required by occupational health standards (*Appendix B4*);
- Recognizing good employee performance towards program development, compliance, and enhancement; and
- Applying appropriate disciplinary measures in accordance with District rules and collective bargaining agreements for poor employee performance.

Employee Responsibilities

Employees are responsible for ensuring that safety and health rules are not compromised in the performance of their assigned duties.

Program compliance is assured by employees in:

- Attending to workplace hazards communicated by supervisors;
- Submitting safe work practice suggestions and communicating, or reporting, hazards to supervision, responsible committees, and/or employee designated representatives;
- Adhering to posted information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances for which employees are responsible in the workplace;
- Attending and participating in training and retraining opportunities offered by supervisors;
- Responding to supervisors directions and recommendations during monitoring / coaching of safe work practices;
- Listening and learning from all training. Active participation in learning a job skill or safety issue;
- Asking for assistance if the training or instruction is not clear, or if not comfortable performing the task correctly and safely;
- Addressing problems with a Supervisor as soon as possible, and always trying to offer solutions to every problem;
- Re-addressing issues with the Supervisor on unresolved topics discussed in the past; and
- Being an active member in the safety of the workplace. Participating in safety committee meetings, safety meetings, and during training on a safety issue.

Sanctions and Enforcement

Sanctions and Enforcement provisions of the IIPP are required in accordance with 8 CCR 3203 (*Appendix D*) and are a regulatory commitment with Cal/OSHA in response to a previous inspection.

Awards Program

The District Safety Coordinator may authorize SIPE discretionary funding for recognizing, honoring, and rewarding outstanding work performance by the use of safety incentive programs which are designed to inspire employees to utilize safe work practices and promote healthful workplaces (*Appendix B8*). Employees and/or departments are encouraged to consider engineering controls, administrative controls, and general work process enhancements that, when approved and implemented, prove to strengthen the health and safety program at Cuesta College, as it is being further developed.

Monitoring / Coaching Program

Supervisors shall monitor employees in the performance of their assigned duties in order to familiarize themselves to the hazards to which employees under their direct supervision are exposed. The monitoring program shall place importance on recognizing good performance when observed and on coaching or providing training or retraining to employees to adhere to safe work practices whenever deficiencies or violations occur. The monitoring program observations may be used for topics of discussion at safety meetings, pre-job briefings, and/or to further develop safe work practices on campus (*Appendix E*).

Disciplinary Program

All disciplinary action shall be performed in accordance with the applicable collective bargaining agreement and District policies and procedures. In most cases, disciplinary action can be avoided by implementing an effective monitoring / coaching program and by maintaining a safe and healthful work environment. Disciplinary action against an employee for violating safe work practices should be considered pursuant to collective bargaining agreements and District policies and procedures under the following circumstances:

- The violation results in serious injury or illness, or death, to another person;
- The violation results in significant damage to facilities, district / campus assets, or to the environment;
- The violation results in employee “lost time” from work or renders facilities unavailable for the routine business process to occur;
- The violation or deficient condition is a result of “horseplay”;
- The violation or deficient condition is a result of a penal code violation;
- The violation or deficient condition is a result of an intentional act to disrupt the workplace or business process; or
- The violation or deficient condition is a result of the employee’s repeated failure to correct previously identified violations or deficiencies during monitoring / coaching sessions.

Identifying and Evaluating Workplace Hazards

The Safety Coordinator, in compliance with SIPE regulations, is responsible for developing a formal workplace inspection schedule to ensure that all buildings, classrooms, offices, grounds, and storage areas are inspected at least twice annually (*Appendix B1&2*). Monthly inspections are required to verify portable fire suppression equipment. Weekly inspections are required for areas in which hazardous substances, chemicals, and hazardous wastes are stored. Inspection results are utilized towards enhancement of facility conditions and development of a code of safe work practices tailored to specific operations and processes. Inspections are required:

- Upon initial implementation of this business plan;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard;
- Whenever office administration is made aware of a new or previously unrecognized hazard;
- Whenever a related injury or illness is reported; and
- Whenever incidents occur which, if uncorrected, could result in personal injury or illness.

Identifying Workplace Hazards

All employees are encouraged to identify workplace hazards to the responsible supervisor and affected employees without fear of reprisal. Identification consists of *reporting observations* (*Appendix B5*) and *applying interim protective measures* that are effective in warning others of a perceived problem (*Appendix B11*).

Reporting Observations

Any facility condition or work practice that appears unsafe to the observer should be reported for evaluation, as appropriate. Employees may report an observation by any one or more of the following verbal and/or written methods:

- Report to his/her immediate supervisor and/or responsible supervisor or administrator;
- Report to his/her employee designated representative;
- Report to the Campus Safety and Environmental Committee;
- Telephone notification to the Campus Police (*normally for public safety matters*);
- Initiate a Maintenance Service Request to Facilities; and/or
- Fill out a Safety Concern/Suggestion Form(*Appendix B3 & B5*)

Applying Interim Protective Measures

Facilities Staff and Campus Police have materials that can be used to identify and post hazards to warn others that a potential hazard exists. Normally, if an observation is made that poses a severe hazard to employees or the public, then red "DANGER" signs and barrier tapes are posted. If the perceived problem poses a minor hazard to employees or the public, then yellow "CAUTION" or "WARNING" signs and barrier tapes are posted. If the potential problem is with a specific tool or piece of equipment, then "DANGER", "CAUTION", "WARNING", or "DEFICIENCY" tags may be applied directly onto the item (*Appendix B12*). In unusual situations, an effective protective measure may be to telephone for assistance and then guard the area until the matter is turned over to Facilities or Campus Police.

Evaluating Workplace Hazards

Upon receipt of an observation, a decision must be made as to whether the perceived problem is valid. Invalidated observations are preserved and maintained as determined by the Vice-President of Administration. Validated observations are classified as *deficiencies* or *violations*. For validated deficiencies, a workplace inspection should be conducted within 30-days focusing on similar conditions in order to determine if the condition is a result of a cultural change within the workplace.

For validated violations, the inspection should be conducted within five days to assess the workplace for similar or recurrent hazards. All deficiencies and violations shall be abated as soon as practicable.

Abating Deficiencies

A *deficiency* is not considered a direct hazard to employees or the public in and of itself, but requires a dynamic condition in order to pose some risk of injury or illness.

Example: An “Out of Service” scissor lift that is not in use, but is stored at the Physical Plant is a *deficiency*. In this case, the best course of action is to deliver it to Motor Pool for repair. A second option is to apply a “DEFICIENCY” tag (*Appendix B12*) that states the scissor lift is “Out of Service” to warn someone else from using it.

Abating Violations

A *violation* is considered a direct hazard to employees or the public in that a dynamic condition exists that could pose some risk of injury or illness. A violation is also a condition that is contrary to occupational safety and health standards.

Example: A “frayed” extension cord that is in use and connected to a power supply is a *violation*. In this case, the best course of action is to de-energize the power source (or service tool/equipment) prior to removing the extension cord for delivery to Facilities or tagging the item to indicate its condition.

Deferred Abatement

Occasionally, workplace deficiencies and violations are not easily abated due to fiscal obligations and instructional commitments. If such is the case, the area or item must remain posted or tagged until the hazard is corrected. Remedial action is then planned, organized, approved, and scheduled for completion by way of deferred maintenance or project work via work orders. Where such corrective action applies, the Vice-President of Administration Services or Facilities Manager may direct additional protective measures be provided or alternative process controls be applied to the operation with appropriate training, communication, and information given to affected employees or, a decision may be made to temporarily relocate employees away from the hazard. Such actions are intended to reduce the risk to employees and the public until a permanent repair / change is made or adopted.

Appeal Process

Where an employee is not satisfied with the response to his/her observation, the employee may appeal the decision through his/her supervisor, manager, administrator, District Risk Management, Employee Safety Committee, designated employee representative, Work Environment Committee, Labor/Management Safety Committee, and/or the employee may appeal the matter to Cal/OSHA.

Reporting Occupational Injuries and Illnesses

CAUTION: Filing a false or fraudulent workers' compensation claim is a felony.

All occupational Injuries, Illnesses, and Near Hit Incidents, no matter how slight, must be reported to supervision as soon as practicable, but in any case prior to the end of the employee's scheduled workday. The supervisor should direct the employee to Human Resources who will fill out all necessary reports. (*Appendixes B6 & B7*)

Human Resources will issue the State of California Form DWC-1, *Employee Claim for Workers' Compensation Benefits* to the injured or ill worker. Where medical treatment is indicated or first aid is required beyond the quality of first aid available on campus, Human Resources will issue a Referral for Treatment of Occupational Injury or Illness.

Referral for Medical Treatment

Employees who are hurt on the job and require medical treatment or first-aid beyond that which is readily available at Cuesta College shall be directed to the current contracted provider of healthcare. This healthcare provider is listed on the referral form. The District is self-insured with Third Party Administrator (TPA). The current TPA is also listed on the referral form. If the listed provider of healthcare is closed, the employee shall be directed to the nearest medical treatment center available. Where the employee cannot self-transport for medical treatment the supervisor or administrator or Campus Police shall call for an ambulance to be dispatched, or telephone "9+911" from an on-campus phone, as appropriate to the extent of injury or illness.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

General Requirements

All workplace accidents and occupational exposures to hazardous substances should be investigated in order to determine causal factors and take appropriate actions to prevent recurrence. For incidents involving occupational injury or illness, the supervisor shall issue a Supervisor's Report of Employee Injury or Illness form to the appropriate manager/Director. The Director will report the injury to Human Resources. For other accidents & exposures (Appendix B6, B10), or "near hits" (Appendix B7), or that do not involve occupational injury or illness, a general inspection checklist or safe work practices inspection checklist should be initiated. The District's Safety Coordinator should periodically review the results of such investigations and communicate program deficiencies to supervisors and managers.

Investigation Procedure

- Record the site location, date, and time of the incident;
- List and interview all available witnesses, including injured workers, if possible;
- Record first aid actions and the names of persons who rendered first aid;
- Determine whether a "bloodborne pathogens exposure incident" may have occurred as a result of rendering first aid;
- Document all emergency response agencies that responded to the accident scene. If possible, list the names of emergency responders present;
- Inspect the site for "as found" facilities conditions (e.g., building deficiencies, tools, equipment);
- Consider other environmental affects which may have contributed to the accident or exposure (e.g., weather conditions, congestion, workspace clearance and configuration);
- Consider human factors which may have contributed to the accident or exposure;
- Review procedures, policies, operating instructions, and/or business plans that apply to the ongoing activities at the time of the accident or exposure, including any residual affects from recently concluded operations);
- Review accident prevention signs and postings, safety meeting notes, and/or pre-job briefings, tailgate meeting notes, or other pre-job planning documents as may apply;
- For hazardous substances, review applicable Material Safety Data Sheets and record personal protective equipment and/or special engineering controls established for the activity; and
- List the primary cause and any secondary casual factors that may have contributed to the accident or exposure.

Documentation Procedure

- Record all findings and attach all supporting documents and field notes;
- Determine appropriate actions to prevent recurrence; and
- Return the written investigation to the Safety Coordinator for review and approval.

Event Follow-up

The Safety Coordinator, or designated manager, shall review the investigation and make recommendations to prevent recurrence. Such recommendations may include retraining, procedure revisions, postings, notices, safety alerts, maintenance actions, purchasing equipment, rescheduling of certain activities, or any other action determined necessary to reduce, if not eliminate, the risk of future similar accidents or exposures. Where a DWC-1 Form has been initiated, forward the investigation documents to the Human Resources Office.

Employee Training and Instruction

All regular employees shall be trained in the contents of this program upon initial implementation. Thereafter, all new regular employees shall be trained accordingly. Professional experts and temporary employees shall be provided information on how to obtain a copy of this or any related health and safety program, regulations, policies, supporting procedures, codes of safe practice (*Appendix C*) and operating instructions. A “New Hire Packet” will be given to employees for review at the time of hire with signature page turned in to Human Resources stating the packet had been read and understood. Additional training and instruction shall be scheduled:

- For all employees given new job assignments for which training has not previously been received;
 - Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
 - Whenever the Administration is made aware of a new or previously unrecognized hazard; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety Meetings

Mandatory Monthly Safety Meetings are held in order to inform employees of safety and health hazards on the job. Such meetings are also useful in encouraging the use of workplace safety training modules that are tailored to each operation and process (*Appendix B9*). Employees are required to sign-in for record keeping purposes. (*Appendix B4*).

Pre-Job Briefings

Pre-Job Briefings are job-specific safety meetings that may be used to identify unique or special hazards during infrequent or unusual operations and maintenance or construction activities. The responsible supervisor conducts pre-job briefings, which may involve several departments and/or contractors (*See Appendix E*).

Environmental Health & Safety Alerts

Safety Alerts are written and/or electronic materials that are presented or mailed to employees, or posted, and that are designed to communicate unplanned, previously unknown, or potentially serious safety and health hazards to employees at a specific location. Such notices are normally developed and approved for distribution through the President’s office.

Environmental Health & Safety Advisories

Environmental Health & Safety Advisories are written and/or electronic materials that are presented or mailed to District and Campus administrative personnel and that are designed to communicate safety and health information to employees regarding a variety of current and significant subjects.

Record Keeping

Actions taken to implement and maintain this program at Cuesta College shall be documented and maintained at Facilities Services in associated binders. These records specifically include:

- Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date shall also be included.
- Any unsafe conditions and work practice identified during the inspections and the action taken to correct the problem.
- Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers

All of the above mentioned documentation shall be maintained for a minimum of three (3) years.

Campus Safety and Environmental Committee

The Cuesta College Campus Safety and Environmental Committee is dedicated to the health and well being of the school, the employees and the students.

Cuesta Campus Safety and Environmental Committee:

- Meets regularly, but not less than quarterly;
- Prepares and makes available to the affected employee written records of the safety and health issues discussed at the committee meetings, and maintains these records for review by Cal/OSHA and SIPE upon request;
- Reviews results of the periodic, scheduled worksite inspections;
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury or illness, or exposure to hazardous substances and, where appropriate, submits suggestions to the Administration for the prevention of future incidents;
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
(Appendix B3)
- Submits recommendations to assist in the evaluation of employee safety suggestions;
- Verifies actions taken by the Administration to abate citations issued by Cal/OSHA, upon request.
- Reviews and votes on funding requests for Employee Safety related items; and
- Discusses and maintains the “Caught in the Act” Safety Incentive Program (Appendix B8).



IIPP Appendices

- A) Model Policy Statements
- B) Checklist Evaluation IIPP's
 - B1) General Health and Safety Inspection Checklist
 - B2) Building Inspection Action Sheet
 - B3) Safety Concern/Suggestion Form
 - B4) Safety Meeting Training Sign-in Form
 - B5) Hazardous Condition Report
 - B6) Accident Investigation Report
 - B7) Near Miss Incident Without Injury Report
 - B8) Safety Incentive Programs
 - B9) SIPE Training Module Instructions
 - B10) Chemical Inventory
 - B11) Hazardous Waste Contingency Plan
 - B12) Deficiency Tag
- C) Codes of Safe Practices
- D) CCR Title 8, Section 3203 & 1509
- E) Pre-Job Briefings

Appendix A

Model Policy Statement

We, at Cuesta College, will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.



Appendix B1

General Health and Safety Inspection Checklist

The Safety Coordinator, in compliance with SIPE regulations, is responsible for formal workplace inspection schedules to ensure that all buildings, classrooms, offices, grounds, and storage areas are inspected at least twice annually, to include but not limited to:

- **Procedure Code Updates** – Ask if any new updates are available.
- **Check for Codes of Safe Practice Binder** -Should be available and easily accessible.
- **Safety Meeting Attendance Binder** –Should be updated with at least 90% compliance.
- **Emergency Plans and Evacuation** - Routes should be posted in each room.
- **Housekeeping** and a sanitary workplace is necessary. Aisles should be kept clean and unobstructed. Storage of supplies and/or equipment should be in a safe, neat and organized manner to prevent fires, trips, slips, falls or to prevent stored materials from falling. All work areas should be free from any condition that would create a fire, life safety and/or emergency evacuation hazard.
- **Fire Extinguishers**, where installed, must be mounted on the wall where all room occupants can find it in an emergency. The extinguisher must be in-service, fully charged, and not blocked. A 3 ft clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, hall passes, backpacks, or bags.
- **Fire Alarms (Alarm Panels & Manual Pull Stations)** require at least 3 ft of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.
- **Emergency Lights** require at least 3 ft of clearance in front and around devices. Do not paint, block, or cover lights with cloth or paper. Check lights to ensure they're working properly.
- **Decorative Paper** and student artwork must be limited to approximately 20% of the wall space in each room. Do not cover electrical outlets, switches, alarms, electrical panels, heating or ventilation systems, etc. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables or string.
- **Electrical Panels** in classrooms and storage rooms require 3 ft of clearance in front of and around the panel. Panel doors must remain closed. Do not cover panel doors with combustible materials, such as paper or cloth.
- **Overhead Storage** of equipment and supplies can be a major hazard in the event of an earthquake. All overhead storage should be secured or removed. Shelving lips or railings may be installed to prevent items from falling.
- **File Cabinets, Bookcases, and Other** furnishings should be secured to the wall or floor to prevent them from tipping over during an earthquake and injuring occupants and/or blocking access to exits.

- **Access to Exits** must be maintained at all times. Do not block front or back doors (if present) of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the evacuation process in an emergency.
- **Extension Cords** may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after each use and at night. Only use UL approved and grounded (3 prong cord). Do not extend cords across walls, ceilings, walkways, or under rugs or carpeting.
- **Power Bars** or **Surge Protectors** must have UL approval and grounded (3 prong cords). Extension cords or other power bars may not be plugged directly into another power bar. Turn off power bars at night or when not in use.
- **TV's & AV Carts** must be in good operating condition and roll with ease. Equipment on the carts, such as TV's and other large objects, must be secured to the cart. TV's mounted to walls or ceilings must be secured to the mounting bracket and strapped to the bracket. TV's that are only strapped to the mounting bracket are unsafe.
- **Chemical Safety** All hazardous or toxic chemicals must be stored out of the reach from children or in lockable cabinets. Employees are not permitted to bring any chemical to work without a copy of the Material Safety Data Sheet (MSDS) and prior approval from the site administrator or district safety coordinator. All containers (including water) must be properly labeled with chemical name, etc.
- **Ventilation Systems and Heaters** work and are not be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within 3 ft of a heater or ventilation system. Portable space heaters are NOT permitted in classrooms. Smell for gas leaks.
- **Kitchen Appliances** in classrooms are not recommended. However, if used, they must be used as described by the manufacture and turned off at night and when not in use. Provide 3 ft. of clearance around the appliance and do not store combustible materials, such as paper on top or around cooking appliances.
- **Storage Rooms** such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a 3 ft. clearance in front of and around the equipment at all times.
- **Classroom Furnishings** must meet or exceed State Fire Marshall requirements and may contain allergens, insects, pests etc. Staff should not bring to work household furniture, curtains, partitions, etc.
- **Ladders** or stepstools should be available for use. Staff should always use a ladder or a stepstool and never stand on desks, chairs, boxes or other items.
- **Chemical Checks** must be done in every department. Spot check all chemicals by referencing the chemical inventory section of the "Cuesta College Business Plans for disclosure of Hazardous Material." If a Chemical is not found note the name and add it to binder.
- **Eye Wash Stations Evaluations** are preventive maintenance inspections to check for such problems as valve leakage, clogged openings and lines, and adequacy of the fluid volume.

Appendix B2



Building Inspection Action Sheet

Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			
Date:	Room #	Work Order #	Email contact
Description:			

Appendix B3



SAFETY CONCERN/SUGGESTION

Please use this form to report unsafe or uncorrected conditions that could endanger employees or students, or to make a safety or health-related suggestion to the District Safety Committee.

Do not use this form in lieu of a work order to the maintenance department. Emergency conditions should always be reported immediately to your supervisor.

Return this completed form to your supervisor or any member of the District Safety Committee. You may also report conditions anonymously by writing, calling, faxing, or emailing the Program Coordinator at:

District Safety Committee Program Coordinator
Cuesta College
P.O. Box 8106
San Luis Obispo, California 93403-8106
Ph : 805-546-3283, Fax : 805-546-3920

Site/School: _____

Today's date: _____ Date condition identified: _____

Your name (optional): _____

Work or office phone number (optional): _____

Has this condition been previously reported? Yes No Unknown

To whom: _____

Nature of concern or suggestion: _____

If a safety concern, **where** exactly is the hazardous condition or concern? _____

Benefits Expected from change: _____

ACTION TAKEN (FOR COMMITTEE USE): _____



Appendix B4

Monthly Safety Meeting/Training Sign In

Date: _____ **Time:** _____

Div. /Dept: _____ **Site:** _____

Topic: _____

Conducted by: _____

Type or Print Name	Signature

NOTE: Attach any information that was used to conduct the Safety Meeting/Training.

Compliance to this OSHA standard will be reviewed bi-annually.
Protocol for non-compliance: Any non-compliance will be immediately reported to the appropriate Vice President level.

Hazardous Condition Report

Appendix B5

This Section to be completed by Employee:

Please use this form to report unsafe or uncorrected conditions which could endanger employees or students of this district, or to request assistance from the District Safety Committee or District Safety Coordinator. **You may report conditions anonymously.**

Do not use this form in lieu of a work order to maintenance. Emergency conditions should always be reported immediately to your supervisor and/or maintenance department.

Return this completed form to the District Safety Coordinator.

District: San Luis Obispo County Community College Location: ☐ SLO ☐ NCC ☐ Other

Today's Date: _____ Date Condition Identified: _____

Your Name: (Optional): _____ Phone Number (Optional): _____

Has this condition been previously reported? Yes ☐ No ☐ Unknown ☐

If yes to above, to whom? _____

Nature of Hazardous Condition: _____

Who is this affecting?
What is happening?
When and how often does it occur?
Where exactly is the hazardous condition? (Room number, name, restroom, playground, part of building, etc.)
Why is this occurring?

Appendix B6

SIPE ACCIDENT INVESTIGATION REPORT

[Reset Entire Form](#)

The injured employee's **supervisor** shall complete the Accident Investigation Report immediately following an illness or injury
Provide as much detail as possible. **PLEASE PRINT OR TYPE**

GENERAL DATA

DATE OF REPORT _____

PAGE 1 OF 2

SCHOOL DISTRICT Choose District		SCHOOL SITE	SITE PHONE
EMPLOYEE NAME (PRINT)		DATE OF BIRTH (MM/DD/YY)	GENDER MALE FEMALE
OCCUPATION (REGULAR JOB TITLE)		DATE EMPLOYER WAS NOTIFIED OF INCIDENT	DATE THE EMPLOYEE WAS PROVIDED WITH DWC-1 FORM
EMPLOYEE USUALLY WORKS ____ HRS/DAY ____ DAY/WEEK ____ TOTAL HRS/WEEK		EMPLOYMENT STATUS (CHECK APPLICABLE STATUS AT TIME OF INJURY) <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL	
DATE OF INCIDENT	TIME OF INCIDENT ____ : ____ AM ____ PM	TIME EMPLOYEE BEGAN WORK ____ : ____ AM ____ PM	IF EMPLOYEE DIED, DATE OF DEATH
UNABLE TO WORK AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO	LAST DAY WORKED	DATE RETURNED TO WORK	IF STILL OFF WORK, EXPECTED RETURN DATE
IF THE PHYSICIAN IS NOT FROM THE RECOMMENDED MEDICAL CLINICS FOR WORKERS' COMPENSATION INJURIES, DOES THE EMPLOYEE HAVE A FORM ON FILE TO SEE A PERSONAL PHYSICIAN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WHO TRANSPORTED THE EMPLOYEE TO THE DOCTOR?		DID THE INJURY OCCUR ON SCHOOL DISTRICT PROPERTY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, LOCATION OF INCIDENT _____	
WAS THE INCIDENT SCENE VISITED AS PART OF THIS INVESTIGATION? IF YES, BY WHOM? <input type="checkbox"/> YES <input type="checkbox"/> NO _____		WERE PHOTOS TAKEN AT THE SITE OF THE INCIDENT? IF YES, INCLUDE WITH REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SUPERVISOR			

INJURY/ILLNESS DATA

PLEASE CHECK ALL THAT APPLY

CLASS OF INJURY			
<input type="checkbox"/> FATALITY	<input type="checkbox"/> LOST WORKDAY	<input type="checkbox"/> RESTRICTED WORK	<input type="checkbox"/> MEDICAL ONLY
<input type="checkbox"/> FIRST AID	<input type="checkbox"/> FOR RECORD ONLY		
NATURE OF INJURY			
<input type="checkbox"/> ABRASIONS	<input type="checkbox"/> BURNS	<input type="checkbox"/> CRUSHING	<input type="checkbox"/> FRACTURE
<input type="checkbox"/> AMPUTATION	<input type="checkbox"/> CONCUSSION	<input type="checkbox"/> DISLOCATION	<input type="checkbox"/> HEARING LOSS
<input type="checkbox"/> BITES/STINGS	<input type="checkbox"/> CONTUSION	<input type="checkbox"/> FOREIGN BODY	<input type="checkbox"/> HEAT EXHAUSTION/STROKE
<input type="checkbox"/> LACERATION	<input type="checkbox"/> PUNCTURE	<input type="checkbox"/> RESPIRATORY	<input type="checkbox"/> STRAIN/SPRAIN
<input type="checkbox"/> RASH	<input type="checkbox"/> REPETITIVE MOTION	<input type="checkbox"/> OTHER	
PART OF BODY AFFECTED			
<input type="checkbox"/> ABDOMEN	<input type="checkbox"/> ARM	<input type="checkbox"/> CHEST	<input type="checkbox"/> EYES
<input type="checkbox"/> ANKLE	<input type="checkbox"/> BACK	<input type="checkbox"/> ELBOW	<input type="checkbox"/> FINGER
<input type="checkbox"/> FOOT	<input type="checkbox"/> HAND	<input type="checkbox"/> HIP	<input type="checkbox"/> KNEE
<input type="checkbox"/> LEG	<input type="checkbox"/> NECK	<input type="checkbox"/> SHOULDER	<input type="checkbox"/> TEETH
<input type="checkbox"/> TOE	<input type="checkbox"/> WRIST	<input type="checkbox"/> RIGHT	
<input type="checkbox"/> FACE	<input type="checkbox"/> LEFT		
TYPE OF ACCIDENT			
<input type="checkbox"/> ASSAULT OR VIOLENCE	<input type="checkbox"/> CAUGHT IN, UNDER OR BETWEEN	<input type="checkbox"/> FALL FROM ELEVATION	<input type="checkbox"/> FIRE OR EXPLOSION
<input type="checkbox"/> BOODLY REACTION	<input type="checkbox"/> EXPOSURE	<input type="checkbox"/> FALL TO FOOT LEVEL	<input type="checkbox"/> MOTOR VEHICLE
<input type="checkbox"/> OVEREXERTION	<input type="checkbox"/> STRUCK AGAINST	<input type="checkbox"/> TRIP	
<input type="checkbox"/> SLIP	<input type="checkbox"/> STRUCK BY	<input type="checkbox"/> OTHER	
SOURCE OF INJURY			
<input type="checkbox"/> AIR PRESSURE	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> HAND TOOL	<input type="checkbox"/> INSECT
<input type="checkbox"/> ANIMAL	<input type="checkbox"/> ENVIRONMENTAL	<input type="checkbox"/> HUMAN	<input type="checkbox"/> LADDER/SCAFFOLD
<input type="checkbox"/> CHEMICAL	<input type="checkbox"/> EXTREME TEMPERATURE	<input type="checkbox"/> INFECTIOUS AGENT	<input type="checkbox"/> LIFTING/CARRYING
<input type="checkbox"/> MACHINERY	<input type="checkbox"/> PARTICULATES	<input type="checkbox"/> PUSHING OR PULLING	<input type="checkbox"/> VEHICLE
<input type="checkbox"/> NEEDLESTICK	<input type="checkbox"/> PARTS & MATERIALS	<input type="checkbox"/> STAIRS	<input type="checkbox"/> WORKING SURFACE
<input type="checkbox"/> NOISE	<input type="checkbox"/> POWER TOOL	<input type="checkbox"/> VEGETATION	<input type="checkbox"/> OTHER
UNSAFE CONDITIONS			
<input type="checkbox"/> DEFECTIVE TOOLS/EQUIPMENT	<input type="checkbox"/> HAZARDOUS WORKSURFACE	<input type="checkbox"/> IMPROPER WORKSPACE	<input type="checkbox"/> INADEQUATE VENTILATION
<input type="checkbox"/> ENVIRONMENTAL HAZARD	<input type="checkbox"/> IMPROPER DESIGN	<input type="checkbox"/> INADEQUATE GUARDING	<input type="checkbox"/> LACK OF MAINTENANCE
<input type="checkbox"/> EXCESSIVE NOISE	<input type="checkbox"/> IMPROPER USE OF TOOLS	<input type="checkbox"/> INADEQUATE ILLUMINATION	<input type="checkbox"/> LACK OF WARNING SIGNS
<input type="checkbox"/> POOR DESIGN	<input type="checkbox"/> POOR HOUSEKEEPING	<input type="checkbox"/> UNSUITABLE MATERIAL	<input type="checkbox"/> OTHER
<input type="checkbox"/> UNPREDICTABLE ACTIONS			
UNSAFE ACT			
<input type="checkbox"/> CREATING ADDITIONAL HAZARDS	<input type="checkbox"/> FAILURE TO INSPECT EQUIPMENT	<input type="checkbox"/> IGNORED KNOWN HAZARD	<input type="checkbox"/> JUMP FROM ELEVATION
<input type="checkbox"/> FAILURE TO FOLLOW INSTRUCTIONS OR PROCEDURES	<input type="checkbox"/> FAILURE TO USE PPE	<input type="checkbox"/> IMPROPER LIFT/CARRY	<input type="checkbox"/> MISUSE OF TOOLS/EQUIPMENT
<input type="checkbox"/> FAILURE TO IDENTIFY A HAZARD	<input type="checkbox"/> HORSEPLAY	<input type="checkbox"/> INATTENTION TO FOOTING OR SURROUNDINGS	<input type="checkbox"/> REMOVING SAFETY DEVICES
<input type="checkbox"/> UNAUTHORIZED OPERATION	<input type="checkbox"/> USING UNSAFE EQUIPMENT	<input type="checkbox"/> WEARING IMPROPER ATTIRE	<input type="checkbox"/> NO UNSAFE ACT
<input type="checkbox"/> OTHER			

CORRECTIVE ACTION	
What corrective action will be taken to prevent recurrence?	
Who is responsible for corrective action and what is the expected completion date?	
Name: _____	Date: _____
Name: _____	Date: _____

INVESTIGATED BY: _____ DATE: _____

REVIEWED BY DIRECTOR/SITE ADMINISTRATOR: _____ DATE: _____

REVIEWED BY DISTRICT SAFETY COORDINATOR _____ DATE: _____

PRINT THE NAME OF THE PERSON FILLING OUT THIS REPORT: _____ DATE: _____



Appendix B7

San Luis Obispo Community College District

Near Miss Incident Without Injury Report

An "Incident without Injury" is any incident or condition that has the potential of causing physical injury, equipment or environmental damage.

This section to be completed by Employee:

Date of Incident: _____ Time Incident Occurred: _____

Employees Involved in the Incident (Optional):

Name (Optional):

Title (Optional):

Third Party Involved (if any):

Details of Incident:

Recommended Corrective Actions:

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Classroom/Lab | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Medical Services |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Fall Protection |
| <input type="checkbox"/> Security | <input type="checkbox"/> Chemical process |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Vehicle Operation | <input type="checkbox"/> Confined Space |
| <input type="checkbox"/> Grounds | <input type="checkbox"/> Fire Prevention |
| <input type="checkbox"/> Electrical Safety | <input type="checkbox"/> Other |
| <input type="checkbox"/> Emergency Ops | Explain: _____ |

Severity ☐ Major ☐ Intermediate ☐ Minor

Probability of Re-Occurrence ☐ High ☐ Medium ☐ Low

School Site: Cuesta College ☐ SLO ☐ NCC ☐ Other _____

Location of Incident: _____

Submitted by: _____
Name

Title: _____

Date: _____



Near Miss Incident Report

This section to be completed by Supervisor

Incident # _____

Conclusions:

Recommended Preventative Action:

Procedural

- ☐ Improve Inspection Procedures
- ☐ Change in Work Procedures
- ☐ Change in Safety Procedures

Training

- ☐ Work Procedures/Awareness
- ☐ Safety Procedures/Awareness
- ☐ Security Procedures/Awareness

Equipment/Materials

- ☐ Repair, replace or change safety equipment
- ☐ Repair, replace or change equipment and/or equipment specifications
- ☐ Repair, replace or change materials or supplies
- ☐ Repair, replace or change security equipment
- ☐ Use personal protective items
- ☐ Install engineering controls

Consider Discipline:

☐ Yes ☐ No

Suggested Distribution:

- ☐ Safety Meetings
- ☐ Site Supervisors
- ☐ Staff Meetings
- ☐ Cabinet Meetings
- ☐ Post on Employees Bulletin Board
- ☐ Employees

Supervisor: _____
Name

Title: _____

Safety Coordinator _____
Name

Date Completed _____



Appendix B8

CAUGHT IN THE ACT!!!



(OF BEING SAFE)

This opportunity brought to you by the Cuesta College Safety Committee

Program 1

Have you witnessed a co-worker performing a task the SAFE way? All employees (AGENTS) will have a chance to catch a colleague (PERPETRATOR) in a safe act and give them their one chance for a just reward!

- Complete the form below and send to Facilities Services c/o Safety Committee to nominate a co-worker for the monthly “Caught in the Act” drawing!
- There will be one drawing each month at the District Safety Committee Meeting! Both the “Agent” and the “Perpetrator” have a chance to receive a gift card for \$50.00 each. (AGENTS may enter 1 per month)

Program 2

Log on and register as a new user at www.sipeonlinetraining.com. Your training record will be displayed, giving you the opportunity to choose which training module you would like to complete. Complete a module, print the certificate of completion and turn it in to Facilities Services c/o Safety Committee. Your certificate will be entered in the monthly drawing for a \$25.00 gift card!

(1 entry per month)

Any questions call the Safety Coordinator @ 546-3100 ext. 2429

Caught in the Act Report

Date _____

Agent at Large (Your name/department/phone) _____

Perpetrator (Name/department/phone) _____

Caught in the safe act of (include the location) _____

Brought to you by the Safety Committee at Cuesta College

All entries are due by the 2nd Friday of each month. The drawings will be held at the monthly Safety Committee Meetings.

Turn in all entries to Facilities Services, Attn: Safety Coordinator



Appendix B9

REGISTRATION FOR SIPE ON-LINE SAFETY TRAINING MODULES

- Start at www.slosipe.org
- Drop down from “Training” and click “on-line training.”
- Click “user login/register.”
- Click “new user.”
- At drop down select the letter “C.”
- Click “Continue.”
- At drop down, scroll and select Cuesta College.
- Then click “submit.”
- Complete requested information.
- If you do not have an existing e-mail address, you can create one by using your first and last name.
- Select a job title that best describes yours.
- Create your own password then confirm password by re-typing it in the appropriate box.
- Then click “agree.”
- Scroll down training topics and choose a topic which best pertains to you or is requested by your supervisor.
- After completion of training module, a certificate of completion with your name will appear on the screen, print the certificate, sign it, and send it to the Physical Plant c/o the Safety Committee.

ANY QUESTIONS PLEASE CONTACT:

Safety Coordinator

Ext. **2429**

Brought to you by the Safety Committee at Cuesta College

CUESTA COLLEGE IIPP Revised 04/2012

Appendix B11
FORM E

SAN LUIS OBISPO COUNTY CERTIFIED UNIFIED
PROGRAM AGENCY (CUPA)

EMERGENCY RESPONSE PLAN

Or Hazardous Waste Contingency Plan (see instruction page vii)

Date: _____

SECTION I-A: BUSINESS IDENTIFICATION DATA

BUSINESS NAME _____

SITE ADDRESS _____

CITY _____

ZIP CODE _____

FACILITY UNIT _____

TELEPHONE NUMBER _____

BUSINESS MAILING ADDRESS _____

CITY _____

ZIP CODE _____

If your business has a license or permit from any of the following agencies, please indicate the document number.

1. Hazardous Materials
Underground Storage # _____

3. Air Pollution Control
District # _____

2. Hazardous Waste
Generator # _____

4. Responding Fire Dept
& Permit # _____

Please provide the following information as it pertains to your business and its location. You are not required to notify these companies in the event of an emergency. This information is provided for your reference and to assist emergency response personnel in responding to a hazardous materials emergency at your facility. List the name and phone number of the utility company.

Electric Service _____ Telephone # _____

Gas Service _____ Telephone # _____

Sanitation _____ Telephone # _____

Water District _____ Telephone # _____

SECTION I-B: OWNER CERTIFICATION OF DATA (Certify either 1 or 2)

1. This is a ☐ **NEW Plan** ☐ **UPDATED Existing Plan**. I have personally examined the information it contains and am familiar with the operation of the plan. (If you check either of the above two options, continue to complete the remained of the Emergency Response / Contingency Plan).

2. ☐ This plan **requires no change** and is on file with San Luis Obispo County Hazardous Materials Unified Program Agency and does not need any change. (If you check this section, please proceed directly to Form T, the Training Program.)

I certify under penalty of law that the above information is true and accurate.

PRINT NAME OF OWNER OR OPERATOR _____

SIGNATURE _____

DATE _____

DOCUMENTS PREPARED BY _____

SIGNATURE _____

DATE _____

SECTION II: EMERGENCY RESPONSE PLANS AND PROCEDURES

Note: Complete all sections of this Emergency Response Procedure below. Use of terms such as "N/A" (Not Applicable) will not be accepted.

A. FIRE, SPILL OR RELEASE: The fire code requires immediate notification through dialing 911, by whoever first sights the incident. In the event of release or spill of hazardous materials, you must also notify:

1. San Luis Obispo County Hazardous Materials Unified Program Agency during business hours @ 805-781-5544. After business hours dial 911.
2. The State Office of Emergency Services - (800) 852-7550 or (916) 262-1621.

List the individuals responsible for verifying that these calls have been made and also indicate their position in your company.

FOR VERIFYING THE DIALING OF 911:

NAME	POSITION
Individual responsible for calling San Luis Obispo County Hazardous Materials Unified Program Agency and the State Office of Emergency Services: (Normally the Emergency Coordinator of your business.)	

NAME	POSITION
------	----------

B. List the local emergency medical facilities that will be used by your business in the event of an accident or injury caused by a release or threatened release of hazardous materials.

NAME	ADDRESS	CITY	PHONE

C. List the Emergency Coordinator(s) at your facility.

Primary:

NAME	TITLE	BUSINESS PHONE	24 HR PHONE	PAGER #
------	-------	----------------	-------------	---------

Secondary:

NAME	TITLE	BUSINESS PHONE	24 HR PHONE	PAGER #
------	-------	----------------	-------------	---------

D. Does your business have an on-site emergency response team? ☐ Yes ☐ No Describe procedures your business will follow in the event of a release or threatened release of hazardous materials.

- E.** If you have **acutely hazardous materials above threshold planning quantities**, list (by name and address) adjacent neighboring businesses and residences, schools, hospitals, etc. **Include sensitive facilities (schools, hospitals and rest homes) within 1,000 feet (straight-line distance from your property line).** List telephone numbers for all businesses; for apartment buildings, list manager's phone. Do not list telephone numbers for private residences.

- F.** Briefly describe your standard operating procedures **in the event of a release or threatened release of hazardous materials.** Emergency response procedures must comply with all federal, state and local regulations. Existing emergency response procedures may be referenced and attached to this document.

- 1. Prevention** -- Describe the accident potentials associated with the hazardous materials present at your facility. What actions would your business take to reduce accident potentials? Include description of safety, storage and containment procedures.

- 2. Equipment** -- List the emergency response equipment at your facility (e.g. fire extinguishing systems, spill control equipment, decontamination equipment).

Item	Use	Location	Maintenance Procedure

- 3. Evacuation** -- Describe how you will immediately evacuate your facility. What communications or alarms are used? How will you operate these during power failure?

4. Shutdown -- Describe the shutdown for each site or facility.

5a. Response -- Describe what is done to lessen or mitigate the harm or damage to person(s), property, or the environment, and prevent the event from getting worse or spreading. What is your immediate response to:

Fire:

Explosion:

Spill:

Earthquake:

Major Power Failure:

Flood:

b. Is this facility located on a 100-year flood plain? ☐Yes ☐No

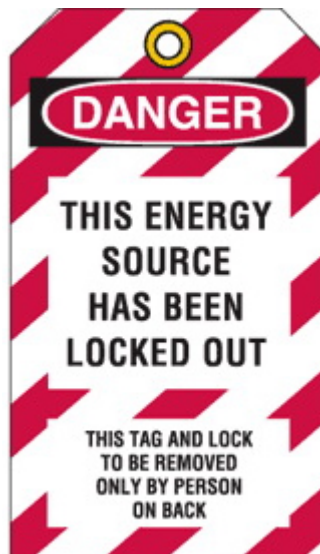
c. Earthquake - Identify facility areas and list mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake related ground motion.

6. Clean-Up (Remove the Hazard) -- How do you handle the complete process of cleaning up, and disposing of related materials at your facility? Note: Notify the Hazardous Materials Unified Program Agency when clean up is complete.

G. Location -- Your business is required to keep a copy of the Business Plan and related MSDS sheets on-site. Describe where this information is located.

Appendix B12

Deficiency Tag Lock Out Tag Out



Appendix C

Codes of Safe Practice

GENERAL

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or safety coordinator.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and directive as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least monthly in the form of safety meetings, safety newsletters and personal safety training.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or safety coordinator.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
12. All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

SPECIFIC

Security

All employees share responsibility in assisting Security Officers and law enforcement with workplace security. Employees shall present personal identification upon demand by Campus Police – San Luis Obispo Police Department, or other law enforcement or emergency response agencies.

Parking Lots

- Yield to pedestrian traffic when entering and exiting parking lots.
- Obey all postings.
- Drive slowly. Abide by the posted speed limits.
- Do not leave your vehicle in a traffic lane.
- Park your vehicle in your assigned space, if assigned, and within the painted lines.
- Park the vehicle in such a manner to prevent damaging an adjacent vehicle when opening a door.
- If you damage another vehicle or building property, notify the Campus Police as soon as possible
North County x6205 or (805)591-6205
S.L.O. x 3205 or (805)546-3205
- Do not block an equipment room door, fire suppression system equipment, or any portion of the physical plant.

Corridors, Passageways, Aisles, and Working Space

CAUTION: Never block or prop-open a fire door.

Emergency egress (main) corridors and passageways shall be maintained clear of materials and furniture. The portals to such areas shall remain closed unless equipped with magnetic devices that automatically release self-closing doors during an emergency or equivalent automatic device. Emergency kits equipped with castors are permitted. Corridors and passageways must be kept clear for possible emergency egress purposes.

- Internal aisles shall be maintained at least 24-inches wide, excluding a doorway swing, a fully extended cabinet drawer, or a chair pushed away from a workstation.
- Internal aisles shall be maintained at least 36-inches wide, where needed to enable wheelchair access and egress. A five-foot turn radius is needed for wheelchair operators to reverse direction.
- Certain doors may open up into a main corridor. Open such doors slowly to prevent injuring a person passing by.

Maintain adequate access and working space to all building equipment, portable fire extinguishers, and all fixed fire suppression systems.

- Maintain at least a 36-inch clearance from such components.

Director of Facilities Services, Planning and Capitol Projects approval is required prior to storing any materials in an Equipment Room, Machine Room, or other room under the control of the Facilities Services staff.

Offices and Cubicles

Avoid loose paper buildup in offices and cubicles.

- Office papers for long-term storage should be maintained on metal shelves or in metal cabinets.
- Office papers for short-term storage should be maintained in cardboard boxes.

Arrange employee workstations to preclude excessive reaching, heavy lifting, or eyestrain. Follow appropriate ergonomic guidelines that may be applied or be directed by supervision.

Electrical Safety

High-voltage areas shall be locked and posted.

- The Facilities Manager / Facilities Electricians shall control access to all high-voltage areas.
- No portable tools or other materials may be stored in high-voltage areas.

Low-voltage distribution and telecommunications rooms shall be locked.

- Only authorized personnel may control access to low-voltage distribution and telecommunications rooms.
- No portable tools or other materials may be stored in such rooms, unless required for the business operation and secured for the purpose.

All fixed and portable electrical appliances and tools shall be operated in accordance with the manufacturer's instructions.

- Do not modify extension cords equipped with a 3-prong plug to fit into a 2-prong electrical outlet.
- Do not remove an electrical outlet cover, except for maintenance.
- Do not overload electrical power strips. The sum of the rated current of each individual component shall not exceed 15-amperes. Refrigerators, coffee pots, and portable heaters should not share a common power strip.
- Do not allow excessive dust to accumulate in areas of electrical components.
- Certain portable electrical devices (such as space heaters) are thermostatically controlled and will cycle on-and-off. Such devices should not be left unattended and should be turned off.
- Employees must first receive supervisory approval prior to introducing a personal electrical appliance to the workplace. If approved, the supervisor should submit the item to Facilities Electrical Division (M.O.G.) for an electrical safety inspection prior to permitting employees to use any personal electrical appliance.
- Facilities staff must inspect and approve of all donated materials and equipment prior to use in the workplace.
- Certain foods contain oils that may spontaneously ignite while being heated in a microwave oven. Such food preparation should be attended.

Storage

Store all materials in a safe manner. Do not stack boxes and other materials in such a manner that could pose a risk of injury from falling objects.

Do not store any materials within 18-inches of the overhead structure or the bottom portion of any fire suppression system sprinkler head, whichever is greater. For structures that are not protected by sprinklers, maintain at least 36-inches of clearance from overhead structures.

- Store the heaviest materials on a bottom shelf or in a bottom cabinet drawer. Do not load file drawers in a manner that makes them top-heavy.

- Cardboard file drawers do not have a restraining device that limits outward travel. Take care not to pull such file drawers out quickly.
- Maintain adequate aisle space with file drawers in the open position.
- Do not leave file drawers in the open position, unless attended.

Lifting Techniques

NOTE: The District Safety Coordinator may authorize a professional service company to move bulk and/or heavy objects. Notify Physical Plant for an evaluation of a need to move bulk materials.

Communication

- Make sure you **understand** the particular task or assigned work. Good communications can save time and prevent needless frustration that could result in personnel injury.
- **Clarify** your supervisor's instructions by repeating or summarizing the activity and desired outcome.
- Your supervisor will then **confirm** your understanding as being correct or will make adjustment, as necessary.

Tools and Equipment

- Know what **tools or special equipment** are available to you in order to lift and move the object(s) as short a distance as possible.
- **Consider the use** of ramps, elevators, lifts, hoists, dollies, hand trucks, etc.
- Consider **protective (leather) gloves or back support devices** where assignments are given that may involve repetitive lifting and when available.

Traffic Route

- Establish a **safe route** to move any heavy object.
- Verify the **route is free of slip and trip hazards**.
- Verify there is **adequate aisle or passage width** for you and the load. Consider your visibility during the move and securing other pedestrian or vehicular traffic, if necessary.

How to Lift

CAUTION: Never attempt a lift that approaches the limits of your present physical abilities, or for which your supervisor, Human Resources, or Doctor has established a restriction.

Size Up the Load

- Check for any sharp objects.
- Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.

Consider the weight of the object.

- Do you need help?
- Are you experiencing any muscle aches or cramps? If so, **STOP!** Get help.

Take Position Over the Load

- Stand over the load with feet spread approximately shoulder width.
- Be sure of your footing.
- Bend at the knees and take hold of the load.
- Your arms and hands should be fully extended.
- The load should be as close to your body as possible.
- Your back should be locked by thrusting your buttocks outward.
- Your head and neck should stay aligned throughout the lift.

Lift the Load

- Verify your position, footing, and posture. You should feel comfortable.
- Breathe in (*inhale*).
- Lift the load vertically in one smooth, continuous motion using your legs only. Exhale throughout the lift.

NOTE: During the lift, your back should not bend forward; your arms should not curl upward; your hips should not twist to the right or left; and your head and neck should come horizontal at the same time. Avoid any jerky movements.

Keep your balance. Walk with the load in the forward direction only, whenever possible. Keep the load close to your body at all times.

Set the Load

Come to full stop - maintain your erect posture and be sure of your footing.
Breathe in (*inhale*).

Lowering loads

Lower the load vertically in one smooth, continuous motion using your legs only. Exhale throughout setting the load down.

Preventing Slips, Trips, and Fall Accidents

- Employees should utilize handrails when climbing or descending stairs. Avoid carrying heavy objects while in stairwells, unless escorted by a second person that is capable of lending assistance.
- **Do not attempt to clean up chemical spills without proper training and equipment.**
- Clean up non-chemical and non-toxic liquid spills as soon as possible. If a large spill has occurred, notify Facilities Services at x3283 and post, guard, or barricade the spill area.
- Maintain all corridors, passageways, and aisles clear of obstructions.
- Take care when handling or transporting materials around corners or in blind spots.
- Open doors carefully, always being aware that someone may be on the other side in the pathway of the door swing.
- Store all materials in such a manner to prevent them from tipping over.
- Load shelves and cabinets properly; the heavy items should be placed low to the floor.
- Report any tears in the carpet or other uneven floor areas to Facilities Services at x3283.
- Secure temporary cables and wires so as not to create a trip hazard.
- Do not run temporary cables through doors, windows, or across traffic areas.

Chemicals, Vapors, Fumes, and Indoor Air Quality

Notify the Director of Public Safety and the Safety Coordinator prior to introducing a new chemical or hazardous substance to the workplace. Employees who are exposed to hazardous substances shall be trained in accordance with each department specific Chemical Hygiene Plan.

- Maintain the hazardous substance Material Safety Data Sheet (*MSDS*) accessible to the user in each department based on department needs
- For hazardous substances utilized by college employees copies of all Material Safety Data Sheet (*MSDS*) are maintained in Facilities Services.
- All Material Safety Data Sheet (*MSDS*) are accessible any time in Cuesta College's online MSDS database: <http://cuesta.keenan.schoolmsds.com/>
- Copies of the MSDS may also be given directly to the employee.
- Chemicals will also be documented by use of Chemical Inventory Sheet (Appendix B11).

Report any unusual odors to Facilities Services at x3283.

Please refer to individual departments for CODES OF SAFE PRACTICE tailored to each necessity.

Appendix D

Title 8, Section 3203 & 1509 California Code of Regulations

Title 8, 3203

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

- (5) Include a procedure to investigate occupational injury or occupational illness.

- (6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

- (7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

- (b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.

2. Editorial correction of subsection (a)(1) (Register 77, No. 41).

3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).

4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).

5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).

6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).

7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).

8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).

9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).

Title 8, Section 1509

(a) Every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program in accordance with section 3203 of the General Industry Safety Orders. (b) Every employer shall adopt a written Code of Safe Practices which relates to the employer's operations. The Code shall contain language equivalent to the relevant parts of Plate A-3 of the Appendix. (c) The Code of Safe Practices shall be posted at a conspicuous location at each job site office or be provided to each supervisory employee who shall have it readily available. (d) Periodic meetings of supervisory employees shall be held under the direction of management for the discussion of safety problems and accidents that have occurred. (e) Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety. NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY 1. Amendment of subsection (b) filed 3-28-75; effective thirtieth day thereafter (Register 75, No. 13). 2. Amendment of subsection (b) filed 5-21-75; effective thirtieth day thereafter (Register 75, No. 21). 3. Amendment of subsection (d) filed 10-18-77; effective thirtieth day thereafter (Register 77, No. 43). 4. Repealer and new section filed 9-27-85; effective thirtieth day thereafter (Register 85, No. 40). 5. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).



Appendix E

Pre-Job Brief Checklist

☐ Preventive Maintenance ☐ Repair ☐ Routine Operations ☐ Deferred Maintenance

Job Number: _____

Job description: _____

Supervisor (Print name)	Supervisor (Signature)	Supervisor (Title)	Initials			
Campus	Location:	Date:				
ACCESS and JOB SITE REVIEW:		Yes	No	N/A		
Special keys required?						
Special notification required?						
Access/Egress routes specified?						
Can any portion of the work be done in a less hazardous area or away from the public?						
Appropriate accident prevention signs and tags available to isolate the work area?						
Catch bags, tents, FME controls, or other containment devices needed?						
Trip/Fall hazards identified?						
Administrative permission required?						
Job site monitor or safety monitor required?						
Escort required? (Blind spots/Traffic control?)						
WORK REVIEW:		Yes	No	N/A		
Review job scope and expected outcome						
Assign number of employees/create individual assignments and responsibilities						
All parts available?						
Special tools needed?						
Special equipment needed?						
Special qualifications/certifications required?						
Respiratory protection equipment required?						
Special personal protective equipment required?						
Written procedure required?						
Work history reviewed/lessons learned from previous mistakes or unplanned conditions?						
Heat stress considerations?						
Fall protection required?						
Special emergency response plan needed?						
First aid readily available?						
SPECIAL SERVICES/OPERATIONS:		Yes	No	N/A		
Welding/Hotwork (fire protection needs)?						
Radiography (extreme boundaries – adjacent business establishments)?						
Confined space entry (oxygen monitoring required or explosive/toxic gases present or anticipated)?						
Work or operations in progress in related or adjacent areas?						
Instructional activities impacted – Notifications or permission required?						
Overheads, scaffolds, or work over water?						
High voltage/low voltage systems (lockout/tagout procedures identified, buddy system established)?						
Excavation, trenching, other below-ground activities/hazards?						
Asbestos/lead abatement, regulated carcinogens, hazardous substances present?						
Industrial hygiene sampling – frequency/duration/types?						
Manual operator station (emergency shutoffs or critical plant equipment)?						
Stop work or hold points identified?						

Pre-Job Brief Checklist – Page 2

Attendance	Assignment
Special Precautions/Hold Points/Stop Work Authority	Responsible Person
Comments/General Instructions/ Work Log	Initials