INJURY & ILLNESS PREVENTION PROGRAM

FOR

Monterey Peninsula College District

Updated July 28, 2017

Reviewed/Approved- Safety & Emerg Prep. Mtg 7-28-17
Reviewed – President's Advisory Group 8-8-17
Reviewed at Board 8-23-17

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SECTION I

INTRODUCTION

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

GOALS

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

1. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and hazardous exposures to District personnel.

2. Reduce workers' compensation claims and costs.

3. Improve efficiency by reducing the time spent replacing or reassigning injured employees to temporary modified work assignments, as well as reduce the need to find and train replacement employees to replace employees who cannot return to their duties.

4. Improve employee morale and efficiency as employees see that their safety is important to management.

5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes and Cal/OSHA standards.

6. The Monterey Peninsula College District recognizes that as an employer it bears the responsibility for maintaining a safe and healthful work environment for all of its employees. The District takes this responsibility seriously and will do all it can to meet this requirement.

STATUTORY AUTHORITY

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

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

- A program coordinator will be responsible for the implementation and maintenance of this program. Any questions can be directed to the Program Coordinator's attention.

- Monterey Peninsula Community College District has developed through its negotiated collective bargaining process, disciplinary procedures and processes with regard to employee compliance with safety rules and safe work practices. It will be the responsibility of managers and supervisors to ensure that the safety rules and work practices are implemented in a fair and non-discriminating manner, as well as offering positive reinforcement and recognition for employees who do an exemplary job of promoting a safe work environment by both example and who communicate to peers on safety issues. **Documentation is required.**

- Managers and supervisors are required to ensure that safety and health information is communicated to the employees within their supervision. There are suggested methods to follow in the manual; however, methods may be expanded as special circumstances related to their area dictate.

- Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system have been developed to meet this requirement.

- The immediate supervisor of the employee must investigate each work-related injury or illness. Forms and procedures for this investigation are included in the Appendices of this manual.

- Deficiencies or hazards identified during a self-inspection or in an Injury Incident/Near Miss investigation must be corrected. Supervisors/managers must ensure that employees adhere to the correction. The priority of the correction of the hazardous condition should commensurate with the hazard. **Documentation is required.** Copies of documentation must be kept in each department as well with the coordinator.

- All employees should receive appropriate training in identifying and guarding against injury and illness hazards associated with their work. Documentation is required detailing the date the topic, presenters, and the signatures of those employees in attendance. Copies of training documentation must be kept in each department as well with the Coordinator.

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

PROGRAM MANAGEMENT

RESPONSIBILITY

STANDARD:

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

REQUIRED ACTIVITIES:

1. The Vice President, Administrative Services, is identified as the Injury and Illness Program Coordinator for the District and is responsible for administering the requirements of the Program per section 3203 of Title 8 of the California Code of Regulations Industrial Safety Orders.

2. The Program Coordinator will maintain overall control of the required activities, which have to occur at various intervals throughout the year. All managers and supervisors will implement the required Program activities for their respective area of responsibilities.

3. Failure on the part of managers and supervisors to implement required Program activities will result in appropriate disciplinary action.

4. The Program Coordinator or his/her designate, or the appropriate area Manager/Supervisor will be available to answer technical questions involving self-inspections, employee training, and other aspects of the administration of this IIPP.

5. Some aspects of the IIPP will have to be implemented as appropriate at the time an Injury Incident/Near Miss occurs. For example, if an employee violates a work rule, a verbal warning should be given at the time; or if a work related injury occurs, an Injury Incident/Near Miss Investigation Report should be completed immediately.

6. Department managers and supervisors must include on all purchases requisitions for chemicals or products containing hazardous materials, a request for Safety Data Sheets (SDS). The Purchasing Department will request from vendors Safety Data Sheets for any and all chemicals as directed by specific departments. Department managers and supervisors must ensure that SDS are received and retained by the department.

7. The Purchasing Department will also request that all tools and equipment purchased for use by District employees meet the American National Standards Institute safety standards. The ANSI standards are the guidelines used by Cal OSHA as the benchmark for its enforcement group.

MOTIVATION AND DISCIPLINE

COMPLIANCE

STANDARD:

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

REQUIRED ACTIVITIES:

1. To encourage safe behavior on the job, first line supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.

2. Department managers and supervisors are encouraged to recognize employees making an exceptional contribution to the Safety Program should be recognized, including but not necessarily a letter of recognition.

3. If a supervisor observes an employee performing in an unsafe manner, he/she should determine the reason. If disciplinary action is required, the procedure identified in item # 4 below should be used. If a lack of knowledge is involved, appropriate training should be provided prior to the employee resuming activities. Documentation is recommended.

4. When an employee is uncooperative and deliberately does not support the Program or does not follow safe work practices, disciplinary action in accordance with the collective bargaining agreement should be exercised.

5. All employees will receive copies of the District General Safe Work Practices and Job Specific Safe Work Practices, upon hire and when a new job assignment is undertaken.

COMMUNICATION

REQUIRED ACTIVITIES:

1. When conducting employee meetings for any purpose, subjects relating to on-the-job safety and health issues should be included as appropriate. Examples include:

   - An injury within the department could serve as an instructional topic.
   - An identified hazard and to work with or around it to prevent injury.
   - An unsafe work behavior observed during normal work activities
   - The directive for everyone to observe, identify, and report defects that could cause injury to themselves or to others.

2. If an employee is exposed to a new work activity that could cause problems either immediately or in the future, a hazard specific training program should be conducted. Training could either take place at the work site under the guidance of the supervisor or it could require an off-site program.

3. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids, warning signs, and other media directed at employee health and safety.

4. Other written communications on subjects which may be of importance can be provided to employees directly. (Example: earthquake preparedness, fire evacuation, how to handle bomb threats, and other appropriate subjects).

5. Consider having a "Suggestion Box" in the work area for employees' contribution to the two way communication efforts to reinforce the safety program. The Safety Recommendation Form in Appendix G. to this IIPP is available on the _____page pf the District Services' website (intranet).

6. Records or minutes should be kept of all meetings, training programs, postings, and other required activities in which safety issues are discussed. Copies should be sent to the Program Coordinator or designee.

HAZARD IDENTIFICATION

REQUIRED ACTIVITIES:

1. A work place Self-Inspection/ Checklist has been developed for general work areas and laboratory spaces within the Monterey Peninsula Community College District.

2. At a minimum of semi-annual intervals, work place safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator or designee. A knowledgeable, interested employee should be selected to perform the semi-annual self-inspection. Extra checklists should be kept in the Appendix section.

3. Prior to conducting the semi-annual safety inspection, the selected employee should review general and specific safe work practices.

4. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.

5. Once immediate corrective actions have been taken, a copy of the Self Inspection Checklist should be forwarded to the Program Coordinator or designee for review and appropriate filing. The Program Coordinator may submit a work order request to the Facilities Department to address specific corrective actions. A copy should also be provided to the department manager/supervisor for the purpose of documentation for follow-up on both completed and uncompleted items.

6. All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in order of importance in relation to potential injury severity, most serious identified hazards first.

7. If for some valid reason a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.

8. The Program Coordinator or designee will follow-up to ensure that all unsafe conditions and unsafe work practices have been corrected. Records should be retained for three years.

9. New equipment, tools, and materials to be used by District employees should first be evaluated for work related injury and illness hazards by Department Manager or Supervisor. Identified hazards should be documented and addressed in a timely manner.

INJURY INCIDENT/NEAR MISS INVESTIGATIONS

REQUIRED ACTIVITIES:

1. All employees should know and understand that they are to report all work-related injuries, illnesses or near miss to their supervisor immediately at the time the injury, illness or near miss takes place. A near miss is defined as an activity or event in which an injury could have occurred, but did not (for example a tool falls from an elevated platform and narrowly misses an unprotected worker below). See Near Miss Reference Guide & Checklist in Appendix B.

2. As soon as possible following a work-related injury or illness (or after first aid treatment has been administered), the manager/supervisor should complete the Supervisor's Report of Employee Injury/Incident form and send it to the appropriate Human Resources personnel within two (2) business days of the injury/incident. The manager/supervisor should conduct a comprehensive investigation of the Injury Incident by using the Injury Incident Reference Guide & Checklist in Appendix B. . The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. A completed Supervisor's Injury/Illness Investigation Report should be sent to the appropriate Human Resources personnel within five (5) business days. Human Resources personnel should send a copy to the Program Coordinator or designee. Workers Compensation forms (DWS-1 and Form 5020) should not be delayed pending completion of the above forms.

3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the work place, and in some cases disciplinary action.

4. The Program Coordinator or designee will maintain a log the Injury Incident Investigation Report so that a follow-up can be made to ensure the corrective action was taken.

5. The Supervisor's Injury Incident Investigation Form and Supervisor's Injury/Incident Investigation Report form for Monterey Peninsula Community College District can be found in Appendix A of this Injury & Illness Prevention Program. The Injury Incident Investigation Quick Reference Guide & Checklist and Near Miss Quick Reference Guide & Checklist can be found in Appendix B.

HAZARD CORRECTION

REQUIRED ACTIVITIES:

1. All employees, especially managers and supervisors, have the responsibility to observe, identify, and report unsafe conditions as part of their responsibilities.
2. Identifying and correcting unsafe work practices and conditions is a required activity within this program and must be taken seriously. No employee will be disciplined, retaliated against, or discriminated against for reporting an unsafe condition.

When an unsafe condition is reported, the supervisor or manager should prepare a written statement of the condition and either correct it immediately, if appropriate, or notify the proper Department for corrective action. Assuring correction or replacement of unsafe equipment and/or conditions is the responsibility of the department administrator to which the equipment/condition belongs. Records of the correction of the unsafe condition/equipment such as work orders, shall be maintained by the Department. The department administrator is responsible for assuring that a semi-annual Safety Inspection Report is completed each semester using the appropriate Self-Inspection Checklist found in Appendix C.

3. Semi-annual, Safety Inspection Reports will be completed by someone within the department. The process is discussed and responsibilities are outlined in the "Employee Training" section of the manual.

4. The Injury/Incident Investigation Form shall be maintained by the Program Coordinator or designee for future reference. . This documentation should include the corrective action to be taken or the decision not to take any action. Documentation should be retained for at least three years or as required by state and federal law.

5. 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. This may require a Lock Out-Tag Out protocol.

TRAINING

REQUIRED ACTIVITIES:

1. The Safe Work Practices, which apply to job categories throughout the District, have been developed by managers and supervisors. Safe Work Practices are intended to be the core of the safety and health training at Monterey Peninsula Community College District.

2. Each existing employee should receive a copy of the Safe Work Practices that applies to his/her job upon hire and the adoption/update of the IIPP. The employee is required to read and understand

the material and then sign the Injury & Illness Prevention Program Training Documentation Form as indication of receipt of a copy of the Safe Work Practices for the specific job.

3. It should be the responsibility of the immediate supervisor to provide each employee with a copy of the Safe Work Practices, at which time the supervisor should determine whether or not the employee has a complete understanding of the material. Questions and discussion of the safe work practices are encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible.

4. Each new hire or existing employee new to the department/job should receive a copy of the Safe Work Practices prior to beginning work. The procedure should be similar to that discussed above (item 3); it is a requirement of this program that no employee actually perform any on-the-job activity without receiving a copy of the Safe Work Practices, and having the opportunity for discussion and receiving proper safety training.

5. General workplace safety and health practices include, but are not limited to:
    - Implementation and maintenance of the IIPP Program.
    - Implementation and maintenance of the District's Emergency Operations Plan.
    - Provisions for medical services and first aid including emergency procedures.
    - Prevention of musculoskeletal disorders, including proper lifting techniques.
    - Proper housekeeping, (ex, keeping stairways and aisles clear, work areas neat and orderly, and spills promptly cleaned up.
    - Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
    - Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
    - Proper reporting of hazards and accidents to supervisors.
    - Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
    - Proper food storage and handling of toxic and hazardous substances.

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

    - Safe Work Practices – for all employees
    - Safety Meetings
    - Operator Certification Training for specific equipment.
    - Outside Seminars – In select situations
    - Guest Speakers – Effective training for large groups
    - DVDs, Multi-Media Presentations and Online– Effective training medium available from varied sources in the area
    - Safety Newsletters/Handouts – Available through our WC Joint Powers Authority (Keenan Safe Colleges) and other trusted sources

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

Each department is responsible to document training of its employees.
Training documentation must contain:

- Name of Employee
- Date of Training
- Topic Covered
- Source or Provider
- Training records should be retained for at least three years or as required by state and federal law.

7. A sample training documentation form is included in the Appendix to the IIPP.

DOCUMENTATION

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

1. Copies of all Safety Inspection Forms should be retained for 1 year.

2. Copies of all Injury Incident/Near Miss Investigation Forms should be retained for 5 years.

3. Copies of individual Employee Training Checklists and related Training Documents should be retained for at least 3 years.

4. Copies of all Safety Meeting Attendance Sheets should be retained for 1 year.

5. The General Training Documentation forms for Monterey Peninsula Community College District can be found in Appendix D of the Injury & Illness Prevention Program.

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

A safe and healthy workplace must be the goal of everyone at Monterey Peninsula Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Program Coordinator's office at (831) 646-4040.

RECORDKEEPING

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

SECTION II

GENERAL SAFE WORK PRACTICES

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

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Monterey Peninsula Community College District, and by section 303 of Title 8, the safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

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

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.

2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.

3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Facilities l Department or as recommended by supervisory staff.

4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Facilities Department or appropriate supervisory staff. Items found in work areas that do not meet this requirement will be removed from the work area.

5. Use of electrical space heaters is not permitted and alternative means should be found for providing heat.

6. If it is necessary to use a portable fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Facilities Department as soon as possible so the extinguisher can be recharged or replace. Portable fire extinguishers must be inspected monthly to assure they are in safe operating condition and the inspection noted on the tag wired to the extinguisher.

7. When you become aware of a defect in a piece of equipment, remove it from service, tag it for non operation and report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Facilities Department. Failure to report faulty conditions for repair can result in injuries.

8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.

9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Facilities Department notified.

10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.

11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.

12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.

13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.

14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create Injury Incident/Near Miss hazards, should be reported to the Facilities Department so repairs can be completed. If possible, remove the objects from service.

15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

SAFE WORK PRACTICES FOR

CLERICAL AND ADMINISTRATIVE EMPLOYEES

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

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

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

1. Warn others working in the area when a file drawer is open so they do not turn around or straighten up quickly.

2. Paper cutter should be provided with a finger guard.

3. Retaining spring on the paper cutter should be adjusted to hold the blade in the up position.

4. Lock paper cutter blade in down position when not in use.

5. Do not leave a knife or scissors on the desk with the point towards you.

6. Thumb tacks, razor blades, and other sharp objects should not be stored loose in a drawer.

7. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".

8. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.

9. Copiers should be turned off before attempting to remove jammed paper.

10. Organize workstations so that all materials are within easy reach.

Video Display Terminal Users

These specific Safe Work Practices for users of video display terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these safe work practices are implemented diligently, the employee should find work less stressful and less fatiguing from uncomfortable surroundings.

Setting up your workstation to fit your body and your work can help keep your muscles relaxed and in a neutral position.

1. Keyboard should be positioned so your arms and shoulder will be loose and relaxed when using it.
2. Your arms should hang comfortably from your shoulders and close to your sides and bend at right angle at your elbows when using the keyboard.
3. Avoid postures that raise your shoulders or bend your neck either forward or backward.
4. Key with your hands in a straight line with your forearms so you don't bend wrists either upward or downward. Wrists should be straight and flat.
5. If you use a wrist rest pad, make sure you don't flex your wrists when you use it, and, unless it's soft don't use it while keying in order to avoid contact stress.
6. Keep your mouse beside your keyboard and on a firm surface and place it so you don't have to reach forward or out to the side to use it.
7. Consider setting your mouse to fast speed to minimize how much you have to move it.
8. The top of the screen should be at or just below eye level viewing should take place within the top 1/3 part of the screen with head/neck in natural and neutral position.so you don't tilt your head; monitor should be about an arms distance away (approx.. 18 – 30" from eyes...
9. Pay attention to how you hold and move your body; avoid leaning forward or twisting your body.
10. Use a document holder to make it easier to sit facing forward and to keep from bending and twisting or tilting your neck and head to see the document.
11. Regularly clean the screen.
12. Learn and practice exercises that relieve eyestrain and fatigue, for example:
    - Blink slowly and frequently to keep eyes moist.
    - Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute.
    - Periodically look away from screen and focus on another object at least 20' away.
    - Roll eyes clockwise, then counterclockwise three times.
13. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard and so you can keep your thighs parallel to the floor or sloping slightly downward.

    Keep your feet flat on the floor to maintain good posture and leg circulation. If adjustments do not permit your feet to rest on the floor, a footrest should be used.

Place lumbar support of the chair to maintain the natural curve of your lower back.

14. Shift position frequently, stretch, and if possible, alternate different tasks throughout the day.
15. Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begin to feel tired or strained, the body is signaling that it needs to take a break.

SAFE WORK PRACTICES FOR

CHEMISTRY, BIOLOGY, PHYSICS
INSTRUCTORS, STUDENT AIDES AND LAB ASSISTANTS

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

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

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

1. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.

2. All employees should know the location and proper use of safety equipment in their work areas. These items may include eyewashes, drench hoses, safety showers, fume hoods, spill kits, and first aid kits.

3. All chemicals should be labeled with the full chemical name, concentration, and proper GHS (Globally Harmonized System) symbols. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

4. All chemical storage areas should have containment in the front of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.

5. Scalpels and dissecting needles for lab experiments should be stored in clear breakers with the sharp edge or points in a downward position. Contaminated sharps should be disposed of only in appropriate, puncture proof, containers which are stored in a secure location when not in use.

6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverages containers should never be used to store materials in laboratories.

7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Chemical Hygiene Officer.

8. Incompatible chemicals should not be stored together.

9. All flammable materials should be stored in cabinets rated for flammable storage. Corrosive material should be stored in special corrosive cabinets which do not have metal hinges on the

shelving Water reactive chemicals should be stored in a desiccator to minimize exposure to moisture. These precautions are for the protection of both employees and facilities.

10. Volatile hazardous materials should only be handled within the confines of a fume hood in order to provide proper ventilation for both the user and for others in the building.

11. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.

12. Gloves, goggles and protective clothing should always be worn while diluting strong acids and bases, working with volatile materials, utilizing flammable liquids, or when handling any other hazardous materials.

13. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets to understand the hazard of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District's Hazard Communication Program.

14. Place broken glass in the appropriate waste containers which are clearly labeled "broken glassware". Please be cautious about disposing of broken glass and other sharp objects and never place them in the regular trash.

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SAFE WORK PRACTICES FOR

CREATIVE AND FINE ARTS
INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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

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

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

CERAMICS/SCULPTURE/PAINTING/JEWELRY/THEATER ARTS

1. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.

2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized.

3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.

4. Proper eye protection should be worn at all times when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.

5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

6. Properly approved eye protection should be worn at all times when performing welding or brazing activities.

7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.

8. Arc welders should be inspected periodically, and all necessary repairs should be completed.

9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.

11. Because of possible contamination of food products, eating and drinking is not allowed in the art studio. Food or beverage containers should never be used to store materials in the studio.

12. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.

13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.

14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.

16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your supervisor.

17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.

18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

19. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.

20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.

21. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazard of the material and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District Hazard Communication Program.

22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

THEATER ARTS - additional

1. Activities in the theater area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.

2. No employee, student or volunteer should be allowed to use any piece of powered equipment unless they have been trained by a qualified equipment operator on the safe use of the equipment and have practically demonstrated to the qualified operator a clear understanding of safe equipment operation.

3. A number of safeguards must be in place when using the radial arm saw.

   a) The saw should not pull or extend past the worktable being used.
   b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
   c) The blade of the saw should be covered except at the actual work surface.

4. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

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SAFE WORK PRACTICES FOR

PHOTOGRAPHY
INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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

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

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

1. A variety of chemicals are used in the processing of negative film and developing of photographs. All employees and students should be familiar with the Safety Data Sheets for the chemicals used in the photography lab, including requirements of the Monterey Peninsula Community College District Hazard Communication Program.

2. Some individuals may have a sensitivity or susceptibility to developing rashes or superficial skin abnormalities when handling photographic chemicals. At the first indication of a skin condition developing, care should be taken to utilize protective gloves or barrier creams. Proper washing after handling processing chemicals and using an effective moisturizer can also help to control skin conditions.

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SAFE WORK PRACTICES FOR

AUTOMOTIVE TECHNOLOGY
INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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

1. Never get under a vehicle to perform maintenance, even if only for a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.

2. Whenever possible, eliminate using brake shoes, pads, or other materials containing asbestos as a raw material. If this is not possible, or if you are absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.

3. Proper eye protection should be worn at all times when using or observing others who are using equipment which produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted toll rests and shields.

4. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

5. Proper eye protection should be worn at all times when performing welding or brazing activities.

6. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.

7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed form service.

8. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

9. Housekeeping is an important issue in maintaining a safe working environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.

10. Because of possible contamination of food products, eating and drinking is not allowed in the area. Food or beverage containers should never be used to store materials in the area.

11. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.

12. If fire blankets are available in the shop, employees should have some training in rapid response in how to use fire blankets.

13. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.

14. When spills involve classifies hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your instructor..

15. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.

16. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

17. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities.

18. Gloves and goggles should always be worn while handling acids i.e. in car batteries, working with volatile materials i.e. cleaning solvents, or utilizing flammable liquids.

19. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See District's Hazard Communication Program.

20. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

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

    - NO SMOKING
    - OILY RAGS are placed in the safety cans after use
    - SPRAY CANS and other containers of flammable substances are kept in flammable storage cabinet.

22. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment. Training is conducted on maximum safe pressure to "seat" a tire.

23. Automotive batteries are recharged in well ventilated specific areas at the facilities to avoid the possible build-up of flammable gasses.

SAFE WORK PRACTICES FOR

REPROGRAPHICS
INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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

1. All employees should know the location of fire extinguishers and should be familiar with the operation of fire extinguishers and techniques for effectively and quickly extinguishing a fire.

2. Bulk storage of flammable materials should be contained with a Factory Mutual or UL approved cabinet.

3. The use of solvents and chemicals presents a health hazard for all employees. Employees who work in and around reprographics should be familiar with the Safety Data Sheets for all chemicals stored and used in reprographics. Employees should be familiar with the hazards of those chemicals, first aid procedures, and emergency response guidelines.

4. Cleaning of printing machines should always be done in a careful, safe manner. The press should never be wiped down or cleaned while it is running, even at slow speed.

5. Never attempt to clear a misfeed or jammed paper while the press is running. Always shut down the press before performing the operation.

6. Equipment should be locked/tagged out before maintenance.

7. Workstations should be organized to minimize the need for lifting, bending, or reaching of supplies.

8. Eating, drinking, or applying of cosmetics is prohibited in the press area or photo dark room.

SAFE WORK PRACTICES FOR GROUNDSKEEPING AND MAINTENANCE EMPLOYEES

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

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

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:

   a) Try to increase potassium intake by using extra potassium supplements or adding foods high in potassium to your diet.(bananas, apples, melons)
   b) Wear natural breathable fabrics in layers and wide brimmed hats to reduce the direct impact of the sun
   c) During break, go to a shaded spot or an air conditioned room.
   d) Drink lots of cool water, taking small amounts often, rather than large quantities at infrequent intervals.

2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Follow a standard lifting procedure at all times.

3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.

4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top heavy loads are likely to topple in sharp turns.

5. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment.

6. Only certified operators can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.

7. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.

8. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.

9. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.

10. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

11. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.

12. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See District's Hazard Communication Program.

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

    - NO SMOKING
    - NO OILY RAGS are placed in the safety cans after use
    - SPRAY CANS and other containers of flammable substances are kept in the flammable storage cabinet

14. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

WELDING

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.

2. Properly approved eye/face protection should be worn at all times when performing welding or brazing activities.

3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.

4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.

5. Arc welders should be inspected periodically, and all necessary repairs should be completed.

6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

VEHICLE MAINTENANCE

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.

2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.

3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.

4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; students are trained regarding maximum safe pressure to "seat" a tire.

5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.

6. Collection of chlorofluorocarbons/air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.

7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

SAFE WORK PRACTICES FOR CUSTODIAL EMPLOYEES

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

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

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

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

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.

3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.

4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.

5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.

6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.

7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord should be reported to the supervisor immediately. Equipment should not be used until cord is repaired.
8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.

9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.

10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.

11. All employees should read the Safety Data Sheets that are available for all hazardous materials used in custodial operations.

12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:

    - Never mix chemicals, other than to dilute them with water or following the manufacturer's instructions.
    - Wear appropriate safety equipment (goggles, gloves, boots, etc.).
    - Check the Safety Data Sheets for details for the chemical's properties, hazards, and first aid procedures.
    - If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.

13. Ladders (either wood or fiberglass) are provided for cleaning light fixtures or high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces.

14. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.

15. All Custodians should wear appropriate safety clothing and safety equipment.
    - Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage.
    - Rain gear is provided for inclement weather.
    - Since work is often at night, carry a flashlight.
    - Rubber boots are to be used when using the floor scrubber.

16. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.

17. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently.

18. Certain job activities require the use of a respirator. The District's Respiratory Protection Program will be used to train and fit test those employees that will be given respirators.

19. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:

    a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
    b) Clean visible soil with a detergent solution.
    c) Rinse with water.
    d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.
    e) Remove the gloves and wash your hands immediately.

20. Blood and bodily fluids can contain infectious materials. Use the appropriate personal protective equipment at all times. If you are exposed to blood or bodily fluids, i.e., on your skin or needle puncture, please see your supervisor immediately.

21. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3' or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower.

SAFE WORK PRACTICES FOR WAREHOUSE EMPLOYEES

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

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

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

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

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.

3. A pallet jack is an expensive investment and a potential dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.

4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.

5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.

6. Take time to become familiar with emergency exits in order to respond properly in an emergency or evacuation.

Only certified drivers can use the forklift. Follow the safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.

7. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.

8. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.

9. Never accept a leaking hazardous material container from a distributor.

10. Warehouse employees should wear appropriate safety clothing and equipment: Steel-toe safety shoes and as required: gloves, safety glasses, and lifting belts.

11. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the nose plate of the hand truck as you return it empty. The nose plate could cause an injury to the feet or ankles of others.

12. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seat belt, etc. Report any defects to the warehouse supervisor for repair.

SAFE WORK PRACTICES FOR ADAPTIVE PE EMPLOYEES AND AIDES

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

1. Always use proper body mechanics when transferring/lifting individuals, weights, and equipment to avoid back injuries.

2. Always place mats and equipment out of the student's pathway.

3. Check cables regularly on exercise equipment.

4. Secure cords to avoid trip and fall Injury Incident/Near Miss exposures.

5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.

6. All instructors should have clear procedures in place in the event of an emergency.

7. Employ proper techniques to avoid heat stress.

8. Adapted PE Department uses the same disinfectant as Custodial crew uses (recommended). Adapted PE does not handle potentially infectious materials and wears gloves in cleaning and first aid.

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APPENDIX A
SUPERVISOR'S INJURY/ILLNESSINCIDENT/NEAR MISS INVESTIGATION FORM
SUPERVISOR'S ACCIDENT INVESTIGATION FORM

Supervisor's Report of Employee injury/illness

Appendix A

To Be Completed by Supervisor to Describe an Incident that Resulted in an Employee Injury

EMPLOYEE'S FIRST & LAST NAME: _____EMPLOYEE ID _____

DATE/TIME OF INJURY/ILLNESS/INCIDENT: _____ DATE/TIME REPORTED_____

ACCIDENT LOCATION/BUILDING AREA: _____

TYPE OF INJURY/ILLNESS: _____

_____

_____

CAMPUS SECURITY CONTACTED: ☐ YES ☐ NO ☐ UNKNOWN / NOT AT THIS TIME

DID EMT/FIRE DEPARTMENT RESPOND: ☐ YES ☐ NO ☐ EMPLOYEE TRANSPORTED TO HOSPITAL

DID EMPLOYEE LEAVE WORK: ☐ YES ☐ NO ☐ UNKNOWN / NOT AT THIS TIME

WAS MEDICAL ATTENTION NECESSARY: ☐ YES ☐ NO ☐ UNKNOWN / NOT AT THIS TIME

DID EMPLOYEE CONTINUE WORKING ☐ YES ☐ NO

1. DESCRIBE HOW THE INCIDENT OCCURRED_____

_____

_____

_____

_____

2. DESCRIBE WHAT STEPS HAVE BEEN/WILL BE TAKEN TO PREVENT SIMILAR INCIDENTS:_____

_____

_____

_____

Completed by: _____
Printed Name

Supervisor's Signature _____ Date_____

SEND THIS COMPLETED FORM TO THE APPROPRIATE HUMAN RESOURCES PERSONNEL
Phone 831-646-4016, or fax 831-646-3012

Near Misses reported to Supervisor only and at Safety Meetings

Supervisor's Injury/Incident Investigation Report

Appendix A

Information containedin this form is to be kept CONFIDENTIAL. It is to be completed by the supervisor and provided to the appropriate Human Resources personnel when a workers' compensation claim is filed.

NAME OF INJURED EMPLOYEE _____

JOB TITLE: _____

DATE OF INJURY/ILLNESS: _____ DATE REPORTED_____a.m.

_____ DATE/TIME REPORTED_____ p.m.

ACCIDENT LOCATION/BUILDING AREA: _____

WITNESSES (Name, Phone Number): (1) _____

(2) _____

(3) _____

TIME REPORTED:_____a.m. / p.m. TIME ON SCENE_____a.m. / p.m. TIME OFF SCENE_____a.m. / p.m.

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT: _____

Describe in detail the location of the 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 facts, contributing factors, cite witnesses and support evidence: _____

_____

_____

_____

_____

_____

_____

_____

_____

Describe the steps taken to prevent similar incidents: _____

_____

_____

_____

_____

Did employee seek medical care? ☐ None ☐ Emergency Room

How did the employee get to the medical facility: ☐ Drove his/herself ☐ Ambulance ☐ Family member/friend

FOR HR USE ONLY:

Date Maintenance or Responsible Department Notified:

Notes

Date Fixed/Completed:

_____ _____ _____

Supervisor's Signature Date Print Supervisor's Name

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APPENDIX B

INJURY INCIDENT/NEAR MISS INVESTIGATION QUICK REFERENCE GUIDE/CHECKLIST

This quick reference guide is information for Supervisors and Managers to use while investigating work related injuries and illnesses. Remember that prior to investigating an accident, employees should be trained to report injuries to their supervisor. A"Near-miss" should also be reported, investigated and if appropriate, documented by the supervisor or designee. When possible, information on near miss incidents should be shared at Safety meetings. Please follow these 4 easy steps when investigating work related injuries:

Step 1:

A. Act at once. Talk with the injured employee immediately if possible, (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.

B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident; including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.

C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, and disobeying rules.

D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment top the person responsible.

E. Non-injury accidents (an accident that nearly cause an injury of any severity) should also be investigated.

Step 2. Complete a Supervisor Injury/Incident Investigation Report (Appendix A) form within 24 hours of the incident Describe how the incident occurred; state facts, contributing factors, cite witnesses, and support evidence. Keep a copy for your records and send original to the appropriate District department.

Step 3. Provide injured employee with a "Claim Packet for Injured Worker (all forms)" within 24 hours of your knowledge of the injury/illness. The Claim Packet for Injured Worker includes the DWC form 1 required to file a claim. If immediate medical attention was necessary notify appropriate Human Resources personnel to discuss alternative ways to provide the packet to the injured/ill worker.

Step 4. Follow up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent, and all exposed employees are aware of the contributing causes of the accident.

INJURY/INCIDENT INVESTIGATION GUIDE/CHECKLIST

When you are involved in an injury/incident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on ***who, what, when, where, how,*** and ***why*** facts of the incident. This list of sample questions is to be asked during an investigation to help you document the many aspects of the injury/incident scene.

Who…

- □ Was involved in the incident?
- □ Was injured?
- □ Witnessed the incident?
- □ Reported the incident?
- □ Notified Campus Police?

Where…

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

What…

- □ Happened?
- □ Precautions were necessary?
- □ Evidence was found?
- □ Was done to secure the incident scene?
- □ Was done to prevent the recurrence?
- □ Level of medical care did the employee require?
- □ Was being done at the time of the incident?
- □ Tools were being used?
- □ Was the employee told to do?
- □ Machine was involved?
- □ Operation was being performed?
- □ Instructions had been given?
- □ Precautions were necessary?
- □ Protective equipment should have been used?
- □ Did others do to contribute to the incident?
- □ Did witnesses see?
- □ Safety rules were violated?
- □ Safety rules were lacking?
- □ New safety rules or procedures are needed?

How…

- □ Did the incident happen?
- □ Was the incident discovered?
- □ Were employees injured?
- □ Was the equipment damaged?
- □ Could the incident have been avoided?
- □ Could the supervisor have prevented the incident from happening?
- □ Could co-workers avoid similar incidents?

Why…

- □ Did the incident happen?
- □ Were employees injured?
- □ Did the employee(s) behave that way?
- □ Was protective equipment not used?
- □ Weren't specific instructions given?
- □ Was the employee in that specifc position or place?
- □ Was the employee using that machine or tools?
- □ Didn't the employee check with the supervisor?
- □ Was the supervisor not there at the time?

When...

- □ Did the incident happen?
- □ Was it discovered?
- □ Was the incident reported?
- □ Did the employee begin the task?
- □ Were the hazards pointed out to the employees?
- □ Did the supervisor last check the employee's progress?

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NEAR MISS INVESTIGATION CHECKLIST

When you are involved in an investigation of a ***near miss*** incident, the notes you take will be important to avoid future incidents. The information that you record should focus on ***who, what, when, where, how,*** and ***why*** facts of the ***near miss*** incident. This list of sample questions is to be asked when investigating a near miss incident to assist you with documenting the many aspects of the incident to avoid recurrence which could include injury and/or loss of property and equipment.

Who…

- □ Was involved in the incident?
- □ Was almost injured?
- □ Witnessed the incident?
- □ Reported the incident?
- □ Notified Campus Police, if needed?

Where…

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

What…

- □ Happened?
- □ Precautions were necessary?
- □ Evidence was found?
- □ Was done to secure the incident scene?
- □ Was done to prevent the recurrence?
- □ Was being done at the time of the incident?
- □ Tools were being used?
- □ Was the employee told to do?
- □ Machine was involved?
- □ Operation was being performed?
- □ Instructions had been given?
- □ Precautions were necessary?
- □ Protective equipment should have been used?
- □ Did others do to contribute to the incident?
- □ Did witnesses see?
- □ Safety rules were violated?
- □ Safety rules were lacking?
- □ New safety rules or procedures are needed?

How…

- □ Did the incident happen?
- □ Was the incident discovered?
- □ Was the equipment damaged?
- □ Could the incident have been avoided?
- □ Could the supervisor have prevented the incident from happening?
- □ Could co-workers avoid similar incidents?

Why…

- □ Did the incident happen?
- □ Were employees injured?
- □ Did the employee(s) behave that way?
- □ Was protective equipment not used?
- □ Weren't specific instructions given?
- □ Was the employee in that specifc position or place?
- □ Was the employee using that machine or tools?
- □ Didn't the employee check with the supervisor?
- □ Was the supervisor not there at the time?

When...

- □ Did the incident happen?
- □ Was it discovered?
- □ Was the incident reported?
- □ Did the employee begin the task?
- □ Were the hazards pointed out to the employees?
- □ Did the supervisor last check the employee's progress?

APPENDIX C
SELF-INSPECTION CHECKLIST
For various Departments and Work Environments

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OFFICE SAFETY SELF INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A		
☐	☐	☐	**1.**	Does the department have access to a written Injury & Illness Prevention Program (IIPP)? Are all departmental safety records maintained in a centralized file for easy access? Are they current?
☐	☐	☐	3.	Does the department have an Emergency Action Guide?
☐	☐	☐	4.	Do employees have access to Safety Data Sheets?
☐	☐	☐	5.	Are annual workplace inspections being performed and records maintained?
☐	☐	☐	6.	Have there been any employee accidents from this department? Are there Supervisor's Injury/Incident Investigation Reports (Appendix A) completed for each accident?

GENERAL SAFETY

☐	☐	☐	7.	Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
☐	☐	☐	8.	Are all aisles/corridors unobstructed to allow unimpeded evacuations?
☐	☐	☐	9.	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.)
☐	☐	☐	10.	Are ergonomic issues being addressed for those using computers?
☐	☐	☐	11.	Is a fully stocked first-aid kit available and do all employees in the area know its location?
☐	☐	☐	12.	Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?

Yes	No	N/A		
☐	☐	☐	13.	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.)
☐	☐	☐	14.	Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

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

Comments_____

_____

_____

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LABORATORY SAFETY INSPECTION CHECKLISTS

Monthly Safety Inspection List (To Be Completed By the Appropriate Laboratory Manager for Stockrooms and All Laboratories)

(Source: PS & LS Labs)

Inspection performed by: _____ **Date:** _____

Job Title: _____ **Phone Number** _____

Department: _____ **Building and Room #:** _____

General Safety:	**Yes**	**No**	**N/A**
1. Emergency phone numbers and procedures are posted.	___	___	____
2. SDS materials and the [1]Chemical Hygiene Plan visible and accessible?	___	___	____
3. Good housekeeping prevails and aisles are uncluttered.	___	___	____
4. All exits are clear and unobstructed.	___	___	____
5. Signs noting the location of the safety equipment are visible.	___	___	____
6. Sharp objects, such as needles and broken glass are contained in labeled, puncture-proof containers.	___	___	____

Comments: _____

_____

First-Aid/Safety Equipment:

7. Safety glasses/goggles are available and in good condition.	___	___	____
8. Chemical protective gloves are available.	___	___	____
9. The drench hoses/eyewashes are unobstructed and flow freely.	___	___	____
10. The eyewash nozzle shields are in place and in good condition.	___	___	____
11. The eyewash can be adjusted for automatic continuous flow.	___	___	____
12. The visual indicators on the fume hoods show adequate flow.	___	___	____
13. Chemical spill kits have been restocked if used this month.	___	___	____
14. Fire extinguishers are unobstructed, have the safety pin intact, and are fully charged (in the green zone on the indicator window).	___	___	____
15. First aid kits contain fresh bandages, gauze pads, and medical tape.	___	___	____

[1] See Attachment A (CHP), or insert hyperlink.

Comments:

_____

_____

Chemical Storage and Labeling:	**Yes**	**No**	**N/A**
1. All chemical containers are labeled and intact.	___	___	___
2. All potentially hazardous chemicals have secondary containment.	___	___	___

Comments: _____

_____

Hazardous Waste:

1. Hazardous waste containers are labeled "HAZARDOUS WASTE" and identify the type of waste, physical state of the waste (solid or liquid), appropriate hazard warnings, the name and address of MPC, and the date accumulation began.	___	___	___
2. Hazardous waste containers are capped and fully intact, have secondary containment, and show no sign of leakage.	___	___	___
3. Hazardous waste is stored in a well-ventilated area that is protected from sources of ignition and has not been stored for greater than 180 days.	___	___	___

Comments: _____

_____

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Annual Laboratory Safety Checklist
(To be completed by the MPC Chemical Hygiene Officer)

Inspection performed by: _____ **Date:** _____

Department: _____ **Building and Room #:** _____

General Safety:	**Yes**	**No**	**N/A**
1. Emergency phone numbers and procedures are posted.	___	___	____
2. SDS materials are visible and easily accessible.	___	___	____
3. The Chemical Hygiene Plan is up-to-date and readily accessible.	___	___	____
4. Good housekeeping prevails and aisles are uncluttered.	___	___	____
5. All exits are clear and unobstructed.	___	___	____
6. Signs noting the location of the safety equipment are visible.	___	___	____
7. Sharp objects, such as needles and broken glass, are contained in labeled, puncture-proof containers.	___	___	____
8. Electrical cords are free from damage and are grounded with 3-prong plugs.	___	___	____
9. Based on a discussion with the appropriate lab manager, all electrical appliances and lab equipment are in good repair or have been removed from service.	___	___	____
10. Monthly general safety inspections have been completed by the appropriate lab manager.	___	___	____

Comments: _____

_____

Safety Equipment:

1. Safety glasses/goggles are available and in good condition.	___	___	____
2. Chemical protective gloves are available.	___	___	____
3. The drench hose/eyewash is unobstructed and flows freely.	___	___	____
4. The eyewash nozzle shields are in place and in good condition.	___	___	____
5. The eyewash can be adjusted for automatic continuous flow.	___	___	____
6. The fume hoods have passed an annual inspection by a qualified professional.	___	___	____
7. Chemical spill kits are adequately supplied with gloves, absorbent material, neutralizing chemicals, sturdy bags, a plastic scoop and dust			

	Yes	No	N/A
bin, and a large bucket.	___	___	____
8. Fire extinguishers are unobstructed, have the safety pin intact, and are fully charged (in the green zone on the indicator window).	___	___	____
9. First aid kits contain fresh bandages, gauze pads, and medical tape.	___	___	____
10. Monthly safety equipment inspections have been completed by the appropriate lab manager.	___	___	____

Comments: _____

_____

Chemical Storage and Labeling:

1. Chemical containers are properly labeled and intact.	___	___	___
2. Incompatible chemicals are separated from each other.	___	___	___
3. Open shelves are equipped with lips or barriers to protect contents.	___	___	___
4. Cabinets are secured from opening in the event of an earthquake.	___	___	___
5. Potentially hazardous chemicals have secondary containment.	___	___	___
6. Gas cylinders are labeled, upright, properly secured, and free from damage.	___	___	___
7. Peroxide-forming reagents are dated when received and when opened and are not stored beyond the recommended storage time.	___	___	___
8. Flammable chemicals in quantities greater than one liter are stored in clearly labeled flammable storage cabinets.	___	___	___
9. Flammables are labeled with the appropriate GHS pictogram and are kept away from oxidizers and sources of heat or ignition, and are not stored in a refrigerator unless the refrigerator is certified for flammable storage.	___	___	___
10. Corrosive chemicals in quantities greater than one liter are stored in labeled corrosives cabinets and are stored at or below waist level.	___	___	___
11. Containers containing corrosives are labeled with the appropriate GHS pictogram.	___	___	___
12. Acids and bases are separated from each other and nitric acid is separated from other acids.	___	___	___
13. Chemicals that present a health hazard are labeled with the			

	Yes	No	N/A
GHS pictogram for these hazards.	___	___	___
14. Chemicals that can initiate or promote combustion in other materials are labeled with the GHS oxidizer pictogram and are stored away from organic materials, reducing agents, and sources of heat or ignition.	___	___	___
15. Chemicals that react with water are labeled "WATER REACTIVE" and are protected from sources of water, including overhead sprinklers.	___	___	___
16. Monthly inspections of chemical storage areas have been completed.	___	___	___
17. A current inventory of all chemicals located in this department is readily available.	___	___	___

Comments: _____

_____

Hazardous Waste:

1. Hazardous waste containers are labeled "HAZARDOUS WASTE" and identify the type of waste, physical state of the waste (solid or liquid), appropriate hazard warnings, the name and address of MPC, and the date accumulation began.	___	___	___
2. Hazardous waste containers are capped and fully intact, have secondary containment, and show no sign of leakage.	___	___	___
3. Hazardous waste is stored in a well-ventilated area that is protected from sources of ignition and has not been stored for greater than 180 days.	___	___	___
Weekly hazardous waste inspection logs have been completed.	___	___	___

Comments: _____

_____

Training:

1. Students taking laboratory classes in this department have received basic laboratory safety training.	___	___	___

	Yes	No	N/A
2. Student aides in this department have received basic laboratory safety training.	___	___	___
3. Employees in this department have received CHP training.	___	___	___

Comments: _____

_____

Recordkeeping:

1. Annual fume hood inspection records are readily accessible.	___	___	___
2. Incident Reports and Supervisor's Accident Investigation forms are readily accessible.	___	___	___

Comments: _____

_____

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FACILITY SAFETY INSPECTION CHECKLIST

Building: _____ ***Department:*** _____ ***Date:*** _____

Inspector: _____ ***Room:*** _____

Job Title: _____ ***Phone:*** _____

GENERAL SAFETY

Yes	No	N/A	
☐	☐	☐	1. Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)?
☐	☐	☐	2. Are all employees familiar with the use of SDSs?
☐	☐	☐	3. Have all employees been instructed in how to operate the equipment they are required to use?
☐	☐	☐	4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?
☐	☐	☐	5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
☐	☐	☐	6. Are all training records up to date for each employee?
☐	☐	☐	7. Do all employees have access to the Emergency Action Guide and know their responsibilities?

FIRE SAFETY

☐	☐	☐	8. Are all fire exits clearly marked and unobstructed?
☐	☐	☐	9. Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
☐	☐	☐	10. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
☐	☐	☐	11. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
☐	☐	☐	12. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?
☐	☐	☐	13. Are flammable and combustible materials stored at least 25 feet away

from heat or ignition sources?

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

ELECTRICAL SAFETY

☐	☐	☐	19. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
☐	☐	☐	20. Are all circuit breaker panels accessible with labels identifying each switch's function?
☐	☐	☐	21. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
☐	☐	☐	22. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
☐	☐	☐	23. Are Ground Fault Circuit Interrupters available for use in wet areas?
☐	☐	☐	24. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
☐	☐	☐	25. 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

☐	☐	☐	26. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

Yes	No	N/A		
☐	☐	☐	27.	Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
☐	☐	☐	28.	Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
☐	☐	☐	29.	Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
☐	☐	☐	30.	Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
☐	☐	☐	31.	Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
☐	☐	☐	32.	Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
☐	☐	☐	33.	Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
☐	☐	☐	34.	Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
☐	☐	☐	35.	Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
☐	☐	☐	36.	Are potable water, soap, and towels available for hand washing?
☐	☐	☐	37.	Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
☐	☐	☐	38.	Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
☐	☐	☐	39.	Are excessive noise levels adequately controlled?
☐	☐	☐	40.	Is an approved first aid kit available and its location known to all employees?
☐	☐	☐	41.	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.)
☐	☐	☐	42.	Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

HAZARDOUS MATERIALS/PERSONAL PROTECTION

Yes	No	N/A		
☐	☐	☐	43.	Are chemicals stored to prevent spills?
☐	☐	☐	44.	Are carcinogens handled safely to reduce employee exposure?
☐	☐	☐	45.	Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
☐	☐	☐	46.	Are chemicals inventoried with copies provided to the Personnel Office?
☐	☐	☐	47.	Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
☐	☐	☐	48.	Are all hazardous wastes disposed of and not poured into the sewer system?
☐	☐	☐	49.	Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
☐	☐	☐	50.	Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
☐	☐	☐	51.	Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
☐	☐	☐	52.	Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
☐	☐	☐	53.	Is hearing protection suitable for the hazards warranting protection available?
☐	☐	☐	54.	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
☐	☐	☐	55.	Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
☐	☐	☐	56.	Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
☐	☐	☐	57.	Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

_____

APPENDIX D
Employee Safety Training Documents

EMPLOYEE SAFETY TRAINING DOCUMENTS

ATTENDANCE SHEET

DATE: _____ TIME: _____ INSTRUCTOR: _____

COURSE: _____

LOCATION: _____

	SIGNATURE	PLEASE PRINT NAME
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

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APPENDIX E - SAMPLE

SAFETY & Emergency Preparedness COMMITTEE MINUTES

Safety & Emergency Preparedness
Friday February 24, 2017
9 to 10 AM
LTC, Rm 216
Agenda

Members: Suzanne Ammons, Steve Crow, Dave Brown, Kim McGinnis, Rosemary Barrios, Christine Wood, Colton Miller, Jennyfer Gutierrez, JoRene Finnell, Kalen Edwards, Karoline Grasmuck, Kim Dutra, Mike Midkiff, Pete Olsen, Vicki Rhea, Susan Kitagawa, Catherine Nyznyk, Ed Johnson, Destiny Horne,
Committee meets the fourth Friday of the month

Invited Guests and Presenters:

Item	Topic	Lead	Type: Info (I) Discussion (D) Action (A)	Time (in mins)	Desired Outcome
1.	Approval of agenda	Steve	I	1	
2.	Composition/Membership	Steve	D	1	Understanding me representation for
3.	Facilities and Security Needs:	Steve	ID	10	Understanding of
4.	I.I.P.P –Presentation from Keenan (Lawrence Moglia).	Lawrence	I	40	Understanding cor
5.	Reports: a) Security b) BART c) Training d) Emergency Operation Plan e) Health Services		D	10	1-2 minute reports wide communicati Longer items shou future meeting.
6.	Developing future agendas a) Safety Report b) IIPP			5	Recommendations future agenda top
7.	Adjourn				Thank you!
Next meeting date: March 24th (4th Friday) Spring Break					

APPENDIX F

STAFF SAFETY MINUTES

Department: _____
Date & Time: _____
Location: _____

In attendance: _____
1. _____2. _____
3. _____4. _____
5. _____6. _____

Topics: _____

Recommendations: _____

Completed Recommendations**:**_____

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APPENDIX G

EMPLOYEE SAFETY RECOMMENDATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Location:_____Dept:_____
Supervisor:_____Date:_____

IDENTIFICATION OF SAFETY OR HEALTH HAZARD:

_____
_____
_____

SUGGESTIONS FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD:

_____
_____
_____

DO NOT WRITE BELOW THIS LINE

Date Complaint was investigated: _____

Investigated by:_____

Action taken _____
_____
_____

Date Action was reported to the employee: _____

Employee Name (Optional): _____

Comments:_____

_____

_____

GLOSSARY
(Source: OSHA IIPP Safety Manual-Definitions)

Accident_ - "Accident" is used in this case to conform to the language found in the OSHA standard. The word "accident" could be interchanged with "incident" and is not intended to assign fault or responsibility.

Administrator – Person responsible for the execution of public affairs, as dintinguished from policy-making.

Appliances- Electrical devises not normally associated with commercial or industrial equipment such as air conditioners, space heaters, computers, printers, copiers, coffee pots, microwave ovens, toasters, etc.

Arc – a luminous discharge that occurs when an electric current flows between two electrodes or any other two surfaces separated by a small gap and a high potential difference.

Certified - Equipment is "certified" if it (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner; or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory; and (c) it bears a label, tag, or other record of certification.

Compliance – Conformity in fulfilling a legal requirement

Confined Space: A space defined by the concurrent existence of the following conditions:

- Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency, which may exist or
- Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening.

Ergonomic - The study of how to improve the fit between the physical demands of the workplace and the employees who perform the work. That means considering the variability in human capabilities when selecting, designing or modifying equipment, tools, work tasks and the work environment.

First Aid - injury is one which only minor injuries occur and which can normally be handled by a trained first aid person. This also includes initial treatment and a one-time follow-up visit even if treated by a physician. However, once prescription medication is provided or stitches are required, the injury is then required to be classified as a recordable injury per OSHA.

Hazard – Source of danger

Hazard Communication Program - Program that provides information about chemical hazards in order to control or minimize those hazards through mandatory and comprehensive employee training, distribution and accessibility of Safety Data Sheets (SDSs), and through container labeling. SDS sheets are maintained in the departments where the chemical hazards are used (stored).

Imminent hazard: An immediate source of danger

Lockout/Tagout- refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

Near miss - unplanned event that did not result in injury, illness or damage but had the potential to do so.

OSHA- Occupational Safety and Health Administration

SDS – Safety Data Sheets (Formerly MSDS-Material Safety Data Sheets) are designed to protect the health and safety of people in the workplace by providing information on the hazards of substances and how they should be safely used, stored, transported and disposed of. SDSs also describe emergency procedures, such as what to do in the event of a spill or fire. Ideally SDSs should not be more than five years old.