

INJURY AND ILLNESS PREVENTION PROGRAM

**BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311**

**PREPARED BY:
Safety Committee**

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BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

INJURY AND ILLNESS PREVENTION PROGRAM

COMMITMENT

Barstow Community College District recognizes that in providing the educational program for the students of this District, it assumes the responsibility for the safety of students and District employees while they are on and in the facilities provided in furtherance of that program. With this responsibility comes the need to implement a safety awareness and injury/illness prevention program with the goal of preventing and eliminating all work or study related injuries or illnesses.

To support this goal, the Barstow Community College District has developed and is maintaining a comprehensive and viable Injury and Illness Prevention Program (**IIPP**). This program has the full support of the District's Board members.

The written Injury and Illness Prevention Program will specify the procedures and activities that will enable Barstow Community College District to attain its goals of a safe and healthy learning and working environment.

President

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INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

The Injury and Illness Prevention Program, as required by California Code Regulation Title 8, Sec. 3203, was developed with the safety and well-being of the employees and students of Barstow Community College in mind. The plan provides an in-depth overview of the safety program including prevention activities that have been implemented and continuing efforts that can be performed. This document is intended to be used on a continuous basis to improve safety and to prevent potential injuries or illnesses.

The Injury and Illness Prevention Plan is to be used by employees and students of Barstow Community College as a means for reviewing activities and areas regarding proper safety. The plan also provides an avenue to report any unsafe conditions or acts that could lead to an injury or illness.

Prevention is the key to reducing injuries and illnesses. Observance of safety procedures and practices are the crucial ingredients to making our workplace and school a better place to work and learn.

Safety Program Coordinator

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road

INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

I. RESPONSIBILITIES OF DISTRICT PERSONNEL

A. SAFETY PROGRAM COORDINATOR

The Barstow Community College District hereby assigns responsibility for implementing and maintaining its Injury and Illness Prevention Program to the Director of Maintenance & Operations. The "Responsible Person" shall hereafter be referred to as the Safety Program Coordinator. The Safety Program Coordinator shall have the authority and time to develop and implement the Injury and Illness Prevention Program as granted by the District's Board of Trustees.

The Safety Program Coordinator is responsible for the following:

1. Program Development and Administration:
 - a. Developing and maintaining a written Injury and Illness Prevention Plan which includes practices, procedures, and activities for the following areas:
 - Safety Rules
 - Incentive and Motivation Program
 - Employee Communications
 - Training and Instruction
 - Hazard Assessment
 - Hazard Control (Inspections)
 - Accident Investigation
 - b. Implementing the Injury and Illness Prevention Program
2. Professional Development:
 - a. Establishing and maintaining an occupational safety and health reference library
 - b. Keeping apprised of changes in occupational safety and health regulations
 - c. Participating in professional development and organizations related to occupational safety and health.
3. Training and Communication:
 - a. Providing a general safety orientation to all new employees
 - b. Chairing the Safety Committee
 - c. Training managers and supervisors in their safety responsibilities
 - d. Accompanying outside safety inspectors and/or consultants on tours of the facilities
Following up on recommendations generated by outside inspectors and/or consultants.
4. Internal Consultant:
 - a. Working closely with personnel management to assure safe job placement/assignment of employees
 - b. Conducting hazard analyses of facilities and operations
 - c. Studying hazards of planned and proposed facilities and operations
 - d. Conducting thorough investigations of those accidents where specialized knowledge is required
 - e. Conducting research on technical occupational safety and health problems.
5. Information Management:
 - a. Maintaining the accident record keeping system
 - b. Maintaining required documentation on all aspects of the Injury and Illness Prevention Program for a period of three (3) years
6. Measurement of Performance and Results:
 - a. Auditing supervisory safety performance
 - b. Auditing middle and upper management safety performance.
 - c. Auditing the District's safety performance.
 - d. Annually reviewing and updating, as needed, the Injury and Illness Prevention Program. A written notice attached to the IIPP will indicate one of the following:
 - (i). The IIPP was reviewed on --/--/-- and is still appropriate for the District.
 - (ii). The IIPP was reviewed on --/--/-- and it appears the following changes should be made: (identify the proposed amendments).

B. SITE MANAGERS

Site managers, as designated by the Safety Program Coordinator, are responsible for the following:

1. Coordinating "area specific" Injury and Illness Prevention Program requirements with the Safety Program Coordinator and documenting the training received.
2. Ensuring that appropriate records are maintained and posted at the site.
3. Ensuring that safety inspections are conducted quarterly at a minimum.
4. Ensuring that reports of hazards and suggestions pertaining to safety related issues are collected and submitted to the Safety Program Coordinator.
5. Ensuring that all employees at the site attend the District's scheduled training sessions.
6. Immediately notifying the Safety Program Coordinator of any accident at the site.
7. Ensuring an initial report is completed following an accident at the site.
8. Ensuring that the site is maintained in an overall safe condition.

C. DEPARTMENT HEADS/SUPERVISORS

Department heads/supervisors are responsible for the following:

1. Instructing employees on safe work practices and hazards unique to specific job assignments and regulations.
2. Supervising employees to ensure compliance with safety procedures, rules ensuring that employees use appropriate personnel protection devices and safety equipment when require.
3. Assisting in conducting accident investigations with the Safety Program Coordinator.
Ensuring that unsafe acts or conditions are brought to the attention of the Safety Program Coordinator
4. Conducting departmental inspections biannually of the workplace and furnishing a copy of the inspection to the Safety Program Coordinator

D. EMPLOYEES

Employees are responsible for the following:

1. Attending and participating in the District's Training and Information Program.
2. Following all District safety rules and regulations and applying safe work practices to all jobs.
3. Taking corrective action(s) to eliminate unsafe acts or conditions if within his/her Capabilities.
4. Reporting unsafe acts or conditions to the immediate supervisor or the Safety Program Coordinator.
5. Participating in the Safety Communications Program by submitting safety suggestions or recommendations.
6. Participating in the Safety Committee if selected.

II. COMMUNICATION OF SAFETY AND HEALTH MATTERS

A. SAFETY COMMUNICATIONS:

Matters concerning occupational safety and health will be communicated to employees by written documentation, formal and informal training, meetings and postings. A Safety Bulletin, to be published by the Safety Program Coordinator and distributed to the District's employees, may be used to provide safety information, announce changes to safety procedures, provide a review of accidents experienced, provide hazard alert notification, and relay other occupational safety and health related matters.

B. SAFETY MEETINGS:

Safety meetings or briefings between supervisors and the employees may take place at any time and may be formal or informal. These meetings will allow for dissemination of safety information,

generate safety awareness, provide discussion regarding safety procedures, and provide an opportunity for employees to inform their employer of workplace hazards. The *Employee Safety Briefing/Meeting* form (Appendix B) will be used to document each meeting and attendance. A copy of this documentation will be provided to the Safety Program Coordinator. The Safety Program Coordinator will send out reminder notices to supervisors that safety meetings are due.

C. SAFETY COMMITTEE:

A Safety Committee will be established in conjunction with the Facilities Committee and serve as one committee. Its' purpose will be to encourage and facilitate dialogue between management and employees on occupational safety and health related matters. The committee has the authority to make decisions relating to occupational safety and health matters. The following guidelines are applicable:

1. The Safety Program Coordinator will chair the committee and has overall responsibility to guide the committee and assign tasks to its' members.
2. The committee is composed of the Safety Program Coordinator and Representatives from the following Departments or groups:
 - One member from Administration
 - One member from ASB
 - Two faculty members appointed by the Academic Senate in consultation with the Barstow College Faculty Association (BCFA)
 - One member from Maintenance & Operations
 - Two members from the California State Employees Association, Chapter 176
3. A Safety Committee Recorder will be assigned by the chairperson. The recorder's responsibilities include:
 - Recording meeting notes
 - Publishing and distributing meeting notes
 - Conducting follow-up action(s) on committee recommendations
4. Responsibilities of the committee include but are not limited to:
 - Reviewing results of Departmental, Critical Item and Special Inspections
 - Reviewing accident, incident, and near incident reports and, where necessary, make recommendations for the prevention of similar accidents
 - Reviewing investigations of alleged hazardous conditions brought to the attention of any committee member
 - When deemed necessary by the committee, conducting its own inspections and investigations to correct potentially hazardous conditions
 - Evaluating employee safety suggestions and submitting recommendations
 - Verifying abatement action(s) taken by the District as specified in citations issued by Cal/OSHA
5. The committee will meet at least monthly.

D. SAFETY SUGGESTION PROGRAM:

The District strongly encourages administrators, employees, faculty, and students to submit suggestions for any safety improvements that could benefit anyone or everyone at Barstow Community College.

NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

Suggestions may be submitted anonymously by depositing their suggestion in the warehouse incoming mailbox located on the exterior wall outside of the M&O office. The Safety Program Coordinator will check the mailbox daily.

E. HAZARDOUS ACT OR CONDITION REPORTING:

Hazardous acts or conditions should be reported immediately to the supervisor or the Safety Program Coordinator.

The person reporting the hazard may use the *Safety Hazard Reporting Form* (Appendix B) and submit the completed form to the Safety Program Coordinator or put it in the warehouse exterior mailbox. The name of the person initiating the form is optional.

F. DOCUMENTATION:

All employee communication actions must be documented and copies forwarded to the Safety Program Coordinator for review and action. All documentation will be maintained for a period of five years plus the current year.

III. TRAINING and INSTRUCTION

A. IIPP TRAINING:

All administrators, employees, and faculty of the District will be trained and familiarized with the Injury and Illness Prevention Program.

B. NEW EMPLOYEE ORIENTATION:

New employees will be given safety orientation training by their supervisor within (30) days. The *Employee Safety Orientation*

Record (Appendix C) will be used. Orientation will include:

- The District's Injury and Illness Prevention Program
- Employee Code of Safe Practices
- Housekeeping requirements
- Safety hazard reporting procedures
- Accident/Injury/Illness reporting procedures
- Incident reporting procedures
- Witness reporting procedures
- Emergency Procedures

C. NEW EMPLOYEE TRAINING:

Individual supervisors will give each new employee job specific safety and health training prior to starting on the job and document the training received.

D. NEW JOB ASSIGNMENT TRAINING:

Employees given a new job assignment and that have not been previously trained on job specific safety practices and procedures for that job; will be given such training by their supervisor prior to starting the job.

E. NEW EQUIPMENT, CHEMICALS, OR PROCEDURES TRAINING:

Employees affected by the introduction of new equipment, chemicals, or procedures at their workplace will be given the appropriate familiarization and safety training prior to their use.

F. NEW HAZARDS TRAINING:

New or previously unrecognized hazards, if not corrected immediately, will be identified to all employees affected and the employee shall be informed of preventive measures or specific cautions to take.

G. SUPERVISOR HAZARD RECOGNITION TRAINING:

Supervisors will be trained to recognize potential hazardous conditions and will familiarize themselves with occupational safety and health hazards to which employees under their immediate direction and control are exposed.

H. TRAINING DOCUMENTATION:

All occupational safety and health training conducted will be documented on the *Employee Training Attendance Sheet* (Appendix C) and furnished to the Safety Program Coordinator to be retained on permanent file.

IV. EMPLOYEE COMPLIANCE/DISCIPLINARY POLICY

A. CODE OF SAFE PRACTICES:

The *Code of Safe Practices* listed in Appendix A are safety practices established to provide guidance and increase awareness of safety hazards in the workplace environment. They should be strictly observed as personal injuries and/or disciplinary actions may result.

B. EDUCATION:

All faculty, staff, and employees are required to review and become familiar with the *Code of Safe Practices* in Appendix A. Indoctrination of all new employees will include the *Code of Safe Practices*. Each employee is required to acknowledge having received and reviewed the *Code of Safe Practices* by signing the *Acknowledgment of Receipt and Review* form (Appendix A). This form will be maintained by the Safety Program Coordinator for the duration of employment.

C. CORRECTIVE ACTION:

Corrective action must be taken in response to any administrator, employee, or faculty member found to have violated the *Code of Safe Practices* or any common safety practice. Individual counseling will be documented and will include the nature of the violation and corrective action(s) taken. A copy of the counseling documentation will be forwarded to the Safety Program Coordinator.

D. ENFORCEMENT:

In addition to the corrective action above, the supervisor and/or the District may include the following actions to be taken:

1. Should a safety and health violation be noted, the supervisor will informally discuss the behavior with the employee by stating the potential danger, outlining the correct procedure, retraining or testing the employee to ensure understanding, and documenting the counseling received.
2. A second violation will generate either a formal verbal warning or a written warning, depending on the severity of the violation.
3. A third violation will require disciplinary action per set policies or contract agreements.

V. HAZARD IDENTIFICATION AND EVALUATION

A. DEPARTMENTAL INSPECTION:

This inspection involves a wall to wall walk through of each department to determine if there are any unsafe working conditions or practices in that area. Inspection of each departmental area is the responsibility of the department head or supervisor and will be conducted, at a minimum, twice a year using the *Safety Inspection Checklist* found in Appendix D. A copy of the written inspection results must be forwarded to the Safety Program Coordinator.

B. CRITICAL ITEM INSPECTION:

This inspection is to ensure that potentially hazardous equipment, machinery, tools, facilities, and systems are in a safe operating condition. The supervisor and/or designate will conduct this inspection monthly. Critical items include but are not limited to:

- Power tools
- Auto lifts, engine hoists, equipment lifts
- Machines/Equipment (including lathes, hydraulic presses, drill presses, etc.)
- Forklifts, tractors, lawn mowers, utility vehicles
- Ladders, safety harnesses, scaffolds
- Pottery wheels, kilns, ovens

- Laboratory instruments and equipment
- Electronic equipment
- Ventilation hoods/systems

C. SPECIAL PURPOSE INSPECTION:

This inspection involves a specialized and detailed survey to detect injury and/or illness from excessive noise, poor ergonomic design, poor air quality, etc. If deemed necessary, the Safety Program Coordinator will schedule this inspection with a qualified specialist annually.

D. OTHER INSPECTIONS:

Safety inspections will be conducted by the supervisor or the Safety Program Coordinator when the following conditions exist:

1. New Equipment, Substances, Processes, or Procedures introduced:
Whenever new equipment, substances, processes or procedures are introduced into the workplace that represents a new occupational safety or health hazard, an inspection will be completed using the **Safety Hazard Assessment and Remediation Form** (Appendix B).
2. New Hazard identified:
Whenever a new or previously unrecognized hazard or unsafe act is discovered, utilize the **Safety Hazard Reporting Form** (Appendix B).

E. DOCUMENTATION:

All inspections conducted must be documented utilizing the **Safety Inspection Checklist, Safety Hazard Assessment & Remediation Form, or the Safety Hazard Reporting Form** as appropriate. A copy of all completed forms must be provided to the Safety Program Coordinator and maintained on file for a period of three years.

VI. HAZARD CONTROL

A. HAZARD CLASSIFICATION:

Safety hazards discovered or reported during normal operations or inspections should be classified as to their severity designated below:

1. Lethal Hazard: A hazard that can reasonably be expected to cause death or Serious physical harm (permanent disability) immediately, or before the hazard can be corrected.
2. Serious Hazard: A hazard of which the reasonable predictable injury or Illness which could result in hospitalization or temporary illness with a limited period of disability.
3. Non-Serious Hazard: A hazard that would likely result in an injury or illness requiring only minor first aid treatment.

B. RESPONSIBILITIES:

1. Employee:
An employee who discovers any unsafe or unhealthy condition should immediately report the condition to his/her supervisor or the Safety Program Coordinator using the **Safety Hazard Reporting Form** (Appendix B).
2. Supervisor or Safety Program Coordinator:
The supervisor or the Safety Program Coordinator, when notified of an unsafe or unhealthy condition, must take immediate corrective action. Interim protective measures should be taken if immediate permanent corrective action cannot be accomplished. Interim protective measures includes, but are not limited to:
 - Informing employees in the hazard area
 - Posting "DANGER" signs
 - "Locking Out" the machine or process
 - Posting a barricade around the area to limit access to or near the Hazard

C. CORRECTIVE ACTION:

Hazards in the workplace can be eliminated by taking one or more of the following corrective actions:

- Remove defective tools, equipment, furnishings, vehicles, etc., from service
- Repair broken items
- Replace non-repairable items
- Constantly maintain the tools, equipment, vehicles, etc., in good working condition
- Install protective devices on hazardous equipment
- Use personal protective devices

D. DOCUMENTATION:

Upon receipt of a hazardous or unhealthy condition report, the Safety Program Coordinator will investigate the situation and complete the ***Safety Hazard Assessment and Remediation Form*** (Appendix B). The Safety Program Coordinator will maintain a suspense copy for follow-up actions until the hazard is corrected. Records of completed actions will be maintained by the Safety Program Coordinator for three years.

VII. ACCIDENT INVESTIGATION

A. PRIMARY GOAL:

The primary goal of accident investigation is the prevention of similar accidents through the use of the knowledge derived from the investigation.

B. ON-THE-JOB ACCIDENTS:

All on-the-job accidents, regardless of how minor, must be thoroughly investigated by the supervisor or the Safety Program Coordinator.

C. PROCEDURES:

The individual appointed to conduct the accident investigation must conduct the investigation immediately upon notification to ensure that all evidence is available and those witnesses are still able to be identified. The following procedures should be implemented:

1. Upon receipt of notification, the accident investigator must accomplish the following:
 - a. Proceed to the scene of the accident
 - b. Insure that first aid is rendered to the injured or emergency medical services are called for more serious injuries
 - c. Identify and instruct any witness to complete a ***Accident/Incident Witness Reporting Form*** (Appendix B)
 - d. Inspect the accident scene while fresh and undisturbed
 - e. Interview the injured and witnesses, in private when possible, before facts are forgotten. Stress getting the facts, not placing blame or responsibility
 - f. Initiate the ***Accident/Incident Investigation Report*** (Appendix B)
 - g. Determine the systemic cause of the accident. Look for unsafe act(s) or condition(s) which led to the accident
 - h. Identify corrective actions to prevent the reoccurrence of similar accidents
 - i. Encourage employees to share their ideas for preventing similar accidents or consult with experts about possible solutions
 - j. Complete the accident report giving a detailed and accurate account of the accident. The report should include a narrative of what happened, the cause, recommended corrective action, action taken, and a list of the injured and any witnesses
 - k. Submit a copy of the accident report to the Safety Program

Coordinator

2. The Safety Program Coordinator must take the following actions:
 - a. For serious injury, illness or death, immediately notify the **Cal/OSHA San Bernardino District Office (909-383-4321)**.

NOTE 1: *"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any part of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.*

NOTE 2: *"Immediately" means as soon as practically possible but not longer than 24 hours after the employer knows, or with diligent inquiry, would have known of the death or serious injury or illness.*

- b. Notify the Districts' insurance carrier and other California State agencies as required
- c. Complete **Employee's Claim for Workers Compensation Benefits** form and **Employer's Report of Occupational Injury or Illness** form and submit to appropriate agencies
- d. Follow-up on the accident report and insure corrective measures are implemented
- e. Publicize corrective actions taken so that all may benefit from the experience
- f. Maintain accident report files for a period of three years.

APPENDIX A

EMPLOYEE CODE

OF

SAFE PRACTICES

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

CODE OF SAFE PRACTICES

I. GENERAL SAFETY

1. All persons employed by the Barstow Community College District shall follow these safe practice rules and render every possible aid to safe operations.
 2. Immediately report all work-related accidents, injuries, and illnesses, regardless of severity, to your supervisor or the Safety Program Coordinator if supervisor is not available. Even near accidents should be reported as they are indicators of possible problem areas.
 3. Exits, aisles, fire extinguisher access, gas meter access, electrical panel access, and traffic fire lanes will be kept unblocked at all times. All means of exiting will also be well lit and unlocked during normal business hours.
 4. In the event of fire, pull a nearby fire alarm pull station to sound the alarm and evacuate the building.
 5. Upon hearing a fire alarm, stop work and proceed to the nearest fire exit.
 6. Only trained workers may attempt to respond to a fire or other emergency.
 7. All work areas must be maintained in a neat, orderly manner. Trash and refuse will be deposited in proper waste containers. Waste containers will be emptied daily.
 8. Do not use material/equipment that is in need of repair; report the condition to your supervisor or Maintenance and Operations personnel to ensure the hazard or condition is repaired or replaced.
 9. Oil, wax, water and other spilled material that can create a slipping or tripping hazard will be cleaned up immediately.
 10. Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
 11. Lifting or pushing an excessive load can cause internal or back injuries. Ask for help if an object is too heavy to move without strain. When lifting, bend the knees and keep the back nearly vertical. Then grasp the object firmly and raise by straightening the legs.
 12. Files and supplies will be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items will be stored closest to the floor and lightweight items will be stored above.
 13. Never stack material precariously on top of file cabinets or other high places.
 14. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
- A-1
15. Never leave lower desk or cabinet drawers open to create a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

16. Use a stepping stool, small step-ladder or a ladder, as necessary, to reach high shelves or places. Never stand on a chair or boxes.
17. All temporary power cords running into or through walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards. Permanent power cords run in this fashion are prohibited, they must be installed according to the National Electrical Code.
18. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
19. All electrical equipment will be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs will be used to ensure continuity of ground. Ground bypass conversion plugs (plug that converts three-prong plug to two-prong plug) are not to be used.
20. Individual space heaters used within work areas will be kept clear of all combustible materials such as drapes, stacked paper work/books or trash containers. Only heaters which are equipped with tip-over switches will be used.
21. Appliances such as coffee pots and microwave ovens will be kept in working order and inspected for signs of wear, heat or fraying of cords.
22. Circulation fans used in work areas will have protective guards installed at all times. Protective guards must not allow fingers to be inserted through the mesh.
23. Equipment such as scissors, staples, etc., will be used for their intended purposes only and will not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
24. Cleaning supplies and other toxic materials will not be stored together with edible items on kitchen shelves.
25. Cleaning solvents and flammable liquids will be stored in appropriate containers.
26. Solutions that may be poisonous or not intended for consumption will be kept in well-labeled containers.
27. When working with video data terminals, all pieces of furniture will be adjusted, positioned and arranged to minimize strain on all parts of the user's body.
28. Thoroughly cleanse affected body parts after handling hazardous substances and follow special handling instructions from authorized sources (Material Safety Data Sheets).
29. No one shall knowingly be permitted or required to work while the employees ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose themselves or others to injury.

A-2

30. Any employee known to be under the influence of drugs or intoxicating substances which impair his/her ability to safely perform assigned duties shall not be allowed on the job while in that condition.

II. USE OF PERSONAL SAFETY EQUIPMENT

1. Goggles or safety glasses must be worn when performing any task that may produce flying particles (drilling, grinding, cutting, mowing, etc.).
2. Gloves will be worn when handling materials with sharp or jagged edges.
3. Hearing protection will be used when exposed to high intensity noise (power or circular saw, jackhammer, lawn cutting and trimming equipment, etc.).
4. Personnel performing custodial, maintenance and labor tasks should wear "steel toe" safety shoes.
5. Eye protection, face shields, aprons, rubber gloves and respirators should each be worn when working with hazardous solvents or other hazardous materials as recommended by the Material Safety Data Sheet for the material being used.
6. A respirator, appropriate for the activity in progress, will be worn during all spray painting or other spraying processes which create toxic fumes.

III. TOOL AND EQUIPMENT SAFETY

1. All tools and equipment will be maintained in a safe working order. Damaged tools and equipment shall be removed from service and tagged "DEFECTIVE".
2. Electrical power tools must be "double insulated" and have a serviceable power cord with ground wire installed.
3. Extension cords used with portable electric tools and appliances shall be of three-wire type. Cords must be kept clear of working space, walkways or other locations exposing the cord to damage. Bar joists shall be used to suspend cords or insulated wires above corridors.
4. Chisels with mushroomed heads and tools deemed unsafe will not be used.
5. Compressed gas cylinders must have valve protection caps in place and secured during transport. Cylinders must be placed far enough from actual work and away from electrical circuits to prevent a fire hazard. A suitable cart will be used to secure cylinders when in use. Cylinders must be secured at all times to prevent them from falling over. Valves must be closed and covers installed when not in use or during transport. Store compressed gas cylinders away from exposure to heat sources, electric arcs or other high temperature sources.
6. Torches are to be ignited with friction lighters only and not with matches.
7. Power actuated tools shall only be operated by properly trained employees and will not be actuated until ready for use.

A-3

8. Temporary use lights must be equipped with a guard to prevent accidental contact with the bulb. A guard is not required when using a reflector where the bulb is deeply recessed.
9. Use of a ladder with broken or missing rungs or steps, having broken or split rails or exhibiting faulty or defective construction is prohibited. Unsafe ladders, when discovered, shall be removed from service, tagged "Defective" and turned in for replacement.
10. Safety guards and devices on any tools or equipment will not be removed for any reason.

11. Tools and equipment such as screwdrivers, hammers and hand trucks, etc., will be used only for their intended purposes and will not be misused as wedges, pry bars, etc. Misuse may cause damage to the equipment and possible injury to the user.

IV. SHOP SAFETY

1. Flammable liquids shall not be used as a cleaning solvent.
2. Loose or frayed clothing, long hair, dangling ties, rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Defective materials, machinery, tools and equipment will not be used and must be reported to the supervisor immediately.
4. Do not operate tools or equipment for which you are not properly trained. Proper training includes training documentation completed by the trainer.
5. Cleaning solvents and flammable liquids will be stored in appropriate metal containers.
6. Structures used to support hoists shall have a safe workload equal to the capacity of the hoist being used.
7. Work areas must be maintained in a neat and orderly manner. Trash and refuse is to be thrown in tightly closed and labeled metal waste containers.
8. A metal ladder will not be used where it may come in contact with energized parts of electrical equipment, fixtures or circuit conductors.
9. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
10. Compressed air exceeding 10 psi shall not be used for cleaning of clothing.
11. Machinery shall not be serviced, repaired or adjusted while in operation. Oiling of moving parts will not be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
12. Air hoses shall not be disconnected at the compressor until the hose line has been bled of all residual pressure.

A-4

13. Inspect needed equipment for condition and serviceability prior to use daily.

V. SCIENCE AND LABORATORY SAFETY

1. Ensure all areas are clean and orderly.
2. Have a telephone (operational) readily available.
3. Always have a current list of emergency numbers posted by the phone.
4. Ensure emergency procedures are posted and up-to-date.
5. Have an appropriate first aid available and complete.

6. Have an appropriate spill-kit available.
7. Always have safety equipment and supplies (goggles, aprons, face shields, fire blanket, fire extinguisher, eye wash, deluge shower, safety shields and fume hoods available and functional.
8. Always have an up-to-date inventory of all chemicals, including quantity, location, date of purchase, shelf life, and projected disposal date.
9. Attempt to ensure that all chemicals on hand will be consumed essentially with the next year.
10. Never have any chemicals in storage that have been designated as unsafe for school laboratory use.
11. Store only chemicals which are used; chemicals not needed must be disposed of in an authorized manner.
12. All chemicals must be stored in appropriate and labeled containers.
13. Chemicals in storage must be arranged in compatibility groups.
14. Do not store chemicals above eye level.
15. Do not store chemicals on the floor.
16. Have all earthquake lips/barriers in place on storage shelves.
17. Ensure storage cabinets for corrosive chemicals (preferably separate ones for acids and for bases) are appropriately used.
18. Be sure a flammable storage cabinet is on site and appropriately used.
19. All poisons must be secured.
20. The chemical storeroom should be self-closing and be locked whenever the instructor is not in the area.

A-5

21. Ensure there is adequate ventilation and that fume hoods are operational during chemical demonstrations/experiments.
22. All compressed gas cylinders must be secured upright against a wall or fixed object, with caps in place. Flammable gases are separated from oxidizing gases by a one-hour firewall or at least 25 feet.
23. Ensure there is one or more non-reactive waste receptacles made of plastic or crockery available.

VI. VOCATIONAL ARTS SAFETY

1. Use all safety guards provided on dangerous machinery.
2. Keep all machines lubricated and adjusted as required.
3. Ensure safe operating procedures are posted for each machine.
5. Ensure a safety clear zone is marked around all machinery to prevent accidental injury to the operator or a passerby.

5. Have all electrical panel switches marked as to the individual machines they operate.
6. Use safety lockouts on machinery when making repairs.
7. Use overhead reels for extension cords where possible.
8. All ladders must have non-skid feet.
9. Never use metal ladders near electrical power sources; ladders should be marked accordingly.
10. All overhead storage must have guardrails or safety chains.
11. Make sure compressed air lines are equipped with 10 PSI safety nozzles.
12. All electrical equipment should be grounded and wiring in good condition. All electrical repairs should be made by an authorized electrician.
13. All portable electrical equipment must be equipped with proper ground wire (3-prong plug).
14. All lifting equipment (hoists, jacks, etc.) must be clearly marked showing capacity rating and inspection record date.
15. Floor openings should be guarded or covered.
16. All flammable liquids are to be kept in properly identified flammable storage containers when not in use.

A-6

VII. MAINTENANCE SAFETY

1. HAND TOOL SAFETY

A. Chisels

1. Keep the cutting edge sharp at all times.
2. Repair the chisel head or discard the chisel at the first sign of mushrooming. Mushroomed heads often produce flying chips of metal, which can be very dangerous, especially to your eyes.
3. Select the right size chisel for the job.
4. Use a mallet, rather than a hammer, whenever possible. Make sure the mallet is the right size for the chisel.
5. Wear goggles when chipping. Use a screen or shield around the work to protect others who are near.
6. Chip in a direction away from you and do not use more force than is necessary.
7. Hold the chisel near the working end so your hand will not get the full force of a blow if you miss.

B. Files

1. Keep files clean and sharp. Clean them frequently with a file card (short wire-bristle brush).
2. Do not use a file unless it has a handle and the handle fits tightly.
3. Do not use a file as a pry, chisel, or punch and never hammer on a file. Files are brittle and may snap.
4. Whenever possible, use a vise to hold the object being filed.
5. When filing, use firm, smooth strokes, with not too much pressure.

C. Screwdrivers

1. Repair worn, bent, or broken tips or throw the screwdriver away.
2. Grind or file the tip of the screwdriver whenever necessary. It should fit the screw snugly.
3. Select the right size screwdriver to fit the screw.
4. Use a vise or other firm support to hold the piece being worked on. Do not hold the piece with one hand and use the screwdriver with the other.
5. Use an awl, drill, or a nail to make starting holes for screws.
6. Do not force a screwdriver by using a hammer or pliers on it.

A-7

7. Do not use a screwdriver as a punch, chisel, or nail puller.
8. For electrical work, use a screwdriver with an insulated handle.
9. Do not carry screwdrivers in your pockets.

D. Hammers

1. Make sure that the hammer head fits tightly.
2. Replace cracked heads and loose or cracked handles.
3. Use the right hammer for the job. For example, a soft metal hammer should be used on highly tempered tools such as frills or dies, and a claw hammer should be used for driving nails.
4. Grip the handle close to the butt end.
5. Use hammers with heads of proper hardness so they will not chip or mushroom.

E. Wrenches

1. Do not straighten a bent wrench since that will weaken it. Throw away wrenches that are bent, cracked, badly chipped, or that have loose or broken handles.
2. Keep jaws sharp.
3. Use the correct wrench for the job and be sure it fits snugly on the nut. Never use a shim to make a wrong sized wrench fit.

4. Pull the wrench - do not push. Make sure your footing is secure and allow plenty of clearance for your fingers. Use a short steady pull.
5. If you cannot loosen a nut with the wrench you are using, get a larger wrench. Never put an extension or "cheater" on the handle for more leverage.
6. Do not pull on an adjustable wrench until it has been tightened on the nut. The jaws should be pointed in the direction of the pull.

F. Pliers

1. Grasp plier handles at the ends, not near the hinge.
2. Do not use pliers on a hardened metal surface. This will dull the teeth and loosen the pliers' grip. Never use pliers on nuts; use a wrench instead.
3. Wear goggles when clipping ends of wire.

G. Knives

1. Keep knife blades sharp and well honed as dull knives are more likely to slip.
2. Make sure that your hands and the knife handle are dry and not slippery.

A-8

3. Do not use a knife as a rake, fork, or hook with which to pull the piece.
4. Never try to catch a falling knife.

H. Axes

1. Keep axes sharp and well honed. A dull axe may glance off the wood and cut your foot or leg.

I. Hand Saws

1. Keep saws sharp and properly set.
2. Oil them lightly after each use.
3. Use them correctly and do not force them through the material.

2. WELDING AND TORCH CUTTING SAFETY

- A. Respirators, adequate ventilation or both should be used during those operations that produce toxic fumes.
- B. Adequate fire prevention measures must be taken before welding or cutting near or above flammable material or personnel. NOTE: Fire resistant blankets or other types of fire resistant material can be used to protect the areas under or near the welding or cutting operation.
- C. No cutting or welding shall be done in the presence of flammable or explosive mixtures of vapors, gases or dust.
- D. Fire extinguishers and a fire watch should be maintained where a serious fire hazard is present.
- E. When welding or cutting on motor driven equipment adjacent to fuel tanks or lines on the equipment, the tank or lines shall be removed or adequately shielded.

- F. All containers that have held flammable material capable of producing explosive vapors shall be thoroughly purged before being welded or cut on.
- G. Unauthorized personnel should not be in the area of welding or cutting. Signs should be posted to that effect.
- H. Cylinders shall be secured to prevent overturning and shutoff valves closed and capped when not in use.
- I. When not in use, electrodes should be removed from the holder and the holder placed so that electrical contact with persons or objects is prevented.
- J. During welding operations, suitable eye protection and approved clothing, such as hoods, goggles, or screens should be used to protect personnel.
- K. Welding leads and power cables must be protected from mechanical damage.

A-9

3. MACHINE EQUIPMENT REPAIR SAFETY AND LOCK-OUT PROCEDURES

- A. Only authorized personnel are permitted to operate power machines and equipment. If it is not part of the job assignment, and you have not been trained to use this type of equipment, do not operate it.
- B. On large pieces of equipment, make certain that all other personnel are clear of the machinery before starting it. Walk around it, if necessary, and/or give a proper warning signal before start-up.
- C. Unless absolutely necessary to do so, equipment repairs and/or adjustments must never be made without first shutting off the power source.

**If the repair/adjustment requires you to be out of sight from the control switch, hang a "Do not start" tag on the switch to warn others not to operate the equipment.*

**Any exception to this standard safe practice will be specifically outlined and explained by your supervisor.*
- D. Machine/equipment operators should only attempt routine adjustments or repairs; anything else should be referred to your supervisor. Unless you are authorized to do so, do not open electrical panels or remove guards in order to locate the problem.
- E. In any situation beyond routine operator repairs/adjustments, equipment is to be shut off at the operator's control panel and the main power source before any repairs begin.

The control panel should be protected by a "Do Not Start" tag on the starting switch. The main power source should be disconnected and a "Danger" tag attached.

If more than one craft is working on the equipment at the same time (e.g., Maintenance and Electrician), a multiple lockout device should be used at the main power source in addition to a "Danger" tag for each person.

- F. "Out of Order" tag should only be used if the equipment is going to be down for an extended period of time or if the equipment is completely inoperable.

4. PLANT MAINTENANCE SAFETY

- A. Wear the proper personal protective equipment (hard hat, safety glasses, respirator, etc.) for the job.
- B. Report any unsafe conditions or mechanical and electrical defects in writing immediately to the supervisor.
- C. Wear no loose clothing or sleeves, key chains ring, etc., which may be caught in machinery.
- D. Never chip, grind, burn, use compressed air, steam, acids or other chemicals, or work in areas where eye hazards exist without use of full safety goggles or full face protection whichever may be required.

A-10

- E. Never stand under suspended loads or in a danger zone of falling objects, moving equipment, dripping caustics, etc.
- F. Keep your work area clean and free of loose objects, stumbling or slipping hazards, or other trash and debris.
- G. Never use gasoline for cleaning purposes. Keep flammables in approved safety-type containers and store quantities in an approved flammable storage cabinet.
- H. Always keep hands and feet clear of pinch points, oil drums, etc.
- I. Never leave materials, equipment, or tools in a position to slide or fall.
- J. Be sure that all electrical devices, such as power tools, are properly grounded at all times.
- K. Never grease or service machinery while in motion.
- L. Never leave an unsafe condition unguarded or unmarked, even temporarily.
- M. Pull and lock out main electric switches with your signed tag before repairing or greasing equipment. Make certain everyone is in the clear before starting up again. Never remove danger tags placed by another person. See supervisor for guidance.
- N. Inspect each ladder before using. Be sure ladder is properly positioned and secure at top and bottom.
- O. When operating electric switches, stand on an insulated mat. Keep panel fronts closed.
- P. Be sure you are right when operating switches, valves, etc. If in doubt, check with your supervisor. Watch out for the safety of others when changing valve settings.
- Q. Respirators shall be worn where needed or as directed by state plan or local safety regulations.
- R. Persons working overhead must place warning signs below and rope off the area.
- S. Learn location of fire extinguishers and know how to operate them.
- T. Do not walk or run in front of or behind moving equipment.

5. CUSTODIAL AND GROUNDS SAFETY

- A. Wear the proper personal protective equipment (hard hat, safety glasses, respirator, etc.) for the job.
- B. Do not disturb or interfere in any way with a person performing his job unless that person is doing something unsafe and then approach with caution.
- C. Read and adhere to the Material Safety Data Sheet instructions and precautions.

A-11

- D. Observe all caution and danger signs posted in shop areas. Keep hands and body clear of moving parts of machinery or equipment.
 - E. Do not operate machinery you are not familiar with.
 - F. All equipment safety guards must be in place before operating. Never tie down, block or otherwise make inoperative any type of safety device or guard. Guards may be removed only by authorized personnel and will be back in place before the equipment is returned to operation.
 - G. Before turning on electricity, compressed air, water, or setting in motion any machinery, be certain that there is no person in a position to be injured by your act.
 - H. Use the right tool for the right job. Ensure that tools are clean and in good repair.
 - I. Inspect cords of electrical tools frequently. Do not pull tools by the cord. Keep cords out of water, oil or chemicals.
 - J. Vapors from solvents used for cleaning and other purposes are harmful to breathe and may cause illness. The solvents also irritate the skin and eyes. A mask, face shield and rubber gloves are furnished for your use when working with solvents; use them.
 - K. In general, cleaning solvents and volatile vapors will burn. Therefore, keep fire sparks and other sources of ignition away from areas where solvents and vapors are present.
 - L. Take every precaution possible to prevent fires. Fires may be started from cigarette butts, accumulated trash, carelessly thrown matches, oil-soaked wood, oily rags, flammable liquids, faulty electrical equipment, etc.
- M. Do not use gasoline or other flammable liquids for cleaning purposes.

VIII. MOTOR VEHICLE SAFETY

1. The District's motor vehicles will only be operated by those employees of the District that have submitted copies of their driver's license to the Business Office for review and have been approved as authorized drivers.
2. Seat belts will be worn by all occupants. The driver is responsible for ensuring that all occupants are buckled up.

3. Operation of motor vehicles will be in strict compliance with California Department of Motor Vehicle Regulations.
4. The driver shall in no way endanger any persons or property in the performance of his/her duties.
5. The vehicle will be checked by the driver for safe operation and condition of the lights, tires, windshield wipers, horn, oil and coolant levels, etc., prior to the first use of the day.
6. All tools, equipment and cargo must be properly loaded and secured before moving the vehicle.

A-12

7. Shut off the engine, set the parking brake and/or block wheels prior to loading and unloading cargo.
8. Physically check behind the vehicle before backing. Use extra caution while backing using properly adjusted mirrors or a ground guide to physically clear the vehicles path.
9. If involved in an accident, ensure that the accident is reported to proper law enforcement agencies, regardless how small the damages, before leaving the accident scene. Report the accident to your supervisor immediately.
10. Use of alcohol or drugs that affect driver's reactions, prior to or while on duty, is strictly prohibited.

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

**ACKNOWLEDGMENT OF RECEIPT AND
REVIEW OF CODE OF SAFE PRACTICES**

ALL EMPLOYEES:

ATTACHED IS YOUR COPY OF THE INJURY AND ILLNESS PREVENTION PLAN, AND THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF BARSTOW COMMUNITY COLLEGE DISTRICT TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE.

IT IS THE EMPLOYEES RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES IS FOR YOU TO KEEP.

PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO THE SAFETY PROGRAM COORDINATOR.

I HAVE READ AND UNDERSTAND THE INJURY AND ILLNESS PREVENTION PLAN AND CODE OF SAFE PRACTICES.

SIGNATURE: _____ DATE: _____
(Employee)

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

APPENDIX B

COMMUNICATION

OF

SAFETY AND HEALTH MATTERS

SAFETY HAZARD REPORTING FORM

NAME (Optional): _____ DATE: _____

WORK LOCATION: _____ SUPERVISOR: _____

A. DESCRIPTION OF SAFETY HAZARD (Practice, Substance, or Condition)

B. DESCRIPTION OF POTENTIAL HEALTH IMPACT

C. SUGGESTIONS FOR MINIMIZING OR ABATING THE HAZARD

D. SUGGESTIONS FOR TRAINING (If applicable)

PLEASE FORWARD THIS FORM TO THE SAFETY OFFICER

SAFETY HAZARD ASSESSMENT AND REMEDIATION FORM

Date of Assessment: _____

Individual Conducting the Assessment: _____

Reason for Assessment:

- Reported hazardous condition
- Reported potentially hazardous condition
- Reported injury or accident
- Reported insufficient employee training
- Reported new piece of equipment installed
- Reported piece of equipment not working properly
- Reported piece of equipment missing safety guards
- Reported individual safety protection not being used
- Reported unsafe act by an individual

Description of Safety Hazard: _____

Assessment Findings: _____

Remediation Recommended and Date to be completed: _____

WORK ACCIDENT/INJURY/ILLNESS

REPORTING FORM

To be completed by injured party or supervisor within 24 hours of the accident, injury, or illness. Report all incidents no matter how trivial.

Date of Accident/Injury/Illness: _____ Time: _____

Name of Individual Injured: _____

Home Address: _____

Phone #: _____ Department: _____

Position: _____ Date of Hire: _____

Location where accident/injury/illness took place: _____

How did the accident/injury/illness occur: _____?

Was activity supervised (Yes/No): _____ by whom: _____

Object or substance that directly injured person: _____

Nature of injury or part of body affected: _____

Was medical treatment required (Yes/No): _____?

Name and address of physician/hospital providing treatment: _____

Names of witness(s): _____

Accident/Injury/Illness reported to: _____

PLEASE FORWARD THIS FORM TO THE SAFETY OFFICER

Safety Officer Review: _____

INCIDENT REPORTING FORM

NAME:			DATE:
SEX:	AGE:	DL#	SSN:
DATE OF INCIDENT:	TIME OF INCIDENT:	REPORTED TO:	Has police report been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No

NATURE OF INCIDENT:	BURGLARY: <input type="checkbox"/> Yes <input type="checkbox"/> No ASSAULT: <input type="checkbox"/> Yes <input type="checkbox"/> No	PROP. DAMAGE: <input type="checkbox"/> Yes <input type="checkbox"/> No OTHER: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIPTION OF INCIDENT:			

**PLEASE FORWARD THIS FORM TO THE SAFETY OFFICER
ACCIDENT/INCIDENT WITNESS REPORTING FORM**

Date of Accident/Incident: _____ **Time:** _____

Nature of Accident/Incident: _____

WITNESS IDENTIFICATION

Name: _____

Address: _____

Telephone: Home _____ Work _____

Employer: _____

Statement: (To be completed in witnesses own words giving as accurate and complete of a description as possible.) _____

Prepared By: _____ Date: _____

PLEASE FORWARD THIS FORM TO THE SAFETY OFFICER

ACCIDENT/INCIDENT INVESTIGATION REPORT

Date of Accident/Incident: _____

Nature of Accident/Incident: _____

Nature of Injury/Illness: _____

Referred to Medical Facility/Doctor: YES NO

Did Employee Return to Work: YES NO Date/Time: _____

Employee/Individual Interview/Statement: _____

Witness Interview/Statement: _____

Photographs of Site: (Attach) Diagrams of Site: (Attach)

Driver's License #: _____ Vehicle License#: _____

Insurance Co. Information: _____

Assessment: _____

Signature of Investigator: _____

EMPLOYEE SAFETY BRIEFING/MEETING

Date of Briefing/Meeting: _____

Subject of Briefing/Meeting: _____

Briefing/Meeting Conducted By: _____

Attendee Signatures:

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APPENDIX C

TRAINING

AND
INSTRUCTION

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

EMPLOYEE TRAINING ATTENDANCE SHEET

DATE OF TRAINING SESSION: _____

LOCATION OF TRAINING SESSION: _____

CONDUCTED BY: _____

TOPIC OF TRAINING: _____

TYPE OF TRAINING: (Check all that apply)

- Equipment Operation Training**
- Equipment Maintenance Training**
- Human Resource Training**
- Professional Development**
- Refresher Training**
- Required Training for Employment or Promotion**
- Required Training by Law**
- Safety Training**

ATTENDEES:

Print Name:

Signature:

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Print Name:

Signature:

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(Page ____ of ____)
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EMPLOYEE SAFETY ORIENTATION RECORD

NAME: _____ DATE EMPLOYED: _____

DEPARTMENT ASSIGNED: _____

TYPE OF WORK: _____

LIST PREVIOUS SAFETY TRAINING: _____

CHECK BELOW EACH SAFETY ITEM COVERED IN THIS ORIENTATION:

- Applicable District, State, and Federal safety policies, programs, and regulations
- Workmen's Compensation
- Barstow College Injury and Illness Prevention Plan
- Responsibilities of District Personnel
- Communication of Safety and Health Matters
- Training and Instruction
- Employee Compliance/Disciplinary Policy
- Hazard Identification and Evaluation
- Hazard Control
- Accident Investigation
- Barstow College Employee Code of Safe Practices (Appendix A)
- Barstow College Communication of Safety and Health Matters (Appendix B)
- Barstow College Training and Instruction Program (Appendix C)
- Barstow College Workplace Safety Assessment Program (Appendix D)
- Accident Investigation Reporting (Appendix E)
- Procedure for Medical Treatment of Injuries or Illnesses
- Fire Prevention
- Earthquake Preparedness
- Good housekeeping

I have received the Employee Safety Orientation and understand my obligations regarding safety in the workplace. I agree to fully cooperate with the safety efforts of the employer and will follow all safety rules.

Employee Signature: _____

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APPENDIX D

**HAZARD IDENTIFICATION
AND
EVALUATION**

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311

SAFETY INSPECTION CHECKLIST

Inspection conducted by: _____ Date: _____
Location: _____

I. GENERAL SAFETY

A. Life Safety	OK	Remarks If Hazard Identified
1. Are all exits visible and unobstructed?		
2. If an exit is not plainly visible, are there readily visible signs directing occupants to the exits?		
3. Are all exits signs and lights in working order?		
4. Is emergency lighting provided and in good working order?		
5. Are there sufficient exits to ensure prompt evacuation in case of an emergency?		
6. Are exits unlocked during hours of operation?		
7. Are exit aisles clear and in good repair?		
8. Are non-exiting corridors, aisles, and doors appropriately marked?		
9. Are all walking surfaces in good repair?		
10. Are wet surfaces covered with nonslip materials?		
	D-1	
B. Fire Protection	OK	Remarks If Hazards Identified
1. Does each person know where their		

nearest Fire Alarm Pull Station is and how to use it?

-
2. Does everyone know where their nearest primary and secondary exit are?
-
3. Does everyone know where to meet after exiting the building in case of a fire?
-
4. Have practice fire drills been performed?
-
5. Are all flammable liquids stored in proper containers and cabinets?
-
6. Are work areas kept free from clutter and excessive storage?
-
7. Are work areas using proper electric grounding and equipment cords?
-

C. MEDICAL SERVICES & FIRST AID

-
1. Are first aid kits easily accessible in your work areas?
-
2. Are first aid kits periodically inspected for expired medication and replenished as needed?
-
3. Do employees know what to do in case of a medical emergency?
-
4. Do employees know what to do in case someone needs assistance?
-
5. Have employees been trained on Bloodborne pathogens?
-
6. Are emergency phone numbers posted ?
-

D-2

D. ELECTRICAL SAFETY	OK	Remarks If Hazards Identified
1. Are all electrical receptacle cover plates in place and in good repair?		
2. Are all electrical switch cover plates		

in place and in good repair?

3. Do any switch or receptacle cover plates show evidence of overheating?

4. Are surge protectors used for multiple outlet requirements?

5. Are all extension cords in good repair and properly used?

6. Are circuit breaker panels clearly marked with caution warnings?

7. Are circuit breaker panel covers closed and the area in front of the panel kept unobstructed?

8. Are circuit breakers identified to show their use/purpose?

9. Are electrical appliances or tools in good condition and working properly?

10. Are GFCI receptacles in working order?

11. Are all light fixtures working and the lens covers in place?

12. Are work surfaces properly lit?

E. EMERGENCY PREPAREDNESS

1. Do employees know their responsibility for reporting emergencies?

2. Do employees know their responsibility in case of an emergency?

D-3

F. HOUSEKEEPING & GENERAL WORKSTATION/CLASSROOM ENVIRONMENT	OK	Remarks If Hazards Identified
1. Are all areas kept clean and orderly?		
2. Are all storage areas kept clean and orderly?		

3. Have all excess items, outdated materials, and broken items been discarded or sent to surplus?

4. Are storage shelves or book shelves overloaded?

5. Are storage shelves and book shelves secured to the wall?

6. Are all aisles, corridors, and passageways unobstructed?

7. Are all trash containers emptied daily?

8. Are all floors clean?

9. Is all equipment and appliances shut off at the end of the shift or class?

10. Are all file cabinets and storage cabinets closed and secured at the end of the shift or class?

11. Are all the lights shut off at the end of the shift or class?

12. Are all the doors locked and secure at the end of the shift or class?

D-4

G. PUBLIC AREA SAFETY	OK	Remarks If Hazards Identified
1. Are all aisles, corridors, and passageways unobstructed?		
2. Are all exits clearly identified and adequately illuminated?		
3. Are all exit doors unlocked and equipped with panic hardware?		

4. Is emergency lighting installed and in good operating condition?

5. Is the seating capacity of assembly areas clearly posted?

6. Are all areas properly lit?

7. Are restrooms clean and sanitary?

8. Are all floors clean, dry, and in good repair?

9. Are all furnishings in good repair?

10. Are all storage areas clean and orderly?

D-5

H. ATHLETIC AREA SAFETY

1. Is the field/floor/court free of all holes, tripping hazards, uneven surfaces, or protruding objects?

2. Are posts, walls, or fences padded to prevent potential contact injuries?

3. Is all athletic equipment in good repair and free of sharp edges or jagged points?

4. Are bleachers free of cracks, splintered

wood, sharp edges, or jagged points?
