

ILLNESS/INJURY PREVENTION

1. The District recognizes its obligation to provide a safe working environment for all employees that is as free as possible from any health and safety hazard.
2. The District will respond to and isolate or abate any such hazard, which may be determined through site safety inspections or are identified by employee report.
3. District Human Resources, in conjunction with District Facilities and Operations, will establish an all-inclusive training program for all employees related to health and safety to:
 - a. Establish the means through which an unsafe or unhealthy condition or work practice will be addressed by providing a system for identifying and evaluating work place hazards, including scheduled and periodic site inspections to catalog such conditions and work practices.
 - b. Provide tools managers may utilize in reporting and investigating accidents.
 - c. Provide a means through which the District may communicate with all employees on matters of occupational safety and health. To encourage employees throughout the District to be alert for safety and health issues and convey these concerns to the appropriate person
 - d. Develop a system to assure employee compliance with health and safety rules and regulations.

4. Training

The District and Campuses will provide training to employees in the prevention of injuries as well as the handling and use of toxic or potentially toxic substances. This training shall be accomplished as a joint effort between the Campus Safety Committees, District Human Resources, District Facilities and Operations, District Police Services and the appropriate managers and supervisors. The program will include, but is not limited to, the following.

- a. As a part of any new employee's District Orientation, the issues of health and safety will be addressed to ensure an understanding of the District's position on these matters. Each new employee will be provided with information on general safe work practices and an overview of the District's workers compensation procedures. This training will also include the review of general safe work practices, lifting techniques and fire safety and emergency preparedness.
- b. Site managers or supervisors will make periodic formal and informal safety contacts with employees to discuss general safety and health work practices. These safety contacts will also serve as a means to quiz employees in the proper use and handling of materials and equipment with which they are already working.
- c. Safety contacts will be used to present any new issues and to act as vehicle through which employees may raise concerns about safety. They will also address hazards that are specific and unique to the particular site or a department.

5. Correcting Unsafe or Unhealthy Conditions

All employees have responsibility for reporting dangerous situations. In the event an unsafe or unhealthy condition is reported to a manager or supervisor the following action should be taken:

- a. Initiate a work request through the Buildings and Grounds Department. If it seems likely that such an item will need immediate attention, the work order should reflect that a health and safety problem exists and an urgent priority should be assigned. If the problem is an

emergency and remedial action cannot be deferred, then a telephone emergency work request should be initiated.

- b. Upon verification and determination of the severity of the issue, the Buildings and Grounds Department will take whatever remedial action is necessary to abate the existing problem. This may take the form of a temporary repair until a more permanent solution can be established.
- c. At the conclusion of the remedial action the Buildings and Grounds Department will note in a permanent file a record of the incident and the date repaired. This file is to be available in the Buildings and Grounds Department to all employees during normal department business hours.

6. Procedures for Accident Reporting and Investigation

- a. Each manager or supervisor will be responsible for conducting an investigation of any accident related to an employee under his or her supervision.
- b. An accident investigation form is to be used for this purpose. Questions regarding the particulars of this form are to be addressed to the District Human Resource Department.
- c. Training for managers and supervisors will be provided as necessary.
- d. The manager or supervisor will interview the injured employee. In the interview the manager or supervisor will attempt to determine the cause of the accident and if applicable, make constructive recommendations to the employee on how a similar accident might be avoided.

7. Communications

The District and Colleges provide various effective means of communicating with all employees at each site. This is to be accomplished through the following methods:

- a. Each manager or supervisor will be responsible for holding meetings with staff members to relay any pertinent health and safety information. This may be accomplished during regular staff meetings. It is important that items discussed be reflected in meeting minutes and attendance be documented.
- b. Each location will post on employee bulletin boards or in a conspicuous place, any information relevant to health and safety issues. This may be in the form of safety posters or bulletins.
- c. There are location Safety Committees in place. These committees are charged with addressing issues and relaying the information to managers and supervisors.
- d. Each location is required to remind employees of their right to make safety inquiries and report information to their manager or supervisor without fear of reprisal.

8. Employees Responsibility

All employees have a responsibility for reporting dangerous situations and for performing their duties in the safest manner possible. Ways in which employees are expected to participate in the process are by:

- a. Discussing any assignment with their manager or supervisor that the employee may feel puts them in a dangerous situation.
- b. Knowing the location of the Material Safety Data Sheet, (MSDS) manual and using it whenever any questions or concerns regarding the storage, use or disposal of any hazardous material occur.
- c. Reporting to their manager or supervisor, any chemical that does not have a Material Safety Data Sheet, (MSDS) in evidence.

- d. Following proper procedures for all tasks. Do not take shortcuts that may increase the risk of injury to an unacceptable level.

9. Employee Compliance

The District will take steps to ensure that there is cooperation from all employees. This will include:

- a. Periodic communication with employees to gauge feedback on safety improvement.
- b. Taking disciplinary action against an employee who is negligent or ignores health and safety procedures related to his or her job and who endangers themselves and or other employees.

10. Identifying Hazards

- a. The best way to prevent accidents is to identify and remedy potential unsafe or unhealthy conditions before they become a problem.
- b. In-depth annual safety inspections will be conducted by the Facilities Department in conjunction with the District Workers' Compensation Administrator at every District location.
- c. Each location will conduct ongoing inspections. These inspections, while less formal undertakings, are nevertheless important.

11. Record Keeping

- a. Records of scheduled and periodic inspections identifying unsafe conditions and work practices will be maintained. This will include person(s) conducting the inspection, the unsafe condition or work practice that have been identified and the action taken to correct the situation. These records are to be maintained for three years in the Buildings and Grounds Office of each location.
- b. Documentation of any health and safety training that occurred on site. This must include employee name, training date(s), type of training and training provider. The records will be maintained by District Human Resources.

Senate Bill 198. Statutes of 1989 Chapter 1369; Labor Code 6401.7
Cal/OSHA Title 8; General Industrial Safety Orders, 3203
Cal/OSHA Title 8; General Industrial Safety Orders, Section 5194
California Labor Code Sections 6360-6399.7