Feather River College

INJURY & ILLNESS PREVENTION PROGRAM

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INJURY & ILLNESS PREVENTION PROGRAM

STATUTORY AUTHORITY

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

INTRODUCTION

In order to maintain a safe and healthful work environment Feather River Community College District has developed this Injury & Illness Prevention Program for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Feather River Community College District.

GOALS

Diligent implementation of this program will reap many benefits for Feather River Community College District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.

2. Reduce workers' compensation claims and costs.

3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.

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

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

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with President of Feather River Community College District. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under (his or her) final authority.

It is the responsibility of Administrators, Supervisors, and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Administrators, Supervisors, and Managers, are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Administrator, Supervisor, and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for purchasing appropriate personal protective equipment, and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The President designee responsible for developing and managing this Injury & Illness Prevention Program as defined by the President of Feather River Community College District is: Human Resources Director

This original Plan was approved by the Feather River Community College District Board of Trustees at the April 10, 2014 meeting.

The Board of Trustees authorizes the Safety Committee to review and make minor modifications to the Injury Illness and Prevention Program on an annual basis. Substantive changes will require additional Board approval.

Annual Review conducted by:

Name   Title   Date
_Safety Committee_____   _____   _2/21/17_____
_____   _____   _____
_____   _____   _____
_____   _____   _____
_____   _____   _____
_____   _____   _____

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely.

2. Administrators, Supervisors, and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.

3. Administrators, Supervisors, and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.

4. Administrators, Supervisors, and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Feather River Community College District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of _the Facilities Director or designee to ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this, Program inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.

2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.

2. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

ACCIDENT INVESTIGATIONS

President, Administrators, Supervisors, and/or Managers will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, both employee and supervisor must complete their respective portions on the Report of Employee Injury/Exposure Form and District Accident Investigation Form available at the Human Resource Office or http://www.frc.edu/humanresources/forms.cfm.

HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Administrator or President.

TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

General Safe Work Practices

At a minimum, all employees will be trained in the following:

1.   Fire Safety, Evacuation, and Emergency Procedures

2.   Hazard Communication – Right to Know (Use of Safety Data Sheets)
        a. Hazard Communication – Right to Understand (GHS)
        b. Safety Data Sheets (GHS)

3.   Blood Borne Pathogens

4.   Injury & Illness Prevention Program

Specific Safe Work Practices

In addition to this general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Director of Human Resources is responsible for providing Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Administrator, Supervisor, and Manager to know the hazards related to his/her

employee's job tasks, and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.

2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in employee files or in the SafeCollege's database. .

COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

Administrators, Managers, and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached attendance sheet (no attendance sheet is attached to this plan. I have attached one to the email you can use but it should have your logo placed on itP should be used to document attendance and topics covered. Additional communication methods to be used are: Below you need to check which forms of communication you will be using. Check only those you can prove you are providing.

_____ Posters/Signs   _____ Meetings   _____ Manuals

_____ E-mail   _____ Warning Labels

   Other, please specify: _____

_____

_____

_____

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. The attached Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the Human Resources Department. .

Supervisors (Please make sure Supervisor's are aware of this responsibility) will follow up all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

Compliance will be reinforced by:

_____   Appropriate comments on performance evaluations.

Other, please specify:

_____

_____

_____

_____

Non-compliance will be addressed by:

_____   An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner. (here again, please make sure Supervisor's are aware of this responsibility)

_____   Appropriate disciplinary action up to dismissal.

Other, please specify:

_____

_____

_____

_____

The District will pursue readily understandable health and safety communications for all affected employees.

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 IIPP Safety Inspection Forms. Retain 5 years.

2.   Copies of all Accident Investigation Forms. Retain 5 years.

3.   Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.

4.   Copies of all Safety Meeting Agendas. Retain 5 years.

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

A safe and healthy workplace must be the goal of everyone at Feather River Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact Human Resources Director at (530) 283-0202 ext 280.

APPENDIX A

ACCIDENT INVESTIGATION CHECKLIST

FEATHER RIVER COMMUNITY COLLEGE DISTRICT
ACCIDENT-INJURY REPORT

Instructions: This report is to be used for reporting accidents or injury.

A. Promptly complete this report.
B. State all the facts, DO NOT express opinions.
C. Promptly notify the Human Resources.
   Deliver completed accident/injury packet <u>immediately</u> to Human Resources Office.

INJURED PERSON'S INFORMATION:

_____
Last Name   First Name   M/I
_____
Street Address   Apt. #
_____
City   State   Zip   Phone #

_____/_____/_____   _____   _____   _____/_____/_____
Birthdate (M/D/Y)   Age   Sex   Soc. Sec. Number

(If under 18) PARENT OR OTHER PERSON TO CONTACT:
_____
Name   Phone #

[ ] Employee
[ ] Student worker _____Dept.   [ ] Child Development Center
[ ] Volunteer   [ ] Non-student*
[ ] Student
[ ] Student athlete
*If non-student, state why on premises:_____

ACCIDENT INFORMATION:

_____/_____/_____   TIME_____AM / PM
Month   Day   Year

Exact location of accident/injury (e.g. address and specific department):
_____
_____
Describe Injury (s) to Person (include specific injury and affected body part):   [ ] None
_____
_____
_____
Describe the cause of the accident/injury, including any equipment or machinery used (*do not express opinions*):
_____
_____
_____
_____
_____

Describe medical attention administered on site**:**   [ ] None

_____
_____
_____

Witnesses to accident/injury:

_____
Name   Address   Phone #

_____
Name   Address   Phone #

Report completed by:

_____
Name   Signature   Title

IMMEDIATE SUPERVISOR/COACH ACCIDENT REPORT:
To Be Completed by supervisor/coach

Did Injured Leave Work?   Date   Time Reported   a.m./p.m.

Did Injured Return to Work?   Date   Time Reported   a.m./p.m

Describe how accident occurred:
_____
_____
_____
_____
_____

PLEASE INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

____ Improper instruction   ____ Failure to lockout   ____ Unsafe arrangement or process

____ Lack of training or skill   ____ Unsafe position   ____ Poor ventilation

____ Operating without authority   ____ Improper dress   ____ Improper guarding

____ Horseplay   ____ Improper maintenance   ____ Failure to secure

____ Physical or mental impairment ____ Unsafe equipment   ____ Inoperative safety device

____ Improper protective equipment ____ Poor housekeeping   ____ Other _____

Supervisor's corrective action to ensure this type of accident does not recur:
_____
_____
_____
_____

SUPERVISOR/COACH ACCIDENT REPORT CONTINUED:

Was person trained in the appropriate use of Personal Protective Equipment/Proper safety procedures?
Yes ___ No ____

Was person cautioned for failure to use Personal Protective Equipment/Proper safety procedures?
Yes ___ No ____

Did person promptly report the injury/illness?
Yes ___ No ____

STATUS OF INJURED:
[ ] Refused aid or assistance   [ ] First aid only   [ ] Doctor
[ ] Resumed normal activity   [ ] Voluntarily left facility
[ ] Hospital / Name_____
[ ] Ambulance / Name of ambulance company_____

_____   _____
Supervisor/Coach   Signature   Date

IMMEDIATELY FORWARD TO THE HUMAN RESOURCE OFFICE

APPENDIX B

EMPLOYEE SAFETY RECOMMENDATION FORM

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

EMPLOYEE SAFETY RECOMMENDATION FORM

LOCATION:	DEPT:
SUPERVISOR:	DATE:

IDENTIFICATION OF SAFETY OR HEALTH HAZARD

SUGGESTION 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:
Comments:

APPENDIX C

OFFICE SAFETY INSPECTION CHECKLIST

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

OFFICE SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

Yes	No	N/A	
o	o	o	1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
o	o	o	2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? _____
o	o	o	3. Does the department have a completed Emergency Action Plan? Percentage completed? _____ Is training being provided to employees on its contents?
o	o	o	4. Are chemical products used in the office? (Are Safety Data Sheets maintained?)
o	o	o	5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
o	o	o	6. Are annual workplace inspections being performed? Are records being maintained?
o	o	o	7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

Yes	No	N/A	
o	o	o	8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
o	o	o	9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?
o	o	o	10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)

GENERAL SAFETY (CONTINUED)

Yes	No	N/A	
o	o	o	11. Are ergonomic issues being addressed for administrative personnel using computers?
o	o	o	12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
o	o	o	13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
o	o	o	14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
o	o	o	15. Is the office kept clean of trash and other recyclable materials removed promptly?

ELECTRICAL/MECHANICAL SAFETY

Yes	No	N/A	
o	o	o	16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
o	o	o	17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
o	o	o	18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
o	o	o	19. Is lighting adequate throughout the work environment?
o	o	o	20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisleways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
o	o	o	21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

Comments

_____

_____

APPENDIX D

LABORATORY SAFETY INSPECTION CHECKLIST

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

LABORATORY SAFETY INSPECTION CHECKLIST

Date: _____   Location: _____   Phone: _____

Supervisor: _____   Department: _____

Inspector: _____   Job Title: _____

HEALTH AND SAFETY MANAGEMENT

Yes	No	N/A		
o	o	o	1.	Is there a Chemical Hygiene Program present?
o	o	o	2.	Are personnel trained in chemical health/physical hazards and laboratory safety?
o	o	o	3.	Do lab personnel have access to and are familiar with the use of Safety Data Sheets (SDS)?
o	o	o	4.	Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?
o	o	o	5.	Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
o	o	o	6.	Have personnel been instructed on how to respond in the event of a chemical spill?
o	o	o	7.	Are complete training records and documents available for review by the Personnel Office and outside agencies?
o	o	o	8.	Have all hazards identified by the annual survey been abated? (Action records must be retained.)
o	o	o	9.	Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)

GENERAL SAFETY

Yes	No	N/A		
o	o	o	10.	Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?
o	o	o	11.	Are work areas clean and uncluttered?
o	o	o	12.	Do employees know the location of the first aid kit and is it accessible?

GENERAL SAFETY (continued)

Yes No N/A

o o o 13.   Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?

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

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

o o o 16.   Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)

o o o 17.   Are sinks labeled, "Industrial Water – Do Not Drink"?

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

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

o o o 20.   Are safety glasses or other eye protection available and worn in the laboratory?

COMMENTS

Biosafety Cabinet: Date last inspected?
Types of regulated carcinogens
Types and quantity of compressed gasses
Gallons of flammable liquids
Types of personnel protective equipment

_____

_____

LABORATORY EQUIPMENT

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

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

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

o o o 24.   Is the lab ventilation negative with respect to corridors and offices?

LABORATORY EQUIPMENT (continued)

Yes	No	N/A	
o	o	o	25. Are rotating or moveable parts and belts guarded with screens having less than ¼ inch opening?
o	o	o	26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled?
o	o	o	27. Are non-spark proof refrigerators labeled as "Unsafe for Flammable Storage"?
o	o	o	28. Are all gas cylinders restrained to prevent tipping or falling?
o	o	o	29. Are valves of gas cylinders capped when not in use?

HAZARDOUS MATERIALS

o	o	o	30. Are chemicals labeled to identify contents and hazards?
o	o	o	31. Are regulated carcinogens handled safely to reduce employee exposure?
o	o	o	32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?
o	o	o	33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?
o	o	o	34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?
o	o	o	35. Are all hazardous wastes disposed of and not poured into the sewer system?
o	o	o	36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee's body?
o	o	o	37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding?
o	o	o	38. Are either and other peroxide formers dated?
o	o	o	39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?

FIRE AND ELECTRICAL SAFETY

o	o	o	40. Are fire doors unobstructed and readily closeable?
o	o	o	41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used?

FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A	
o	o	o	42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
o	o	o	43. Are flammable liquids limited to 60 gallons per fire area?
o	o	o	44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
o	o	o	45. Is all equipment properly grounded?
o	o	o	46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
o	o	o	47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
o	o	o	48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
o	o	o	49. Are circuit breakers labeled to indicate what equipment is served by each?
o	o	o	50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

COMMENTS

_____

_____

APPENDIX E

FACILITY SAFETY INSPECTION CHECKLIST

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

FACILITY SAFETY INSPECTION CHECKLIST

Date: _____ Location: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

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

FIRE SAFETY

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

Yes	No	N/A	**FIRE SAFETY (continued)**

o   o   o   13. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?

o   o   o   14. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?

o   o   o   15. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?

o   o   o   16. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?

o   o   o   17. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?

o   o   o   18. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

ELECTRICAL SAFETY

o   o   o   19. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?

o   o   o   20. Are all circuit breaker panels accessible with labels identifying each switch's function?

o   o   o   21. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)

o   o   o   22. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?

o   o   o   23. Are Ground Fault Circuit Interrupters available for use in wet areas?

o   o   o   24. Are the wheels on rolling files or other mobile equipment free from binding when rolled?

o   o   o   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.)

Yes	No	N/A	**MECHANICAL SAFETY**
o	o	o	26. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)
o	o	o	27. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
o	o	o	28. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
o	o	o	29. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
o	o	o	30. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
o	o	o	31. Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?
o	o	o	32. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
o	o	o	33. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
o	o	o	34. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
o	o	o	35. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
o	o	o	36. Are potable water, soap, and towels available for hand washing?
o	o	o	37. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
o	o	o	38. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
o	o	o	39. Are excessive noise levels adequately controlled?
o	o	o	40. Is an approved first aid kit available and its location known to all employees?

o   o   o   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.)

o   o   o   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	
o	o	o	43. Are chemicals stored to prevent spills?
o	o	o	44. Are carcinogens handled safely to reduce employee exposure?
o	o	o	45. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
o	o	o	46. Are chemicals inventoried with copies provided to the Personnel Office?
o	o	o	47. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
o	o	o	48. Are all hazardous wastes disposed of and not poured into the sewer system?
o	o	o	49. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
o	o	o	50. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
o	o	o	51. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
o	o	o	52. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
o	o	o	53. Is hearing protection suitable for the hazards warranting protection available?
o	o	o	54. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
o	o	o	55. Are hard hats available for employees subject to falling objects, low

HAZARDOUS MATERIALS/PERSONAL PROTECTION (continued)

overhead obstructions, etc.?

Yes	No	N/A	
o	o	o	56. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
o	o	o	57. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

COMMENTS

_____

_____

APPENDIX F

EMPLOYEE ATTENDANCE RECORD

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

SAFETY TRAINING ATTENDANCE RECORD

DATE: _____ TIME: _____ TO _____   LOCATION: _____

SUBJECT: _____

INSTRUCTOR: _____ TITLE: _____

EMPLOYEE NAME	SIGNATURE	TITLE	DEPARTMENT

CC: SITE MANAGERS   REVIEWED BY:
SAFETY PROGRAM COORDINATOR
                                            _____
                                            SUPERVISOR   DATE

NOTE: Each supervisor to retain a copy of all training records involving his/her personnel.