# INJURY & ILLNESS PREVENTION PROGRAM

# FOR

# KERN COMMUNITY COLLEGE DISTRICT

KCCD

KERN COMMUNITY COLLEGE DISTRICT

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## INTRODUCTION

In order to maintain a safe and healthful work environment the Kern 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 Kern Community College District (KCCD).

## GOALS

Diligent implementation of this program will reap many benefits for KCCD. 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.

## STATUTORY AUTHORITY

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

## RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Chancellor or his/her designee. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under his/her final authority.

The Chancellors Designee is the Executive Director of Risk Assessment and Management who is responsible for developing and managing this Injury & Illness Prevention Program.

It is the responsibility of Site Administrators, Supervisors, and Directors 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.

Site Administrators, Supervisors and Directors, 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 Site Administrators, Supervisors and Directors 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.

## COMPLIANCE

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

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

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

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

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

*Compliance will be reinforced by:*

_____ Appropriate comments on performance evaluations.

_____ Verbal reinforcement when proper safety protocols are observed.

*Non-compliance will be addressed by:*

_____ An immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner.

_____ Appropriate disciplinary action up to dismissal.

The District will pursue readily understandable health and safety communications for all affected 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 Risk Management & Safety 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. Quarterly 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. The Chancellor or Site Administrator(s) will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

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

## ACCIDENT INVESTIGATIONS

The Chancellor or his/her designee, Site Administrators, Supervisors, and Directors 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 College District Office or site.

## 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 campus President or Director of Facilities.

## 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, Fire Extinguisher, and Emergency Procedures

2. Hazard Communication – Right to Understanding GHS (Use of Safety Data Sheets)

3. Bloodborne Pathogens

5. Injury & Illness Prevention Program

6. Mandated Reporter

7. AB1825 Sexual Harassment for Supervisorial Staff

8. SB1343 Sexual Harassment for Non-Supervisorial Staff

### *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 Chancellor is responsible for providing Site Administrators, Supervisors, and Directors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each Site Administrator, Supervisor, and Director to know the hazards related to his/her employees' 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 and/or on Keenan Safe Colleges Management Summary 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:

The department will use an Employee Bulletin Board for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.

Site Administrators, Supervisors, and Directors 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. Trainings will be documented on the attached Individual Employee Training Report (Appendix A).

Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached Employee Safety Recommendation Form (Attachment C) should be used by the employee for this purpose. Additional communication methods to be used are (select with an 'X' which methods below the district will utilize):

___X__ Posters _____ Meetings _____ Manuals

_____ Newsletters ____X__ Bulletins _____ Warning Labels

Other, please specify: Give a copy of the IIPP when requested. IIPP is also posted on our websites

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. Attachment C - Employee Safety Recommendation form (or equivalent) can be used for this purpose. These forms are available in the District Office and at each district site.

Supervisors 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.

## 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 College District Office or other applicable 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.

KCCD 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 Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at KCCD, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the office of Risk Management at (661) 336-5135 or (661) 336-5019.

**EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIIPP.

(A)As used in this subsection:

1.The term “access” means the right and opportunity to examine and receive a copy.

2.The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3.The term “written authorization” means a request provided to the employer containing the following information:

a. The name and signature of the employee authorizing a designated representative to access the Program on the employee’s behalf.

b. The date of the request.

c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee’s behalf; and

d. The date upon which the written authorization will expire (if less than one (1) year).

(B)The employer shall provide access to the Program by doing one of the following:

1.Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies.

or,

2.Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C)The Program provided to the employee or designated representative need not include any other records of steps taken to implement and maintain the written Program.

(D)If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E)The employer shall communicate the right procedure to access the Program to all employees.
(F)Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

# APPENDIX A

# INDIVIDUAL EMPLOYEE TRAINING REPORT

## INDIVIDUAL EMPLOYEE TRAINING REPORT

Name of Employee: _____ Title: _____

Trainer Name: _____ Title: _____

Subject(s): _____

Materials Used _____

I have received training as described above and in the following:

- The potential general occupational -hazards and safe practices of the company
- Particular hazards and practices associated -with my job assignment.
- My right to obtain information -pertinent to my work regarding:
    - Hazardous substances, if any. Government regulations.
    - My individual medical records, if any.
    - Records, if any, of exposure monitoring
    - Company safety and health policies, programs and procedures
- My right to ask any questions, or provide any information to my employer on safety, either directly or anonymously, -without my fear of reprisal.
- Disciplinary procedures the employer will use to enforce compliance -with safe practices.

I understand this training and agree to observe the safe practices for my work.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date

# APPENDIX B

# ACCIDENT INVESTIGATION CHECKLIST

## ACCIDENT INVESTIGATION CHECKLIST

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

**Who...**

- Was involved in the accident?
- Was injured?
- Witnessed the accident?
- Reported the accident?
- Notified emergency medical services personnel?

**What...**

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

**When...**

- Did the accident happen?
- Was it discovered?
- Was the accident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employee?
- Did the Supervisor last check the employee's progress?

**Where...**

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

**How...**

- Did the accident happen?
- Was the accident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the accident have been avoided?
- Could the Supervisor have prevented the accident from happening?
- Could co-workers avoid similar accidents?

**Why...**

- Did the accident happen?
- Were employees injured?
- Did the employees behave that way?
- Was protective equipment not used?
- Weren't specific instructions given to the employee?
- Was the employee in that specific position or place?
- Was the employee using that machine or those tools?
- Didn't the employee check with the supervisor?

# QUICK REFERENCE GUIDE
# for
# ACCIDENT INVESTIGATION

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This quick reference guide is information for Administrators, Supervisors and Managers to use while investigating work related injuries and illnesses. Remember that prior to investing an accident, employees should be trained to report injuries to Supervisors, no matter how minor it may be. "Near-accidents" should also be reported and investigated by Supervisors and forwarded to Risk Management. Please follow these 4 easy steps when investigating work related injuries:

**Step 1:**

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

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

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

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

**E.** Non-injury accidents (an accident that nearly caused an injury of any severity) should also be investigated and reported.

**Step 2:** Complete the Accident Investigation Reporting form within 24 hours. Describe how the incident occurred; state facts, contributing factors, site witnesses, and support evidence. Keep a copy for your records and send original to Sheila Shearer at KCCD, Risk Management Department.

**Step 3:** Contact Kern Community College District at (661) 336-5135 or (661) 336-5019 for additional instructions.

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

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(This report is confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

NAME OF INJURED: _____
JOB TITLE: _____SEX_____DATE OF BIRTH_____
DATE OF INCIDENT:_____ HOUR:_____ PHOTOS Y/N

DATE REPORTED:_____ HOUR:_____

ACCIDENT LOCATION_____

WITNESSES: NAMES; ADDRESSES; PHONE NUMBERS

1._____

2._____

TIME NOTIFIED_____ TIME ON SCENE_____

TIME OFF SCENE_____

**FIELD INVESTIGATION**

EXACT LOCATION OF INCIDENT_____

_____

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident

_____

_____

_____

Describe injuries / illnesses which you observed, or which were described to you:_____

_____

_____

Describe demeanor of person involved and include statements made as “Excited Utterances”:

_____

_____

_____

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

_____

_____

_____

_____

Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:_____

_____

_____

_____

_____

_____

Steps taken to prevent similar incident:

_____

_____

_____

_____

_____

_____

_____

Did employee seek medical care? (Check one) Yes_____ No_____

If yes, name of medical facility/Doctor:

_____Date/Time_____

| | | |
|---|---|---|
| _____ | _____ | _____ |
| Investigators Signature | Date / Time form completed | Print Investigators Name |

# APPENDIX C

# EMPLOYEE SAFETY RECOMMENDATION FORM

**KERN 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 D

# OFFICE SAFETY INSPECTION CHECKLIST

**KERN 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**

| | | | | |
|---|---|---|---|---|
| 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? |

## GENERAL SAFETY (CONTINUED)

| Yes | No | N/A | | |
|---|---|---|---|---|
| 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.) |
| 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

| | | | | |
|---|---|---|---|---|
| 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 E

# LABORATORY SAFETY INSPECTION CHECKLIST

**KERN 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 (SDSs)? |
| 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**

| | | | | |
|---|---|---|---|---|
| o | o | o | 10. | Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled? |

## GENERAL SAFETY (continued)

| Yes | No | N/A | | |
|---|---|---|---|---|
| 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? |
| 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

| Yes | No | N/A | | |
|---|---|---|---|---|
| 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? |
| 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? |

| Yes | No | N/A | | |
|---|---|---|---|---|
| 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? |
| 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**

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# APPENDIX F

# FACILITY SAFETY INSPECTION CHECKLIST

**KERNCOMMUNITY 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, lifting, emergency evacuation, etc.)? |
| o | o | o | 2. | Are all employees familiar with the use of SDSs? |
| 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**

| | | | | |
|---|---|---|---|---|
| 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? |

| Yes | No | N/A | | |
|---|---|---|---|---|
| o | o | o | 12. | Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| o | o | o | 13. | Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |
| o | o | o | 14. | Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| o | o | o | 15. | Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| o | o | o | 16. | Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| o | o | o | 17. | Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| o | o | o | 18. | Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| o | o | o | 19. | Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

**ELECTRICAL SAFETY**

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

| Yes | No | N/A | | |
|---|---|---|---|---|
| o | o | o | 26. | Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

**MECHANICAL SAFETY**

| | | | | |
|---|---|---|---|---|
| o | o | o | 27. | Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
| o | o | o | 28. | Are all the machine guards for belts, gears, and points of operation in place and adjusted properly? |
| o | o | o | 29. | Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)? |
| o | o | o | 30. | Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring? |
| o | o | o | 31. | 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 | 32. | Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely? |
| o | o | o | 33. | Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent? |
| o | o | o | 34. | Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel? |
| o | o | o | 35. | Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel? |
| o | o | o | 36. | Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls? |
| o | o | o | 37. | Are potable water, soap, and towels available for hand washing? |
| o | o | o | 38. | Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking? |

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| o | o | o | 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely? |
| o | o | o | 40. Are excessive noise levels adequately controlled? |
| o | o | o | 41. Is an approved first aid kit available and its location known to all employees? |
| o | o | o | 42. 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 | 43. 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 | 44. Are chemicals stored to prevent spills? |
| o | o | o | 45. Are carcinogens handled safely to reduce employee exposure? |
| o | o | o | 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)? |
| o | o | o | 47. Are chemicals inventoried with copies provided to the Personnel Office? |
| o | o | o | 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers? |
| o | o | o | 49. Are all hazardous wastes disposed of and not poured into the sewer system? |
| o | o | o | 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| o | o | o | 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| o | o | o | 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |

| | | | | |
|---|---|---|---|---|
| o | o | o | 53. | Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| o | o | o | 54. | Is hearing protection suitable for the hazards warranting protection available? |
| o | o | o | 55. | Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |
| o | o | o | 56. | Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.? |
| o | o | o | 57. | Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.? |
| o | o | o | 58. | Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |

**COMMENTS**

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