Injury and Illness Prevention Policy: Sequoias Community College District

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POLICY STATEMENT ON SAFETY

The management of Sequoias Community College District is very interested in working with you to provide a safe place in which to work (COS Board Policy 3500). The prevention of accidents and injuries to our employees is the prime objective.

All Sequoias Community College District personnel are expected to take an active and constant interest in the prevention of accidents. We call upon all employees to use good common sense and in all their actions, take a second to think of the consequences to your fellow employees. We cannot overemphasize that all employees must do their part to minimize accidents.

Please show your support by demonstrating the following:

1. OBSERVING SEQUOIAS COMMUNITY COLLEGE DISTRICT SAFETY RULES.
2. KEEPING WORK AREAS FREE OF UNSAFE CONDITIONS.
3. AVOIDING AND ELIMINATING UNSAFE ACTS.
4. PROMPTLY REPORTING UNSAFE ACTS AND CONDITIONS.
5. REPORTING ALL ACCIDENTS IMMEDIATELY.

Accidents cause suffering and pain. We value each of you as individuals and hope you will cooperate with us in this important endeavor.

Any constructive criticism or suggestions toward improving safety on any of our jobs will be given prompt and careful consideration.

Sincerely,

Stan Carrizosa
Sequoias Community College District President/Superintendent
(559) 730-3731
DUTIES AND RESPONSIBILITIES

A successful Safety and Injury and Illness Prevention Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, the Sequoias Community College District, delegates the following safety duties to all management personnel. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

The Sequoias Community College District Safety Officer (District Safety Officer must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. Sequoias Community College District management will support and maintain an ongoing Safety and Injury and Illness Prevention Program through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.

2. Providing financial support for the Safety / Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.

3. Overseeing development, implementation, and maintenance of the safety manual, IIPP, and other required safety programs.

4. Maintaining a Sequoias Community College District commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.

5. Holding all levels of management and employees accountable for accident prevention and safety.

6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. They have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:


2. Verifying corrective action has been taken regarding safety hazards and accident investigations.

3. Conducting periodic documented inspections of the work sites to identify and correct unsafe actions and conditions that could cause accidents.

4. Act as a leader in Sequoias Community College District safety policy and setting a good example by following all safety rules.

5. Becoming familiar with local, state, and federal safety regulations. The Safety Coordinator is available for assistance.

6. Train all new and existing employees in proper safety procedures and the hazards of the job.

7. Instruct all employees, under their supervision, in safe work practices and job safety requirements.

8. Hold weekly safety meetings with employees.
9. Ensure employee proficiency when assigning work requiring specific knowledge, special operations or equipment.

10. Ascertain that all machinery, equipment, and workstations are maintained in safe working condition and operate properly.

11. Correct unsafe acts and conditions that could cause accidents.

12. Communicate with all employees about safety and accident prevention activities.

13. Correct the cause of any accident as soon as possible.

14. Ascertain that proper first aid and fire fighting equipment is maintained and used when conditions warrant its use.

15. Maintain good housekeeping conditions at all times.

16. Investigate all injuries and accidents to determine their cause and potential corrective action.

17. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The District Safety Officer acts as a safety resource for the Sequoias Community College District and is responsible for maintaining program records. They will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordination of all loss prevention activities as a representative of management. Acting as a consultant to management in the implementation and administration of the Safety Program.

2. Develop and implement loss prevention policies and procedures designed to insure compliance with the applicable rules and regulations of all federal, state, and local agencies.

3. Review all accident reports to determine cause and preventability.

4. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.

5. Consult with representatives of our insurance companies in order that their loss control services will support the Safety Program.

6. Review, in conjunction with Payroll, Workers’ Compensation Claims. Help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all Sequoias Community College District safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.

2. Read and abide by all requirements of the Safety Manual.


4. Wear all required personal protective equipment.
5. Report all accidents and injuries, no matter how minor, to your supervisor immediately.

6. Do not operate any equipment you have not been trained and authorized to use.

7. Report any safety hazards or defective equipment immediately to your supervisor.

8. Do not remove, tamper with or defeat any guard, safety device or interlock.

9. Never use any equipment with inoperative or missing guards, safety devices or interlocks.

10. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.

11. Never engage in horseplay or fighting.

12. Participate in, and actively support, the Sequoias Community College District safety program.
COMPLIANCE AND ENFORCEMENT

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the Sequoias Community College District may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

Safety Accountability:

The failure of an employee to adhere to safety policies and procedures can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the Sequoias Community College District’s safety policies is out of compliance with CAL-OSHA rules.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Sequoias Community College District’s Code of Safe Practices and state law. Any employee who fails to immediately report a work-related accident or injury, no matter how minor is in violation of the law and will be held accountable for their neglect.

Employees will be held accountable for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any supervisory action, the manager should be cautious that the reprimand is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers’ Compensation claim.
SAFETY COMMITTEE

Purpose

The purpose of the safety committee is to promote workplace safety and health by increasing the communication, education, and involvement of Sequoias Community College District personnel. The District Safety Officer holds permanent membership in the safety committee in order to ensure that responsibility is delegated appropriately.

Membership

The safety committee membership shall be represented by the District Safety Officer and members of Administration, Faculty and Classified units as well as one student representative. The employees on the committee will be volunteers and will serve on the committee for a two-year term (except for the safety program administrator).

Meetings

There will be committee meetings twice a month. The dates will be determined by the members' schedules. All committee meetings and training will be conducted during working hours.

Emergency Meetings

The committee may conduct an emergency meeting if the majority of the members feel that such a meeting is necessary.

Recordkeeping

Complete and accurate records of the functions and proceedings of the safety committee will be maintained by the District with electronic copies posted on the Intranet.

Meeting minutes will be prepared following each committee meeting. Copies of the minutes will be posted on the Intranet.

Communication

All original written communications between the Sequoias Community College District and the committee, or true copies thereof, will be maintained at the district office made readily available for inspection by government agencies.

The Sequoias Community College District shall issue a timely written response to all written questions and recommendations from the safety committee.
COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to the Sequoias Community College District. The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.


3. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.

4. Written communications from management or the Safety Program Manager, including memos, postings, payroll stuffers, and newsletters.

5. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the program manager or safety committee members.

All employees are encouraged to bring any safety concerns they may have to the attention of management. The Sequoias Community College District will not discriminate against any employee for raising safety issues or concerns.

The Sequoias Community College District also has a system of anonymous notification whereby employees who wish to inform the Sequoias Community College District of workplace hazards without identifying themselves may do so by phoning or sending written notification to the Safety Officer.
CODE OF SAFE PRACTICES

ALL EMPLOYEES

LIFTING PROCEDURES
1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the tailgate or walls of the truck bed.

FACULTY AND SUPPORT STAFF

AGGRESSION CONTROL PROCEDURES
1. If you perceive no immediate physical threat:
   a. Notify other staff members and have a stand-by to render assistance.
   b. State clearly who you are, what you can do to help, and what your time limits are as a staff member.
2. If you perceive the possibility of severe physical injury:
   a. Assume a non-threatening physical posture and voice tone.
   b. State in clear concise terms what you want the individual to do.
   c. State what you can do to help.
   d. Speak with authority.
   e. Make direct commands.
   f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
   a. Discontinue care; leave the area.
   b. Report assault to your supervisor.
   c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
   a. Do not attempt to break it up alone.
   b. Call for help from staff members or call security.
   c. Stay out of the immediate area.
   d. Wait for help from at least one other person. Do not intervene alone.

CLASSROOM AND OFFICE SAFETY
1. Close desk and filing cabinet drawers slowly to prevent injuries to your fingers.
2. Open doors slowly and keep them in either a fully open or a fully closed position.
3. Do not use paper-cutting devices unless the finger guards are in place.

OFFICE
1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on a swivel chair.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the wastebasket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles.

FILE CABINETS
1. Do not leave file drawers open; always use the handles to close them.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. Put heavy files in the bottom drawers of file cabinets.

LAB SAFETY
1. Do not store reagents on the lab bench.
2. Do not eat, drink, and chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.
3. Safety glasses must be worn when working the lab area.
4. Wash your hands before and after working in the lab, and after spill cleanups.
5. Wear your lab smock when you are working in the lab.
6. Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.
7. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended, when they are "on".
8. Do not lean into the fume hood when the hood is "on", and open containers of chemicals have been placed under the hood.
9. Do not use the fume hood as a storage area.
10. Obtain and read the Material Safety Data Sheets (MSDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment.
11. Do not mix chemicals in the sink drain.
12. Wear your safety goggles while working in the lab.
13. Do not block the access to the laboratory eyewash, safety shower, fire alarm pull, or fire extinguishers.
14. Wear shoes or boots that cover your feet completely; do not wear thongs, or open-toe shoes or sandals.
15. Do not block any escape routes in the lab.
16. Never block a fire door "open".
17. Never store materials in lab or storage area aisles.

FOOD SERVICE PERSONNEL

CAFETERIA/FOOD SERVICE SAFETY
1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off the hood filters.
5. Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
STORAGE AREA
1. Do not place more weight on the shelves than the rated, load limit imprinted on the label, which is located on the sides of the shelving.
2. Store heavy items on lower shelves; store items that are used often at a height between the knee and waist level.
3. Use the ladder to reach items that are above your chest level.
4. Store cartons and materials labeled “flammable” at least 18 inches from the overhead light bulbs and sprinklers.
5. After changing light bulbs, replace the screen guards.

FOOD PREPARATION AREA
• Do not use mixers, blenders and other electrical equipment if the three-pronged cord has a missing or broken prong.

KNIVES/SHARP INSTRUMENTS
1. When handling knife blades and other sharp cutting tools, direct sharp points, and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using the knives.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
9. Do not use knives that have broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed towards the floor.
14. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using two hands, and hold the bag away from your body.
15. Do not submerge hot glass in cold water nor submerge a cold glass in hot water.

MAINTENANCE AND REPAIR PERSONNEL

ELECTRICAL - ELECTRICIANS, CUSTODIANS, ELECTRONIC TECHNICIANS
1. When using an extension cord:
   a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
   b. Do not run the cord through doorways, holes in ceilings, walls, or floors;
   c. Never remove, bend, or modify any metal prongs on the plug of the cord;
   d. Do not use the cord under wet conditions;
   e. Do not plug one extension cord into another;
   f. Never drive over, drag, step on, or place objects on a cord, or walk on it;
   g. Always unplug the cord when you have finished using it;
   h. Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service area.
rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area", wear your insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

HANDLING MATERIALS—CUSTODIAL WORKERS, RELOCATION UNIT, LABOR AND CONSTRUCTION CREWS, PLUMBERS, CARPENTERS
1. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.
2. Prior to adjusting or changing your grip, set the object down.
3. When moving materials on hand trucks or dollies, push rather than pull.

GLASS
1. When carrying glass, carry it on the outside of your arm, with the palm of your hand facing outward and the other hand reaching across the body and grasping the glass on top.
2. Never carry a sheet of glass under your arm.
3. Keep your shirt sleeves buttoned around the wrists.
4. Protect your wrists by wearing the leather cuffs.

LOCKOUT/TAGOUT (Basic Rules) SERVICE MAINTENANCE WORKERS, CUSTODIANS, FOOD SERVICE PERSONNEL.
1. Do not remove locks from equipment unless it is your own lock.
2. If you need to have an energy source tagged, do it yourself.
3. Use tag out/lock out when you are working alone, and out of visual contact of the controlling switch or valve.

LADDERS AND STEP LADDERS
1. Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked, or split side rails, missing rubber footpads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
SCAFFOLDING
1. Read and follow the manufacturer’s instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged “Out of Service”.
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless the guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
11. Use your safety belts and lanyards when you are working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use a ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

HAND TOOL SAFETY
1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Tag worn, damaged, or defective tools "Out of Service" and do not use them.
6. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
7. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.
8. When handing a tool to another person, direct sharp points, and cutting edges away from yourself and the other person.
9. Do not perform "make-shift" repairs to tools.
10. Do not use "cheaters" on load binders or "boomers".
11. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.
12. Do not throw tools from one employee to another, from scaffolds nor from other elevated platforms.
13. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

FILES/RASPS
1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.
2. Do not hammer on a file.

HAMMERS
1. Use the claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge, a pry bar, nor to pull large spikes.
7. Use only a sledge type hammer on a striking face wrench.

PLIERS
1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
5. Do not use pliers that are cracked, broken, or sprung.
6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

SCREWDRIVERS
1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. When using the spiral ratchet screwdriver, push down firmly and slowly.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily, or greasy.
10. Do not use a screwdriver to test the charge of a battery.

WRENCHES
1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning the nut.
5. Use the split box wrench on flare nuts.
6. Do not use a wrench that has broken or battered points.
7. Use a hammer on striking face wrenches.
8. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
9. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

MACHINES/POWER TOOLS
1. When using a trencher or "ditch witch", do not begin work until you have another person on the job to assist you in spotting underground utilities.
2. Use a hair net, rubber band, cap, clamp, or other mechanism to contain long hair that could get caught in the moving parts of machinery.
3. Only adjust machinery after the power switch of the machinery has been turned to the "off" position.
4. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

DRILLS
1. Do not use dull, cracked, or bent drill bits.
2. Wear your safety glasses or the face shield when using the drill press.
GRINDERS
1. Do not use grinding wheels that have chips, cracks, or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Do not try to stop the grinding wheel with your hand.

HANDSAWS
1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
3. Do not use a saw if it has a dull saw blade.
4. Oil saw blades after each use of the saw.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a handsaw, hold the work piece firmly against the worktable.
8. The first cut of a handsaw must be made toward you.

BOW SAWS
1. When inserting a blade in the bow saw frame, keep your hands and fingers "in the clear" before the tension lever snaps into or against the saw frame.
2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

CROSSCUT SAWS, BAND SAWS, POWER TABLE SAWS
1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.
2. Only power saw operators may use the power saws.
3. Use the push sticks when operating power table saws.

GROUNDSKEEPING PERSONNEL

GAS POWERED LAWN TOOLS
1. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
2. Tag damaged tools "Out of Service" to prevent accidental start up or use.
3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
4. Do not pour fuel into the tank of a running engine.
5. Do not smoke while servicing, using, or refueling a gasoline-powered tool.
6. Do not run a gasoline engine inside the storage shed.
7. Turn the power switch of the engine to "off" when you are not cutting or trimming.
8. Allow the engine to cool before performing maintenance or refueling.
9. Stop the engine and disconnect the spark plug wire from the spark plug before cleaning, inspecting, adjusting, or repairing cutting blades or other rotating parts.
10. Allow the engine to cool before covering or storing it in the storage shed.

LAWNMOWING
1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clotheslines, or toys.
2. Only the person operating the mower is permitted to ride on a riding mower.
3. Put the riding power mower into neutral before starting it or "shutting" it "off".
4. Never by-pass the kill switch on the mower handle.
5. Do not direct the grass discharge towards bystanders.
6. Keep the mower in gear when going down slopes.
7. Turn the power switch of the mower to the "off" position before dumping the grass catcher or removing clogged grass.
from the chute.
8. When using a riding mower, mow up and down the slope. Do not mow across a slope.
9. To mow across a slope, use the upright mower.

EDGING
1. Do not start an edger if the blade is touching the ground.
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible.

LINE TRIMMING
• Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.

BACKPACK BLOWERS
1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders when it is "on".

GROUNDSKEEPER
1. When riding in the bucket of the boom truck, wear your safety gloves, safety glasses, and your safety belt.
2. When moving tables for school functions, always wear your gloves, and use the flat dolly.
3. When moving furniture, do not exceed the labeled weight limits for the dolly, posted on the arm of the dolly.

PEST CONTROL PERSONNEL

PESTICIDE AND FERTILIZER APPLICATION/SPRAYING
1. Read and follow the "Material Safety Data Sheet" (MSDS) for, and the labeled instructions of, the pesticide or fertilizer you are going to use when applying weed killers, fertilizers, pesticides, or herbicides.
2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.
3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.
4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.
5. Do not transport pesticide containers in the cab of your vehicle.
6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.
7. Immediately after you have completed your work shift, ending your day's work of the application of pesticides and fertilizers, you must take a shower at the office.
8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING".
9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE".
10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA". Rinse containers three times, with water, after using the containers.

RELOCATION PERSONNEL
1. When using the hydraulic lift, do not enter or leave the lift until you have looked to ensure that the gate is all the way up.
2. If you are operating the lift gate on the truck, stand clear of the gate in case of gate failure.
3. Do not exceed the labeled weight capacity of the gate, posted on the front of the gate.
4. If the truck you are about to load or unload is parked on an incline, use the wheel blocks to chock the wheels, before loading the truck.
5. Do not operate the lift gate if there is not a minimum of three people to assist you.
6. Do not load or unload the truck until the lift is flush and "square" with the loading dock.
CUSTODIAL PERSONNEL

1. Wear your safety gloves when emptying trash containers.
2. Do not compact the trash using your hands or feet; use the "trash-mashing" tool for this purpose.
3. When handling trash, do not sling the bag over your shoulder or hang it by your side.
4. When stripping the floor:
   • Move slowly.
   • "Strip" small amounts of the area at a time.
   • Avoid standing on slippery areas.
5. Read and follow the Material Safety Data Sheet of the chemicals you will be using, before mixing any chemicals.
6. Wear your protective gloves when you are using cleaning chemicals.
7. While working in the school lab, do not handle any lab chemicals.

GROUNDSKEEPERS, MAINTENANCE SUPPORT, RELOCATION UNIT, LABOR, AND CONSTRUCTION CREWS

FUELING VEHICLES

1. Turn the vehicle "off" before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash your hands, using soap and water, if you spill gasoline on your hands.

DRIVING RULES

1. Shut your door and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not mount or dismount a moving vehicle.
5. Set the parking brake before leaving the vehicle.
BLOODBORNE PATHOGENS PROGRAM

Purpose
This Bloodborne Pathogen Exposure Control Plan has been established to ensure a safe and healthful working environment and act as a performance standard for all employees. This program applies to all occupational exposure to blood or other potentially infectious materials. The content of this plan complies with OSHA Standard 29 CFR 1910.1030 (Occupational Exposure to Bloodborne Pathogens).

Scope
This program addresses all occupational exposure to blood or other potentially infectious materials. OSHA requires that all employers that can “reasonably anticipate exposure” of employees to infectious material to prepare and implement a written exposure control plan.

Key Responsibilities
Exposure Control Officer
Has overall responsibility for developing and implementing the Exposure Control Procedure for all facilities.

Site Project Manager and Supervisors
Site project manager and supervisors are responsible for exposure control in their respective areas.

Employees
Know what tasks they perform that have occupational exposure.
Plan and conduct all operations in accordance with our work practice controls.
Develop good personal hygiene habits.

Procedure
Training
The Sequoias Community College District shall ensure that all employees with occupational exposure participate in a training program. Training is conducted for all employees with occupational exposure before initial assignment and within 1 year of previous training. (Excluding employees with prior experience in the medical field) Training shall be provided at the time of initial assignment & within 1 year of an employee’s previous training. Training shall include:

- What bloodborne pathogens are; how to protect themselves from exposure
- Methods of warnings (signs, labels, etc.)
- The OSHA requirements of bloodborne pathogens
- The Hepatitis B vaccine shall be made available to all employees that have occupational exposure at no cost to the employee(s).

Availability of Procedure to Employees
All employees will have access to a copy of the exposure control plan. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner.

Reviews and Update of the Procedure
The procedure is reviewed annually and updated whenever we establish new functional positions within our facility that may involve exposure to biohazards.
Exposure Determination

- There are no job classifications in which some or all employees have occupational exposure to bloodborne pathogens that may result from the performance of their routine duties.
- Designated employees are trained to render first aid and basic life support. Rendering first aid or basic life support will expose employees to bloodborne pathogens and will require them to adhere to this program.
- In addition, no medical sharps or similar equipment is provided to, or used by, employees rendering first aid or basic life support.
- This exposure determination has been made without regards to the Personal Protective Equipment that may be used by employees.
- A listing of all first aid and basic life support trained employees in this work group shall be maintained at each work site and at each first aid kit.

Methods of Compliance

Universal Precautions

All body fluids will be considered potentially infectious.

Engineering Controls

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Engineering controls should be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Hand washing facilities shall be readily available at all work locations. If provision of hand washing facilities is not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes shall be provided by Sequoias Community College District.

Containers for contaminated reusable sharps that are provided have the following characteristics: Puncture-resistant; Color-coded or labelled with a biohazard warning label; Leak-proof on the sides and bottom.

Secondary containers which are: Leak-proof; Color-coded or labelled with a biohazard warning label; Puncture-resistant, if necessary.

Work Practice Controls

Employees shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.

Following any contact of body areas with blood or any other infectious materials, employees wash their hands and any other exposed skin with soap and water as soon as possible.

Hand washing facilities shall be available. If hand washing facilities are not feasible Sequoias Community College District will provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes.

Contaminated needles and other contaminated sharps should not be handled if you are not AUTHORIZED or TRAINED to do so. Contaminated needles and other contaminated sharps are not bent or recapped.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to biohazardous materials.

Food and drink is not kept in refrigerators, freezers, on countertops or in other storage areas where potentially infectious materials are present.

All equipment or environmental surfaces shall be cleaned and decontaminated after contact with blood or other infectious materials.
Specimens of blood or other potentially infectious materials must be put in leak proof bags for handling, storage and transport.

If outside contamination of a primary specimen container occurs, that container is placed within a second leak proof container, appropriately labelled, for handling and storage.

Bloodborne pathogens kits are located on top of first aid kits and are to be used in emergency situations by the caregiver. Once the seal is broken on kit and any portion has been used it is not to be reused. Pathogen Kits shall be ordered and replaced promptly. Biohazard bags are identified by stickers and located in the first aid area. Contaminated supplies are to be disposed at once.

**Personal Protective Equipment (PPE)**
When the possibility of occupational exposure is present, PPE is to be provided at no cost to the employee such as gloves, gowns, etc. PPE shall be used unless employees temporarily declined to use under rare circumstances. PPE shall be repaired and replaced as needed to maintain its effectiveness. All PPE shall be of the proper size and readily accessible.

Our employees adhere to the following practices when using their personal protective equipment:

Any garments penetrated by blood or other infectious materials are removed immediately.

All potentially contaminated personal protective equipment is removed prior to leaving a work area.

Gloves are worn whenever employees anticipate hand contact with potentially infectious materials or when handling or touching contaminated items or surfaces.

Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier".

Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.

Any PPE exposed to bloodborne pathogens shall be disposed of properly.

PPE shall be used unless employees temporarily declined to use PPE under rare circumstances.

PPE should be cleaned, laundered & properly disposed of if contaminated.

Sequoias Community College District facilities will repair and replace PPE as needed to maintain its effectiveness.

**Housekeeping**
Our staff employs the following practices:

All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials. Protective coverings (such as plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced. All trash containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

**Post-Exposure and Follow Up**
*Post-Exposure Evaluation & Follow-Up*

If there is an incident where exposure to bloodborne pathogens occurred we immediately focus our efforts on investigating
the circumstances surrounding the exposure incident and making sure that our employees receive medical consultation and immediate treatment.

Your Sequoias Community College District’s Safety Manager/Supervisor investigates every reported exposure incident and a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future. We provide an exposed employee with the following confidential information:

Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred. Identification of the source individual (unless not feasible or prohibited by law).

Once these procedures have been completed, an appointment is arranged for the exposed employee with a qualified healthcare professional to discuss the employee's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

**Information Provided to the Healthcare Professional.** We forward the following:
A copy of the Biohazards Standard.
A description of the exposure incident.
Other pertinent information.

**Healthcare Professional’s Written Opinion**
After the consultation, the healthcare professional provides our facility with a written opinion evaluating the exposed employee’s situation. We, in turn, furnish a copy of this opinion to the exposed employee. The written opinion will contain only the following information:
Whether Hepatitis B Vaccination is indicated for the employee.
Whether the employee has received the Hepatitis B Vaccination.
Confirmation that the employee has been informed of the results of the evaluation.
Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.
All other findings or diagnoses will remain confidential and will not be included in the written report.

**Record Keeping**
All records shall be made available upon request of employees, OHSA’s Assistant Secretary and the Director of OSHA for examination and copying. Medical records must have written consent of employee before released. Your Sequoias Community College District shall meet the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

The respective Human Resources representative shall maintain Bloodborne Pathogen exposure records.

Employee medical records shall be kept confidential and are not to be disclosed without the employee's written consent, except as required by 29 CFR 1910.1030 or other law.

Accurate medical records for each employee with occupational exposure must be maintained for at least the duration of employment plus 30 years and shall include at least the following:

- Employee’s name, Social Security number and employee number.
- Employee’s Hepatitis B vaccination status, including vaccination dates.
- Information provided to the health care professional.
- All results from examinations, medical testing and follow-up procedures, including all health care professional’s written opinions.
- Any Hepatitis B Vaccine Declinations.
Training records shall be maintained for 3 years from the date on which the training occurred and shall include at least the following:

- Outline of training program contents.
- Name of person conducting the training.
- Names and job titles of all persons attending the training.
- Date of training.

**Labels and Signs**

Biohazard warning labelling shall be used on containers of regulated waste; Sharps disposal containers; contaminated laundry bags and containers; contaminated equipment.

**Information**

Information provided to our employees includes:

- The Biohazards Standard itself.
- The epidemiology and symptoms of bloodborne diseases.
- The modes of transmission of bloodborne pathogens.
- Our facility's Exposure Control Procedure (and where employees can obtain a copy).
- Appropriate methods for recognizing tasks and other activities that may involve exposure.
- A review of the use and limitations of methods that will prevent or reduce exposure.
- Selection and use of personal protective equipment.
- Visual warnings of biohazards within our facility including labels, signs and "color-coded" containers.
- Information on the Hepatitis B Vaccine.
- Actions to take and persons to contact in an emergency involving potentially infectious material.
- The procedure to follow if an exposure incident occurs, including incident reporting.
- Information on the post-exposure evaluation and follow-up, including medical consultation.
HEAT & ILLNESS PREVENTION

Purpose

The purpose of this program is to ensure that all employees, working in outdoor places of employment or in other areas when environmental risk factors for heat illness are present, are protected from heat illness and are knowledgeable of heat illness symptoms, methods to prevent illness, and procedures to follow if symptoms occur.

Scope

The Heat Illness Prevention Program applies to all employees that may be at risk of heat illness and applies to all indoor and outdoor places of employment where environmental risk factors for heat illness are present.

Responsibilities

Employees

- Awareness and compliance with all appropriate heat illness prevention procedures while performing assigned duties
- Employees are ultimately responsible for drinking adequate amounts of hydrating fluids when the environmental risk factors for heat illness are present
- Ensure access to a shaded area is available to recover from heat related symptoms
- Inform their supervisor if shade and/or water is inadequate
- Report symptoms of heat related illness promptly to their supervisor
- Call 911 to request emergency medical services in the event medical assistance is required

Supervisors

- Identify and maintain records of all tasks/employees that are required to work outdoors where potential heat illness could occur
- Require all affected employees receive proper training on heat illness prevention and comply with all appropriate procedures
- Ensure that adequate water and shade are available at the job site when the environmental risk factors for heat illness are present
- Encourage employees to drink water frequently
- Call 911 to request emergency medical services in the event medical assistance is required

Environmental Health and Safety (EH&S)

- Establish and update the written Heat Illness Prevention Program
- Provide consultation/training to departments who fall within the scope of the program
- Assist departments in determining when, where, and how water and shade is provided

Program Components

The following elements for heat illness prevention provide specific information for supervisors complying with the program:

Provision of Water

Whenever environmental risk factors for heat illness exist, supervisors are responsible to ensure that clean, fresh, and cool potable water is readily available to employees.
Where unlimited drinking water is not immediately available from a plumbed system, supervisors must provide enough water for every employee to be able to drink one quart of water per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift). Smaller quantities of water may be provided at the beginning of the shift if there are effective procedures for replenishing the water supply during the shift as needed.

The OSHA standard requires not only that water be provided, but that supervisors encourage employees to drink frequently. Employees must be understand that thirst is not an effective indicator of a person’s need for water and it is recommended that individuals drink one quart of water, or four 8-ounce cups, per hour when working in hot environments.

Departments shall take one or more of the following steps to ensure employees have access to drinking water:

1. Provide access to drinking fountains
2. Supply water cooler/dispenser and single service cups
3. Supply sealed one time use water containers

Drinking water and water dispensers shall meet the following requirements:

- All sources of drinking water shall be maintained in a clean and sanitary condition
- Drinking water must always be kept cool. When temperatures exceed 90° F it is recommended that ice be provided to keep the water cool.
- Potable drinking water dispensers used to provide water to more than one person shall be equipped with a spigot or faucet
- Any container used to store or dispense drinking water shall be clearly marked as to the nature of its contents and shall not be used for any other purpose
- Dipping or pouring drinking water from containers, such as barrels, pails or tanks, is prohibited regardless of whether or not the containers are fitted with covers
- The use of shared cups, glasses or other vessels for drinking purposes is prohibited
- Non-potable water shall not be used for drinking
- Outlets for non-potable water shall be posted in a manner understandable to all employees that the water is unsafe for drinking

Access to Shade
Supervisors are responsible to ensure that employees have access to a shaded area. Shaded areas should be large enough to accommodate 25 percent of the employees on a shift and allow employees to sit in the shade without touching each other.

The nearest shaded area must be as close as practicable. Usually this will mean that shade must be reachable within a 2 1/2 minute walk, but in no case more than 1/4-mile or a five minute walk away, whichever is shorter.

Canopies, umbrellas or other temporary structures may be used to provide shade, provided they block direct sunlight. Trees and dense vines can provide shade if the canopy of the trees is sufficiently dense to provide substantially complete blockage of direct sunlight. Areas shaded by artificial or mechanical means, such as by a pop-up canopy as opposed to a tree, must provide means for employees to avoid contact with bare soil.

The interior of a vehicle may be used to provide shade if the vehicle is air-conditioned and the air conditioner is operating.

If the National Weather Service, as of 5 p.m. the previous day, forecasts the temperature to be over 85° F, shade structures must be available at the beginning of the shift and present throughout the day. Regardless of predicted temperatures, supervisors must always have the capability to provide shade promptly if it is requested by an employee. If the temperature exceeds 90° F, shade must actually be present regardless of the previous day’s predicted temperature high.
Acclimatization
Supervisors are required to acclimatize employees and allow time to adapt when temperatures rise suddenly and employee risks for heat illness increase. Acclimatization may also be required for new employees, employees working at temperatures to which they haven’t been exposed for several weeks or longer, or employees assigned to new jobs in hot environments.

Generally, about four to fourteen days of daily heat exposure is needed for acclimatization. Heat acclimatization requires a minimum daily heat exposure of about two hours of work. Gradually increase the length of work each day until an appropriate schedule adapted to the required activity level for the work environment is achieved. This will allow the employee to acclimate to conditions of heat while reducing the risk of heat illness.

It should be noted that new employees are among those most at risk of suffering the consequences of inadequate acclimatization. Supervisors with new employees should be extra-vigilant during the acclimatization period, and respond immediately to signs and symptoms of possible heat illness.

Preventive Recovery Periods
The purpose of the recovery period is prevention of heat illness. The supervisor is required to provide access to shade for employees who believe they need a preventive recovery period from the effects of heat and for any who exhibit indications of heat illness.

Access to shade must be allowed at all times, and employees must be allowed to remain in the shade for at least five minutes.

The purpose of the preventive recovery period is to reduce heat stress on the employee. The preventive recovery period is not a substitute for medical treatment.

Emergency Procedures
If an employee has any symptoms of heat illness, first-aid procedures should be initiated without delay. Common early signs and symptoms of heat illness include headache, muscle cramps, and unusual fatigue. However, progression to more serious illness can be rapid, and can include loss of consciousness, seizures, mental confusion, unusual behavior, nausea or vomiting, hot dry skin, or unusually profuse sweating.

Any employee exhibiting any of the above mentioned symptoms requires immediate attention. Even the initial symptoms may indicate serious heat exposure. If medical personnel are not immediately available onsite and serious heat illness is suspected, emergency medical personnel should be immediately contacted and on-site first aid undertaken. No employee with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization.

All Supervisors and employees must be trained to recognize and respond to symptoms of possible heat illness.

If any employee exhibits signs or symptoms of heat stroke emergency medical services must be contacted. Supervisors must be able to provide clear and precise directions to the worksite and should carry cell phones or other means of communication to ensure that emergency services can be called.

Reporting Requirements

Constant awareness of and respect for heat illness prevention procedures and compliance with all applicable safety rules is mandatory.

Employees may report any safety concerns to their supervisor.
Supervisors may issue warnings to employees and implement disciplinary actions up to and including termination for failure to follow the guidelines of this program.

Training Requirements and Competency Assessment

Training shall be provided for all potentially impacted employees, and their supervisors, working where environmental risk factors for heat illness are present. Training information shall include, but not be limited to:

- Environmental and personal risk factors for heat illness
- Procedures for identifying, evaluating, and controlling exposure to environmental risk factors for heat illness
- The importance of frequent consumption of hydrating fluids, up to 1 quart (4 cups of water) per hour, when environmental risk factors for heat illness are present. Particularly when employee is excessively sweating during the exposure
- The importance of acclimatization
- Different types of heat illness and the common signs and symptoms of heat illness
- The importance of immediately reporting symptoms or signs of heat illness, in themselves or in co-workers, to their supervisor
- Understanding the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by emergency medical service
- Procedures for ensuring that, in the event of an emergency, clear and precise direction to the work site can and will be provided to emergency responders

Supervisors shall receive training on the following topics prior to being assigned to supervise outdoor employees.

- The training information required of the employees, detailed above
- Procedures supervisors are to follow to implement the provisions of this program
- Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures

Retraining will be required under any of the following conditions:

- Changes in the workplace render previous training obsolete
- Inadequacies in an employee’s knowledge of heat illness prevention indicate that the employee has not retained the required training

Training records shall be maintained by employer for a minimum of 3 years.
HAZARD IDENTIFICATION AND ASSESSMENT

To assist in the identification and correction of hazards, the Sequoias Community College District has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

Periodic loss analyses will be conducted by the safety program administrator. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

Employee Observation

Superintendents and foremen shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.
Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Program Administrator.

Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and State OSH Consultants.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, Program Administrator or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Supervisor.
- Periodically by the Safety Program Administrator.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the Sequoias Community College District hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
• Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.
• Signature of the person who performed the inspection.

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.
HAZARD PREVENTION, CORRECTION, AND CONTROL

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority: the most serious hazards will be corrected first.

Hazard Evaluation

Factors that will be considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness or fatality
- Likelihood of exposure - The probability of the employee coming into contact with the hazard
- Frequency of exposure - How often employees come into contact with the hazard
- Number of employees exposed
- Possible corrective actions - What can be done to minimize or eliminate the hazard
- Time necessary to correct - The time necessary to minimize or eliminate the hazard

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.

2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.

3. Personal Protective Equipment: Includes back support belts, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.
HAZARD COMMUNICATION PROGRAM

Introduction

It is Sequoias Community College District policy that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various materials used in our operations. This Hazard Communication Program will be monitored by the Safety Program Administrator who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

Our program consists of the following elements:

1. Hazardous material inventory.
2. Collection and maintenance of Material Safety Data Sheets.
3. Container labeling.
4. Employee training.

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics or tobacco.
- Untreated wood products.
- Hazardous waste.
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

Hazardous Material Inventory

The Safety Program Administrator maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (solvent, adhesive etc.) and the name and address of the manufacturer.

Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which our employees may be exposed will be kept in a binder at the main office. These MSDS are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the Supervisor at the work site.

The Safety Program Administrator will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

The Safety Program Administrator will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. Federal or State (if applicable) OSHA will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.
Container Labeling

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department to ensure the manufacturer’s label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:
- The chemical name of the contents.
- The appropriate hazard warnings.
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

Employee Information and Training

All employees will be provided information and training on the following items through the Sequoias Community College District safety training program and prior to starting work with hazardous substances:

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the Supervisor and Safety Program Administrator.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment available for protection against possible exposure.
7. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
8. How to read labels and material safety data sheets to obtain the appropriate hazard information.

Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:
- The specific hazards.
- Protective/safety measures which must be utilized.
- The measures the Sequoias Community College District has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

Informing Outside Contractors and Vendors

To ensure that outside contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor’s
employees, it will be the responsibility of the Supervisor to provide outside contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the work site.
- The precautions the contractor’s employees must take to lessen the possibility of exposure.

We will obtain from outside contractors and vendors the name of any hazardous substances the contractor’s employees may be using at a work site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

**Employee Rights Under The Hazard Communication Standard**

At any time, an employee has the right to:

- Access the MSDS folder, and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.
FIRST AID AND MEDICAL EMERGENCY PROCEDURES

The Sequoias Community College District will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Safety Program Administrator will maintain a list of trained individuals and take steps to provide training for those that desire it.

First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be provided. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A Sequoias Community College District authorized physician or medical clinic, and at least one alternate if available.
2. Hospitals.
3. Ambulance services.
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.
1. For severe accidents call 911 and request the Paramedics.

2. Employees must report all work related injuries to their Supervisor immediately. Even if they do not feel that it requires medical attention. Failure to do so may result in a delay of Workers’ Compensation benefits and disciplinary action.

3. The Supervisor, employee, and first aid person, should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.

4. If medical attention is not desired or the employee refuses treatment, you must still fill out a Sequoias Community College District “Accident Report” in case complications arise later.

5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.

6. In the event of a serious accident involving hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the main office. Contact must also be made with the nearest Federal or State (if applicable) OSHA office.
ACCIDENT / EXPOSURE INVESTIGATION

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;

2. Provide for needed first aid or call 911 emergency for the injured employee(s).

3. If possible, interview the injured worker at the scene of the accident and verbally "walk" him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the main office. Accidents will be reported by the office to the insurance carrier within 24 hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.

7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than 24 hours must be reported to Federal or State (if applicable) OSHA immediately.

8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.

9. Every investigation must also include an action plan. How can such accidents be prevented in the future?

10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

Questions to Ask

When investigating accidents, open-ended questions such as who?, what?, when?, where?, why?, and how? will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
The single, most important question that must be answered as the result of any investigation is:

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"

Once the Accident Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the Safety Program Administrator will review the results of all investigations
- Consider safety program modifications

Information obtained through accident investigations can be used to update and improve our current program.
TRAINING AND INSTRUCTION

Every new employee will be given instruction by their Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least twice per year on various accident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Federal or State (if applicable) OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All new employees will be given a copy of the Code of Safe Practices and required to read and sign for it.
3. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
4. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
5. Whenever the Sequoias Community College District is made aware of a new or previously unrecognized hazard.
6. Whenever management believes that additional training is necessary.
7. After all serious accidents.
8. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee’s safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Ergonomics
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of safety program
Documentation of Training

All training will be documented on one of the following three forms.

New Employee Safety Orientation
Employee Safety Contact Form
Safety Meeting Report

The following training method should be used. Actual demonstrations of the proper way to perform a task are very helpful in most cases.

- Tell them how to do the job safely
- Show them how to do the job safely
- Have them tell you how to do the job safely
- Have them show you how to do the job safely

Follow up to ensure they are still performing the job safely
FIRE PREVENTION AND EMERGENCY ACTION PLAN

The Sequoias Community College District has developed the following emergency plan to cover those designated actions that must be taken to ensure employee safety from fire and during other emergencies. Any questions about this plan should be directed to The Safety Program Administrator.

Facility Emergency Evacuation and Fire Prevention

The Safety Program Administrator is responsible for ensuring the following:

1. That all required emergency exits are clearly identified in the office, shop, and warehouse and that all required fire fighting and emergency equipment is available and in good condition.

   The following items will be maintained:

   - First aid kit
   - Drinking water
   - Flashlight
   - Portable battery powered radio and batteries
   - Fire extinguishers
   - Wrench to shut off the main gas valve
   - Pry bars, axes, saws, tools or similar devices for employee rescue

2. Creating a facility map designating all emergency evacuation routes and the locations of all fire fighting equipment and emergency supplies and equipment. These maps will be posted in at least two locations in the facility.

3. Training all exposed employees on the procedures to be followed in the event of fire, earthquake or other emergency including how to properly notify other affected employees.

4. Identifying potential fire hazards in the office, shop and warehouse and ensuring that adequate steps are taken to prevent fires.

5. Ensuring that combustible trash and materials are removed promptly from the facility, and that all flammable and combustible liquids are properly stored and handled.

During an Emergency

In the event of an emergency such as earthquake or fire, all employees are expected to evacuate the premises immediately. The Safety Program Manager or Safety Committee members may assign some employees the task of shutting off the gas or electricity, if needed. At no time will any employee be expected to jeopardize their own safety to do this.

Employees will be notified of emergencies through one of the following:

- Fire alarm
- Intercom
- Emergency horn
- Direct voice communication
After the emergency evacuation has been completed, a head count will be taken to ensure everyone is out of the building.

If necessary, the Safety Program Administrator or Safety Committee members may assign some employees to rescue trapped employees.

**Fire Prevention in Shops and Warehouses**

The following procedures will be used to prevent fires in shops and warehouses.

1. All accumulated combustible trash and debris will be removed as soon as practical.
2. Flammable liquids will only be stored and dispensed from UL approved safety containers designed for that purpose.
3. All rags soaked with flammable or combustible liquids will be properly stored in closed metal containers.
4. Appropriate precautions will be taken to prevent fires when torch cutting, welding or soldering.
5. Compressed gas cylinders containing flammable or explosive gasses will be properly stored in the upright position with their caps on and protected from heat or puncture. Fuel gas and oxygen shall be separated at least 20 feet when stored.
6. Smoking or open lights are prohibited within 50 feet of flammable liquid or gas storage and dispensing areas.
7. Flammable solvents will not be used for cleaning purposes.
8. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the floor area, or fraction thereof. Where the floor area is less than 3,000 square feet, at least one extinguisher shall be provided.
9. Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
10. At least one fire extinguisher, rated not less than 2A, shall be provided on each floor. In multi-story buildings, at least one fire extinguisher shall be located adjacent to the stairway at each floor level.
11. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the job site. This requirement does not apply to the integral fuel tanks of motor vehicles.
12. Portable fire extinguishers shall be inspected monthly, or at more frequent intervals by the employer, and serviced at least annually by a person licensed or registered by the State Fire Marshal. NOTE: Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent operation.
13. Suitable fire control devices, such as portable fire extinguishers, shall be available at locations where flammable or combustible liquids are stored.
14. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for flammable liquid storage.
15. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.
Injury and Illness Prevention Policy: Sequoias Community College District

FLEET AND DRIVER SAFETY

The Sequoias Community College District has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on Sequoias Community College District business. Protecting our employee drivers, their passengers, and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigation

Driver Selection

Only Sequoias Community College District authorized and assigned employees are allowed to drive Sequoias Community College District vehicles at any time. Prior to being authorized and assigned, the Sequoias Community College District will check the following items. Drivers must have:

- A valid un-restricted drivers license.
- A current MVR driving record with no more than 2 points and no serious or major violations.

The Sequoias Community College District will also check driving records of all employees authorized to drive on Sequoias Community College District business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive Sequoias Community College District vehicles or drive their own vehicle on Sequoias Community College District business.

Driver Training

All employees driving Sequoias Community College District vehicles, and personal vehicles on Sequoias Community College District business, will be given a copy of the Driving Safety Rules and Sequoias Community College District Vehicle Use Policy and required to read and sign for them. Safe driving will also be periodically covered at Sequoias Community College District safety meetings.

Sequoias Community College District Vehicle Use Policy

______________________________
The Sequoias Community College District has established the following policies pertaining to Sequoias Community College District vehicles:

1. Personal and off duty use of Sequoias Community College District vehicles is prohibited.

2. Only authorized employees may drive Sequoias Community College District vehicles. No other family members may drive Sequoias Community College District vehicles.

3. Non-employee passengers are not permitted in Sequoias Community College District vehicles at any time, unless they are business related.

4. Seat belts must be worn in Sequoias Community College District vehicles at all times.

5. No employee is permitted to drive Sequoias Community College District vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.

6. All accidents involving Sequoias Community College District vehicles must be reported to the office immediately.

7. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

Vehicle Inspection & Preventive Maintenance

All Sequoias Community College District vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. The Safety Program Administrator will periodically spot check Sequoias Community College District vehicles to determine their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers’ recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

Accident Investigation

All accidents in Sequoias Community College District vehicles will be investigated by the Supervisor, Manager and / or the Safety Program Administrator. Where possible, witness’s statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will
be used to help determine preventability.

**Auto Accident Preventability Guide**

This guide will assist in determining whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident was non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition. When judging accident preventability, here are some general questions to consider:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits that need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver’s vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver’s knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car that pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver’s ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver’s speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver’s vehicle under control?

**Intersection Collisions**

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver’s vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.
Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc?

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

**Pedestrian Accidents**

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus that was stopped and properly signaling that passengers were loading or unloading?

**Backing Accidents**

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

**Parking Accidents**

Doors on our driver’s parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip
inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double-parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

**Collision with Obstructions**

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

**Cargo Accidents**

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.
RECORDKEEPING

The program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

1. New Employee Safety Orientation forms  length of employment
2. Code of Safe Practices Receipt  length of employment
3. Disciplinary actions for safety  1 year
4. Safety inspections  2 years
5. Safety meeting reports  2 years
6. Safety Contact Reports  2 years
7. Accident investigations  5 years
8. Federal or State OSHA log of injuries  5 years
9. Inventory of Hazardous Materials (if any)  forever
10. Employee exposure or medical records  forever

Records are available for review at the Office of the Vice President of Administrative Services.
APPENDIXES

1. HAZARD ASSESSMENT AND CORRECTION RECORD

2. ACCIDENT / EXPOSURE INVESTIGATION FORM

3. WORKER TRAINING AND INSTRUCTION RECORD

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5. NEW EMPLOYEE SAFETY ORIENTATION

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9. SAFETY MEETING MINUTES

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11. FACILITY INSPECTION CHECKLISTS
HAZARD ASSESSMENT AND CORRECTION RECORD

<table>
<thead>
<tr>
<th>Date of Inspection:</th>
<th>Person Conducting Inspection:</th>
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<tbody>
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Unsafe Condition or Work Practice:

<table>
<thead>
<tr>
<th>Corrective Action Taken:</th>
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<tr>
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Unsafe Condition or Work Practice:

<table>
<thead>
<tr>
<th>Corrective Action Taken:</th>
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</table>
# ACCIDENT / EXPOSURE INVESTIGATION REPORT

<table>
<thead>
<tr>
<th>Date &amp; Time of Accident:</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Accident Description:</td>
</tr>
<tr>
<td>Workers Involved:</td>
</tr>
</tbody>
</table>
| Preventive Action
  Recommendations:        |
| Corrective Actions
  Taken:                 |
WORKER TRAINING AND INSTRUCTION RECORD

<table>
<thead>
<tr>
<th>Worker's Name</th>
<th>Training Dates</th>
<th>Type of Training</th>
<th>Trainers</th>
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<tbody>
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</tbody>
</table>
EMPLOYEE SAFETY CONTACT REPORT

Work site: ______________________________
Manager / Supervisor: __________________________
Employee name __________________________
Date ___________________________________
Job title ________________________________

Safety concern:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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_________________________________________________________________________________

Corrective action:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signed: ______________________________________________
                      Employee
Signed: ______________________________________________
                      Manager / Supervisor
NEW EMPLOYEE SAFETY ORIENTATION

The Supervisor will verbally cover the following items with each new employee on the first day of their employment.

Employee Name: ____________________________
Start Date: ________________________________
Job Title / Position: _______________________

Instruction has been received in the following areas.

☐ 3. Driving Safety Rules.*
☐ 4. Safety rule enforcement procedures.
☐ 5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY.
☐ 6. Proper method of reporting safety hazards.
☐ 7. Emergency procedures and First Aid.
☐ 8. Proper work clothing & required personal protective equipment.
☐ 9. List all special equipment, such as lifts, employee is trained and authorized to use.
☐ 10. Emergency Exits and Fire Extinguishers.

* Give a copy of these items to the employee.

I agree to abide by all Sequoias Community College District safety polices and the Code of Safe Practices. I also understand that failure to do so may result in disciplinary action and possible termination.

Signed __________________________________ Date ________________
Employee

Signed __________________________________ Date ________________
Supervisor
CODE OF SAFE PRACTICES RECEIPT

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the Sequoias Community College District.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with the Sequoias Community College District.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

__________________________
Print Name

__________________________
Sign Name

__________________________
Date

Copy: Employee
File
SEQUOIAS COMMUNITY COLLEGE DISTRICT VEHICLE POLICY RECEIPT

This is to certify that I have received a copy of the Driving Safety Rules and Sequoias Community College District Vehicle Policy. I have read these instructions, understand them, and will comply with them while driving Sequoias Community College District vehicles.

I understand that failure to abide by these rules will result in disciplinary action and possible suspension of my driving privileges.

I also understand that I am to report any accident to the office immediately.

__________________________
Print Name

__________________________  _____________
Sign Name                      Date

Copy: Employee File
SAFETY COMMITTEE MEETING MINUTES

Date of Committee Meeting: ______________________________ Location: ________________

Minutes prepared by: ______________________________ Date: ______________________________

Review of Safety Inspection and Plan of Correction:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Previous Business: ___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

New Business: _____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Review of Accidents: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Plan of Correction: ___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Employee Suggestions: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Recommended Safety Training: __________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Additional Comments: ___________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Safety Committee Meeting Attendance:
1. __________________________  2. __________________________
3. __________________________  4. __________________________
5. __________________________  6. __________________________
7. __________________________  8. __________________________
VEHICLE INSPECTION CHECKLIST

Driver ________________________________ Date ________________________
Vehicle ______________________________ Mileage ______________________

The items on this inspection sheet should be checked daily. A separate sheet should be filled out for each vehicle driven. Example: If you drive vehicle #3614 and swap to #7659 during the day, 2 inspection sheets should be filled out for that day. These forms are due daily. Place an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should detailed on the bottom of this sheet.

- Ignition Key
- Fuel Key
- Check Radio (Two way check)
- Visual Inspection for Exterior Damage/Leaks under vehicle
- Check inside Engine compartment for Leaks/loose items
- Oil Level
- Washer Fluid Level
- Coolant Level
- Power Steering Fluid Level
- Start Engine and check Transmission Fluid Level (Fluid should be hot)
- Check for Air Gauge
- Check Tires for wear and pressure (70 PSI COLD) LF____ LR____ RF____ RR____
- Check Horn
- Check Heater/Defroster
- Check Windshield Wipers/Washers
- Check Highlight/Signal lights/4way flashes/Tail lights/Backup lights/Horn
- Check Lift, run one Complete Cycle
- Check Interior lights
- Check Mirrors for damage and adjustments
- Check fuel level (Should Not be Less Than ½ Tank)
- Check First Aide Kit on Board and full
- Check Fire Extinguisher on board/Gauge showing charged, proper seal & pin
- Check Adequate tie-downs/Tie-down Tracks (must be clean)
- Check BIOHAZ KIT (Seal)
- As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

*Form to be completed and turned in to Operations Manager DAILY.

The following discrepancies were noted: ______________________________

_________________________________________________________________

Driver’s Signature: _________________________________________________

Corrective action taken: _____________________________________________

_________________________________________________________________

_________________________________________________________________
FACILITY INSPECTION CHECKLIST

Department/Division: ______________________
Date Of Inspection: ________________________
Location: ________________________________
Inspector: ________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Check One</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are work areas properly illuminated?</td>
<td></td>
<td></td>
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<tr>
<td>Is the ventilation system appropriate for the work performed?</td>
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<tr>
<td>Are restrooms and washrooms kept clean and sanitary?</td>
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<tr>
<td>Is potable water provided for drinking and washing?</td>
<td></td>
<td></td>
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<tr>
<td>Are outlets for water not suitable for drinking clearly identified?</td>
<td></td>
<td></td>
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<tr>
<td>Where heat stress is a problem, do all fixed work areas have air conditioning?</td>
<td></td>
<td></td>
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<tr>
<td>Is the work area clean and orderly?</td>
<td></td>
<td></td>
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<tr>
<td>Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant?</td>
<td></td>
<td></td>
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<tr>
<td>Are floors free from protruding nails, splinters, holes, etc.?</td>
<td></td>
<td></td>
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<tr>
<td>Are permanent aisles and passageways clearly marked?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are aisles and passageways kept clear?</td>
<td></td>
<td></td>
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<tr>
<td>Are pits and floor openings covered or guarded?</td>
<td></td>
<td></td>
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<tr>
<td>Is combustible trash removed from the worksite daily?</td>
<td></td>
<td></td>
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<tr>
<td>Are spilled materials or liquids cleaned up immediately?</td>
<td></td>
<td></td>
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<tr>
<td>Is there safe clearance in aisles where motorized or mechanical handling equipment travel?</td>
<td></td>
<td></td>
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</tbody>
</table>

FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Check One</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Are floor openings guarded by covers or guardrails on all sides?</td>
<td></td>
<td></td>
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<tr>
<td>Do skylights have screens or fixed railings that would prevent someone on the roof from falling through?</td>
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<tr>
<td>Are open pits and trap doors guarded?</td>
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<tr>
<td>Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing?</td>
<td></td>
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<tr>
<td>Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board?</td>
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<td></td>
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<tr>
<td>Are standard stair rails or handrails on all stairways having four or more risers?</td>
<td></td>
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<tr>
<td>Are all stairways at least 22 inches wide?</td>
<td></td>
<td></td>
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<tr>
<td>Do stairs have at least a 6-½ foot overhead clearance?</td>
<td></td>
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<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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<tr>
<td>Are step risers on stairs uniform from top to bottom?</td>
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<tr>
<td>Are steps on stairs and stairways designed or provided with a slip-resistant surface?</td>
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<tr>
<td>Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?</td>
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</tbody>
</table>
### GENERAL WORK ENVIRONMENT

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Check One</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?</td>
<td></td>
<td></td>
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<tr>
<td><strong>ELEVATED SURFACES</strong></td>
<td></td>
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<tr>
<td>• Is the vertical distance between stairway landings limited to 12 feet or less?</td>
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<tr>
<td>• Are stairways adequately illuminated?</td>
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<tr>
<td>• Are signs posted showing the elevated surface load capacity?</td>
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<td></td>
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<tr>
<td>• Do elevated work areas have a permanent means of access and egress?</td>
<td></td>
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<tr>
<td>• Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?</td>
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</tr>
<tr>
<td><strong>EXITS AND EXIT DOORS</strong></td>
<td></td>
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</tr>
<tr>
<td>• Are all exits marked with an exit sign and illuminated by a reliable light source?</td>
<td></td>
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<tr>
<td>• Are exit routes clearly marked?</td>
<td></td>
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<tr>
<td>• Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked “NOT AN EXIT” or “STOREROOM” etc.?</td>
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<td></td>
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<tr>
<td>• Are all exits kept free of obstructions?</td>
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<tr>
<td>• Are there sufficient exits to permit prompt escape in case of emergency?</td>
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<tr>
<td>• Do exit doors open in the direction of exit travel?</td>
<td></td>
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<tr>
<td>• Are doors that swing in both directions provided with viewing panels in each door?</td>
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<tr>
<td>• Are exits and exit routes equipped with emergency lighting?</td>
<td></td>
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<tr>
<td><strong>ADDITIONAL REMARKS:</strong></td>
<td></td>
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