
ELAC

EAST LOS ANGELES COLLEGE

INJURY AND ILLNESS

PREVENTION PROGRAM

IIPP

**EAST LOS ANGELES COLLEGE
INJURY AND ILLNESS PREVENTION PROGRAM**

Program Responsibility

The Vice President of Administration is overall responsible for matters pertaining to the work environment and occupational safety and health at East Los Angeles College. This individual, or designee, may be contacted at the following address and telephone numbers:

EAST LOS ANGELES COLLEGE
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
ATTN.: Vice President, Administrative Services
(323) 265-8669
(323) 265-8756

The District's Director of Business Services is overall responsible for environmental and occupational safety and health matters on behalf of the Los Angeles Community Colleges. The Director of Business Services, or designee, may be contacted at the following address and telephone numbers:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 Wilshire Blvd. – 3RD Floor
Los Angeles, CA 90017
ATTN.: Director of Business Services
(213) 891-2400
(213) 891-2231
(213) 891-2422

Regulatory Commitment

The East Los Angeles College Injury and Illness Prevention Program (*ELAC IIPP*) shall be developed in accordance with Title 8, California Code of Regulations, Section 3203 (*8 CCR §3203*) as regulated by the Division of Occupational Safety and Health (*DOSH or "Cal/OSHA"*). A Cal/OSHA representative may be contacted at the following address and telephone number:

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
750 Royal Oaks Drive, Ste. 104
Monrovia, CA 91016
ATTN.: Duty Officer
Telephone: (626) 256-7913 FAX: (626) 359-4291

Program Compliance

Each administrator, manager, and onsite supervisor is responsible for ensuring that facilities, operations, processes, instruction, and programs provide safe and healthful workplaces for employees under their direct supervision.

Program compliance is assured by office administration in:

- Communicating workplace hazards to employees;

Program Compliance *(Continued)*

- Encouraging employees to communicate workplace hazards to supervision and addressing those hazards within their ability to identify and abate;
- Posting information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace;
- Training and retraining employees as required by occupational health standards;
- Recognizing good employee performance towards program development, compliance, and enhancement; and
- Applying appropriate disciplinary measures in accordance with District rules and collective bargaining agreements for poor employee performance.

Employees are responsible for ensuring that safety and health rules are not compromised in the performance of their assigned duties.

Program compliance is assured by employees in:

- Attending to workplace hazards communicated by supervision;
- Submitting safe work practice suggestions and communicating hazards to supervision, responsible committees, and/or employee designated representatives;
- Adhering to posted information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace; and
- Attending and participating in training and retraining opportunities offered by supervision.

Identifying and Evaluating Workplace Hazards *(Appendix A)*

The Facilities Manager, or designee, is responsible for developing a formal workplace inspection schedule to ensure that all buildings, classrooms, offices, grounds, and storage areas are inspected at least once annually. These inspections may be included in the Facilities Preventive Maintenance Program Schedule, which requires Facilities Trades, Gardeners, and Custodians to detail one building each week on a rotating schedule. Additional inspections are performed monthly to verify fire suppression equipment. Weekly inspections are required for areas in which hazardous substances, chemicals, and hazardous wastes are stored. Inspection results are utilized towards enhancement of facility conditions and development of a code of safe work practices tailored to specific operations and processes. Inspections are required:

- Upon initial implementation of this business plan;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard;

Identifying and Evaluating Workplace Hazards (Continued)

- Whenever office administration is made aware of a new or previously unrecognized hazard;
- Whenever a related injury or illness is reported; and
- Whenever incidents occur which, if uncorrected, could result in personal injury or illness.

Identifying Workplace Hazards

All employees are encouraged to identify workplace hazards to the responsible supervisor and affected employees without fear of reprisal. Identification consists of *reporting observations* and *applying interim protective measures* that are effective in warning others of a perceived problem.

Reporting Observations

Any facility condition or work practice that appears unsafe to the observer should be reported for evaluation, as appropriate. Employees may report an observation by any one or more of the following methods:

- Verbal and/or written report to his/her immediate supervisor and/or responsible supervisor;
- Verbal and/or written report to the responsible administrator;
- Verbal and/or written report to his/her employee designated representative;
- Verbal and/or written report to the Work Environment Committee;
- Verbal and/or written report to a Labor/Management Safety Committee;
- Telephone notification to the Sheriff (*normally for public safety matters*);
- Written Maintenance Service Request to Facilities; and/or
- Written Employee Safety Concern, such as provided in Appendix B.

Applying Interim Protective Measures

Facilities Staff and College Sheriff Department have materials that can be used to identify and post hazards to warn others that a potential hazard exists. Normally, if an observation is made that poses a severe hazard to employees or the public, then red "DANGER" signs and barrier tapes are posted. If the perceived problem poses a minor hazard to employees or the public, then yellow "CAUTION" signs and barrier tapes are posted. If the potential problem is with a specific tool or piece of equipment, then "DANGER", "CAUTION", or "DEFICIENCY" tags may be applied directly onto the item. In unusual situations, an effective protective measure may be to telephone for assistance and then guard the area until the matter is turned over to Facilities or Sheriff's Department.

Identifying and Evaluating Workplace Hazards (Continued)

Evaluating Workplace Hazards

Upon receipt of an observation, a decision must be made as to whether the perceived problem is valid. Invalidated observations are preserved and maintained as determined by the Vice-President of Administration. Validated observations are classified as *deficiencies* or *violations*. For validated deficiencies, a workplace inspection should be conducted within 30-days focusing on similar conditions in order to determine if the condition is a result of a cultural change within the workplace. For validated violations, the inspection should be conducted within five days to assess the workplace for similar or recurrent hazards. All deficiencies and violations shall be abated as soon as practicable.

Abating Deficiencies

A *deficiency* is not considered a direct hazard to employees or the public in and of itself, but requires a dynamic condition in order to pose some risk of injury or illness.

Example: A “frayed” extension cord that is not in use, but is stored in a supply closet is a *deficiency*. In this case, the best course of action is to remove the extension cord and deliver it to Facilities for repair. A second option is to apply a “DEFICIENCY” tag (*Appendix C*) that states the extension cord is “frayed” to warn someone else from using it.

Abating Violations

A *violation* is considered a direct hazard to employees or the public in that a dynamic condition exists that could pose some risk of injury or illness. A violation is also a condition that is contrary to occupational safety and health standards.

Example: A “frayed” extension cord that is in use and connected to a power supply is a *violation*. In this case, the best course of action is to de-energize the power source (or service tool/equipment) prior to removing the extension cord for delivery to Facilities or tagging the item to indicate its condition.

Occasionally, workplace deficiencies and violations are not easily abated due to fiscal obligations and instructional commitments. If such is the case, the area or item must remain posted or tagged until the hazard is corrected. Remedial action is then planned, organized, approved, and scheduled for completion by way of deferred maintenance or project work (*Appendix D*). Where such corrective action applies, the Vice-President of Administration or Facilities Manager may direct additional protective measures be provided or alternative process controls be applied to the operation with appropriate training, communication, and information given to affected employees or, a decision may be made to temporarily relocate employees away from the hazard. Such actions are intended to reduce the risk to employees and the public until a permanent repair / change is made or adopted.

Appeal Process

Where an employee is not satisfied with the response to his/her observation, the employee may appeal the decision through his/her supervisor, manager, administrator, District Risk Management, Employee Safety Committee, designated employee representative, Work Environment Committee, Labor/Management Safety Committee, and/or the employee may appeal the matter to Cal/OSHA.

Reporting Occupational Injuries and Illnesses

CAUTION: Filing a false or fraudulent workers' compensation claim is a felony.

All occupational injuries and illnesses, no matter how slight, must be reported to supervision as soon as practicable, but in any case prior to the end of the employee's scheduled workday. The supervisor should direct the employee to the College Sheriff's Department (located at the Stadium) at (323) 265-8800.

The College Sheriff will initiate an Incident Report and issue State of California Form DWC-1, *Employee Claim for Workers' Compensation Benefits* to the injured or ill worker. Where medical treatment is indicated or first aid is required beyond the quality of first aid available on campus, the Sheriff will issue a Referral for Treatment of Occupational Injury or Illness.

Referral for Medical Treatment

Employees who are hurt on the job and require medical treatment or first-aid beyond that which is readily available at East Los Angeles College shall be directed to the current contracted provider of healthcare. This healthcare provider is listed on the referral form. The District is self-insured with Third Party Administrator (TPA). The current TPA is also listed on the referral form. If the listed provider of healthcare is closed, the employee shall be directed to the nearest medical treatment center available. Where the employee cannot self-transport for medical treatment the supervisor or administrator or College Sheriff shall call for an ambulance to be dispatched, or telephone "9+911", as appropriate to the extent of injury or illness.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

General Requirements

All workplace accidents and occupational exposures to hazardous substances should be investigated in order to determine causal factors and take appropriate actions to prevent recurrence. For incidents involving occupational injury or illness, the College Workers' Compensation Focal Point shall issue a Supervisor's Report of Employee Injury or Illness form to the appropriate supervisor or manager (LACCD EH&S RR-03). For other accidents, exposures, or "near misses" that do not involve occupational injury or illness, a general inspection checklist or safe work practices inspection checklist should be initiated. The District's Risk Manager should periodically review the results of such investigations and communicate program deficiencies to supervisors and managers.

Investigation Procedure

- Record the site location, date, and time of the incident;
- List and interview all available witnesses, including injured workers, if possible;
- Record first aid actions and the names of persons who rendered first aid;
- Determine whether a "bloodborne pathogens exposure incident" may have occurred as a result of rendering first aid (LACCD EH&S EC-01, Bloodborne Pathogens Exposure Control Plan and LACCD EH&S RR-03, Reporting Occupational Injuries and Illnesses);
- Document all emergency response agencies that responded to the accident scene. If possible, list the names of emergency responders present;
- Inspect the site for "as found" facilities conditions (e.g., building deficiencies, tools, equipment);
- Consider other environmental affects which may have contributed to the accident or exposure (e.g., weather conditions, congestion, workspace clearance and configuration);
- Consider human factors which may have contributed to the accident or exposure;

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

- Review procedures, policies, operating instructions, and/or business plans that apply to the ongoing activities at the time of the accident or exposure, including any residual affects from recently concluded operations);
- Review accident prevention signs and postings, safety meeting notes, and/or pre-job briefings, tailgate meeting notes, or other pre-job planning documents as may apply;
- For hazardous substances, review applicable Material Safety Data Sheets (LACCD EH&S EC-02) and record personal protective equipment and/or special engineering controls established for the activity; and
- List the primary cause and any secondary casual factors that may have contributed to the accident or exposure.

Documentation Procedure

- Record all findings and attach all supporting documents and field notes;
- Determine appropriate actions to prevent recurrence; and
- Return the written investigation to the Vice-President or designated manager for review and approval.

Event Follow-up

The Vice-President or designated manager shall review the investigation and make recommendations to prevent recurrence. Such recommendations may include retraining, procedure revisions, postings, notices, safety alerts, maintenance actions, purchasing equipment, rescheduling of certain activities, or any other action determined necessary to reduce, if not eliminate, the risk of future similar accidents or exposures. Where a DWC-1 Form has been initiated, forward the investigation documents to the District's Workers' Compensation Office.

Employee Training and Instruction

All regular employees shall be trained in the contents of this program upon initial implementation. Thereafter, all new regular employees shall be trained accordingly. Professional experts and temporary employees shall, at a minimum, be provided information on how to obtain a copy of this or any related health and safety program, regulations, policies, supporting procedures, and operating instructions. An information kit should be provided such employees in their orientation packages. Additional training and instruction shall be scheduled:

- For all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the Administration is made aware of a new or previously unrecognized hazard; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee Training and Instruction *(Continued)*

Safety Meetings

Supervisors are encouraged to hold periodic safety meetings in order to familiarize themselves with their employees' risk to safety and health hazards on the job. Such meetings are also useful in developing workplace inspection modules that are tailored to each operation and process (*See Appendices E, F, H, and I*).

Pre-Job Briefings

Pre-Job Briefings are job-specific safety meetings that may be used to identify unique or special hazards during infrequent or unusual operations and maintenance (O&M) or construction activities. Pre-job briefs are intended to raise the crew's safety awareness level of hazards inherent to the work activity. Such briefings are conducted as determined necessary by the responsible supervisor, but may involve several departments and/or contractors (*See Appendix G*).

Safety Alerts

Safety Alerts are written materials that are presented or mailed to employees, or posted, and that are designed to communicate unplanned, previously unknown, or potentially serious safety and health hazards to employees at a specific location. Such notices are normally developed and approved for distribution through the Campus Administration in consultation with Facilities or District Business Services.

Environmental Health & Safety Advisories

Environmental Health & Safety Advisories are written materials that are presented or mailed to District and Campus administrative personnel and that are designed to communicate safety and health information to employees regarding a variety of current and significant subjects.

Safe Work Practices

Security

All employees share responsibility in assisting Security Officers and law enforcement with workplace security. Employees shall present personal identification upon demand by Los Angeles County Sheriff – Community College Bureau, Los Angeles Police Department, or other law enforcement or emergency response agencies.

Parking Lots

- Yield to pedestrian traffic when entering and exiting parking lots.
- Obey all postings.
- Drive slowly. The speed limit is posted at 5-mph.
- Do not leave your vehicle in a traffic lane.
- Park your vehicle in your assigned space, if assigned, and within the painted lines.

Safe Work Practices

Parking Lots (Continued)

- Park the vehicle in such a manner to prevent damaging an adjacent vehicle when opening a door.
- If you damage another vehicle or building property, notify the College Sheriff Department as soon as possible.
- Do not block an equipment room door, fire suppression system equipment, or any portion of the physical plant.

Corridors, Passageways, Aisles, and Working Space

CAUTION: Never block or prop-open a fire door.

Emergency egress (main) corridors and passageways shall be maintained clear of materials and furniture. The portals to such areas shall remain closed unless equipped with magnetic devices that automatically release self-closing doors during an emergency or equivalent automatic device. Emergency kits equipped with castors are permitted. Maintain sufficient widths for emergency egress (main) corridors and passageways, depending upon occupancy factors, and at least 44-inches wide, whenever possible.

- Internal aisles shall be maintained at least 24-inches wide, excluding a doorway swing, a fully extended cabinet drawer, or a chair pushed away from a workstation.
- Internal aisles shall be maintained at least 36-inches wide, where needed to enable wheelchair access and egress. A five-foot turn radius is needed for wheelchair operators to reverse direction.
- Certain doors may open up into a main corridor. Open such doors slowly to prevent injuring a person passing by.

Maintain adequate access and working space to all building equipment, portable fire extinguishers, and all fixed fire suppression systems.

- Maintain at least a 36-inch clearance from such components.
- Facilities Manager approval is required prior to storing any materials in an Equipment Room, Machine Room, or other room under the control of the physical plant staff.

Offices and Cubicles

Avoid loose paper buildup in offices and cubicles.

- Office papers for long-term storage should be maintained on metal shelves or in metal cabinets.
- Office papers for short-term storage should be maintained in cardboard boxes.

Arrange employee workstations to preclude excessive reaching, heavy lifting, or eyestrain. Follow appropriate ergonomic guidelines that may be applied or be directed by supervision.

Safe Work Practices *(Continued)*

Electrical Safety

High-voltage areas shall be locked and posted.

- The Facilities Manager / Facilities Electricians shall control access to all high-voltage areas.
- No portable tools or other materials may be stored in high-voltage areas.

Low-voltage distribution and telecommunications rooms shall be locked.

- Only authorized personnel may control access to low-voltage distribution and telecommunications rooms.
- No portable tools or other materials may be stored in such rooms, unless required for the business operation and secured for the purpose.

All fixed and portable electrical appliances and tools shall be operated in accordance with the manufacturer's instructions.

- Do not modify extension cords equipped with a 3-prong plug to fit into a 2-prong electrical outlet.
- Do not remove an electrical outlet cover, except for maintenance.
- Do not overload electrical power strips. The sum of the rated current of each individual component shall not exceed 15-amperes. Refrigerators, coffee pots, and portable heaters should not share a common power strip.
- Do not allow excessive dust to accumulate in areas of electrical components.
- Certain portable electrical devices are thermostatically controlled and will cycle on-and-off. Such devices should be attended or de-energized.
- Employees must first receive supervisory approval prior to introducing a personal electrical appliance to the workplace. If approved, the supervisor should submit the item to Facilities Electrical Division for an electrical safety inspection prior to permitting employees to use any personal electrical appliance.
- Facilities staff must inspect and approve of all donated materials and equipment prior to use in the workplace. Donation forms are available from District Business Services (213) 891-2301).
- Certain foods contain oils that may spontaneously ignite while being heated in a microwave oven. Such food preparation should be attended.

Storage

Store all materials in a safe manner. Do not stack boxes and other materials in such a manner that could pose a risk of injury from falling objects.

Do not store any materials within 18-inches of the overhead structure or the bottom portion of any fire suppression system sprinkler head, whichever is greater.

Safe Work Practices

Storage (Continued)

- Store the heaviest materials on a bottom shelf or in a bottom cabinet drawer. Do not load file drawers in a manner that makes them top-heavy.
- Cardboard file drawers do not have a restraining device that limits outward travel. Take care not to pull such file drawers out quickly.
- Maintain adequate aisle space with file drawers in the open position.
- Do not leave file drawers in the open position, unless attended.

Lifting Techniques

NOTE: The Vice-President may authorize a professional service company to move bulk and/or heavy objects. Notify Facilities for an evaluation of a need to move bulk materials.

Communication

- Make sure you **understand** the particular task or assigned work. Good communications can save time and prevent needless frustration that could result in personnel injury.
- **Clarify** your supervisor's instructions by repeating or summarizing the activity and desired outcome.
- Your supervisor will then **confirm** your understanding as being correct or will make adjustment, as necessary.

Tools and Equipment

- Know what **tools or special equipment** are available to you in order to lift and move the object(s) as short a distance as possible.
- **Consider the use** of ramps, elevators, lifts, hoists, dollies, hand trucks, etc.
- Consider **protective (leather) gloves or back support devices** where assignments are given that may involve repetitive lifting and when available.

Traffic Route

- Establish a **safe route** to move any heavy object.
- Verify the **route is free of slip and trip hazards**.
- Verify there is **adequate aisle or passage width** for you and the load. Consider your visibility during the move and securing other pedestrian or vehicular traffic, if necessary.

Safe Work Practices

Lifting Techniques (Continued)

How to Lift

CAUTION: Never attempt a lift that approaches the limits of your present physical abilities.

- **Size Up the Load**
 - Check for any sharp objects.
 - Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.
- **Consider the weight of the object.**
 - Do you need help?
 - Are you experiencing any muscle aches or cramps? If so, STOP! Get help.
- **Take Position Over the Load**
 - Stand over the load with feet spread approximately shoulder width.
 - Be sure of your footing.
 - Bend at the knees and take hold of the load.
 - Your arms and hands should be fully extended.
 - The load should be as close to your body as possible.
 - Your back should be locked by thrusting your buttocks outward.
 - Your head and neck should stay aligned throughout the lift.
- **Lift the Load**
 - Verify your position, footing, and posture. You should feel comfortable.
 - Breathe in (*inhale*).
 - Lift the load vertically in one smooth, continuous motion using your legs only. Exhale throughout the lift.

NOTE: During the lift, your back should not bend forward; your arms should not curl upward; your hips should not twist to the right or left; and your head and neck should come horizontal at the same time. Avoid any jerky movements.

Safe Work Practices

Lifting Techniques (Continued)

- Keep your balance. Walk with the load in the forward direction only, whenever possible. Keep the load as close to your body at all times.

- **Set the Load**

- Come to full stop - maintain your erect posture and be sure of your footing.
- Breathe in (*inhale*).

- **Lowering loads**

Lower the load vertically in one smooth, continuous motion using your legs only. Exhale throughout setting the load.

Preventing Slips, Trips, and Fall Accidents

- Employees should utilize handrails when climbing or descending stairs. Avoid carrying heavy objects while in stairwells, unless escorted by a second person that is capable of lending assistance.
- Clean up liquid spills as soon as possible. If a large spill has occurred, notify the Operations Section and post, guard, or barricade the spill area.
- Maintain all corridors, passageways, and aisles clear of obstructions.
- Take care when handling or transporting materials around corners or in blind spots.
- Open doors carefully, always being aware that someone may be on the other side in the pathway of the door swing.
- Store all materials in such a manner to prevent them from tipping over.
- Load shelves and cabinets properly; the heavy items should be placed low to the floor.
- Report any tears in the carpet or other uneven floor areas to the Facilities Division.
- Secure temporary cables and wires so as not to create a trip hazard.
- Do not run temporary cables through doors, windows, or across traffic areas.

Chemicals, Vapors, Fumes, and Indoor Air Quality

Notify the Facilities Manager and/or Chemical Hygiene Officer prior to introducing a new chemical or hazardous substance to the workplace. Employees who are exposed to hazardous substances shall be trained in accordance with LACCD EH&S EC-02, *Hazard Communication Plan*, EC-04 for Chemical Hygiene Plan, and EC-06 for Control of Select Carcinogens and Other Hazardous Substances, as appropriate (Appendices H and J).

- Maintain the hazardous substance Material Safety Data Sheet (*MSDS*) accessible to the user.
- For hazardous substances utilized by college employees, a copy of the *MSDS* shall be maintained at a central location within the Facilities Office.
- Copies of the *MSDS* may also be given directly to the employee.

Report any unusual odors to Facilities HVAC Section or to the Facilities Office.

NOTE: Occasionally, nuisance odors originating from restroom floor drains have been reported. Most plumbing and drainage systems are equipped with “S-shaped” pipes that form loop (water) seals, thereby preventing odors from coming out of the system. The seals may be broken when the water evaporates or during certain maintenance activities. Pouring a small cup of water into the drain will restore the seals.

Facilities Management or the Vice-President may specify industrial hygiene sampling to determine the type and source of nuisance and unusual odors in the workplace.

Awards Program

The Vice-President of Administration may authorize discretionary funding, if available, for recognizing, honoring, and rewarding outstanding work performance by the use of pins, plaques, and incentives, which are designed to inspire employees to utilize safe work practices and promote healthful workplaces. Employees are encouraged to consider engineering controls, administrative controls, and general work process enhancements that, when approved and implemented, prove to strengthen the health and safety program at East Los Angeles College, as it is being further developed.

Recordkeeping and District Program Procedures

The Los Angeles Community College District is exempt from maintaining records concerning the steps taken to implement the Injury and Illness Prevention Program under Title 8, California Code of Regulations, Section 3203(b), Exception No. 4. However, other records must be preserved and maintained in accordance with any specific health and safety standard. The District EH&S Office is responsible to provide specific program procedures under the general direction of the Risk Manager or the Director of Business Services. Occasionally, a regulatory agency may require a plan to be established locally in order to prescribe specific business practices at East Los Angeles College as they pertain to the environment or occupational safety and health. The President authorizes such business plans whereas the Vice-President of Administration approves local operating instructions and procedures.

Labor/Management Safety Committee (Optional)

The President may authorize the formation of a Labor/Management Safety Committee in accordance with any applicable Board Rules and collective bargaining agreements to comply with the communication requirements of 8 CCR §3203(a)(3). Substantial compliance with subsection (a)(3) is met provided the committee:

- Meets regularly, but not less than quarterly;
- Prepares and makes available to the affected employee, written records of the safety and health issues discussed at the committee meetings, and maintains these records for review by Cal/OSHA upon request;
- Reviews results of the periodic, scheduled worksite inspections;
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury or illness, or exposure to hazardous substances and, where appropriate, submits suggestions to the Administration for the prevention of future incidents;
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member;
- Submits recommendations to assist in the evaluation of employee safety suggestions; and
- Verifies actions taken by the Administration to abate citations issued by Cal/OSHA, upon request.

The Labor/Management Safety Committee may conduct its own inspections and investigations to assist in remedial solutions.

APPENDIX A-1
LOS ANGELES COMMUNITY COLLEGE DISTRICT
INDUSTRIAL FACILITIES INSPECTION CHECKLIST
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SECTION I: FIELD OBSERVATIONS

Weekly **Monthly** **Annual** **Follow-up / Special**

TOPIC ⁽¹⁾ <i>Key items / areas - not intended as a complete list</i>	OK (√)	COMMENT ⁽²⁾	N/A (√)	TOPIC ⁽¹⁾ <i>Key items / areas - not intended as a complete list</i>	OK (√)	COMMENT ⁽²⁾	N/A (√)
1.1 Facility Externals <i>Paint, brick, siding, roof, windows, portals, stucco, vegetation / weeds</i>				1.11 Automotive / Vehicles / Transportation			
1.2 Regulatory Postings / Notices / Records / Permits / Training <i>Signs, posters, permits, citations, notices, rights, telephone numbers</i>				1.12 Power Equipment/Machinery/Presses/Compaction Equipment			
1.3 Emergency Medical / Police / Fire Services <i>First aid, eyewash/shower, telephone numbers, disaster preparedness</i>				1.13 Compressed Gas / Air / Welding Operations			
1.4 Accident Prevention Signs / Tags <i>Hazard tags, caution/danger tapes, traffic cones/triangles, barricades</i>				1.14 Hoists / Slings / Ropes			
1.5 Fire Protection Equipment / Controls <i>Fire extinguishers, sprinklers, hoses, tools, testing, emergency lights</i>				1.15 Confined Spaces			
1.6 Personal Protective Equipment (PPE) <i>Helmet, gloves, goggles, face shield, boots, hearing protection, aprons</i>				1.16 Chemical Hygiene / Pesticides Flammable and Combustible Materials			
1.7 Housekeeping / Cleanliness / General Environment <i>Cleanliness, pest control, safe storage, adequate illumination</i>				1.17 Hazardous Waste Management			
1.8 Indoor Air Quality/Industrial Hygiene/Regulated Carcinogens <i>Particulates, vapors, fumes, air exchange, temp./hum., noise, sampling</i>				1.18 Construction / Trenching and Shoring / Plant Systems			
1.9 Passageways / Stairs / Ramps / Exits <i>Aisles, safe routes, stairways/steps, slope, handrails, clearance</i>				1.19 Agricultural / Landscaping / Confined Spaces			
1.10 Elevated Surfaces / Ladders / Scaffolding <i>Toe boards, guards, rails, non-slip footing, stability, clearance</i>				1.20 Low Voltage / High Voltage / Elevators			

SECTION II: COMMENTS (*Include any immediate actions taken; if an observation, provide recommendation*)

COLLEGE:	INSPECTOR:	
FACILITY:	DEPARTMENT:	DATE:

NOTES:

- Reference the appropriate inspection guide.
- Record the Comment Designator in this section corresponding to any comments listed in Section II (e.g., "O-1", "O-2", "O-3", ...etc.)
"O" = Observation "D" = Deficiency "V" = Violation

REFERENCE: EH&S FC-01

EH&S FC-01-1 Rev. 0 04/97

APPENDIX A-1
LOS ANGELES COMMUNITY COLLEGE DISTRICT
INDUSTRIAL FACILITIES INSPECTION CHECKLIST
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SECTION III: VALIDATION *(Required for reported deficiencies and violations)*
(Forward validated observations to Labor / Management Safety Committee for consideration within 90 days)

COMMENT DESIGNATOR(s)	OK (√)	N/A (√)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	VALIDATED BY: <i>Trade / Craft Supervisor / Safety Committee</i>

SECTION IV: FACILITIES APPROVAL *(Required for Section III maintenance action recommendations)*

COMMENT DESIGNATOR(s)	OK (√)	N/A (√)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	CLOSURE APPROVED BY: <i>Supervisor / Facilities Manager</i>

REFERENCE: EH&S FC-01

APPENDIX A-2
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE AND INSTRUCTIONAL FACILITIES INSPECTION CHECKLIST

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SECTION I: FIELD OBSERVATIONS

Weekly Monthly Annual Follow-up / Special

TOPIC ⁽¹⁾ <i>Key items / areas - not intended as a complete list</i>	OK (✓)	COMMENT ⁽²⁾	N/A (✓)	TOPIC ⁽¹⁾ <i>Key Instructional items / areas - not intended as a complete list</i>	OK (✓)	COMMENT ⁽²⁾	N/A (✓)
1.1 Facility Externals <i>Paint, brick, siding, roof, windows, portals, stucco, vegetation / weeds</i>				1.11 Gymnasiums / Swimming Pools / Physical Education			
1.2 Regulatory Postings / Notices / Records / Permits / Training <i>Signs, posters, permits, citations, notices, rights, telephone numbers</i>				1.12 Chemistry Laboratories			
1.3 Emergency Medical / Police / Fire Services <i>First aid, eyewash/shower, telephone numbers, disaster preparedness</i>				1.13 Life Science Laboratories			
1.4 Accident Prevention Signs / Tags <i>Hazard tags, caution/danger tapes, traffic cones/triangles, barricades</i>				1.14 Aviation Technologies			
1.5 Fire Protection Equipment / Controls <i>Fire extinguishers, sprinklers, hoses, tools, testing, emergency lights</i>				1.15 Automotive Technologies			
1.6 Personal Protective Equipment (PPE) <i>Helmet, gloves, goggles, face shield, boots, hearing protection, aprons</i>				1.16 Printing Technologies			
1.7 Housekeeping / Cleanliness / General Environment <i>Cleanliness, pest control, safe storage, adequate illumination</i>				1.17 Agricultural Technologies			
1.8 Indoor Air Quality/Industrial Hygiene/Regulated Carcinogens <i>Particulates, vapors, fumes, air exchange, temp./hum., noise, sampling</i>				1.18 Allied Health Technologies			
1.9 Passageways / Stairs / Ramps / Exits <i>Aisles, safe routes, stairways/steps, slope, handrails, clearance</i>				1.19 General Classrooms / Auditoriums			
1.10 Elevated Surfaces / Ladders / Scaffolding <i>Toe boards, guards, rails, non-slip footing, stability, clearance</i>				1.20 Other Arts / Crafts / Miscellaneous Technologies			

SECTION II: COMMENTS *(Include any immediate actions taken; if an observation, provide recommendation)*

COLLEGE:	INSPECTOR:	
FACILITY:	DEPARTMENT:	DATE:

NOTES:

1. Reference the appropriate inspection guide.
2. Record the Comment Designator in this section corresponding to any comments listed in Section II (e.g., "O-1", "O-2", "O-3", ...etc.)
"O" = Observation "D" = Deficiency "V" = Violation

REFERENCE: EH&S FC-01

EH&S FC-01-2 Rev. 0 04/97

APPENDIX A-2
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE AND INSTRUCTIONAL FACILITIES INSPECTION CHECKLIST
Page 2 of 2

SECTION III: VALIDATION *(Required for reported deficiencies and violations)*
(Forward validated observations to Labor / Management Safety Committee for consideration within 90 days)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	VALIDATED BY: <i>Trade / Craft Supervisor / Safety Committee</i>

SECTION IV: FACILITIES APPROVAL *(Required for Section III maintenance action recommendations)*

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	CLOSURE APPROVED BY: <i>Supervisor / Facilities Manager</i>

REFERENCE: EH&S FC-01

APPENDIX A-3
LOS ANGELES COMMUNITY COLLEGE DISTRICT
PUBLIC FACILITIES INSPECTION CHECKLIST

Page 1 of 2

SECTION I: FIELD OBSERVATIONS

Weekly **Monthly** **Annual** **Follow-up / Special**

TOPIC ⁽¹⁾ <i>Key Public items / areas - not intended as a complete list</i>	OK (√)	COMMENT ⁽²⁾	N/A (√)	TOPIC ⁽¹⁾ <i>Key Public items / areas - not intended as a complete list</i>	OK (√)	COMMENT ⁽²⁾	N/A (√)
1.1 Facility Externals <i>Paint, brick, siding, roof, windows, portals, stucco, vegetation / weeds</i>				1.11 Public Restrooms / Showers / Athletic Locker Rooms			
1.2 Regulatory Postings / Notices / Records / Permits / Training <i>Signs, posters, permits, citations, notices, rights, telephone numbers</i>				1.12 Major Lecture Halls / Auditoriums / Theaters			
1.3 Emergency Medical / Police / Fire Services <i>First aid, eyewash/shower, telephone numbers, disaster preparedness</i>				1.13 Parking Lots / Campus or Facility Access / Roads			
1.4 Accident Prevention Signs / Tags <i>Hazard tags, caution/danger tapes, traffic cones/triangles, barricades</i>				1.14 Sidewalks / Safe Routes / Pedestrian Traffic Areas			
1.5 Fire Protection Equipment / Controls <i>Fire extinguishers, sprinklers, hoses, tools, testing, emergency lights</i>				1.15 Emergency Access / Police Facilities			
1.6 Personal Protective Equipment (PPE) <i>Helmet, gloves, goggles, face shield, boots, hearing protection, aprons</i>				1.16 Grounds / Landscape / Lighting			
1.7 Housekeeping / Cleanliness / General Environment <i>Cleanliness, pest control, safe storage, adequate illumination</i>				1.17 Stadiums / Track / Bleachers / Stands			
1.8 Indoor Air Quality/Industrial Hygiene/Regulated Carcinogens <i>Particulates, vapors, fumes, air exchange, temp./hum., noise, sampling</i>				1.18 Sports Fields / Swimming Pools / Gymnasiums			
1.9 Passageways / Stairs / Ramps / Exits <i>Aisles, safe routes, stairways/steps, slope, handrails, clearance</i>				1.19 Public Libraries / Student Services Facilities/ Administration			
1.10 Elevated Surfaces / Ladders / Scaffolding <i>Toe boards, guards, rails, non-slip footing, stability, clearance</i>				1.20 Cafeterias / Health Centers / Child Development Centers			

SECTION II: COMMENTS (*Include any immediate actions taken; if an observation, provide recommendation*)

COLLEGE:	INSPECTOR:	
FACILITY:	DEPARTMENT:	DATE:

- NOTES:**
- Reference the appropriate inspection guide.
 - Record the Comment Designator in this section corresponding to any comments listed in Section II (*e.g., "O-1", "O-2", "O-3", ...etc.*)
"O" = Observation "D" = Deficiency "V" = Violation

REFERENCE: EH&S FC-01

APPENDIX A-3
LOS ANGELES COMMUNITY COLLEGE DISTRICT
PUBLIC FACILITIES INSPECTION CHECKLIST
Page 2 of 2

SECTION III: VALIDATION *(Required for reported deficiencies and violations)*
(Forward validated observations to Labor / Management Safety Committee for consideration within 90 days)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	VALIDATED BY: <i>Trade / Craft Supervisor / Safety Committee</i>

SECTION IV: FACILITIES APPROVAL *(Required for Section III maintenance action recommendations)*

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	CLOSURE APPROVED BY: <i>Supervisor / Facilities Manager</i>

REFERENCE: EH&S FC-01

APPENDIX A-4 LOS ANGELES COMMUNITY COLLEGE DISTRICT SAFE WORK PRACTICES INSPECTION CHECKLIST

Page 1 of 2

SECTION I: FIELD OBSERVATIONS

TOPIC ⁽¹⁾	OK ^(✓)	COMMENT ⁽²⁾	N/A ^(✓)	TOPIC ⁽¹⁾	OK ^(✓)	COMMENT ⁽²⁾	N/A ^(✓)
<i>Key Safe Work Practice items / areas - not intended as a complete list</i>				<i>Key Safe Work Practice items / areas - not intended as a complete list</i>			
1.1 Attentiveness to the Job <i>Alert to hazards, relevant reading material, attentive to job duties</i>				1.11 Operating Equipment Safely <i>In accordance with Technical Manual, equipment guides</i>			
1.2 Operating with Authority / Qualifications <i>Trained, knowledgeable, familiar, with processes, qualified to operate</i>				1.12 Proper and Effective Posting and Barricading <i>Caution / danger tapes, electrical safety ribbon, required postings</i>			
1.3 Making Secure <i>Seat belts, safety belts, lanyards, tools on overhead platforms</i>				1.13 Slips / Trips / Fall Hazards <i>Hoses, cables, rope, slings, across aisles, open holes, tools / equipment</i>			
1.4 Safety Devices Operable <i>Guards, mechanical and electrical interlocks</i>				1.14 Postings / Barricades <i>EH&S EP-01, Accident Prevention Signs and Tags</i>			
1.5 Proper Storage and Handling of Materials <i>Stack height, aisles clear, access to electrical panels/fire extinguishers.</i>				1.15 Fluid Systems / Electrical Systems <i>Foreign Material Exclusion (FME) program controls</i>			
1.6 Assuming Safe (Intentional) Positions <i>Caught between, striking against / struck by</i>				1.16 Tools and Equipment <i>Right for the job, used correctly, in safe condition, stored properly</i>			
1.7 Professional Behavior <i>No practical jokes, teasing, daring, fooling around</i>				1.17 Housekeeping / Cleanliness Controls <i>Work site housekeeping controls / adjacent spaces / pest control</i>			
1.8 Operating at Safe Speeds <i>Driving, carts / dollies, operating within equipment parameters</i>				1.18 Chemical Routes of Entry / Eating, Drinking, Smoking <i>Ingestion (eating/drinking), inhalation, absorption, injection (sticking)</i>			
1.9 Working on Moving or Energized Equipment <i>Lockout / Tagout, adjusting equipment or machinery</i>				1.19 Heat Stress / Overexertion <i>Working fast / haphazardly, too much PPE for temp./hum.</i>			
1.10 Violating Safety Rules, Policies, Procedures, Instructions <i>General category, verbal and / or written</i>				1.20 Personal Protective Equipment (PPE) <i>Head, face, eyes, ears, trunk, feet, legs, hands, arms, respiratory equip.</i>			

SECTION II: COMMENTS *(Include any immediate actions taken; if an observation, provide recommendation; note job and employees observed; use additional sheets as necessary)*

COLLEGE:	INSPECTOR:	
FACILITY:	DEPARTMENT:	DATE:

NOTES:

1. Reference the appropriate inspection guide.
2. Record the Comment Designator in this section corresponding to any comments listed in Section II (e.g., "O-1", "O-2", "O-3", ...etc.)
"O" = Observation "D" = Deficiency "V" = Violation

REFERENCE: EH&S FC-01

EH&S FC-01-5 Rev. 0 04/97

APPENDIX A-4
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SAFE WORK PRACTICES INSPECTION CHECKLIST
Page 2 of 2

SECTION III: VALIDATION *(Required for reported deficiencies and violations)*
(Forward validated observations to Labor / Management Safety Committee for consideration within 90 days)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	VALIDATED BY: <i>Trade / Craft Supervisor / Safety Committee</i>

SECTION IV: FACILITIES APPROVAL *(Required for Section III maintenance action recommendations)*

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	CLOSURE APPROVED BY: <i>Supervisor / Facilities Manager</i>

REFERENCE: EH&S FC-01

EH&S FC-01-5 Rev. 0 04/97

APPENDIX B

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
 EMPLOYEE SAFETY CONCERN**

Page 1 of 2

SECTION I: Personal Information (Optional)

Employee Name	College / Department
Supervisor Name	Supervisor Telephone Number

SECTION II: Facility Location

College / Department	Building / Facility	
Other Identifying Location / Specifics	Date / Time	

SECTION III: Facility Condition / Occurrence

SECTION IV: Safe Work Practice Observation / Recommendation

SECTION V: Procedure / Policy / Instruction Affected

SECTION VI: Submission

<input type="checkbox"/> Employee Suggestion Box	<input type="checkbox"/> Supervisor (Name): _____
<input type="checkbox"/> Employee Safety Meeting	<input type="checkbox"/> Courier Mail: _____ Addressed to
<input type="checkbox"/> Labor / Management Safety Committee	<input type="checkbox"/> Other (Name): _____

Please check this box if you wish direct feedback - Section I above must be completed

EH&S FC-01-6 Rev. 0 04/97

APPENDIX B

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EMPLOYEE SAFETY CONCERN**

Page 2 of 2

SECTION III: VALIDATION

NOTE: The appropriate supervisor must complete this Section if a deficiency or a violation is reported. Forward validated observations to Labor/Management Safety Committee for consideration within 90 days.

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	VALIDATED BY: <i>Trade / Craft Supervisor / Safety Committee</i>

SECTION IV: FACILITIES APPROVAL (Required for Section III maintenance action recommendations)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE <i>See Note Below</i>	CLOSURE APPROVED BY: <i>Supervisor / Facilities Manager</i>


REFERENCE: EH&S FC-01

A copy of this completed form should be sent to the Director of Business Services

EH&S FC-01-6

APPENDIX C

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
HAZARD TAG / DEFICIENCY TAG**

 LOS ANGELES COMMUNITY COLLEGE DISTRICT HAZARD / DEFICIENCY TAG H A Z A R D		
<input type="checkbox"/> Area / Location	*****	<input type="checkbox"/> Tool / Equipment
Definition of Hazard: _____ _____ _____ _____		
Date: ____/____/____		Time: _____
Employee Name: _____		
Supervisor Name: _____		
Extension: _____		
Estimated Completion of Work Activity: _____		
Post each access point	*****	Affix to tool/equipment
EH&S EP-01-1		

F A C S I M I L E

APPENDIX D
LOS ANGELES COMMUNITY COLLEGE DISTRICT ABATEMENT PLAN
(Page 1 of 2)

SECTION I: ADMINISTRATIVE

Continuation Sheet(s) Attached¹

Sheet _____ of _____

COMMUNITY COLLEGE <i>(or District)</i>		AREA/BUILDING <i>(or other location)</i>		CHECK ALL THAT APPLY <input type="checkbox"/> CITATION <input type="checkbox"/> VIOLATION <input type="checkbox"/> DEFICIENCY <input type="checkbox"/> OBSERVATION <input type="checkbox"/> SAFETY CONCERN <input type="checkbox"/> WORK REQUEST <input type="checkbox"/> OTHER
REGULATORY AGENCY <i>(or Department)</i>		INSPECTION NUMBER <i>(or Work Order)</i>		
ENFORCEMENT OFFICER <i>(or Inspector)</i>		TELEPHONE NUMBER <i>(or Extension)</i>	() -	

SECTION II: PROJECT: _____

REVISION: _____

DATE: ____ / ____ / ____

TASK#	DELACTION / OBJECTIVE

APPENDIX D

LOS ANGELES COMMUNITY COLLEGE DISTRICT ABATEMENT PLAN
(Page 2 of 2)

SECTION III: SCHEDULE

REVISION: _____ **DATE:** ____/____/____

FISCAL YEAR:														
TASK# ²	RESPONSIBLE PERSON	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	COMMENTS ³

REFERENCE: EH&S FC-01

SUBMITTED BY: _____
Name / Title

APPROVED BY: _____
Name / Title

NOTES:

1. Use additional sheets if necessary or other equivalent continuation format.
 2. Task numbers must correspond to one another front and backsides of this form.
 3. Attach supporting documentation or correspondence as necessary.
- EH&S FC-01-7 REV. 0 05/97

APPENDIX E

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
SAFETY MEETING FREQUENCY RECOMMENDATIONS**

NOTE: The following table represents the minimum recommended frequencies for conducting safety meetings for District personnel.

Personnel Serving In (Or As)	Recommended Safety Meeting Frequency
Construction Activities	Bi-weekly
Facilities Maintenance (O&M)	Monthly
Academic Technical Support	Monthly
Facilities Technical Support	Monthly
Facilities Administrative Assts.	Quarterly
Administrative Offices	Quarterly
Child Development Centers	As necessary to familiarize themselves with the hazards to which employees and students under their direct supervision may be exposed.
Department Chairs	
Instructors	
Instructional Assts.	
Athletic Departments	
District Administrators	
District Directors	
District Managers	
District Officers	
Hourly Instructors	
Professional Experts	

APPENDIX F
LOS ANGELES COMMUNITY COLLEGE DISTRICT ENVIRONMENTAL HEALTH
& SAFETY
EMPLOYEE TRAINING AND ATTENDANCE RECORD

ANNUAL SAFETY MEETING SAFETY CONFERENCE SPECIAL _____

TRAINER <i>(Print Name)</i>	TRAINER <i>(Signature)</i>	TRAINER <i>(Title / Qualifications)</i>
CAMPUS <i>(or District)</i>	LOCATION <i>(or Facility)</i>	DATE

TOPIC(S): _____ **EH&S PROCEDURE(S):** _____

ACCIDENT PREVENTION RULES DISCUSSED *(from IIPP or job specific safe work practices - attach additional sheets as necessary)*

ATTENDANCE RECORD

EMPLOYEE NAME <i>(Print)</i>	EMPLOYEE NAME <i>(Signature)</i>	EMPLOYEE NUMBER	SUPERVISOR	TELEPHONE

REFERENCE: LACCD EH&S ET-01

LACCD EH&S ET-01-1 Rev. 1 10/97

APPENDIX G
LOS ANGELES COMMUNITY COLLEGE DISTRICT
PRE-JOB BRIEF CHECKLIST
Page 1 of 2

PREVENTIVE MAINTENANCE REPAIR ROUTINE OPERATIONS DEFERRED MAINTENANCE

JOB NUMBER:

JOB DESCRIPTION:

SUPERVISOR (Print Name)	SUPERVISOR (Signature)	SUPERVISOR (Title)	INITIALS		
CAMPUS (or District)	LOCATION (or Facility)	DATE			
ACCESS AND JOB SITE REVIEW			YES	NO	N/A
SPECIAL KEYS REQUIRED?					
SPECIAL NOTIFICATION REQUIRED?					
ACCESS / EGRESS ROUTES SPECIFIED?					
CAN ANY PORTION OF THE WORK BE DONE IN A LESS HAZARDOUS AREA OR AWAY FROM THE PUBLIC?					
APPROPRIATE ACCIDENT PREVENTION SIGNS AND TAGS AVAILABLE TO ISOLATE THE WORK AREA?					
CATCH BAGS, TENTS, FME CONTROLS, OR OTHER CONTAINMENT DEVICES NEEDED?					
TRIP / FALL HAZARDS IDENTIFIED?					
ADMINISTRATIVE PERMISSION REQUIRED?					
JOB SITE MONITOR OR SAFETY MONITOR REQUIRED?					
ESCORT REQUIRED (Blind spots / Traffic Control)?					
WORK REVIEW			YES	NO	N/A
REVIEW JOB SCOPE AND EXPECTED OUTCOME					
ASSIGN NUMBER OF EMPLOYEES / CREATE INDIVIDUAL ASSIGNMENTS AND RESPONSIBILITIES					
ALL PARTS AVAILABLE?					
SPECIAL TOOLS NEEDED?					
SPECIAL EQUIPMENT NEEDED?					
SPECIAL QUALIFICATIONS / CERTIFICATIONS REQUIRED?					
RESPIRATORY PROTECTION EQUIPMENT REQUIRED?					
SPECIAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED?					
WRITTEN PROCEDURE REQUIRED?					
WORK HISTORY REVIEWED/LESSONS LEARNED FROM PREVIOUS MISTAKES OR UNPLANNED CONDITIONS?					
HEAT STRESS CONSIDERATIONS?					
FALL PROTECTION REQUIRED?					
SPECIAL EMERGENCY RESPONSE PLAN NEEDED?					
FIRST AID READILY AVAILABLE?					
SPECIAL SERVICES / OPERATIONS			YES	NO	N/A
WELDING / HOTWORK (<i>fire protection needs</i>)?					
RADIOGRAPHY (<i>extreme boundaries - adjacent business establishments</i>)?					
CONFINED SPACE ENTRY (<i>oxygen monitoring required or explosive / toxic gases present or anticipated</i>)?					
WORK OR OPERATIONS IN PROGRESS IN RELATED OR ADJACENT AREAS?					
INSTRUCTIONAL ACTIVITIES IMPACTED - NOTIFICATIONS OR PERMISSION REQUIRED?					
OVERHEADS, SCAFFOLDS, OR WORK OVER WATER?					
HIGH VOLTAGE / LOW VOLTAGE SYSTEMS (<i>lockout / tagout procedures identified, buddy system established</i>)?					
EXCAVATION, TRENCHING, OTHER BELOW GROUND ACTIVITIES / HAZARDS?					
ASBESTOS / LEAD ABATEMENT, REGULATED CARCINOGENS, HAZARDOUS SUBSTANCES PRESENT?					
INDUSTRIAL HYGIENE SAMPLING - FREQUENCY / DURATION / TYPES?					
MANUAL OPERATOR STATION (<i>emergency shutoffs or critical plant equipment</i>)?					
STOP WORK OR HOLD POINTS IDENTIFIED?					

REFERENCE: LACCD EH&S ET-01

(Continued on Reverse)

APPENDIX H-1

Page 1 of 3

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS**

EH&S MODULE	PROCEDURE	TOPIC	FREQUENCY	TRAINING TYPE	DURATION	CLASSIFICATION	NOTES
Emergency Preparedness	EP-01	Accident Prevention Signs And Tags	Initial and Periodic Review as necessary	Workshop and Safety Meeting	0.5-hr	Facilities / Operations	8 CCR 3340 8 CCR 3441
	EP-02	Workplace Violence Prevention	Initial and Periodic Review as necessary	Safety Meeting	0.5-hr	Facilities / Operations Onsite Supervisors	8 CCR 3203
	EP-03	Emergency Action and Fire Prevention	Initial and Annual Review for responders	Safety Meeting And Drills	1-hr	Initial for all regular Employees	8 CCR 3220 8 CCR 3221
	EP-04	Standardized Emergency Management System	Initial and Quarterly Review for responders	Workshop / Drill	1-hr	Designated Responders	19 CCR 2400
	EP-05	First Aid CPR and AED Essentials	Initial + 3 years Annual Re-certification	Annual Training	4-hrs 6-hrs	Designated Responders	8 CCR 1512, -3400, -3421, -3439 American Red Cross, or equivalent
Employee Training	ET-01	Employee Communication And Information	Initial and Periodic Review, as necessary	Workshop and Safety Meeting	0.5-hr	Facilities / Operations Onsite Supervisors	8 CCR 3203
	ET-02	Continuing Training	Initial	Safety Meeting	0.5-hr	Onsite Supervisors	8 CCR 3203
Exposure Controls	EC-01	Bloodborne Pathogens	Initial + 3 years	Workshop and Safety Meeting	1-hr	Category 1 and 2	8 CCR 5193
	EC-02	Hazard Communication	Initial + Annual Review Of Hazardous Substances Used in the workplace	Workshop and Safety Meeting	4-hrs	Facilities / Operations	8 CCR 5194 / MSDS Review
	EC-03	Ergonomics	Initial + Review for Reported Injuries	Workshop and Safety Meeting	0.5-hr	Onsite Supervisors and all Regular Employees	8 CCR 5110
	EC-04	Chemical Hygiene	Initial + Annual Plan Review	Workshop and Safety Meeting	4-hrs	Chemists / Laboratory Technicians	8 CCR 5191. Chemical Hygiene Officer
	EC-05	Respiratory Protection and Industrial Hygiene	Initial + Annual Review And Fit Testing	Workshop and Mobile Unit	1-hr	Employees assigned to Wear Respirators	8 CCR 5144. Safety Specialist or Trained Supervisor
	EC-06	Select Carcinogens	AHERA - Annual O&M Training - Annual	Annual Training	2-hrs 8-hrs	Facilities / Operations Designated Trades	8 CCR 1529, -1532.1, 5200 et seq. Competent Person (AACS / REA)
	EC-07	Hearing Conservation	Initial + Annual	Workshop and Safety Meeting	0.5-hr	Facilities / Operations	8 CCR 5095 et seq.
Facilities Controls	FC-01	Facilities Inspections	Initial	Workshop / OJT	1-hr	Facility Observers	8 CCR 3203, Risk / Facilities Managers
	FC-02	Inspection Guide	Initial	Notification	N/A	Facility Observers	8 CCR 3203
	FC-03	Pest Control	Initial + Annual Review For Applicators	Workshop and Safety Meeting	1-hr	Operations - Sprayers	3 CCR 2300 et seq. 8 CCR 3453
	FC-04	Confined Spaces	Initial + Annual Review	Workshop and Safety Meeting	2-hrs	Facilities Trades/Supervisors	8 CCR 5156, -5157, -5158 Pre-job Brief
	FC-05	Energy Control	Initial + Annual Review	Workshop and Safety Meeting	0.5-hr	Facilities Trades/Supervisors	8 CCR 2300, -2700 et seq., -3314 Pre-job Brief
	FC-06	Indoor Air Quality	Initial + Periodic Review As Necessary	Safety Meeting	0.5-hr	HVAC / Plumbers	8 CCR 3203 8 CCR 5139 et seq.
	FC-07	Machine Guards	Initial + Annual Review	Safety Meeting and OJT	0.5-hr	Facilities Trades	8 CCR 4070
	FC-08	Powered Industrial Trucks	Initial + 3 years	Workshop and Safety Meeting	1-hr 1-hr	Facilities / Operations Designated Operators	8 CCR 3649 - 3668

				And OJT			
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APPENDIX H-2

Page 2 of 3

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS**

EH&S MODULE	PROCEDURE	TOPIC	FREQUENCY	TRAINING TYPE	DURATION	CLASSIFICATION	NOTES
Hazardous Material Controls	HM-01	Medical Waste	Initial + Annual	Workshop and Safety Meeting	1-hr	Designated Supervisors	8 CCR 5193 and HSC 25015 et seq.
	HM-02	Hazardous Materials Universal Wastes DOT Training	Initial Annual 3-years	Workshop Safety Meeting Safety Training	4-hrs 1-hr 1-hr	Designated Supervisors And Employees	22 CCR 66262.10 22 CCR 66273.1 22 CCR 66262.20
	HM-03	Industrial Wastewater	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
	HM-04	Storm Drains	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
	HM-05	Air Quality	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
Permitting Process Controls	PP-01	Medical Wastes - DHS	Initial	Workshop and Safety Meeting			
	PP-02	Toxics - DTSC	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-03	Public Works - DPW	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-04	Water Quality - LARWQCB	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-05	Air Quality - SCAQMD	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-06	Workplace Safety - DOSH	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
Records and Reports	RR-01	Medical Records	Initial	Safety Training	1-hr	Designated Supervisors	8 CCR 3204
	RR-02	EH&S Procedures	Initial	Safety Training	1-hr	Designated Supervisors	EH&S RR-02
	RR-03	Reporting Occupational Injuries and Illnesses	Initial + Annual	Safety Training	2-hrs	Designated Focal Points	8 CCR 14000 et seq. 8 CCR 9700 et seq.
	RR-04	Automatic External Defibrillators (AED's)	Initial	Safety Training	2-hrs	Designated Supervisors	Manufacturer's Operating Instructions And American Red Cross or equivalent
	RR-05	EH&S Program Audits	Initial	Safety Training	2-hrs	Designated Supervisors	As Required by Risk Manager
	RR-06	Integrated Waste Management	Initial + Annual	Safety Training	4-hrs	Recycling Coordinators	PRC 42920 and CIWMB (AB75), 1999
	RR-07	Workers' Compensation Return to Work Program	Initial	Safety Training	4-hrs	Designated Administrators	8 CCR 9700 et seq. As Required by Risk Manager
Injury and Illness Prevention Plan	IIPP	General Workplace Safety	Initial	Safety Meeting	1-hr	Regular Employees	8 CCR 3203

APPENDIX H-3

Page 3 of 3

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS**

EH&S MODULE	PROCEDURE	TOPIC	FREQUENCY	TRAINING TYPE	DURATION	CLASSIFICATION	NOTES
Construction Safety	Various	IIPP Asbestos Lead Excavation / Trenches Flaggers and Traffic Control Hoists Railings, Toe boards, Ramps, And Stairwells Access, Egress, Floors, Roofs, And Wall Openings Scaffolds Fall Protection Ladders Roofing Operations Demolition Oxygen, Acetylene, and Fuel Gas Electrical Requirements	Initial / Periodic Prior to Work	Safety Meeting Pre-job Briefing or Safety Meeting	1-hr 0.25 – 1.00 hr	All Employees Designated Work Crew	8 CCR 1509 – 1511 -1529 -1532.1 -1540 et seq. -1599 -1604.1 et seq. -1620 – 1635 -1637 – 1667 -1669 – 1672 -1675 – 1678 -1723 – 1730 -1734 – 1737 -1740 – 1743 -1760
State Fire Marshal	EH&S EP-03 Floor Warden Manual and Local Plans	Portable Fire Extinguishers	Annual	Workshop	4-hrs	Designated Responders	Los Angeles County Fire Department 19 CCR 550 et seq.
Additional Reference Material From Construction Safety Orders	Accident Prevention Program Plates	Plates A1 – C37	As Determined Necessary	Pre-Job Briefing or Safety Meeting	1-hr	Designated Work Crew	8 CCR 1938 Appendices

REFERENCE: LACCD EH&S IIPP

APPENDIX I
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SAFETY VIDEO REFERENCE LIBRARY

(Video References Provided by Educational Services Center – Business Services Division)

Common Titles (All Locations)

Blood borne Pathogens
Confined Space Entry
DOT Training (HAZMAT / Manifests)
Laboratory Safety
Oxygen & Combustible Gas Sampling
Safety Orientation

East Los Angeles College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Forklift Driving Skills
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles City College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Harbor College

Back Safety
Electrical Safety / Safe Work Practices
Eye Safety
Fire Extinguishers
Flammable Liquids
Housekeeping
Ladder Safety
Right-to-Know
Slips, Trips, and Falls

Los Angeles Mission College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Pierce College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Southwest College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Trade-Technical College

Electrical Safety / Safe Work Practices
Eye Safety
Flammable Liquids
Hand Safety
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Safety Attitude

Los Angeles Valley

Back Safety
Eye Safety
Flammable Liquids
Forklift Safe Driving
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

West Los Angeles College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Fall Protection
Flammable Liquids
Forklift Safe Driving
Gas Cylinders
Lockout / Tagout Procedures
Right-to-Know
Small Spill Containment (HAZMAT)

Educational Services Center

American Red Cross First Aid
American Red Cross CPR
American Red Cross AED
Asbestos Awareness
Carpal Tunnel
Forklift Load Capacity
Formaldehyde
Grinding
Hearing
MSDS
OSHA Recordables
Oxygen Administration
Stress Management
Toxics

Additional Titles Available

**APPENDIX J
DISTRICT ENVIRONMENTAL HEALTH & SAFETY PROGRAM MATRIX**

(LACCD EH&S) ENVIRONMENTAL HEALTH AND SAFETY PROGRAM OVERVIEW						
(IIPP) INJURY & ILLNESS PREVENTION PROGRAM SAFETY & HEALTH POLICIES (100) <i>Chancellor</i> <i>Senior Vice-Chancellor</i> <i>College Presidents</i>						
GENERAL RULES & IMPLEMENTATION (200) <i>Director - Business Services</i> <i>Vice Presidents - Administration</i>						
(EP) (300) Emergency Preparedness Module	(ET) (400) Employee Training Module	(EC) (500) Exposure Controls Module	(FC) (600) Facilities Control Module	(HM) (700) Hazardous Material Controls Module	(PP) (800) Permitting Process Controls Module	(RR) (900) Records, Reports, and Notifications Module
Accident Prevention Signs and Tags (01)	Employee Communication and Information (01)	Blood borne Pathogens Exposure Control Plan (01)	Facility Inspection Control Plan (01)	Medical Waste Management Plan (01)	MWMP Permitting Process (01)	Medical Records Management Program (01) <i>Reserved</i>
Workplace Violence Prevention Plan (02) <i>Reserved</i>	Continuing Training Program (02)	Hazard Communication Plan (02)	Facility Inspection Guide (02) <i>Reserved</i>	Hazardous Material Control Plan (02)	DTSC Permitting Process (02) <i>Reserved</i>	EH&S Procedures (02) <i>Reserved</i>
Emergency Action/ Fire Prevention Plans (03)	<i>Reserved</i>	Ergonomics Exposure Control Plan (03)	Facility Pest Control Plan (03) <i>Reserved</i> Confined Spaces (04)	Industrial Waste Water Quality Control Plan (03) <i>Reserved</i>	DPW Permitting Process (03) <i>Reserved</i>	Reporting Occupational Injury and Illness (03)
Standardized Emergency Management System (SEMS) (04) <i>Reserved</i>	<i>Reserved</i>	Chemical Hygiene Plan (04)	Energy Control Program (05) Indoor Air Quality Plan (06) <i>Reserved</i>	Storm Drain Water Quality Control Plan (04) <i>Reserved</i>	LARWQCB Permitting Process (04) <i>Reserved</i>	Automatic External Defibrillator (AED) Records and Reports (04)
First Aid Program (05)	<i>Reserved</i>	Respiratory Protection and Industrial Hygiene Plan (05) Control of Select Carcinogens (06) Hearing Conservation Program (07)	Machine Guards (07) <i>Reserved</i> Powered Industrial Trucks (08) Ladder Safety and Fall Protection (09) <i>Reserved</i>	Air Quality Control Plan (05) <i>Reserved</i> <i>Reserved</i>	SCAQMD Permitting Process (05) <i>Reserved</i> DOSH Permitting Process (06) <i>Reserved</i>	EH&S Program Audits (05) <i>Reserved</i> CIWMB Integrated Waste Management Plan (06) Workers' Compensation Return-To-Work Procedures (07)

REFERENCE: LACCD EH&S IIPP

APPENDIX K

DEVELOPMENTAL RESOURCES

1. Title 8, California Code of Regulations, Section 3203 (*8 CCR §3203*), and various sections of the General Industry Safety Orders, Electrical Safety Orders, and Construction Safety Orders.
2. Title 22, California Code of Regulations, various sections pertaining to Standards for Hazardous Waste Generators and Universal Waste Handlers