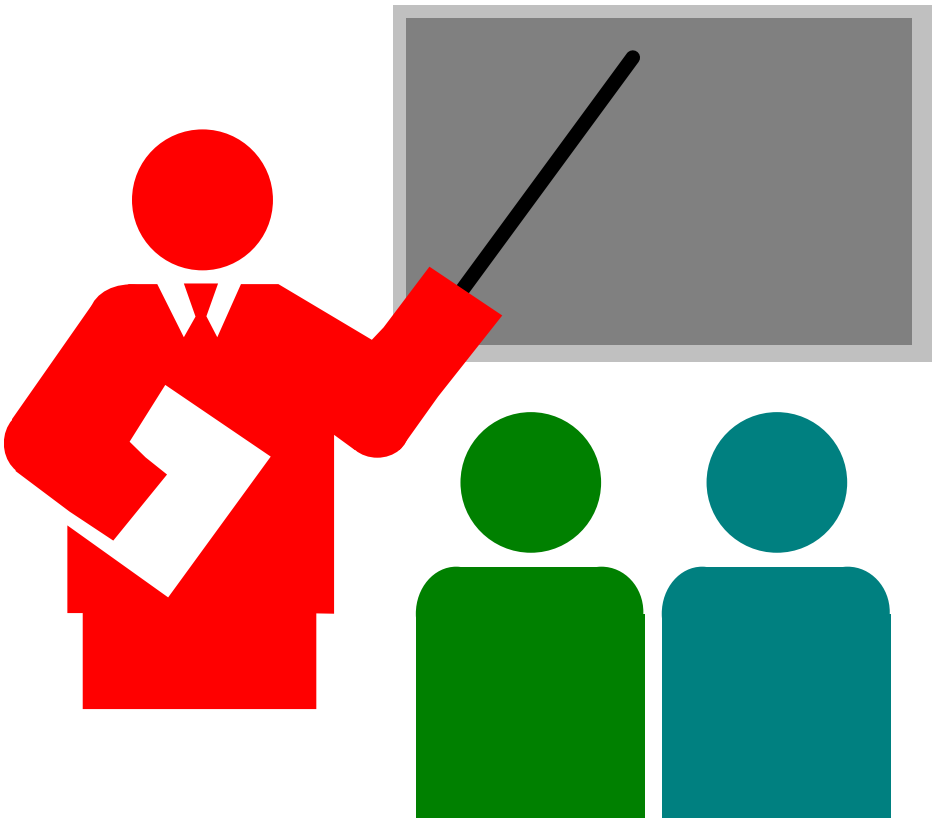
Safety Orientation Handbook

For employees of the

West Valley-Mission Community College District



Promoting a Safe and Healthful Environment
November 2009

Ergonomics

Ergo Quick Check

A 10 Point Checklist for Office Workers

Head and Neck
- Upright and relaxed; natural and neutral position, balanced between shoulders.

Hands and Wrists
- Relaxed, straight and flat without bending up, down or sideways.

Knees
- At about hip level – may be slightly higher or lower depending on comfort and preference

Eyes
- About an arm's length or more from monitor screen [between 18 – 30 inches].

Lower Back
- Supported by chair's forward curve.

Keyboard
- Low enough so arms hang naturally at a 90 degree angle.

Monitor
- Centered directly in front; free of glare. Eye level should be within the top one-third of the screen.

Primary Work Tools
- Within easy reach without leaning forward or twisting the body.

Feet
- Feet should be flat on floor or footrest; legs uncrossed. Legs can move freely under desk without hitting other objects.

Document Holder
- Placed in direct alignment with computer monitor to reduce visual fatigue & head turning.

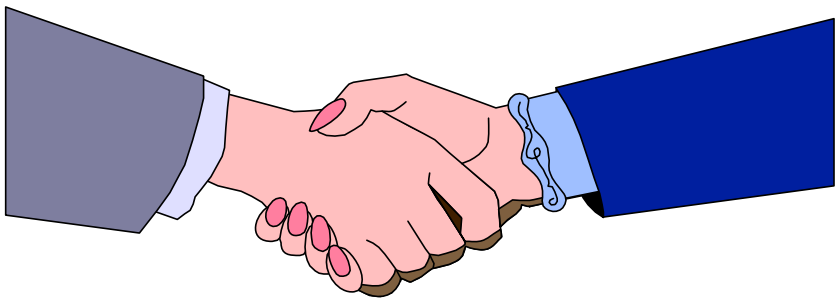
Introduction

The safety and health of the employees is a primary concern of the West Valley-Mission Community College District. We have developed and implemented numerous safety programs designed specifically to promote a safe and healthful work environment. The District will continue to improve and refine these programs in order to provide the safest possible working environment and to comply with all applicable federal, state and local regulations.

Your safety and health is a shared responsibility between you and the District. The success of the District safety programs depends as much on you as it does the District. We encourage your participation in making the programs work for the benefit of everyone. The safety programs, after all, are about your safety and your protection. Safety is a responsibility you share with this District and with all your fellow employees. It can't be left to someone else.

It is important for you to understand all aspects of the safety programs as they apply to you. If you have any questions during this training process, or at any time, contact your supervisor for clarification. It's better to ask questions now and complete tasks safely than be injured later.

With your cooperation and involvement, the District will continue to provide a safe working environment.



PARTNERS IN SAFETY

Employee Safety Programs

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information about the programs during the District hiring process. Not all of the programs are applicable to all employees. Your supervisor will provide you with information about the safety programs specific to your job.

Following is an overview of employee safety programs that apply to all employees.

Injury and Illness Prevention Program

CCR, Title 8, Section 3203

This program includes:

1. A system for identifying and evaluating workplace hazards;
2. Methods and procedures for correcting unsafe and unhealthful condition and work practices;
3. An employee communications system designed to encourage employees to report hazards at the workplace without fear of reprisal;
4. A system for ensuring employees compliance with safe and healthful work practices to include disciplinary actions;
5. A procedure to investigate workplace injuries and illnesses;
6. An employee safety training program;
7. Identification of a person responsible for implementing the program.

Employee Rights

Employees have the right to:

- Receive training specific to the tasks they are required to perform and the equipment/tools they are required to use;

- Report, anonymously if they choose, unsafe working conditions and unsafe work practices without fear of reprisal;
- Have access to the District's written Injury and Illness Prevention Plan.

Employee Responsibilities

Employees are responsible for:

- Working safely;
- Not creating unsafe work conditions;
- Using personal protective gear provided;
- Reporting unsafe and unhealthful work conditions and practices;
- Reporting accidents immediately.

SAFETY FIRST
ALL INJURIES NO MATTER HOW SLIGHT MUST BE REPORTED TO SUPERVISOR

What to Do When an Accident Occurs

- Immediately report all injuries, no matter how minor, to your supervisor;
- Complete and return the Incident Form to your supervisor. Your supervisor will thereafter complete the Supervisor's report and submit these forms to the Human Resources Department.
- Your supervisor will then conduct an investigation of the accident with you to determine how the accident occurred. This will help to ensure that the accident doesn't happen again to you or another employee.

- Report all "close calls" to your supervisor at your earliest convenience. A close call this time might be an injury the next time. "Close calls" will also be investigated by your supervisor, with you to determine how they happened and what steps need to be taken to avoid them happening again.

Working Safely: Safe Work Practices/Procedures

A work practice or procedure means how a task is performed. This includes the steps taken before, during and after performing a task to ensure it is completed safely. Safe work practices are activities and procedures that must be incorporated into a task to reduce the risk of injury to you and to other employees.

Examples

Before:

- Are you mentally alert and physically fit to complete the task?
- Have you evaluated the task from the safety/health point of view?
- Do you have all the personal safety gear required to complete the task safely?
- Have you safety-inspected the tools and equipment needed for the task?
- Are they the right tools and equipment for the task?

During:

- This is too late!

After:

- Did you do anything that might have helped create the unsafe or unhealthy condition that caused the accident?

Safe Work Conditions

A work condition is related to the environment in which the task is being performed. Unsafe work conditions are hazards that generally are created by people, thus can be eliminated by people.

Examples

Are there slip, trip or fall hazards in the work area?

- Is the work area adequately ventilated?

Safe work practices regularly practiced greatly reduce the number of unsafe work conditions. The vast majority of injuries, as much as 85%, are caused by unsafe work practices and lack of safety awareness.

Be Safety – Aware At All Times!!

THINK
ACCIDENTS ARE AVOIDABLE FORGET THE ALIBI

Help Everyone Work Safely

If fellow workers are careless, bring it to their attention before they hurt themselves or someone else. The employee may not realize that his or her actions are unsafe. If they continue to work unsafely, report the situation to your supervisor.

No Fooling Around

Horseplay on the job will not be tolerated. It could cause serious injury to you or your co-workers and will result in disciplinary action. There is a time and place for practical jokes and fooling around. Work is not the time or place.

Never Take Chances

Employees are not allowed to take chances or endanger the lives of others in the performance of their duties. You are expected never to take chances or guess! When in doubt, ask your supervisor to explain any task.

Storeroom Safety

An overcrowded, unorganized storeroom is an accident ready and waiting to happen. An improperly stored broom or mop may cause you to trip and injure yourself.

Improperly stored chemicals can cause serious injuries as well as property damage. Items improperly stored overhead can fall and cause injuries.

PRACTICE
GOOD HOUSEKEEPING
ALL INJURIES NO MATTER HOW SLIGHT MUST BE REPORTED TO SUPERVISOR

Storeroom Safety Rules

- **Store tools safely**. Each tool should have its designated place in the storeroom. Tools should be stored after cleaning and inspecting them for safety hazards. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.

- **Store chemicals safely**. Store flammable materials in a properly vented flammable cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Material Safety Data Sheets.

- **Weight can be a safety hazard**. Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.

- **Electrical and water heater rooms are not storerooms**. Rooms with electric distribution panels and transformers are not storerooms. However, if these rooms must be used to store tools, equipment and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers and water heaters. Floors in electric rooms must be free of liquids. Liquids must never be stored in electric and transformer rooms. Do not store wet mops or other damp items in electric and transformer rooms. A water heater

is a source of ignition, so do not store flammable materials or gas powered tools in rooms with water heaters, electric panels or transformers.

- **Keep it neat.** Keep at least one aisle of the storeroom open at all times. Protruding nails and torn or sharp corners can cause cuts and abrasions. Remove or pad them. Be alert to the careless acts of others.

Tool Safety

Each power and hand tool has potential risks that must not be ignored. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risks they pose for granted.

Tool Safety Rules

- **Read the user manuals.** All power tools come with user manuals. Read the manual before using the tool, and keep the manual handy for reference.

- **Familiarize yourself with the tool before use.** Have an experienced user provide instructions on using the tool properly. Practice on a small area before taking the tool on the job. Remember, read the manual.

- **Prepare the tool and yourself for work.** Inspect your tools before you use them. Check electrical cords for frayed wiring and defective plugs. If an extension is required, make sure the gauge of wire in the cord is compatible with the power supply and tool. Examine the tool for cracks and safety defects. Cutting and boring tools must have sharp, clean cutting surfaces. Check for loose or missing bolts, screws and knobs. ***Wear any and all required personal protective gear.***

- **Avoid hazards when using tools.** Clear the work area of trip and slip hazards and anything that might get in your way while working. Designate the work area with safety cones or barrier tape when possible. Keep a tight grip on the tool, and position the tool so that it is comfortable and close to your body. Be mindful of others around you.

Always shut off the tool when you are not using it and disconnect it from the power supply.

Lifting Safely

Moving objects from one place to another is a task you commonly perform. Many times the only tool you use to do this job is your body. Therefore, it is just as important to keep your body in shape for the task as it is any other tool you use for other jobs. You can injure yourself just as easily lifting light objects as you can lifting heavy ones if you don't lift properly and if your body is not in shape for the job. Lifting is a thinking person's job.

Lifting Rules

- **Before you lift anything, prepare yourself and plan the move**. Make sure you are limber and physically fit enough to do the task safely. Daily exercises will keep your body ready for lifting and help you feel better. Size up the load to make sure you can handle it safely. If you think the load is too bulky or heavy, ask someone to help you, or try to break it up into smaller, more manageable loads. Use a hand truck or dolly if necessary. Plan your route and make sure the path is clear of trip, slip and fall hazards.

- **Use proper body mechanics when lifting**. Stand close to the object with your feet about shoulder width apart. Squat down, bending at the hips and knees. Keep your back straight. As you grip the load, arch your lower back inward by pulling your shoulders back and sticking your chest out. Be sure to keep the load close to your body. When you set the load down, squat down, bending at the hips and knees, keeping your lower back arched in.

- **Turn, don't twist**. Twisting is one of the most common causes of back injuries. Instead of twisting with the load, turn your whole body in the direction you want to go. Twisting when carrying a load puts a lot of undo stress on your back.

- **Push, don't pull**. Whenever you have to move something that is on a cart, a dolly, or hand truck, push the load. Pushing puts less strain on your back.

- **Don't store heavy objects higher than your shoulders**. If heavy objects are not stored higher than your shoulders, then you won't have to lift them higher than your shoulders. Lifting objects overhead, even light objects, can put a lot of undue stress on your back.

- **Lift like a pro and avoid the pain**. Learning how to lift and carry safely is one of the most important things you can do for your back. It's not hard to learn, and the payoffs will be well worth the time and effort you put into it.

Ladder Safety

Ladders are one of the most commonly used tools. However, because you use ladders so frequently, you forget about their potential hazards. You can fall from ladders and drop objects, injuring others.

Ladder Rules

- **Use a ladder when it is needed**. Do not stand on boxes, chairs, desks or other items not designed as ladders.

- **Use the right type and size ladder for the job**. Use a straight ladder if you must lean the ladder against a support. Do not use an "A" frame ladder in this situation – it is not the correct equipment for the job. Metal ladders may not be used when working on or near electrical circuits or power lines. "A" frame ladders are safest when they are ten feet or less high -- never use one over 20 feet high. Extension ladders can be used to reach up to 44 feet.

- **Inspect the ladder before you use it**. No ladder is safe if it is missing rungs, if the rungs or rails are defective, or if it is in a weakened condition. Work ladders should be inspected for side rails that are cracked or split, and any sharp edges or splinters on cleats, rungs or side rails. Make certain spreaders can be locked in place. Be sure straight ladders have safety feet. If a ladder cannot be repaired, mark the ladder "UNSAFE – DO NOT USE" and report it to your supervisor for disposal.

- **Set up your ladder safely**. If you must set up a ladder in a high traffic area, use a barricade or guard to prevent unexpected collisions. Lock or block any nearby doors that might be opened in to the ladder. Keep the area around the ladder base uncluttered and free of trip, slip and fall hazards. Avoid side-to-side tilting by resting the ladder base on a solid, level surface.

  When using a stepladder, make sure it is fully opened and the spreader is locked. Position a straight ladder at a four-to-one ratio -- this means the base of the ladder is one foot away from the wall or other vertical surface for every four feet of the ladder length to the support point.

When using a ladder to climb onto a roof or platform, allow the ladder to extend at least three feet beyond the roof edge or other support. To avoid shifting, tie down straight ladders as close to the support point as possible. Never lean a ladder against an unstable surface. Never leave a ladder unattended.

- **Climb and descend ladders cautiously.** Face the ladder and hold on with both hands. If you need tools, carry them on a tool belt or raise and lower them with a hand line. Do not take a chance on slipping. Check ladder rungs and the bottom of your shoes for slippery substances.

- **Use common sense when working on ladders.** Never reach or lean too far to either side. Move the ladder if needed. To maintain your balance, keep your belt buckle between the ladder rails. Don't climb higher than the second tread from the top of a stepladder or the third rung from the top of a straight ladder. Only one person may be on a ladder at a time. Do not place tools on the rungs or at the top of a ladder.

Emergencies/Disasters

Work site-specific Emergency/Disaster plans have been established for each workplace in the District. Your supervisor will provide you with information relative to emergency/disaster procedures and your specific responsibilities.

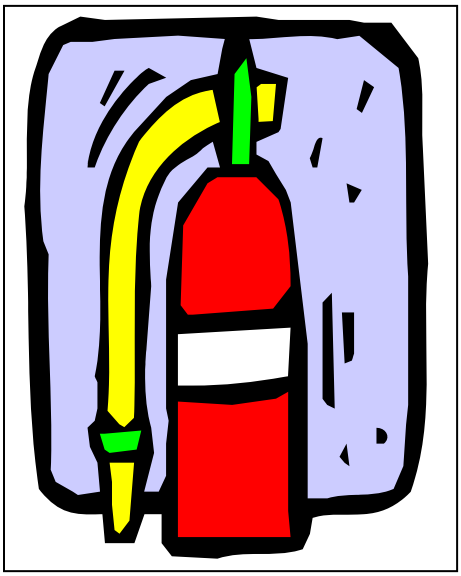
All employees, without exception, are obligated to prepare themselves for competent service in the emergency/disaster preparedness program in the District and to render this service in all of its ramifications – planning and evaluation, training, execution of plans, and recovery. During an emergency/disaster situation, all employees will perform their responsibilities with one purpose – the protection of students, staff and District property for the length of time necessary to fulfill those responsibilities or until relieved.

Employees are designated as Disaster Service Workers subject to service assigned to them by their supervisors or by law. Should a disaster strike during working hours, all employees will remain at their assignment unless officially released by the President/Chancellor's Office.

Fire Emergencies

Be Prepared For a Fire Emergency

- Learn evacuation procedures and established escape routes.
- Keep aisles and exit routes free of obstructions at all times. When you need to get out, you need to get out without delay.
- Know where fire alarm pull stations and fire extinguishers are located throughout your workplace.
- Do not block access to fire fighting equipment and alarm systems. When you need it, you need it without delay.
- Inspect fire extinguishers in your immediate work area at least once a month. Extinguishers which appear to be in doubtful condition should be reported immediately.



How to Use a Fire Extinguisher

P.A.S.S.

P = Pull the safety pin

A = Aim the nozzle at the base of the fire

S = Squeeze the handle trigger

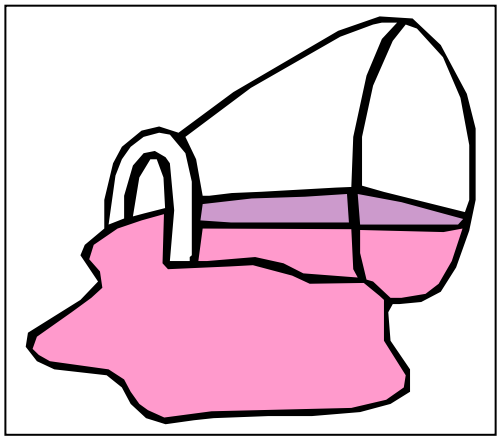
S = Sweep the nozzle from side to side

When to Use a Fire Extinguisher

Extinguish the fire yourself only when:

- You are certain the fire is small and can be successfully fought with a portable extinguisher.
- You have established a safe exit route from the area of the fire.

If the fire is blocking your exit to a safe area, use a fire extinguisher to clear your exit.



Hazard Communication Program

CCR, Title 8, Section 5194

This program includes:

- A written program revised February 2000;
- An employee training program specific to hazardous substances in the workplace;
- A system for the procurement and distribution of Material Safety Data Sheets and other sources of information about hazardous substances in the workplace;
- Emergency procedures relative to the release of hazardous substances;
- An annual inventory of hazardous substances specific to each work site.

Labels

Manufacturers, importers, and distributors must label all containers of hazardous chemicals. Containers include items such as bags, barrels, bottles, boxes, cans, cylinders, drums, and storage tanks. Your employer has to check all containers when they arrive to make sure they are labeled. Just as important, those labels must stay on the containers and be readable as long as they are in use.

- *That's where you can help keep everyone safe. If you see a hazardous chemical container without a label, or with a label that's too torn or faded to read, tell your supervisor.*

Material Safety Data Sheets [MSDS]

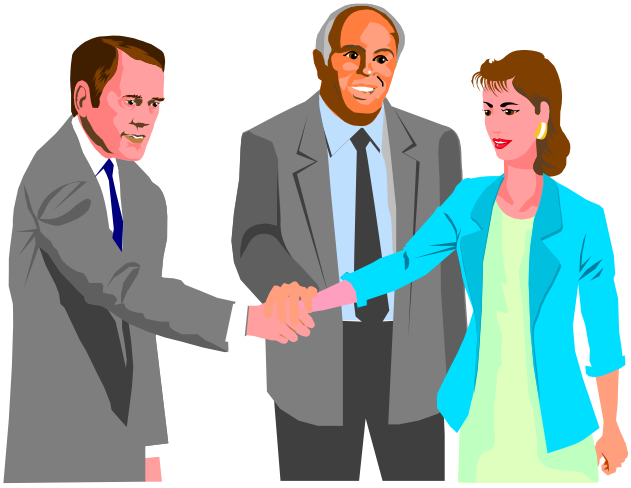
The Material Safety Data Sheet [MSDS] is often called the key to hazard communication. The MSDS is the one place where you can find all the important information on the chemical. MSDSs do not have to follow any specific format, sometimes making it difficult to find the information from one MSDS to another.

- Important: Always be sure that you are using the latest version of an MSDS.

Employee Rights

Employees have the right:

- To receive information about hazardous substances to which they may be exposed;
- For their physician and collective bargaining agent to receive information about the hazardous substances to which the employee may be exposed;
- Against discharge or other discrimination due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substance Information and Training Act.



Employee Responsibilities

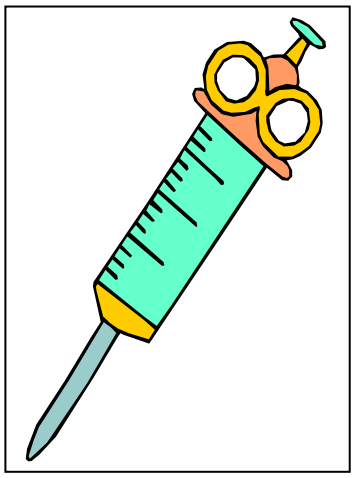
Employees are responsible for:

- Reading and complying with instructions on container labels and Material Safety Data Sheets;
- Only using substances as directed by container labels and Material Safety Data Sheets;
- Only storing substances as directed by container labels and Material Safety Data Sheets;
- Properly labeling all substance containers that are not labeled by the substance manufacturer;
- Using personal protective equipment whenever appropriate.

Blood borne Pathogen Exposure Control Plan
CCR, Title 8, Section 5193

This program includes:

- A written program reviewed September 2009;
- Determination of employee potential occupational exposure to blood borne pathogens;
- Procedures for control of exposure to blood borne pathogens;
- An employee training program;
- Procedures to offer Hepatitis B vaccinations and post-exposure follow-up, at no cost to the employee.



Employee Rights

Employees have the right to:

- Receive, training specific to the control of exposure to blood borne pathogens;
- Receive, at no cost, Hepatitis B vaccinations and post exposure follow-up;
- Privacy in regards to medical examination reports, testing and other post-exposure follow up.

Employee Responsibilities

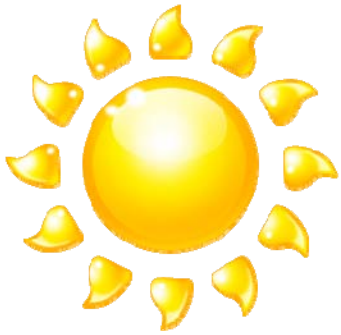
Employees are responsible for:

- Complying with instructions and procedures provided during Blood borne Pathogen Exposure Control Training;
- Reporting potential exposure incidents immediately;
- Using personal protective equipment when appropriate;
- Maintaining confidentiality regarding all information about a source individual.

Heat Illness Prevention

California Code of Regulations, Title 8, Section 3395

Employees who work outside during high heat days should be reminded and understand the effects of heat illness, and the precautions to take to prevent over-exposure.



When the temperature is 85 degrees Fahrenheit the following guidelines are required;

- Drink one [1] quart of cool water every hour [4-8 ounce cups]; consult physician if you have a medical condition which restricts fluid intake;
- Take periodic five [5] minute shade breaks to prevent over-exposure.
- Shade can be under a tree, overhang, umbrella, canopy, against a building, or in a ventilated/air conditioned building;
- Shade should be available within 50-100 yards of job site;
- Immediately report any symptoms of heat illness [cramps, headache, dizziness, nausea, pale/clammy skin, hot/dry skin] to your supervisor immediately, rest in the shade and seek medical attention if necessary.

Slips, Trips and Falls

We all recognize that the winter months are especially hazardous due to the presence of water from rain, but there are many other factors that contribute to slips, trips and falls.;

- Loose, irregular surfaces such as gravel, shifting floor tiles, and uneven sidewalks, can make it difficult to maintain your footing.
- Oil, grease and other liquids can make walking surfaces extremely slick.

- Stairs present a special challenge, especially those that are taller, shorter, have a smaller tread depth, or are otherwise irregular. Obstructed aisles or walkways present tripping hazards or require frequent changes of direction, throwing you off balance.
- Insufficient light can make it difficult to see obstacles and notice changes in the walking surface.
- Shoes with slick soles provide insufficient traction, while platform shoes and high heels increase your vulnerability to uneven surfaces.
- Moving too fast increases the likelihood you will misjudge a step or encounter a hazard before you have a chance to notice it.
- Carrying items can both obstruct your vision and impair your balance.
- Inattention and distraction interfere with your awareness of all of these hazards and increase your risk of injury.

Well, you can't just stop walking. But there are some things you can do to reduce your risk of slipping, tripping or falling. You can adapt many of the principals of defensive driving and apply them to walking. Silly as it may sound, being a "defensive walker" can help you safely navigate many of the hazards lurking all around you!

- Scan your "road" for existing and potential hazards. Just as you do when you are driving, be aware of others, expect them to get in your way, and have an out when they do.
- Slow down to negotiate turns, corners, ice, obstacles, limited visibility and heavy traffic.
- Make sure you have adequate "tread." Some experts believe up to half of all slips and falls could be prevented through proper footwear alone!
- Use a detour whenever possible to avoid ice or wet surfaces.
- Realize that there are hazards involved in going "off road." A shortcut across the lawn or through the rocks may not be the best choice.
- Keep your mind focused on what you are doing!

Some other strategies for preventing a fall include:

- Limit your load. Make sure your load doesn't obstruct your vision.
- Whenever possible, use wheels of some kind so you can push or pull your load instead of carrying it.
- Maintain three points of contact on stairs or ramps by using a handrail.
- Exercise regularly to maintain strength, flexibility and balance.