

INJURY & ILLNESS PREVENTION PROGRAM

FOR

WEST VALLEY–MISSION COMMUNITY COLLEGE DISTRICT

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SECTION I

INTRODUCTION

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

GOALS

Diligent implementation of this program will reap many benefits for West Valley-Mission Community College District. Most notably it will:

1. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and harmful exposures to District personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes and Cal/OSHA standards.

STATUTORY AUTHORITY

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

This manual is intended to provide each department at West Valley-Mission Community College District with the information and guidance necessary to comply with the regulation. Following is a brief summary of the required activities to comply with this law.

- A coordinator will be responsible for the implementation and maintenance of this program. Any questions can be directed to the Safety Coordinator's attention.
- West Valley-Mission Community College District has developed through its negotiated collective bargaining process, disciplinary procedures and processes with regard to employee compliance with safety rules and safe work practices. It will be the responsibility of managers and supervisors to ensure that the safety rules and work practices are implemented in a fair and non-discriminating manner.
- Managers and supervisors are required to ensure that safety and health information is communicated to the employees within their supervision. There are suggested methods to follow in the manual; however, methods may be expanded as special circumstances related to their area dictate.
- Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system has been developed to meet this requirement.
- The immediate supervisor of the employee must investigate each work-related injury or illness. Forms and procedures for this investigation are included in the Appendices of this manual.
- Deficiencies or hazards identified during a self-inspection or in an accident investigation must be corrected. Supervisors/managers must ensure that employees adhere to the correction. The priority of the correction of the hazardous condition should commensurate with the hazard. **Documentation is required.** Copies of documentation must be kept in each department as well with the coordinator.
- All employees should receive appropriate training in identifying and guarding against injury and illness hazards associated with their work.
- Documentation is required. Copies of documentation must be kept in each department as well with the Coordinator.

Cooperation and support are important elements in making this a successful program. Your positive, cooperative attitude is appreciated.

PROGRAM MANAGEMENT

RESPONSIBILITY

STANDARD:

The person with the authority and responsibility to implement and manage the Injury & Illness Prevention Program (IIPP) will be identified in writing in this manual.

REQUIRED ACTIVITIES:

1. The Director, Facilities, Construction & Maintenance is the Program Coordinator, and is responsible for administering the requirements of section 3203 of Title 8, chapter 4 of the division of Industrial Safety Orders.
2. The Program Coordinator will maintain overall control of the required activities, which have to occur at various intervals throughout the year. Managers and supervisors will implement the required activities.
3. Failure on the part of managers and supervisors to implement required activities will result in appropriate disciplinary action.
4. The District Facilities Department will be available to answer technical questions involving self-inspections, employee training, and other aspects of the mandatory IIPP.
5. Some aspects of the IIPP will have to be implemented as appropriate at the time an accident occurs. For example, if an employee violates a work rule, a verbal warning should be given at the time; or if a work related injury occurs, an Accident Investigation Report should be completed immediately (notice should not be required).
6. Department managers and supervisors must include on all purchase requisitions for chemicals or products containing hazardous materials, a request for Material Safety Data Sheets (MSDS). The Purchasing Department will request from vendors MSDSs for any and all chemicals as directed by specific departments.
7. The Purchasing Department will also request that all tools and equipment purchased for use by District employees meet Cal/OSHA safety standards.

MOTIVATION AND DISCIPLINE

COMPLIANCE

STANDARD:

A system should be in place to ensure that employees comply with safe and healthy work practices. This may include the use of incentives, training or retraining, and disciplinary action.

REQUIRED ACTIVITIES:

1. To encourage safe behavior on the job, first line supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.
2. Any employees making an exceptional contribution to the Safety Program should be recognized with a brief letter (with a copy to the employee's personnel file).
3. If a supervisor observes an employee performing in an unsafe manner, he/she should determine the reason. If disciplinary action is required, the procedure identified in item # 4 below should be used. If a lack of knowledge is involved, appropriate training should be provided.
4. When an employee is uncooperative and deliberately does not support the Program or does not follow safe work practices, disciplinary action in accordance with the collective bargaining agreement should be exercised.
5. All employees will receive the General Safe Work Practices and Specific Job Practices.

COMMUNICATION

REQUIRED ACTIVITIES:

1. When conducting employee meetings for any purpose, subjects relating to on-the-job safety and health issues should be included as appropriate. Examples include:
 - An injury within the department could serve as an instructional topic.
 - An identified hazard and to work with or around it to prevent injury.
 - The needs for everyone to notice, identify, and report defects that could cause injury to others.
 - The need to wipe up food spills, spilled drinks, etc.
2. If an employee is exposed to a work activity that could cause problems either immediately or in the future, a training program should be considered. Training could either take place at the work site under the guidance of the supervisor or it could require an off-site program.
3. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids, warning signs, and other media directed at employee health and safety.
4. Other written communications on subjects which may be of importance, can be provided to employees directly. (Example: earthquake preparedness, fire evacuation, how to handle bomb threats, and other appropriate subjects).
5. Consider having a “Suggestion Box” in the work area for employees’ contributions to the safety program.
6. Records or minutes should be kept of all meetings, training programs, postings, and other required activities in which safety issues are discussed. Copies should be sent to the Program Coordinator.

HAZARD IDENTIFICATION

REQUIRED ACTIVITIES:

1. A safety inspection guide has been developed for general work areas and laboratory spaces within the West Valley-Mission Community College District.
2. At a minimum of semi-annual intervals, safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator. A knowledgeable, interested employee should be selected to perform the semi-annual self-inspection. Extra checklists should be kept in the attachment section.
3. Prior to conducting the semi-annual safety inspection, the selected employee should review general and specific safe work practices.
4. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.
5. Once immediate corrective actions have been taken, a copy of the inspection should be forwarded to the Program Coordinator for review and permanent filing. The Program Coordinator may submit a Safety Work Sheet to the Maintenance Department to address specific corrective actions. A copy should also be provided to the department manager/supervisor for the purpose of documentation or follow-up on uncompleted items.
6. All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in a descending order of importance in relation to potential injury severity.
7. If for some valid reason a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.
8. The Program Coordinator will follow-up to ensure that all unsafe conditions and work practices have been corrected. Records should be retained for three years.
9. New equipment, tools, and materials to be used by District employees should first be evaluated for work related injury and illness hazards by Department Manager or Supervisor. Identified hazards should be documented and addressed in a timely manner.

ACCIDENT INVESTIGATIONS

REQUIRED ACTIVITIES:

1. All employees should know and understand that they are to report all work-related injuries or illnesses to their supervisor immediately at the time the injury or illness takes place.
2. As soon as possible (or after first aid treatment has been administered), the manager/supervisor should conduct a comprehensive investigation of the accident by reviewing the work site, examining tools or equipment involved, and interviewing the involved employee and witness. The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. Inspection forms should be kept in the document section of this manual.
3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the work place, and in some cases disciplinary action. A copy of the Accident Investigation Form should be forwarded to the Associate Vice Chancellor, Human Resources, with the first report of injury within twenty-four hours of the accident. The Associate Vice Chancellor, Human Resources should send a copy to the Program Coordinator.
4. The Program Coordinator will log the Accident Investigation Report so that a follow-up can be made to ensure the corrective action was taken.
5. The Supervisor's Accident Investigation Form for West Valley-Mission Community College District can be found in Appendix A of the Injury & Illness Prevention Program.

HAZARD CORRECTION

REQUIRED ACTIVITIES:

1. All employees, especially managers and supervisors, have the duty to observe, identify, and report unsafe conditions as part of their responsibilities. Waiting until the semi-annual inspection takes place is only inviting accidents.
2. Taking care to identify and correct unsafe work practices and conditions is an important activity within this program and must be taken seriously. No employee will be disciplined or discriminated against for reporting an unsafe condition.
3. When an unsafe condition is reported, the supervisor or manager should prepare a written statement of the condition and either correct it immediately or produce a work request for the Maintenance Department. Correction or replacement of unsafe equipment conditions is the responsibility of the department to which the equipment belongs. Copies of the work request for repairing unsafe conditions and/or equipment should be forwarded to the Program Coordinator.
4. Semi-annual, Safety Inspection Reports will be completed by someone within the department. The process is discussed and responsibilities are outlined in the “Employee Training” section of the manual.
5. Copies of all work request and other actions designed to repair or eliminate work hazards will be sent to the Program Coordinator. The Program Coordinator will track open items to ensure they are completed within a reasonable time frame. Expenses of repairs may be the responsibility of the department requesting the repairs.
6. Thorough documentation on particular issues must be maintained for future reference. This documentation should include the corrective action to be taken or the decision not to take any action. Documentation should be retained for three years.

TRAINING

REQUIRED ACTIVITIES:

1. The Safe Work Practices, which apply to job categories throughout the District, have been developed by managers and supervisors. Safe Work Practices are intended to be the core of the safety and health training at West Valley-Mission Community College District and are located in this manual.
2. Each existing employee should receive a copy of the Safe Work Practices that applies to his/her job upon adoption of the IIPP and biannually thereafter. The employee is required to read and understand the material and then sign the Injury & Illness Prevention Program Training Documentation Form as indication of receipt of a copy of the Safe Work Practices for the specific job.
3. It should be the responsibility of the immediate supervisor to provide each employee with a copy of the Safe Work Practices, at which time the supervisor should determine whether or not the employee has a complete understanding of the material. Questions and discussion of any unclear items that need additional explanation are to be encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible.
4. Each new hire or existing employee new to the department/job should receive a copy of the Safe Work Practices prior to beginning work on the job. The procedure should be similar to that discussed above (item 3); it should be mandatory that no employee actually perform any on-the-job activity without receiving a copy of the Safe Work Practices, and having the opportunity for discussion and receiving proper training.
5. These are certain job activities that require supplemental training. The Program Coordinator will develop a schedule with the individual department to ensure that this important aspect of the Safety Program is implemented and completed on a periodic basis. Examples of specific training include:

Lifting/Body Mechanics – Those with lifting exposures

Ergonomics – Those who utilize computers in their work area

Hazard Communication Training – Those working with or around hazardous materials

Lockout/Tagout – Mandatory precautions for equipment shutdown and electrical shutdown

First Aid Training – For selected personnel

CPR Training – For selected personnel

Earthquake Response – For all personnel

Emergency Evaluation – For all personnel

The following methods are available for providing safety and health training to our employees.

- Safe Work Practices – Mandatory for all employees
- Department Safety Meetings
- Formal Classes – In selections
- Outside Seminar – In select situations
- Guest Speakers – Effective training for large groups
- Videotapes – Effective training medium available from varied sources in the area
- Handouts/Checks stuffers – Available from the National Safety Council and other sources

Record keeping is a very important aspect of the mandatory IIPP. Training is one of the subjects that requires very accurate documentation and record keeping.

All training must be documented. A copy of the documentation is to be forwarded to the Program Coordinator.

Training documentation must contain:

- Name of Employee
- Date of Training
- Topic Covered
- Source or Provider
- Training records should be retained for three years

6. A sample training documentation form is included in this manual.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms should be retained for 5 years.
2. Copies of all Accident Investigation Forms should be retained for 5 years.
3. Copies of all Employee Training Checklists and related Training Documents should be retained for the duration of each individual's employment.
6. Copies of all Safety Meeting Agendas should be retained for 5 years.
7. Documented records of past 5 years of OSHA 300 log must be kept.
8. The General Training Documentation forms for West Valley-Mission Community College District can be found in Appendix D of the Injury & Illness Prevention Program.

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

A safe and healthy workplace must be the goal of everyone at West Valley-Mission Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Office at **(408) 741-2081**.

SECTION II

GENERAL SAFE WORK PRACTICES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and by section 303 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Custodial Department.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Maintenance Department.
5. Use of electrical heaters to provide warmth for extended periods of time in the past has been the originating cause of buildings fires. As a result, the use of electrical heaters is discouraged and alternative means should be found for providing heat over the cooler months.
6. If it is necessary to use a fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Maintenance Department as soon as possible so the extinguisher can be recharged or replace.
7. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Maintenance Department. Failure to report faulty conditions for repair can result in injuries.
8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.

9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Maintenance Department notified.
10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.
12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungy cords.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create accident hazards, should be reported to the Maintenance Department so repairs can be completed. If possible, remove the objects from service.
15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

DISTRICT VEHICLE USE

GENERAL STATEMENT

The quality of an educational program is enhanced by the opportunity for students and staff to utilize resources external to the campus, participate in off-campus events and conduct District business both at and away from the District. The District maintains a small fleet of passenger vans, the use of which is subject to specific policies and procedures. All District vehicles are to be used for official District business only.

GENERAL VEHICLE POLICIES

1. The District Plant Operations Department is responsible for the maintenance of all District vehicles.
2. At the West Valley College campus you can schedule a vehicle by contacting the Facilities Department, at the Mission College campus you can schedule a vehicle by contacting the Dean of Administrative Services.
3. All vehicles shall be housed, picked up and returned to the area from which each originated.
4. All vehicles should be returned in clean condition and a report made of any operational problems that may have occurred.
5. District vehicles may be driven only by pre-approved District employees and pre-approved student drivers.
6. All passengers must be in a seat, and the maximum number of people in a vehicle is to be no more than the number of seat belts in the vehicle.
7. There shall be no hitch-hikers in District vehicles. All passengers shall be District employees or students.

GENERAL DRIVER POLICIES

1. All drivers shall have a valid California driver's license.
2. Staff members or students who wish to drive a District vehicle are required to have a DMV check made by the District Police in advance. Decision of driver eligibility will be determined by District Police upon receipt of the driver's DMV record.
3. Any citation, other than a "fix it" ticket, issued to a person while driving a District vehicle shall be the sole responsibility of the driver.
4. The California Vehicle Code mandates that 'no person operating any motor vehicle shall wear any headset or earplugs in both ears'.

IN CASE OF ACCIDENT

When involved in an accident it is the driver's responsibility to complete a "Report of Vehicle Accident" form furnished by the District Police with a copy forwarded to the Facilities office. This is in addition to any report given to or taken by the local police where the accident occurred.

SAFE WORK PRACTICES FOR OFFICE AND ADMINISTRATIVE EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Warn others working in the area when a file drawer is open so they do not turn around or straighten up quickly.
2. Paper cutter should be provided with a finger guard.
3. Retaining spring on the paper cutter should be adjusted to hold the blade in the up position.
4. Lock paper cutter blade in down position when not in use.
5. Do not leave a knife or scissors on the desk with the point towards you.
6. Thumb tacks, razor blades, and other sharp objects should not be stored loose in a drawer.
7. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".
8. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.
9. Copiers should be turned off before attempting to remove jammed paper.
10. Organize workstations so that all materials are within easy reach.

Video Display Terminal Users

These specific Safe Work Practices for users of video display terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these

safe work practices are implemented diligently, the employee should find work less stressful and less fatiguing from uncomfortable surroundings.

1. Keyboard should be positioned so wrists and hands are straight or at no less than a 10% upward angle.
2. Keyboard slope should be between 0-25 degrees.
3. Adjust backrest of chair to maintain natural curve of lower back (a lower back pad, such as a pillow or rolled up towel, can support the lower back).
4. Adjust chair height so weight is shifted forward off spine and at keyboard level.
5. Keep feet flat on the floor to help maintain good posture and leg circulation.
6. If above adjustments do not permit your feet to rest on the floor, a footrest should be used.
7. Shift position frequently.
8. If possible, alternate different tasks throughout the day.
9. Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begin to feel tired or strained, the body is signaling that it needs to take a break.
10. Adjust VDT screen to avoid glare. Use contrast/brightness controls, position angle of screen, adjust nearby blinds or drapes, or use anti-glare filter.
11. Regularly clean the screen.
12. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard.
13. Adjust VDT screen to be at least 18-30" from eyes.
14. Eye to keyboard distance when seated should be between 17-20".
15. Eye to copy reading distance should be 12-16".
16. Adjust VDT so that the top of the screen is below eye level; viewing angle should be 20 degrees or less.
17. Learn and practice exercises that relieve eyestrain and fatigue, for example:
 - Blink slowly and frequently to keep eyes moist.
 - Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute.

- Periodically look away from screen and focus on another object at least 20' away.
- Roll eyes clockwise, then counterclockwise three times.

SAFE WORK PRACTICES FOR CHEMISTRY, BIOLOGY, PHYSICS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
2. All employees should know the location of the fire blankets and should have some training in rapid response in how to use fire blankets.
3. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
4. All chemical storage areas should have containment in the front of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
5. Scalpels and dissecting needles for the lab experiments should be stored in clear breakers with the sharp edge or points in a downward position.
6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverages containers should never be used to store materials in laboratories.
7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.
8. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
9. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.

10. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and facilities.
11. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
12. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
13. All employees should know the location of the Material Safety Data Sheets (MSDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the MSDSs to understand the hazard of the materials and know emergency procedures and first aid response. New MSDSs or revised MSDSs should be reviewed as soon as received. See the District's Hazard Communication Program.
14. Place broken glass in the appropriate waste containers. If broken glass containers are not available, place the broken glass in a paper bag. Seal the bag and label it as broken glass. Place next to the garbage can for Custodial Department to see. Please be cautious about disposing of broken glass and other sharp objects. Be aware that another person must handle your trash.

SAFE WORK PRACTICES FOR CREATIVE AND FINE ARTS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

CERAMICS/SCULPTURE/PAINTING/JEWELRY/THEATER ARTS

1. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized.
3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.
4. Proper eye protection should be worn at all times when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.
5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
6. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.

8. Are welders should be inspected periodically, and all necessary repair should be completed.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.
10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.
11. Because of possible contamination of food products, eating and drinking is not allowed in the art studio. Food or beverage containers should never be used to store materials in the studio.
12. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.
13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
21. All employees should know the location of the Materials Safety Data Sheets (MSDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the MSDSs so as to understand the hazard of the material and know

- emergency procedures and first aid response. New MSDSs or revised MSDSs should be reviewed as soon as received. See the District Hazard Communication Program.
22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

THEATER ARTS - additional

1. Activities in the theater area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.
2. A number of safeguards must be in place when using the radial arm saw.
 - a) The saw should not pull or extend past the worktable being used.
 - b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
 - c) The blade of the saw should be covered except at the actual work surface.
3. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

SAFE WORK PRACTICES FOR PHOTOGRAPHY/JOURNALISM

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. A variety of chemicals are used in the processing of negative film and developing of photographs. All employees and students should be familiar with the Material Safety Data Sheets for the chemicals used in the photography lab, including requirements of the West Valley-Mission Community College District Hazard Communication Program.

2. Some individuals may have a sensitivity or susceptibility to developing rashes or superficial skin abnormalities when handling photographic chemicals. At the first indication of a skin condition developing, care should be taken to utilize protective gloves or barrier creams. Proper washing after handling processing chemicals and using an effective moisturizer can also help to control skin conditions.

SAFE WORK PRACTICES FOR AUTOMOBILE MAINTENANCE

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Never get under a vehicle to perform maintenance, even if only for a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials containing asbestos as a raw material. If this is not possible, or if you are absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Proper eye protection should be worn at all times when using or observing others who are using equipment which produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted toll rests and shields.
4. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
5. Proper eye protection should be worn at all times when performing welding or brazing activities.
6. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed form service.
8. Arc welders should be inspected periodically, and all necessary repairs should be made to faulty equipment immediately or it should be removed form service.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe working environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.
11. Because of possible contamination of food products, eating and drinking is not allowed in the area. Food or beverage containers should never be used to store materials in the area.
12. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
13. If fire blankets are available in the shop, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in the front portion of the shelves.
16. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Campus Safety Officer.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities.
20. Gloves and goggles should always be worn while handling acids i.e. in car batteries, working with volatile materials i.e. cleaning solvents, or utilizing flammable liquids.
21. All employees should know the location of the Material Safety Data Sheets (MSDSs), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the MSDSs so as to understand the hazards of the materials and know emergency procedures and first aid response. New MSDSs or revised MSDSs should be reviewed as soon as received. See District's Hazard Communication Program.
22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

23. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
- NO SMOKING
 - OILY RAGS are placed in the safety cans after use
 - SPRAY CANS and other containers of flammable substances are kept in flammable storage cabinet.
24. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice, however, there should be a maximum pressure control on the tire equipment.
25. Automotive batteries are recharged outside to avoid the possible build-up of flammable gasses. Avoid causing an arc when connecting the charging cables, the hydrogen and oxygen gasses, which evolve in charging operations, could explode.

SAFE WORK PRACTICES FOR REPROGRAPHICS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. The flammable materials in Reprographics presents a constant fire hazard. As a result, all employees should know the location of fire extinguishers and should be familiar with the operation of fire extinguishers and techniques for effectively and quickly extinguishing a fire.
2. All flammable materials should be stored and dispensed from Underwriter Laboratories (UL) approved safety containers. Rags soiled with hydrocarbon solvents or printing ink should be stored in covered UL approved metal containers.
3. Bulk storage of flammable materials should be contained with a Factory Mutual or UL approved cabinet.
4. The use of solvents and chemicals presents a health hazard for all employees. Employees who work in and around reprographics should be familiar with the Material Safety Data Sheets for all chemicals stored and used in reprographics. Employees should be familiar with the hazards of those chemicals, first aid procedures, and emergency response guidelines.
5. Cleaning of printing machines should always be done in a careful, safe manner. The press should never be wiped down or cleaned while it is running, even at slow speed.
6. Never attempt to clear a misfeed or jammed paper while the press is running. Always shut down the press before performing the operation.
7. Equipment should be locked/tagged out before maintenance.
8. Workstations should be organized to minimize the need for lifting, bending, or reaching of supplies.
9. Eating, drinking, or applying of cosmetics is prohibited in the press area or photo dark room.

SAFE WORK PRACTICES FOR THE GROUNDS DEPARTMENT

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:
 - a) Try to increase salt intake by adding extra salt to your food, unless you have been advised by a physician to avoid salt.
 - b) During break, go to a shaded spot or air conditioned room.
 - c) Drink lots of water, taking small amounts often, rather than large quantities at infrequent intervals.
2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Follow a standard lifting procedure at all times.
3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.
4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top heavy loads are likely to topple in sharp turns.
5. Operate heavy equipment, i.e. the backhoe, with great care. In many operations, such as when digging with the backhoe, someone will be assigned to act as a spotter.

6. Trenching and excavation work presents serious risks to all workers. The greatest risk and one of the primary concerns, is that of a cave in. The following safety precautions must be taken when performing trenching and excavation.
 - a) Someone will be assigned to act as the spotter.
 - b) Barriers will be placed around the excavations as soon as it is possible.
 - c) Trenches 5' deep or deeper will be braced with approved trench shields to avoid cave-ins.
 - d) Keep materials or equipment that might fall into the trench at least 2' away from the edge of the excavation.
7. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment.
8. Only certified drivers can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.
9. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.
10. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.
11. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
12. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
13. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
14. All employees should know the location of the Material Safety Data Sheets (MSDSs), which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the MSDSs so as to understand the hazards of the materials and know emergency procedures and first aid response. New MSDSs or revised MSDSs should be reviewed as soon as received. See District's Hazard Communication Program.

15. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
 - NO SMOKING
 - NO OILY RAGS are placed in the safety cans after use
 - SPRAY CANS and other containers of flammable substances are kept in the flammable storage cabinet
16. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

WELDING

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
2. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.
5. Arc welders should be inspected periodically, and all necessary repairs should be completed.
6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.
7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

VEHICLE MAINTENANCE

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that

asbestos is not present, use formal safety procedures to control possible asbestos exposure.

3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.
4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment.
5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.
6. Collection of chlorofluorocarbons/air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.
7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

Please refer to the Safe Work Practices for Automotive Technology for additional practices.

SAFE WORK PRACTICES FOR THE CUSTODIAL DEPARTMENT

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Do not attempt to lift heavy or bulky objects that could cause strain to the back or other body parts. Use lifting aids or seek the assistance of fellow workers. To lift manageable size and weight boxes, use the following:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.
3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.
4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.
5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.
6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.

7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord should be reported to the supervisor immediately. Equipment should not be used until cord is repaired.
8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.
9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.
10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.
11. All employees should read the Material Safety Data Sheets that are available for all hazardous materials used in custodial operations.
12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:
 - Never mix chemicals, other than to dilute them with water or following the manufacturer's instructions.
 - Wear appropriate safety equipment (goggles, gloves, boots, etc.).
 - Check the MSDSs for details for the chemical's properties, hazards, and first aid procedures.
 - If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.
13. Ladders (either wood or fiberglass) are provided for cleaning light fixtures or high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces.
14. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.
15. All Custodians should wear appropriate safety clothing and safety equipment.
 - Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage.
 - Rain gear is provided for inclement weather.
 - Since work is often at night, carry a flashlight.
 - Rubber boots are to be used when using the floor scrubber.
16. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.

17. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently.
18. Certain job activities require the use of a respirator. The District's Respiratory Protection Program will be used to train and fit test those employees that will be given respirators.
19. Only certified drivers can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.
20. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:
 - a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
 - b) Clean visible soil with a detergent solution.
 - c) Rinse with water.
 - d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.
 - e) Remove the gloves and wash your hands immediately.
21. Blood and bodily fluids can contain infectious materials. Use the appropriate personal protective equipment at all times. If you are exposed to blood or bodily fluids, i.e., on your skin or needle puncture, please see your supervisor immediately.
22. When working in the shooting range, the Safe Work Practices specifically designed for the shooting range cleaning and maintenance must be followed.
23. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3' or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower.

SAFE WORK PRACTICES FOR THE CHILD DEVELOPMENT CENTER

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of West Valley-Mission Community College District, and are required by Section 3203 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Whenever possible, the lifting of children is to be kept to a minimum. Teaching staff should participate in back care workshops to teach the correct way to lift children and other heavy objects. When it is necessary to lift or move heavy objects, it is extremely important that everyone practice the safe lifting method of bending the knees and not the back. Staff are encouraged to ask for assistance if moving large objects such as children's classroom furniture.
2. Teaching staff and teacher assistants are required to use gloves whenever they are required to touch any bodily fluids. Teaching staff and teacher assistants should carry disposable (latex or vinyl) gloves in their pockets at all times when at work.
3. The floors are kept clean and free of debris to avoid tripping. Wet floors should be dry mopped to avoid slipping.
4. The outdoor pavement and front steps should be kept free of standing water (rain) to avoid slippage.
5. All staff are required to wash and disinfect their hands often to avoid the spread of germs. Disinfectant hand soap is provided in a dispenser for this purpose. If access to running water is not possible, use alcohol-based hand cleaner. Hand cream is also used to keep hands from cracking.
6. All staff are encouraged to take breaks and eat nutritiously.
7. All staff are encouraged to stay at home when ill, especially with respiratory illness.
8. Paper towel dispensers with individual paper towels are available for all staff.
9. Staff use different sponges (labeled) for cleaning the floor and cleaning counter tops. This helps in preventing the spread of germs.

10. Staff are required to renew first aid certificates and CPR certificates on a regular basis. These certificates must be current.
11. Staff are encouraged to wear comfortable clothing and shoes with rubber soles.
12. Staff are requested not to reach or lift articles from high shelves. They are encouraged to request assistance.
13. Garbage is removed frequently, at least once a day.
14. If staff becomes aware of a faulty piece of equipment, it should be taken out of use immediately and reported to the CDC director.
15. All employees are required to educate themselves on the emergency procedures for responding to fire, earthquakes, and other emergencies. The children's center has an emergency preparedness plan, which is available for staff and parents.

Bloodborne Pathogen Exposure Control Guidelines

1. All CDC employees must have the understanding of universal precautions: **All human and body fluids are treated as infectious.**
2. Washing and sanitation procedures
 - a) Wear latex (or nitrile/vinyl, if allergic to latex) gloves and other appropriate personal protective equipment.
 - b) Remove visible soil with a detergent solution.
 - c) Rinse in water.
 - d) Wash area with or dip toys in a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is ¼ cup bleach to 1 gallon of water. The solution must be mixed fresh daily to ensure the solution is not weakened by the evaporation of chlorine.
 - e) Air dry.
 - f) Remove gloves and wash hands immediately.
3. All surfaces should be cleaned frequently. Tables and counter tops must be cleaned before food can be served from/on them. Follow the department's specific procedure on frequency of cleaning.
4. First aid assistance should be done using latex (or nitrile/vinyl) gloves and other appropriate personal protective equipment. After removing the gloves properly to ensure not to contaminate yourself or the surrounding areas, wash hands as instructed below. If clothes are contaminated, then remove clothing immediately and wash skin area with soap and water. Always report first aid assistance.

5. How to wash hands:
 - a) Wet hands with running water and apply soap from a dispenser. Lather well. You may wish to remove all jewelry from hands and place in a safe location. Wash vigorously for 15 to 20 seconds.
 - b) Rinse well under running water with water draining from wrist to fingertips.
 - c) Leave water running.
 - d) Dry hands well with a paper towel and then turn off the faucet with the paper towel.
6. Eating, drinking, smoking, applying cosmetics, and handling of contact lenses is prohibited in areas where blood or body fluid may be present.
7. Waste disposal of items containing liquid or semi-liquid blood or other potentially infectious materials that would release blood or other materials in a liquid form if compressed will be in red biohazardous waste bags. Handle these bags only when wearing latex gloves. Once materials are placed in these bags, they must be treated in seven days. Contact the District Facilities department immediately once generating biohazardous waste.
8. Clothing soiled with blood or other potentially infectious body fluids is considered contaminated. Contaminated laundry must be bagged and treated by an appropriate facility. Contact the District Facilities department immediately once generating contaminated laundry.
9. Non-regulated waste may be disposed of as regular trash. This includes feminine hygiene products, Band-Aids, or dressings with small amounts of dried blood.

SAFE WORK PRACTICES FOR THE WAREHOUSE

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All shipping/receiving employees who may handle containers or boxes should follow this proper lifting procedure:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.
3. A pallet jack is an expensive investment and a potential dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.
4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.
5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.
6. Take time to become familiar with emergency exits in order to respond properly in an emergency or evacuation.

7. Only certified drivers can use the forklift. Follow the safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.
8. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.
9. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.
10. Never accept a leaking hazardous material container from a distributor.
11. Warehouse employees should wear appropriate safety clothing and equipment: Steel-toe safety shoes and as required: gloves, safety glasses, and lifting belts.
12. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the noseplate of the hand truck as you return it empty. The noseplate could cause an injury to the feet or ankles of others.
13. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seat belt, etc. Report any defects to the warehouse supervisor for repair.

SAFE WORK PRACTICES FOR ADAPTIVE PE

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Always use proper body mechanics when lifting individuals, weights, and equipment to avoid back injuries.
2. Always place mats and equipment out of the student's pathway.
3. Check cables regularly on exercise equipment.
4. Secure cords to avoid falling accidents.
5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.
6. All instructors should have clear procedures in place in the event of an emergency.
7. Employ proper techniques to avoid heat stress.
8. The following cleaning and sanitizing procedures must be followed whenever equipment or facilities are contaminated with potentially infectious materials:
 - a) Use latex (or nitrile/vinyl, if allergic to latex) gloves.
 - b) Remove visible soil with a detergent solution.
 - c) Rinse in water.
 - d) Wash area with a sanitizing solution, e.g., bleach water or EPA approved solution. Bleach water is $\frac{1}{4}$ cup bleach to 1 gallon of water. The solution must be mixed daily to ensure the solution is not weakened by evaporation of chlorine.
 - e) Air-dry or rinse after 20 minutes.
 - f) Remove gloves and wash hand immediately.

APPENDIX A

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY

To Be Completed By Supervisor/Manager

Employee Name _____

Occupation _____

Date of Injury _____ Time of Injury _____ am
pm

Date Reported _____ Time Reported _____ pm

Injury Location _____

Type of Injury _____

Medical Facility _____

Did Injured Leave Work? _____ Date _____ Time Reported _____ pm
am

Did Injured Return to Work? _____ Date _____ Time Reported _____ pm

1. Describe how the incident occurred _____

2. Names of witnesses _____

3. What steps have been taken to prevent similar accidents? _____

Supervisor's/Manager's Signature _____ Extension _____ Date _____

Please fax this form to Lucy Clementi at (408) 867-9059.

HR/lc/10/18/05

APPENDIX B

GENERAL SAFETY INSPECTION CHECKLIST

SITE: _____	DATE: _____
WORK AREA: _____	INSPECTOR: _____

<u>N/A</u>	<u>S</u>	<u>FIRE PROTECTION</u>	<u>U</u>	<u>COMMENTS/LOCATION</u>
		Fire extinguishers properly located/installed		
		Fire extinguishers clearly identified		
		Fire extinguishers clearly accessible		
		Fire extinguishers fully charged		
		Fire extinguishers tagged & current for service/insp.		
		Fire alarms & alarm stations in proper operating cond.		
		Fire doors not blocked open		
		"No Smoking" areas established as needed		
		Spirit duplicator fluid properly stored		
<u>NA</u>	<u>S</u>	<u>LIFE SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Number of exits are adequate		
		Exits are not obstructed		
		Exit doors and routes clearly marked		
		Exit aisles clear and in good repair		
		Carpets and rugs secure		
		Emergency lighting installed where necessary		
		Emergency Evacuation Plans posted in each office		
<u>NA</u>	<u>S</u>	<u>ELECTRICAL SAFETY</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Electrical wiring in good condition		
		Extension cords not used for permanent wiring		
		Circuit breaker panels clearly marked with Caution signs		
		Machines and equipment properly grounded		
		Breaker panels and control box covers closed		
		Plugs and electrical outlets in good condition		
		Circuits not overloaded		
		Electrical wires not run under carpets		
		No storage in front of electrical switch panels		
<u>NA</u>	<u>S</u>	<u>MEDICAL/FIRST AID</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Medical facilities – phone numbers clearly posted		
		First Aid supplies readily available		

		First Aid supplies kept replenished		.
NA	S	<u>HOUSEKEEPING/Common Hazards</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Work area is clean and orderly		
		Excess paper and trash removed		
		Floors are clean and dry		
		Carpets and rugs are secure		
		Carpets are free of large tears or holes		
		Floors are free from protrusions/holes, loose boards/tiles		
		Aisles and passageways clear and in good repair		
		Handrails are installed on all stairways having 3+ steps		
		Handrails are secure and in good repair		
		Ramps have not-slip surface		
NA	S	<u>GROUND</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Walkways and sidewalks in good condition		
		Parking lots free of pot holes & large cracks		
		Courts and asphalt free of holes or cracks		
		Grounds free of debris and broken glass		
		Fencing in good repair		
		Parking lots/walkways have adequate lighting for night		
NA	S	<u>MISCELLANEOUS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Shelves not overloaded		
		Storage shelves and bookcases secured		
		Paper cutter guards in place		
		Required CAL/OSHA employee notices posted		
		Employee telephone numbers posted		
		Procedures posted for reporting emergencies		
NA	S	<u>OTHER ITEMS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>

COMMENTS

OFFICE SAFETY CHECKLIST

SITE:	DATE: _____
WORK AREA:	INSPECTOR: _____

<u>N/A</u>	<u>S</u>	<u>OFFICE SAFETY</u>	<u>U</u>	<u>COMMENTS/LOCATION</u>
		Book shelves are not overlooked (overloaded)		
		Heavy storage shelves secured		
		File cabinets adjacent to means of egress are secured		
		Large, heavy file cabinets are secured to prevent tipping		
		Free space in drawers to all removing/replacing file		
		File drawers are kept closed		
		Only one file drawer open at one time		
		Adequate trash containers available & emptied reg.		
		Traffic areas are clear of all wiring		
		All electrical equipment/appliances properly grounded		
<u>NA</u>	<u>S</u>	<u>MISCELLANEOUS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>
		Shelves not overloaded		
		Storage shelves and bookcases secured		
		Paper cutter guards in place		
		Required CAL/OSHA employee notices posted		
		Employee telephone numbers posted		
		Procedures posted for reporting emergencies		
<u>NA</u>	<u>S</u>	<u>OTHER ITEMS</u>	<u>U</u>	<u>COMMENT/LOCATION</u>

COMMENTS

APPENDIX A

SUPERVISOR'S ACCIDENT INVESTIGATION FORM

APPENDIX B

**ACCIDENT INVESTIGATION QUICK REFERENCE
GUIDE/CHECKLIST**

APPENDIX C
SELF-INSPECTION CHECKLIST

APPENDIX D

EMPLOYEE SAFETY TRAINING DOCUMENTS

APPENDIX E

DISTRICT SAFETY COMMITTEE MINUTES

APPENDIX F

STAFF SAFETY MINUTES

APPENDIX G

EMPLOYEE SAFETY RECOMMENDATION FORM