

# **SAN DIEGO CITY COLLEGE**

## **Employee Safety Manual**

### **SAFETY POLICY**

The Board of Trustees, recognizing that the health, safety, and well being of its employees is of paramount importance in the management of the San Diego Community College District, affirms its commitment to create and maintain a safe and healthful working environment.

### **INJURY PREVENTION IS EVERYONE'S RESPONSIBILITY.**

#### **Site Safety Committee**

Representation from the following areas shall include but not be limited to, and shall constitute the Health and Safety Committee of City College.

##### Membership

Associated Students	Fine Art
Committee Chair	Food Services
Biology	Health Services
Bookstore	Library/LRC
Center for Applied Competitive Technologies (CACT)	Machine Shop
Child Development	Nursing
Classroom Environments	Office Environments
College Police	A Building
Communications/PIO	E Building
Computing Labs	L Building
Cosmetology	Other
Custodial/Gardening	Photography
DSP&S	Health & Exercise Science
Duplicating/Reprographics	Physical Sciences
Electronics	Radio/TV/Theatre Arts
Engineering	Student Affairs

### **YOUR RESPONSIBILITY**

To insure that the intent of the District's policy is carried out, all employees should perform their duties in such a manner that is safe to themselves and to others. This manual has been prepared to help you do this.

You have a right to be informed of the hazards associated with your duties and to be trained to recognize and deal with them. The District asks, in return, that you use that training to promote a safe working environment for all.

The most important and effective person in our effort to eliminate/reduce injuries is you, the

employee. We need your cooperation in eliminating causes of injuries; such as unsafe conditions and unsafe work practices. Please immediately report any unsafe conditions and/or practices to your Supervisor or to the Safety Officer. You are strongly encouraged to submit possible corrective actions to be taken.

The Health and Safety Committee, has been given the authority and responsibility to ensure the implementation of our injury and illness prevention program.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the injury and illness prevention program - including compliance with all rules and regulations - and for continuously practicing safety while performing their duties. We must become aware of the hazards which lead to injury and waste and think about our safety and well-being, as well as that of fellow employees and the District.

### **Unsafe Acts**

Deliberate performance of an unsafe act or a violation of a Safety Rule will subject the employee to appropriate discipline.

Deliberate performance of any act that places the employee or any other individual in imminent danger of grievous bodily harm may result in suspension or dismissal. Any such deliberate act that causes grievous bodily harm will be investigated by the supervisor and Safety Officer who will report their findings to the manager for appropriate discipline, including dismissal.

Performance of duties while under the influence of illegal drugs will result in suspension or dismissal. Attempting to perform one's duties while under the influence of psychotropic substances may result in an unsafe working environment. Performance of duties while under the influence of prescribed medications which impair cognition may require counseling with the employee's supervisor or manager.

### **THE DISTRICT'S RESPONSIBILITY**

Your supervisor and manager accept the responsibility for leadership of the program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

Managers and your supervisor are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise. They are to ensure that all operations are performed with the utmost regard for the safety and health of all personnel involved. Safety is a primary operating requirement and must be aggressively and consistently implemented in all operations. Site Safety Officers will act in an advisory capacity to assist supervisors and managers in carrying out this safety responsibility.

## **Safety Meetings**

Formal or informal discussions will be held on a regular basis to discuss safety issues with you and your fellow employees. These will be facilitated by your supervisor. If appropriate, Safety Officers or managers will also attend. Items covered may include:

1. District safety rules and safe operating procedures;
2. Possible or actual hazards on the job;
3. Safety equipment;
4. Accident procedures;
5. Emergency or evacuation procedures;
6. Any other pertinent subjects.

## **ACCIDENTS/ACCIDENT PREVENTION**

### **Accident Handling & Reporting**

- You must report any incident to your supervisor that causes you injury, even if the injury is minor.
- Your supervisor must complete the attached Injury and Illness Incident Investigation Report, with the signature of the appropriate Safety Officer and forward it, immediately, to the Business Services Office (A-105), whenever a reportable accident occurs on the job. The original is sent to the District Risk Management Office and is used to report Workers' Compensation claims. A copy is reviewed by the Health and Safety Committee and filed in the Business Office.
- Your supervisor will provide a Workers' Compensation Claim Form (DWC-1) to complete and assist in form completion, if desired.
- Your accident will be promptly investigated by your supervisor and a Safety Officer, or other appropriate personnel. The primary purpose of accident investigations is to discover the causes of accidents so as to prevent future accidents.

### **Accident Prevention: Responsibilities of Your Supervisor**

Your supervisor is responsible for safety in the workplace and must:

1. Assure that operations are carried out per policy and procedure.
2. Assure that all employees are trained in proper policy and procedures.
3. Provide protective together with any other equipment necessary to do the job safely and efficiently.
4. Maintain safe working conditions.
5. Observe the performance of all employees in their accident prevention duties.
6. Discourage dangerous or careless practices.
7. Inspect tools and equipment to assure that they are in safe working order and correct

- deficiencies before further use.
8. Correct unsafe working methods.
  9. Added dangers in any operations.
  10. Insist on first aid for all injuries.
  11. Investigate any accident occurring under the manager's supervision.
  12. Report all injuries promptly.
  13. Keep the Safety Officer informed on safety problems, and call for assistance when needed.
  14. See that safety meetings are held as required, with issues addressed promptly.
  15. Comply with all District and government safety requirements.
  16. Complete Workplace Inspection Report each semester.
  17. Ensure fire extinguisher is checked and in working order with appropriate inspection labels.

### **Accident Prevention: Responsibilities of the Safety Committee Members**

1. Evaluate work space for unsafe working conditions.
2. Identify and control hazards in an operation.
3. Uphold safe working conditions in the workplace:
  - Insist on good housekeeping.
  - Detect and eliminate (or report for correction) all physical hazards.
  - Direct the Supervisor to stop worker's unsafe practice.
  - Assure the maintenance of tools and equipment.
  - Insist on immediate first aid for all injuries.
  - Provide (or request from Manager) guards, tools, equipment, etc. to control hazards.
4. Review all accident investigations to insure that they are thoroughly investigated and reported. corrected.
5. Attend monthly Health and Safety meetings.
6. Insure compliance with all District, Federal, State, and City safety requirements.

## **PROTECTIVE EQUIPMENT**

Protective equipment **must** be used to reduce the possibility of injury or accident

- Nursing and Health Center to utilize gloves, gowns and other protective equipment to decrease risk of blood or body fluid contamination.
- Maintenance, Custodial, or Groundskeeper employees working in locations where eye hazards due to flying particle, hazardous substance or injurious light rays are inherent should be fitted with encountered.
- Appropriate safety shoes shall be worn at all times.
- Ear plugs for noise protection must be worn whenever the noise level in the work area warrants their use.
- Splash guards, eye stations etc. in Chemistry or Biology labs?

## **SAFETY RECOMMENDATIONS**

The District requires that all safety recommendations and health hazards be brought to the attention of your supervisor. These are to be evaluated and actions taken to correct any deficiencies.

## WORKPLACE SAFETY RULES

These Safety Rules have been compiled to apply to your workplace. The District expects that you will follow these safe practices, render every possible aid to safe operations, and report all unsafe conditions or suggested improvements to your supervisor.

### General

- Supervisors and managers shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to ensure compliance.
- All employees shall be given injury and illness prevention instructions as needed.
- Employees are encouraged to obtain CPR and defibrillator training.
- Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job under the influence of intoxicating substances.
- Anyone performing their duties while under the influence of illicit drugs is subject to disciplinary action.
- Running, jumping, horseplay, scuffling, fighting and other acts which have an adverse effect on the safety or well-being of employees is prohibited.
- Work is well planned and supervised to prevent injuries while handling materials and operating equipment.
- Employees ensure that all guards and other protective devices are in proper locations and maintained, and employees must report deficiencies promptly to their supervisor or manager.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs or power strips should be used to ensure continuity of ground. Employees must not handle or tamper with any electrical equipment, machinery, or air/ water lines in a manner not within the scope of their duties, unless they have received appropriate training.
- Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. Contact a supervisor when help is needed to move a heavy object. Employees lifting weights > \_\_\_\_\_ pounds must receive training on utilizing the large leg muscles rather than smaller lower back muscles.
- All injuries must be reported promptly to the supervisor or manager to ensure medical or first aid treatment.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.

### Fire:

- In the event of fire, sound alarm and evacuate.

- Only trained workers may attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations.
- Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
- Fire extinguishers are to be tested and tagged annually by order of the State Fire Marshall.
- Work areas should be maintained in a neat orderly manner. Trash and refuse are to be thrown in proper waste containers, recyclable versus non-recyclable.
- All spills shall be wiped up promptly (special considerations if the spill is blood or a body fluid - Refer to City College Blood Borne Pathogen Program).
- Aisles must be kept clear at all times.
- Files and supplies should be stored in such a manner so as to eliminate damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above. Materials, in general, are not to be placed on top of lockers or file cabinets.
- All cords running into walk areas must be taped down or inserted through protectors to eliminate tripping hazards.
- All employees are encouraged to receive Automated External Defibrillator training to be aware of the capabilities of these AED's. City College will offer periodic AED training through San Diego Project Heartbeat or will coordinate special departmental trainings by request.
- Never leave lower desk or cabinet drawers open to present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
- Individual space heaters in work areas must be kept clear of combustible materials such as drapes, paper or wood. Newer heaters, equipped with tip-over switches, must be used.
- Appliances such as coffee pots and microwaves must be kept in working order and well maintained, inspected for signs of wear, heat or fraying cords. Kitchen appliances in the department should be routinely cleaned to decrease risk of infection.
- Fans used in the work areas must be guarded. Guards do not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
- Equipment such as scissors, staplers, etc. must be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
- Cleaning solvents and flammable liquids must be stored in appropriate containers with appropriate MSDS information.
- Do not engage for long periods of time in repetitive actions, such as typing, without taking a break

to rest or exercise the affected body part. (Refer to attached brochure for information on repetitive motion injuries).

- Work stations should be "ergonomically correct" and adjusted to the size of the individual and his or her tasks.

## **EMPLOYEE TRAINING AND COMMUNICATION**

All new employees are to be trained by their supervisor (if their position includes the handling of hazardous material) in the following Hazardous Materials Communication Procedure and in the proper use and control of hazardous materials prior to initial performance of their duties. Employees receive additional training as necessary and, in all cases, when a new substance is introduced into the workplace.

Training may consist of information concerning general classes of hazardous materials rather than specific compounds, and may be limited to those materials that the employee may be exposed to regularly or in a reasonably foreseeable emergency.

Training shall include at least the following:

1. A copy of this Hazardous Material Communication Procedure.
2. The location of the workplace MSDS book and the employee's (or his/her representative's) right to easily access it at any time.
3. Familiarity with the form and information, with particular attention to the hazards represented, protective measures, and emergency procedures, contained in the MSDS's as applicable to substances to which the employee may reasonably come into contact.
4. Explanations of the warning and hazard labels.
5. The employee's right to be protected against discrimination or discipline for exercising any right extended to him/her under this procedure.

## **HAZARDOUS MATERIALS COMMUNICATION PROCEDURE**

The purpose of this Hazardous Communication Procedure (HazComm) is to insure that all hazardous materials used by employees in the performance of their duties are properly evaluated for their hazard, use and control; and that sufficient information about such materials are communicated to employees in such a manner that any risk to their health is eliminated.

For the purposes of this procedure, hazardous materials are those so described by the California Occupational Safety and Health Act.

No employee shall be disciplined or otherwise harmed or criticized by exercising his/her rights under this procedure or the California Occupational Safety and Health Act.

### **Hazardous Materials Containers and Labeling**

1. Substances containing hazardous material must be kept in the containers supplied by the manufacturer. If, because bulk purchases of a hazardous substance must be inventoried in more than one location, additional containers must be of like safety quality to the original and duplicates of the manufacturers hazard and warning labels must be prominently attached to the additional containers.
2. In all other cases, if a hazardous material is transferred to a secondary container, the amount may not be more than is necessary for the daily use of a particular employee and the secondary container must remain in the workplace of that employee. Excess materials must be returned to the original container at the end of the employee's working day. (Such temporary containers do not require warning or hazard labels).

3. All containers of hazardous materials must be prominently labeled, in English, to show:
  - The identity of the hazardous material(s).
  - Appropriate hazard warnings.
  - The name and address of the manufacturer.

Defacing manufacturer's labels is a violation of the law unless immediately replaced with similar information.

### **Material Safety Data Sheets**

Inasmuch as all manufacturers and distributors of hazardous materials are required by federal and state law to describe the hazards and methods of control in the form of a Material Safety Data Sheet (MSDS), all purchases of materials for use in the workplace by an employee or third party contracted employee shall require a properly completed copy of the MSDS upon or prior to delivery of the product. Attachment A provides a common format and explanation of each section.

No supervisor may allow any employee to use or come into contact with any substance containing a hazardous material unless an MSDS has been received by the workplace, placed in the required MSDS book, and the employee trained in the information contained in the MSDS.

If a material is received without an MSDS or if any employee (or his/her representative) requests access to a MSDS that is not available, the supervisor, acting in consultation with the Safety Officer, will immediately contact the employee whose responsibility it was to purchase the material requesting that a proper MSDS be obtained. That employee shall act on this request in writing as quickly as is reasonable, but in no case more than seven (7) days from the date that the supervisor learned that the required MSDS was missing. If no response is forthcoming within twenty-five days, a second written request shall be made and the matter shall be referred to the Health and Safety Committee to act on the District's obligation to inform the State Department of Industrial Relations.

For the purposes of compliance with 8 CCR 5194(d), the District and its employees will rely on the information concerning the physical and health hazards of hazardous materials contained in the MSDS supplied by the manufacturers or distributors of their products.

The supervisor for each workplace, (having one or more hazardous material), shall maintain a book, easily and readily available to all department employees, containing copies of MSDS's for all such products. The program manager shall audit the completeness of the MSDS book and may issue a verbal or written reprimand to the supervisor for failure to maintain it.

Supervisors must receive appropriate training in understanding MSDS's and is responsible for training their employees.

### **Recordkeeping**

In accordance with the Hazard Communication Standard of the California Occupational Safety and Health Act:

- MSDS's for all substances used in the workplace are to be maintained for 30 years.
- Records of employee training are to be maintained for a minimum of three years.

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