VIPJPA
Valley Insurance Program Joint Powers Authority

Yosemite Community College District
Biennial Inspection

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April 2009

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Executive Summary

The District's biennial inspection occurred in January of 2009 and involved interviews with representatives from Administration, Human Resources, Athletics, Campus Security, Child Development, Maintenance & Operations, and Science at Modesto Junior College (East and West campuses) and Columbia College. This report contains our findings and observations. The Executive Summary is a quick overview of the information gathered and our recommendations. The Critical Findings Section contains our top recommendations for the District's risk management program. The Findings and Recommendations Section information contains all of our recommendations associated with all of the questions covered during our interviews.

The purpose of the biennial inspection is to identity the status of a variety of exposures and how the District is managing those exposures. Being aware of its exposures and handling them in a manner that reduces the District's loss experience can have a powerful positive impact on the District's budget, employee morale, and reputation. This report is based on conditions observed at the time of the site visit and information provided by District staff. The information in this report does not guarantee that operations, whether noted or not, are in compliance with federal, state, or local laws or regulations.

Overall Impression
We were impressed with the overall positive attitude and cooperation of the personnel we interviewed during the course of the inspection. Employees exhibited a genuine interest in knowing what they could do to improve employee safety and health, as well as reduce liability risks for the District. The District has established an exemplary Emergency Response and Management Program. The District personnel are aware of several areas that need work, and they are either working to establish corrective measures or have plans in place for taking corrective measures in the future as time and budget allow. Recommendations made in the 2006 inspection have been or are being addressed. Efforts at each campus continue to be concentrated on the development and implementation of mandated and best risk management plans, as well as employee training.

Recommendations
We recommend the development of a District-wide safety committee to facilitate the development, and ease the implementation, of safety, health, and environmental management programs. The committee should be comprised of representatives from Administration, the unions, and certificated and classified personnel from all campuses. This committee, and its task forces, would set the structure and over-riding safety, health, and environmental programs for the District, while the individual campus safety committees would implement those programs. The District safety committee could also facilitate the coordination of employee training in order to conserve the District's resources and ensure the maintenance of mandated program records.

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Critical Findings

Over the next year, risk control efforts should be concentrated on these critical areas:

- Develop Written Confined Space Entry and Lockout-Tagout & Hazardous Energy Control Programs
- Conduct Employee Training regarding Confined Space Entry and Control of Hazardous Energy
- Obtain independent Certified Playground Safety Inspector (CPSI) Consultation

Development Written Confined Space Entry and Lockout-Tagout & Hazardous Energy Control Programs:

Develop and implement District-wide Confined Space Entry and Lockout-Tagout & Hazardous Energy Control Programs. Confined space entry and working with hazardous energy are high-hazard tasks that could result in fatality. Written programs provide the framework for a solid safety and health risk management program. The activities involved in developing and implementing these programs make the District's commitment to employee safety and health visible. Written programs provide for consistency in workplace application. Additional benefits are derived from the reduction in workers' compensation claims, down time, and general liability claims.

Conduct Employee Training:

Once the Confined Space Entry and Lockout-Tagout & Hazardous Energy Control Programs are developed, conduct and document the employee training associated with these programs. Employee training helps to raise employee awareness and increases their ability to control their exposures to injury and illness and helps to ensure compliance with the District's safety and health programs. Increased awareness and compliance results in reduced loss incidents and the conservation of funds.

CPSI Consultation:

Columbia College is building a new Child Development facility and play area. Obtain the services of a CPSI who is independent of the equipment vendor and installer to ensure that both the interior and exterior play areas are compliant with ASTM 2373. Have the independent CPSI complete the mandated evaluation of the play areas before the facilities are used.

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Scorecard

| Category	Score
Mandated Reporting of Child Abuse	100%
Security Operations	93%
Emergency Response and Management Plan	90%
Powered Industrial Trucks	86%
Safety In The Instructor Controlled Environment	86%
Fall Protection	86%
Athletic Program and Student Activity Risk Control	85%
Employment Practices Liability	83%
Violence Prevention	80%
Aerial Lifts	77%
Playground Safety, Inspection, and Maintenance	73%
IIPP	73%
Tree Liability	64%
Fleet & Automobile Liability	64%
Hazard Communication	63%
Bloodborne Pathogens Exposure Control Plan	62%
Chemical Hygiene Plan	62%
Ergonomics	61%
Volunteers	58%
Fire Prevention Plan	38%
Confined Space Entry	22%
Slip, Trip, and Fall Injury Prevention	16%
Lockout-Tagout & Hazardous Energy	11%
Respiratory Protection	10%
Hearing Conservation	0%

● = 80% to 100% - Strong
● = 60% to 79% - Good with minor gaps in action plans
● = 40% to 59% - Moderate with major elements in place, but additional work required
● = 20% to 39% - Considerable effort required to develop and implement major elements
● = 0% to 19% - Poor, major effort required to develop and implement major elements

Recommendation Summary

INJURY & ILLNESS PREVENTION PROGRAM

Possible - 75	
Actual - 55	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
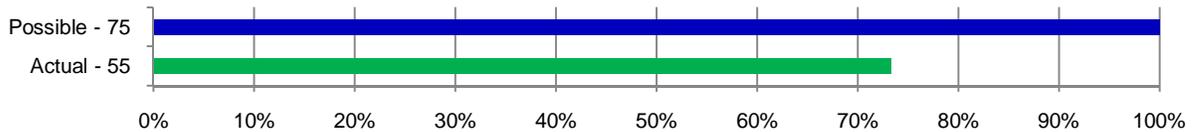
1-3   Provide a means for anonymous hazard reporting.

1-5   Form a safety committee comprised of representatives from MJC and Columbia to establish the overall strategy and direction of the District's safety and health program. Form an employee/management safety committee for MJC to address those issues specific to MJC. Provide committee start-up training for each safety committee.

1-6   Prepare and publish the safety committees' agendas and meeting minutes.

1-8   Establish a formal and consistent agenda for safety orientation.

1-9   Track all training in a database. Publish annual training reports for each department.

1-11   Develop a means to ensure, through encouragement or enforcement, the completion of routine inspections.

1-13   Require personnel at the Columbia Campus to use the checklists posted on the District's intranet. Review the checklists periodically to ensure currency.

1-14   Train supervisors and managers to know how to use the corrective action priority system. Prioritize as "safety" only those conditions that pose a safety hazard.

1-15   Establish a central location for storing records associated with IIPP compliance. It may be possible to establish electronic folders on the District's intranet with restricted access.

AERIAL LIFTS

|	
Possible - 30	
Actual - 23	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
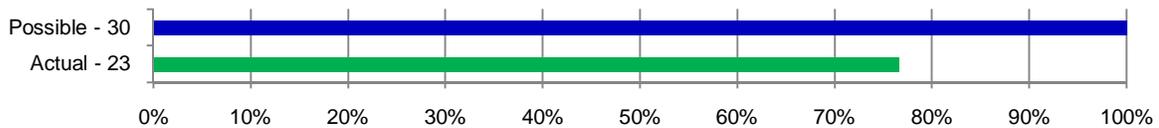
2-1   Establish a comprehensive inventory of all District aerial lift devices.

2-3   Require trainers to provide an outline of the training or a description of the training that includes the learning objectives.

2-5   Document all pre-use inspections.

2-6   Maintain all aerial device pre-use inspection documentation for at least one year.

ATHLETIC PROGRAM AND STUDENT ACTIVITY RISK CONTROL
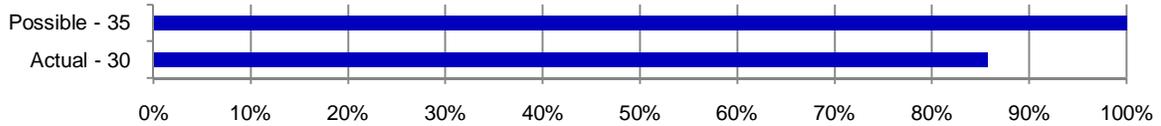
3-2   Consistent forms are used at all District campuses.

3-6   Review equipment maintenance procedures. Revise equipment maintenance procedures as needed to include instructions to conduct routine inspections. Establish equipment maintenance procedures for all athletic equipment and facilities, including spectator bleachers and basketball backboards. Document all inspections.

3-7   Annually train all athletic managers and coaches regarding safety and health issues related to athletics.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
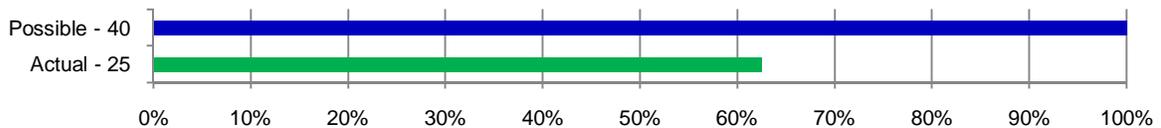
4-2   Revise the District's ECP. Separate "exposed" employees into Classification I, II, and III groups. Include vocational tech instructors in the Type II exposure category.

4-3   Establish a process for the identification and selection of appropriate engineering controls to reduce or eliminate exposures to bloodborne pathogens.

4-4   Provide annual employee refresher training regarding the District's ECP. Forward all training documentation information to Marsha Calbreath.

4-5   Designate a person or committee to be responsible for the selection and distribution of exposure control equipment, as well as the distribution of information and the provision of training.

4-6   Review the activities of District employees within each of the exposure categories. Provide appropriate personal protective equipment to all employees with a potential exposure to bloodborne pathogens.

4-7   After the re-evaluation of employee exposure classifications, offer the hepatitis B vaccination to those employees who have a potential exposure to blood or other potentially infectious materials.

CHEMICAL HYGIENE PLAN

Possible - 55	
Actual - 34	

0%　10%　20%　30%　40%　50%　60%　70%　80%　90%　100%
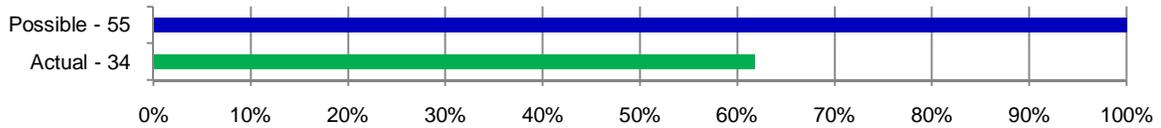
5-1　　Establish a Chemical Hygiene Plan that covers all District campuses.

5-2　　Designate a chemical hygiene officer for the District and assign assistant chemical hygiene officers for each campus.

5-3　　Complete a chemical inventory for each campus. Include the quantities of each chemical in the inventory.

5-4　　After the Chemical Hygiene Plan is established, train all employees covered by the plan.

5-6　　Post hazard warning and safety instruction signs in all science labs, preparation rooms, and storage rooms.

5-7　　Label secondary containers to identify their contents. After chemical labs are completed, label the chemical containers. Label specimen containers to indicate the preservative used.

5-8　　Establish a storage pattern for chemical storage and maintain that system throughout all District chemical storage areas.

5-9　　Install shelf guards on all chemical, specimen, equipment, and glassware storage shelves. Equip cabinets with shelf guards to ensure contents do not fall from the shelves when the cabinet doors are opened.

5-11　Enforce the completion of routine inspections. Document all inspections.

CONFINED SPACE ENTRY

|	
Possible - 40	
Actual - 9	

0%　10%　20%　30%　40%　50%　60%　70%　80%　90%　100%
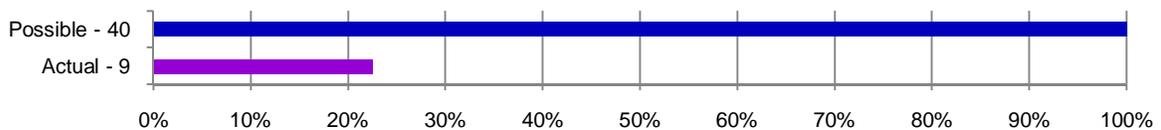
6-1　　Include all District campuses in the District's confined space inventory compilation and evaluation.

6-2　　Develop a District-wide Confined Space Entry Program that includes all campuses.

6-3　　Label confined spaces where practical. Identify all confined spaces in the written plan.

6-4　　Ensure pre-entry testing methods are included in the entry procedures developed for District confined spaces.

6-5   Identify and supply the personal protective equipment needed for each confined space entry. List the equipment in the entry procedures.

6-6   Identify and supply the entry equipment needed for each confined space entry. List the equipment in the entry procedures.

6-7   Include lockout/tagout procedures when developing general and specific written entry procedures. Develop specific entry procedures for each confined space that requires a permit for entry.

6-8   Train all District employees regarding the District's Confined Space Entry Program and procedures as required by Cal/OSHA. Provide annual refresher training.

EMERGENCY RESPONSE AND MANAGEMENT PLAN

Possible - 70	(bar to 100%)
Actual - 63	(bar to 90%)

0%   10%   20%   30%   40%   50%   60%   70%   80%   90%   100%
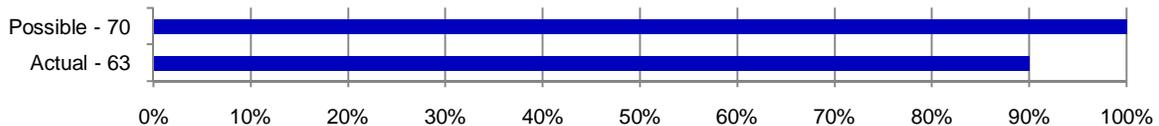
7-1   Develop an Emergency Response and Management Plan that covers the District's operations and locations. The specifics will vary with each campus; include the variations in the District's overall plan.

7-2   Review the District plan. Revise as needed to include all emergency contingencies.

7-4   Include all employees in the District's Emergency Response and Management Plan.

7-7   Establish response equipment storage boxes on all District campuses and provide the necessary personal protective equipment for the District's response teams.

7-8   Review the District's shelter-in-place supplies at all campuses and ensure the supplies will be adequate for a minimum of 72 hours.

EMPLOYMENT PRACTICES LIABILITY

Possible - 35
Actual - 29

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
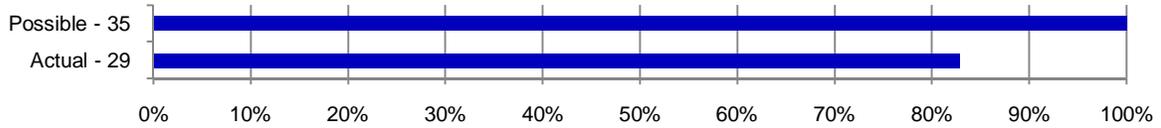
8-1 Provide a central point for the compilation of District policies and agreements associated with personnel matters. Consider use of the District's intranet to ensure accessibility to the information.

8-3 Consolidate the District's personnel policies in a central location where employees can review the all personnel policies.

8-4 Provide routine harassment prevention training for all employee groups.

8-6 Audit the health clinic and all other departments with access to sensitive information for HIPAA compliance.

ERGONOMICS

Possible - 60
Actual - 37

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
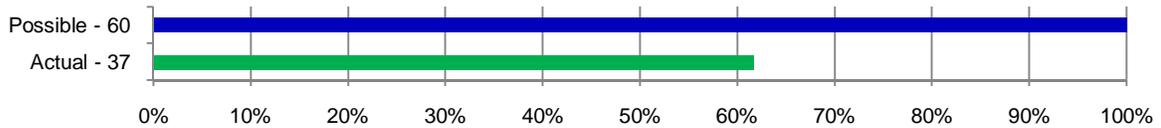
9-1 Review and revise the District Ergonomic Injury and Illness Prevention Program.

9-5 Provide routine training for all at-risk employees to maintain their awareness of their ability to control their exposures.

9-6 Establish a schedule for evaluating all at-risk positions and the employees in those positions.

9-7 Train supervisors to identify musculoskeletal problems so that they can take immediate corrective action and reduce the risk of injury.

9-8 Revise the District's procedure to effectively handle complaints of symptoms and publish those revised procedures to ensure employees are familiar with the new process.

9-9 Include an ergonomic evaluation when designing or renovating work areas, equipment, and/or procedures.

9-10 Provide adequate personnel, whether District employees or consultants, to conduct workplace ergonomic evaluations and related employee training.

9-11 Revise the District's employee orientation program to provide safe lifting training to all new employees.

9-12 Provide VIP's "Make the Right Move" training to Facilities employees and other employees involved in moving projects prior the start of those projects.

FALL PROTECTION

Possible - 65	
Actual - 56	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
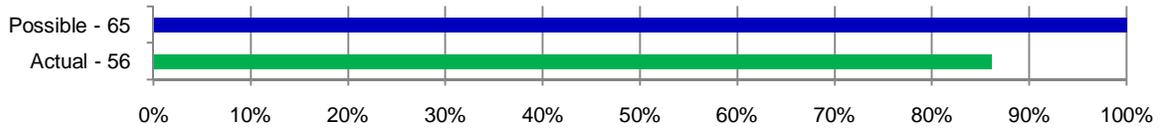
10-2   Replace missing and damaged labels.

10-9   Locate all fixed ladders on the campuses and verify their proper construction. Correct any unsafe conditions.

10-10   Inspect all elevated storage areas and walkways to ensure these areas are protected as specified in question 10-10. Correct any conditions that are non-compliant.

10-11   Inspect the ladder in the steam pit to determine code compliance. Take corrective action if the ladder is not built to code.

FIRE PREVENTION PLAN

|	
Possible - 50	
Actual - 16	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
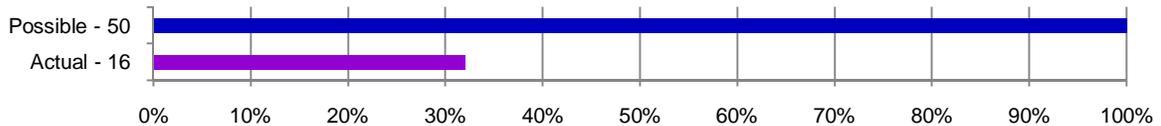
11-1   Develop a Fire Prevention Plan for the entire District.

11-2   Assign someone to be responsible for the District's overall Fire Prevention Plan.

11-3   Provide fire prevention training as part of the new employee orientation. Conduct annual refresher training regarding the program for all employees.

11-4   Identify the fire hazards at all campuses and establish control procedures. Include descriptions of the hazards and controls in the District's Fire Prevention Plan.

11-5   Develop a comprehensive inventory of the fire protection equipment for each campus.

11-6   Specify in the District Fire Prevention Plan who is responsible at each campus for the maintenance of the fire suppression equipment and systems listed in its inventory.

11-8   Develop a hot work permit process for all campuses.

11-9   Develop specific fire protection procedures to be followed whenever the fire suppression systems are not functional.

11-10   Establish routine housekeeping inspections. Enforce the completion of the inspections and follow-up procedures.

FLEET & AUTOMOBILE LIABILITY

Possible - 50	
Actual - 32	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
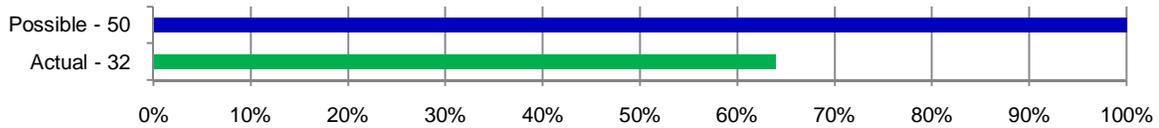
12-1   Complete the development of a written District fleet safety and driving policy.

12-2   After the policy is developed, annually review the policy and revise as needed.

12-4   After the District's Fleet Safety & Driving Plan is developed, all current employees regarding the plan. Include the District's fleet safety and driving policy in all new employee orientation. Conduct annual refresher training for affected employees.

12-7   Document all pre-use vehicle inspections.

12-9   Complete root-cause investigations of all vehicle incidents. Establish corrective actions to prevent recurrence. Analyze losses routinely to identify any trends.

HAZARD COMMUNICATION

|	
Possible - 35	
Actual - 22	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
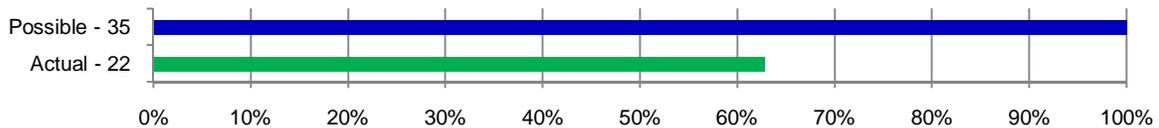
13-1   Review the District's Hazard Communication Plan annually. Annually provide an accurate hazardous materials list.

13-2   Provide hazard communication training during new employee orientation. Conduct annual refresher training for all employees who handle or use hazardous materials on a routine basis.

13-3   Annually develop a hazardous materials inventory for each department on each campus. Develop a process to consolidate the department inventories into a single inventory for each campus.

13-4   Maintain District MSDS online to make MSDSs available when needed.

13-5   Investigate District procedures for labeling secondary containers for the purpose of improving secondary container labeling compliance at all campuses.

13-7   Review the District Hazard Communication Plan. Consider requiring employees to obtain permission prior to bringing chemicals onto campus.

HEARING CONSERVATION

Possible - 30	
Actual - 0	
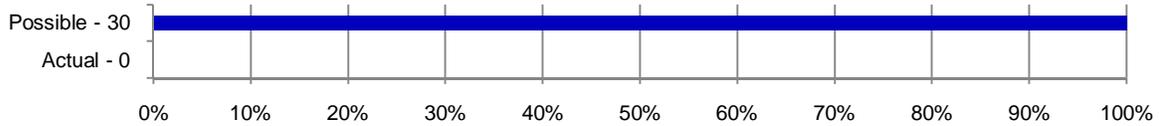
14-1   Conduct noise surveys of the District's high noise work environments and activities. Include instructional areas, such as music and vocational arts.

14-2   Develop a Hearing Conservation Program based on the results of the noise surveys.

14-3   Include audiometric testing part of the District's pre-placement physical for all employees who will be exposed to high noise work environments and/or activities.

14-4   Implement an annual audiometric testing program for the employees covered by the District's Hearing Conservation Program.

14-5   Provide hearing conservation training at the time employees that are assigned to jobs known to have noise exposures. Provide annual refresher training.

14-6   Conduct additional noise surveys as needed. Annually review the District's Hearing Conservation Program.

LOCKOUT-TAGOUT & HAZARDOUS ENERGY

Possible - 35	
Actual - 4	
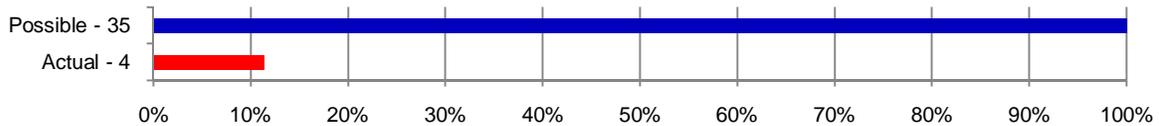
15-1   Complete the development of a District written Lockout Tagout Program.

15-2   Train all employees regarding the District's LOTO plan. Base the training on their level of exposure.

15-3   Provide all District "authorized" employees, as defined by Cal/OSHA, with the appropriate locks, tags, blanking devices, and lockout devices to safely complete their assigned tasks.

15-4   Complete documented LOTO Program compliance inspections.

15-5   Establish procedures for sharing the District's LOTO Program with outside contractors and obtaining the contactors' LOTO Program.

15-6   Reference the District's disciplinary procedures in the District's LOTO Program.

15-7   Label lockout locations on equipment as required by Cal/OSHA.

MANDATED REPORTING OF CHILD ABUSE

Possible - 20	
Actual - 20	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

PLAYGROUND SAFETY, INSPECTION, AND MAINTENANCE

Possible - 30	
Actual - 22	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
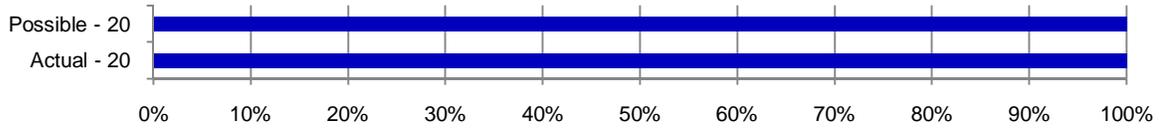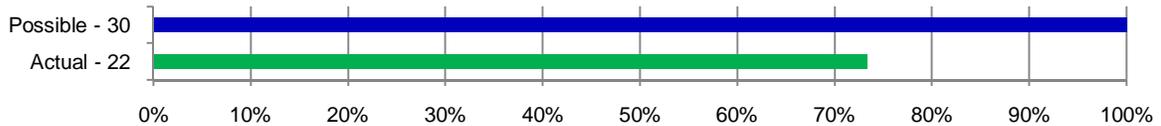
17-4   Train personnel assigned to inspect the playgrounds to recognize playground hazards.

17-5   Establish a preventative maintenance program for District playgrounds. Train maintenance personnel to conduct the inspection and repairs.

17-6   Establish a procedure for the permanent retention of playground installation and maintenance records.

SECURITY OPERATIONS

Possible - 55	
Actual - 51	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
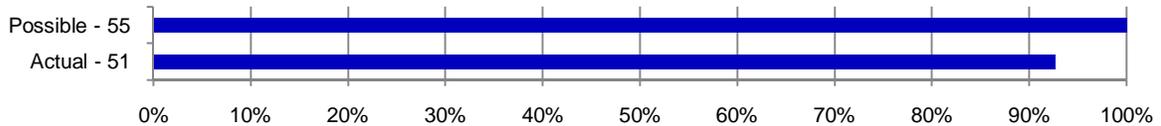
18-2   Have legal counsel review the District's Security Operations Manual.

18-4   Review the District's security officer hiring procedures to ensure employment of competent officers.

POWERED INDUSTRIAL TRUCKS

Possible - 15	
Actual - 13	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
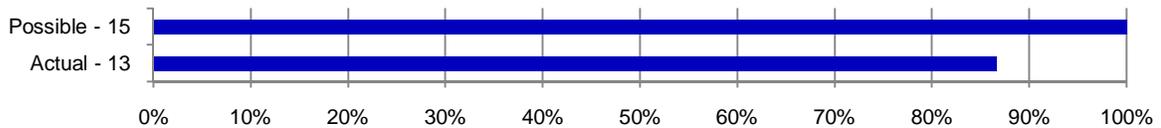
19-3   Document pre-use inspections of powered industrial trucks.

RESPIRATORY PROTECTION

Possible - 30	
Actual - 3	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
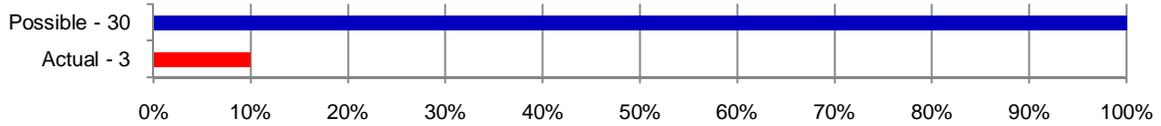
20-1   Conduct industrial hygiene assessments of District work environments and activities to identify exposures that require the use of respiratory protection devices.

20-2   Develop a written Respiratory Protection Program. Base the program on the results of the industrial hygiene monitoring and the District allowing voluntary use of respiratory protection devices.

20-3   Establish the use of the Cal/OSHA required medical questionnaire. Have a qualified physician review employee responses to the questionnaire.

20-4   Conduct initial and annual refresher respiratory protection training for employees affected by the program.

20-5   Require supervisors and managers to enforce the program.

20-6   Annually review the District Respiratory Protection Program. Conduct additional industrial hygiene sampling when changes in work conditions warrant.

SAFETY IN THE INSTRUCTOR CONTROLLED ENVIRONMENT

|	
Possible - 30	
Actual - 26	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
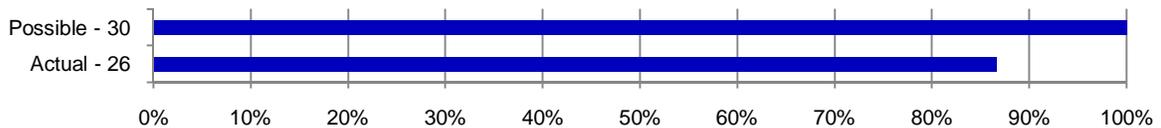
21-3   Review District pre-class inspection checklists to ensure they are appropriate for the learning environment. Enforce the completion and documentation of the inspections.

21-6   Develop an organized approach to identify classroom hazards and establish appropriate controls.

SLIP, TRIP, AND FALL INJURY PREVENTION

Possible - 30
Actual - 5

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
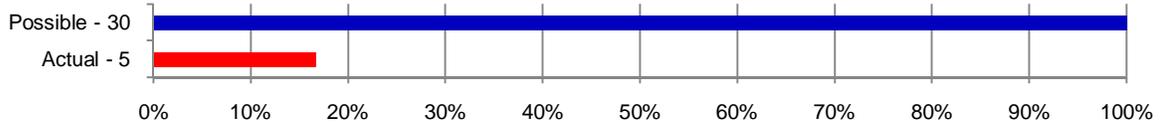
22-1   Develop a written plan to establish District procedures for identifying and correcting slip, trip, and fall hazards.

22-2   Develop an inventory of District slip, trip, and fall hazards. Prioritize the hazardous conditions for corrective action.

22-3   Establish a method to document lighting inspections.

22-4   Conduct an analysis of District slip, trip, and fall incidents for employees, students, and visitors to identify location and condition trends. Prioritize corrective action to address high incident areas and conditions first.

22-5   Review the District's repair process and prioritization methods. Revise as needed to establish preventative maintenance procedures.

22-6   Establish a line item in the District budget for the correction of slip, trip, and fall repairs.

TREE LIABILITY

Possible - 50
Actual - 32

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
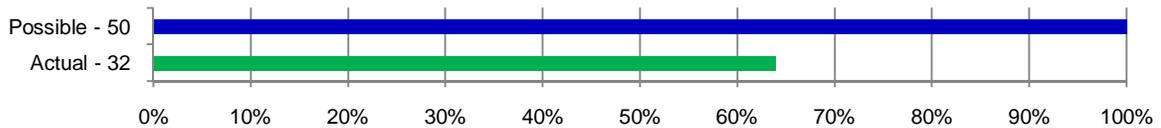
23-1   Establish a consistent means of documenting District tree inspections.

23-2   Revise the District's Urban Forest Management Plan to include all campuses and emergency tree removal procedures.

23-7   Include a list of approved plants and trees in the District's Urban Forest Management Plan.

23-9   Provide tree trimmer training in accordance with ANSI A300.

23-10   Establish a line item in the District budget for urban forest management.

VIOLENCE PREVENTION

Possible - 25	
Actual - 20	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
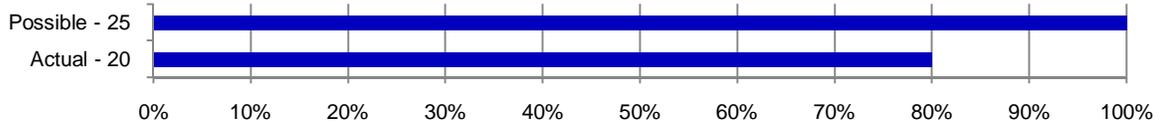
24-1   Review the District Violence Prevention and Response Plan. Revise as need to apply the plan to all District campuses and activities.

24-3   Review the completed plan. Revise as needed to ensure all sections listed above are included.

VOLUNTEERS

Possible - 25	
Actual - 15	

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
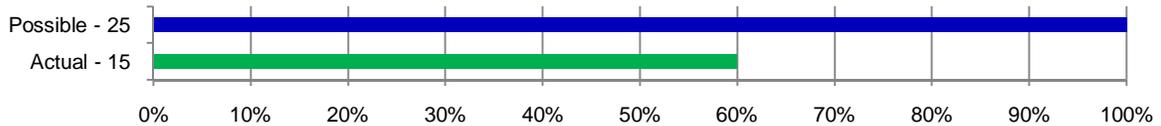
25-1   Clearly define who is and who is not an "authorized volunteer."

25-2   Establish a procedure to ensure that selected volunteers are competent to perform the expected duties.

25-3   Clearly state within the District's policy the procedures to be followed if volunteers will be permitted to drive their own or District vehicles in the course of their volunteer work.

25-4   Provide the same training for volunteers as that provided to employees exposed to similar hazards.

25-5   Specify within the District's volunteer policy the powered industrial vehicles volunteers are permitted to operate, i.e. golf carts and other similar vehicles.

Findings and Recommendations

INJURY & ILLNESS PREVENTION PROGRAM

		Score	Possible

1-1 The District has a written Injury and Illness Prevention Program (IIPP) in place that complies with Cal/OSHA Standard 8 CCR 3203.
Score: 5 Possible: 5

☒ Effective ☐ Needs Work ☐ Absent

1-2 Safety roles and responsibilities are clearly defined in the IIPP.
Score: 5 Possible: 5

☒ Effective ☐ Needs Work ☐ Absent

1-3 The District provides an effective means for employees to anonymously report safety hazards and/or concerns.
Score: 3 Possible: 5

☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> The District provides confidential reporting but not anonymous reporting.
>
> **Safety Management Recommendations:**
> Provide a means for anonymous hazard reporting.

1-4 The District has a method to regularly communicate safety concerns and safety-related information to employees.
Score: 5 Possible: 5

☒ Effective ☐ Needs Work ☐ Absent

> **Observations:**
> The District uses its website, bulletin boards, and email to communicate safety information.

1-5 The District has at least one active safety committee.
Score: 3 Possible: 5

☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> Modesto Junior College (MJC) does not have an active safety committee; however, Columbia College does.
>
> **Safety Management Recommendations:**
> Form a safety committee comprised of representatives from MJC and Columbia to establish the overall strategy and direction of the District's safety and health program. Form an employee/management safety committee for MJC to address those issues specific to MJC. Provide committee start-up training for each safety committee.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

INJURY & ILLNESS PREVENTION PROGRAM

		Score	Possible

1-6   Agendas and minutes are prepared for each safety committee meeting.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Agendas and minutes are prepared for the Columbia safety committee meetings.
Safety Management Recommendations:
Prepare and publish the safety committees' agendas and meeting minutes.

1-7   The District has developed methods to enforce safety rules and regulations.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

1-8   The District uses training and/or other means to ensure employees are aware of safe policies, procedures, and task methods.   **4**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Observations:
New employee orientation does include safety, plus additional information is provided in an information packet. Extra training is provided to employees assigned to facilities. The time allowed for safety orientation is often limited.
Safety Management Recommendations:
Establish a formal and consistent agenda for safety orientation.

1-9   The District uses a database or other method to track the training provided to each individual employee.   **2**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
All training is documented with hardcopy sign-in sheets, and some of that information is transferred to an Access database.
Safety Management Recommendations:
Track all training in a database. Publish annual training reports for each department.

1-10   Each training session is documented with the date, topic description, speaker name, and a list of the attendees.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

Yosemite Community College District
Biennial Inspection

INJURY & ILLNESS PREVENTION PROGRAM   Score   Possible

1-11   The District conducts investigations to determine the root causes of injuries,   2   5
illnesses, property losses, and near-miss incidents.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District is in the process of incorporating the Company Nurse forms. Currently, investigation by supervisors is inconsistent.

Safety Management Recommendations:
Follow the example established by State Center Community College. Once the Company Nurse form is received, forward it to the supervisor with instructions to complete and document the incident investigation.

1-12   The District conducts and documents regularly scheduled safety inspections.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Columbia College documents inspections with narrative reports. MJC uses checklists. Both campuses are inconsistent in the completion of the inspections, with the exception of the Transportation Department, which is very good.

Safety Management Recommendations:
Develop a means to ensure, through encouragement or enforcement, the completion of routine inspections.

1-13   The District has developed customized inspection forms for each   3   5
department.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
MJC uses checklists, and those are posted on the District's intranet. Columbia is not using checklists to guide the inspectors.

Safety Management Recommendations:
Require personnel at the Columbia Campus to use the checklists posted on the District's intranet. Review the checklists periodically to ensure currency.

1-14   Unacceptable conditions and/or behaviors are prioritized for correction. Work   4   5
orders are used to track corrective actions.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Observations:
Unsafe conditions are given priority, and work orders are used. Some departments submit all work orders as safety.

Safety Management Recommendations:
Train supervisors and managers to know how to use the corrective action priority system. Prioritize as "safety" only those conditions that pose a safety hazard.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

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INJURY & ILLNESS PREVENTION PROGRAM

	Score	Possible

1-15   The District maintains the Cal/OSHA required records to document the activities of the IIPP for a minimum of three years.

Score: 3   Possible: 5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District's compliance records are kept in several places and length of retention is not known for some records. The Safety Coordinator is tracking IIPP and BBP training; however, training conducted at Columbia is not always sent to the Coordinator.
Safety Management Recommendations:
Establish a central location for storing records associated with IIPP compliance. It may be possible to establish electronic folders on the District's intranet with restricted access.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

**Yosemite Community College District
Biennial Inspection**

AERIAL LIFTS

<div align="right">

Score   **Possible**

</div>

2-1   The District has an inventory of its aerial devices.   3   5

☐ *Effective*   ☒ Needs *Work*   ☐ *Absent*

Observations:
The District does not have a District-wide inventory of its aerial lift devices. Most of the devices are used by Facilities, and they have an inventory.
Safety Management Recommendations:
Establish a comprehensive inventory of all District aerial lift devices.

2-2   The District provides training for employees who operate aerial devices. The training is conducted by a qualified instructor in accordance with the manufacturer's recommendations.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

2-3   The training is documented and includes: 4   5

- The date of the training
- Some form of identification for those who attended
- The name of the training
- An outline of the training program

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Observations:
The date, title of the training, and attendance is maintained; however, the outline for description with learning objectives may not be retained.
Safety Management Recommendations:
Require trainers to provide an outline of the training or a description of the training that includes the learning objectives.

2-4   The District provides required personal protective equipment such as body harnesses, lanyards, and hard hats for use when operating aerial lift devices.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

2-5   The District requires and documents the completion of a pre-shift operational inspection of the aerial device equipment and environment.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The pre-use inspection for the Boom Lift is maintained in a log book kept in the Boom cab. However, the pre-use inspections for all other types of aerial lift devices are not documented.
Safety Management Recommendations:
Document all pre-use inspections.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

AERIAL LIFTS

			Score	Possible

2-6   Documentation of the pre-shift inspections is maintained for a 12 month period.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Only for the Boom Lift
Safety Management Recommendations:
Maintain all aerial device pre-use inspection documentation for at least one year.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

ATHLETIC PROGRAM AND STUDENT ACTIVITY RISK CONTROL

		Score	Possible

3-1 Waiver and releases contain clear, explicit, and easy to read language that specifically identifies the types of injuries and risks associated with the specific activity. The form clearly removes liability for the school's negligence.   **Score 5   Possible 5**

☒ Effective ☐ Needs Work ☐ Absent

3-2 The waiver and release document stands alone and is not part of any other document.   **Score 4   Possible 5**

☒ Effective ☐ Needs Work ☐ Absent

> **Observations:**
> The form used by MJC is a stand-alone wavier; however, the form used at Columbia is not.
>
> **Safety Management Recommendations:**
> Consistent forms are used at all District campuses.

3-3 Return-to-play forms are completed and returned to the athletic trainer/coach prior to returning to athletic participation following an injury or illness.   **Score 5   Possible 5**

☒ Effective ☐ Needs Work ☐ Absent

3-4 Return-to-play forms are completed and signed by both the treating physician and parent/guardian, if applicable.   **Score 5   Possible 5**

☒ Effective ☐ Needs Work ☐ Absent

3-5 Post injury care and reporting procedures are in place when a student is injured.   **Score 5   Possible 5**

☒ Effective ☐ Needs Work ☐ Absent

3-6 The District conducts and documents regularly scheduled inspections of all play areas.   **Score 3   Possible 5**

☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> The Athletic Department anticipates that Facilities and Grounds will conduct inspections of some equipment, such as bleachers and backboards. The fitness and weight equipment are on a preventative maintenance program at MJC. The coaches check equipment at Columbia.
>
> **Safety Management Recommendations:**
> Review equipment maintenance procedures. Revise equipment maintenance procedures as needed to include instructions to conduct routine inspections. Establish equipment maintenance procedures for all athletic equipment and facilities, including spectator bleachers and basketball backboards. Document all inspections.

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

ATHLETIC PROGRAM AND STUDENT ACTIVITY RISK CONTROL

		Score	Possible

3-7   Athletics directors, coaches, and trainers have received training on   **3**   **5**
applicable "standard of care" requirements.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Trainers are required to maintain annual CEUs; however, managers and coaches do not have a similar requirement. Coaches receive annual training regarding updates on the rules of the sport, but that may not include safety and health issues.
Safety Management Recommendations:
Annually train all athletic managers and coaches regarding safety and health issues related to athletics.

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

		Score	Possible

4-1 The District has a written Exposure Control Plan (ECP) consistent with Cal/OSHA 5193 requirements to prevent and minimize occupational exposure to bloodborne pathogens.

Score: 5 Possible: 5

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

4-2 The District has identified all positions that have occupational exposure to bloodborne pathogens.

Score: 3 Possible: 5

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
The District has not separated its exposed employees into Classification I, II, and III groups. In addition, vocational technology instructors have not been included in the plan.

Safety Management Recommendations:
Revise the District's ECP. Separate "exposed" employees into Classification I, II, and III groups. Include vocational tech instructors in the Type II exposure category.

4-3 There is a process in place to identify and select appropriate engineering controls to reduce or eliminate exposures to bloodborne pathogens.

Score: 2 Possible: 5

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
Engineering controls may be determined on a localized basis.

Safety Management Recommendations:
Establish a process for the identification and selection of appropriate engineering controls to reduce or eliminate exposures to bloodborne pathogens.

4-4 All employees and volunteers whose jobs expose them to bloodborne pathogens are trained on the District's ECP at hire, annually thereafter, and when changes are made to the ECP or potential hazard exposures.

Score: 3 Possible: 5

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
Marsha Calbreath does a good job of arranging and tracking the ECP training; however, not all departments on each campus are coordinating their training through Marsha. Columbia reports that training is occurring but is not sending the documentation to Marsha for the District's records. The Science Department at both Columbia and MJC report that they have not been included in the annual refresher training. The District hopes that the advent of the on-line training program will help resolve these issues.

Safety Management Recommendations:
Provide annual employee refresher training regarding the District's ECP. Forward all training documentation information to Marsha Calbreath.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

Yosemite Community College District
Biennial Inspection

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

		Score	Possible

4-5 The District has identified designated person(s) responsible for selecting control equipment, implementing the plan, distributing the equipment and information, and training employees on the use of new products where appropriate.

☐ *Effective* ☐ *Needs Work* ☒ *Absent*

Score: 0 Possible: 5

> **Observations:**
> The District has not designated a person or committee to be responsible for selecting and distributing exposure control equipment.
>
> **Safety Management Recommendations:**
> Designate a person or committee to be responsible for the selection and distribution of exposure control equipment, as well as the distribution of information and the provision of training.

4-6 Appropriate personal protective equipment is provided to employees to protect against occupational exposure to blood and body fluids.

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 4 Possible: 5

> **Observations:**
> The District believes that appropriate personal protective equipment is provided.
>
> **Safety Management Recommendations:**
> Review the activities of District employees within each of the exposure categories. Provide appropriate personal protective equipment to all employees with a potential exposure to bloodborne pathogens.

4-7 Pre-exposure hepatitis B vaccination is offered to all potentially exposed employees free of charge.

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Score: 3 Possible: 5

> **Observations:**
> Discussions with Science personnel indicated that not all employees with a potential exposure have been offered the hepatitis B vaccination.
>
> **Safety Management Recommendations:**
> After the re-evaluation of employee exposure classifications, offer the hepatitis B vaccination to those employees who have a potential exposure to blood or other potentially infectious materials.

4-8 Employees who decline the offer of pre-exposure hepatitis B vaccination sign a waiver and consent form.

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

CHEMICAL HYGIENE PLAN

		Score	Possible

5-1   The District has a written Chemical Hygiene Plan (CHP) in place that complies with the Cal/OSHA Standard 8CCR 5191.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

Observations:
Columbia has developed a Chemical Hygiene Plan, but MJC has not customized the plan template provided by VIP.

Safety Management Recommendations:
Establish a Chemical Hygiene Plan that covers all District campuses.

5-2   A qualified chemical hygiene officer who is responsible for overseeing the implementation of the CHP is in place.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

Observations:
Columbia has a designed chemical hygiene officer, but MJC does not.

Safety Management Recommendations:
Designate a chemical hygiene officer for the District and assign assistant chemical hygiene officers for each campus.

5-3   The District has an up-to-date standard inventory list of chemicals approved for use in the science laboratories.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

Observations:
The Science Departments have lists of the chemicals in their inventory, but have not identified the quantity or storage containers.

Safety Management Recommendations:
Complete a chemical inventory for each campus. Include the quantities of each chemical in the inventory.

5-4   All employees who work in a laboratory area receive documented chemical hygiene training as identified in the CHP.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 1   Possible: 5

Observations:
Training has not been completed for all employees affected by the Chemical Hygiene Plan. Custodial staff has received some training regarding cleaning the science labs.

Safety Management Recommendations:
After the Chemical Hygiene Plan is established, train all employees covered by the plan.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

Yosemite Community College District
Biennial Inspection

CHEMICAL HYGIENE PLAN

		Score	Possible

5-5   Material safety data sheets are maintained and are readily accessible for all chemicals stored and/or used in the science departments.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5-6   Warning signs are posted to identify hazardous chemical storage and use.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Safety signage was observed at in the Columbia BIOLOGY prep room but not in other science labs and classrooms.

Safety Management Recommendations:
Post hazard warning and safety instruction signs in all science labs, preparation rooms, and storage rooms.

5-7   Identity labels are placed on all chemical containers.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Many of the chemical and specimen containers are labeled but not all of them.

Safety Management Recommendations:
Label secondary containers to identify their contents. After chemical labs are completed, label the chemical containers. Label specimen containers to indicate the preservative used.

5-8   Chemicals are properly stored as outlined in the CHP.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Columbia's Chemistry Department is in the process of reorganizing its chemicals.

Safety Management Recommendations:
Establish a storage pattern for chemical storage and maintain that system throughout all District chemical storage areas.

5-9   Earthquake provisions have been made relative to all stored equipment, shelving, materials, and chemicals.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Shelf guards have been installed in some but not all chemical and specimen storage areas.

Safety Management Recommendations:
Install shelf guards on all chemical, specimen, equipment, and glassware storage shelves. Equip cabinets with shelf guards to ensure contents do not fall from the shelves when the cabinet doors are opened.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

**Yosemite Community College District
Biennial Inspection**

CHEMICAL HYGIENE PLAN	**Score**	**Possible**

5-10   Appropriate PPE is available as outlined in the CHP.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5-11   Documented inspections of all laboratory areas are conducted as outlined in the CHP.   2   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The Columbia Chemical Hygiene Plan calls for documented inspections, but the inspections are not always documented.

Safety Management Recommendations:
Enforce the completion of routine inspections. Document all inspections.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

CONFINED SPACE ENTRY

	Score	Possible

6-1 The District has conducted an evaluation of its facilities to determine if it has confined spaces.

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

Score: 1　Possible: 5

Observations:
The District is in the process of compiling an inventory of its confined spaces and evaluating those spaces.
Safety Management Recommendations:
Include all District campuses in the District's confined space inventory compilation and evaluation.

6-2 If required, the District has developed a written Confined Space Entry Program for confined spaces consistent with Cal/OSHA. (5156-5159)

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

Score: 1　Possible: 5

Observations:
The District is in the process of developing a written Confined Space Entry Program.
Safety Management Recommendations:
Develop a District-wide Confined Space Entry Program that includes all campuses.

6-3 The District has labeled confined spaces, taken steps to restrict entry to authorized personnel, and established procedures to document each entry into a confined space.

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

Score: 1　Possible: 5

Observations:
The District will be labeling confined spaces where possible as the confined spaces are identified. When labeling is not practical, confined space labeling will be included in the entry procedures.
Safety Management Recommendations:
Label confined spaces where practical. Identify all confined spaces in the written plan.

6-4 Pre-entry testing methods have been established consistent with the type of identified confined spaces.

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

Score: 1　Possible: 5

Observations:
The District is in the process of establishing pre-entry testing methods as the confined spaces are identified and evaluated.
Safety Management Recommendations:
Ensure pre-entry testing methods are included in the entry procedures developed for District confined spaces.

<u>**Scoring Legend**</u>

4 or 5 = Effective　　　　　1, 2, or 3 = Needs Work　　　　　0 = Absent

CONFINED SPACE ENTRY   Score   Possible

6-5   Appropriate equipment (such as respirators, rescue equipment, and other   1   5
       personal protective equipment appropriate to the hazards) is provided and
       its use enforced.
       ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District will supply personal protective equipment based on the hazards identified in the confined space assessments.
Safety Management Recommendations:
Identify and supply the personal protective equipment needed for each confined space entry. List the equipment in the entry procedures.

6-6   The District has a blower, fan, or other appropriate equipment to remove the   1   5
       toxic gases from confined spaces prior to entry.
       ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District will supply entry equipment based on the hazards identified in the confined space assessments.
Safety Management Recommendations:
Identify and supply the entry equipment needed for each confined space entry. List the equipment in the entry procedures.

6-7   There are lockout/tagout procedures in place, such as electrical lockout, line   1   5
       blanking and bleeding, and disconnecting and securing of equipment to
       isolate the confined space from service prior to entry.
       ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District is in the process of establishing its Lockout/Tagout Program. As the confined spaces are assessed, lockout/tagout procedures for each space will be established.
Safety Management Recommendations:
Include lockout/tagout procedures when developing general and specific written entry procedures. Develop specific entry procedures for each confined space that requires a permit for entry.

6-8   Employees have been trained regarding their responsibilities as attendant,   2   5
       entrant, supervisor, and rescue; training includes discussion of all potential
       hazards likely to be encountered in confined spaces.
       ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District conducted awareness level training on January 29, 2009. Only facilities staff from MJC attended.
Safety Management Recommendations:
Train all District employees regarding the District's Confined Space Entry Program and procedures as required by Cal/OSHA. Provide annual refresher training.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

EMERGENCY RESPONSE AND MANAGEMENT PLAN

		Score	Possible

7-1 The District has developed a written Emergency Response and Management Plan in accordance with Cal/OSHA Standard 8 CCR 3220 that is NIMS/SEMS (National Incident Management System/Standardized Emergency Management System) compliant.   Score: 3   Possible: 5

☐ Effective   ☒ Needs Work   ☐ Absent

Observations:
The MJC campus has nearly completed its Emergency Response and Management Plan. It appears that Columbia has a separate plan.

Safety Management Recommendations:
Develop an Emergency Response and Management Plan that covers the District's operations and locations. The specifics will vary with each campus; include the variations in the District's overall plan.

7-2 The District's Emergency Response and Management Plan takes an all hazards approach to addressing potential emergency situations and adverse events that could affect the District.   Score: 4   Possible: 5

☒ Effective   ☐ Needs Work   ☐ Absent

Observations:
The Columbia plan focuses mostly on weather and fire related responses. MJC completed a hazard analysis but has not included field trips, students abroad, or international students in the plan.

Safety Management Recommendations:
Review the District plan. Revise as needed to include all emergency contingencies.

7-3 The Emergency Response & Management Plan is reviewed on an annual basis.   Score: 5   Possible: 5

☒ Effective   ☐ Needs Work   ☐ Absent

7-4 The District has conducted employee training to ensure employees are aware of their responsibilities and response procedures.   Score: 4   Possible: 5

☒ Effective   ☐ Needs Work   ☐ Absent

Observations:
Training has been offered but not all employees participated.

Safety Management Recommendations:
Include all employees in the District's Emergency Response and Management Plan.

7-5 The District has identified emergency reporting procedures.   Score: 5   Possible: 5

☒ Effective   ☐ Needs Work   ☐ Absent

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

EMERGENCY RESPONSE AND MANAGEMENT PLAN

		Score	Possible

7-6   The District has identified a primary and alternate emergency command center.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5   5

7-7   The District has provided necessary personal protective equipment for its response teams.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

3   5

> **Observations:**
> MJC is planning to place construction-type job boxes strategically around the campus. Each box will contain the necessary response equipment. Columbia does not have search and rescue teams and does not provide personal protective equipment.
>
> **Safety Management Recommendations:**
> Establish response equipment storage boxes on all District campuses and provide the necessary personal protective equipment for the District's response teams.

7-8   The District has identified the location of supplies that are available in the event employees must shelter-in-place.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

4   5

> **Observations:**
> Steps have been taken to provide supplies for sheltering in place. Concerns were voiced that there may not be enough.
>
> **Safety Management Recommendations:**
> Review the District's shelter-in-place supplies at all campuses and ensure the supplies will be adequate for a minimum of 72 hours.

7-9   Emergency escape procedures are written and escape routes designated.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5   5

7-10   Post-evacuation assembly areas are designated.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5   5

7-11   There are procedures to account for all employees and students after an evacuation.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5   5

7-12   There are procedures and limitations defined for employees assigned to rescue and medical duties.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

5   5

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

EMERGENCY RESPONSE AND MANAGEMENT PLAN

		Score	Possible

7-13   There is a list of names and titles of persons or departments the employees can contact for more information about the emergency evacuation.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

7-14   Employee training is provided and documented when the plan is first developed, when it is modified, or if changes in employee duties materially impact the plan and periodically thereafter.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

EMPLOYMENT PRACTICES LIABILITY

		Score	Possible

8-1 The District has a written personnel manual.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> The District's personnel procedures and policies are located in a variety of Board policies and MOUs. Personnel stated that the current employee handbook is outdated.
>
> **Safety Management Recommendations:**
> Provide a central point for the compilation of District policies and agreements associated with personnel matters. Consider use of the District's intranet to ensure accessibility to the information.

8-2 The District's written personnel manual has been reviewed by a legal professional.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

> **Observations:**
> The Board polices, MOUs, and forms have been reviewed by a legal professional.

8-3 All employees are provided with the District's personnel policies.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Employees are given copies of the appropriate MOU and can access the processes, procedures, and Board policies located on the District's website.
>
> **Safety Management Recommendations:**
> Consolidate the District's personnel policies in a central location where employees can review the all personnel policies.

8-4 The District conducts harassment prevention training for all employees on a biennial basis with special training for managers and supervisors.   4   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

> **Observations:**
> Supervisors and managers have received training.
>
> **Safety Management Recommendations:**
> Provide routine harassment prevention training for all employee groups.

8-5 The District has written protocols for reporting and investigating alleged workplace wrongdoing.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

EMPLOYMENT PRACTICES LIABILITY   **Score**   **Possible**

8-6   The District has taken steps to comply with Health Insurance Portability and   4   5
        Accountability Act of 1996 (HIPAA) and monitor its continued compliance.
        ☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

> **Observations:**
> The Human Resources Department has taken steps to comply with HIPAA.
> We were not able to confirm that the health clinic has also taken steps to
> comply.
>
> **Safety Management Recommendations:**
> Audit the health clinic and all other departments with access to sensitive
> information for HIPAA compliance.

8-7   The District has complied with all posting requirements (including those   5   5
        mandated by the Department of Industrial Relations and Department of
        Labor posting requirements).
        ☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

        4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

ERGONOMICS

		Score	Possible

9-1   The District has developed a written Ergonomic Injury and Illness Prevention Program.   4   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Observations:
District procedures have changed, and the program has not been updated to reflect those changes.
Safety Management Recommendations:
Review and revise the District Ergonomic Injury and Illness Prevention Program.

9-2   Positions and tasks that are at risk from ergonomic injuries or illnesses have been identified.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Observations:
The at-risk positions were identified using loss reports and employee complaints.

9-3   Controls have been developed to minimize the exposure in high risk positions or tasks.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

9-4   The causes of ergonomic injuries and illnesses are analyzed   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

9-5   At risk employees are trained in the principles of ergonomics relative to their duties.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District has trained trainers and does conduct back safety training for Facilities every year.
Safety Management Recommendations:
Provide routine training for all at-risk employees to maintain their awareness of their ability to control their exposures.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

ERGONOMICS

		Score	Possible

9-6 Worksite evaluations are conducted to identify repetitive motion exposures when a job, process, or operation where a repetitive motion injury has occurred to more than one employee within a 12-month cycle. Exposures are corrected or minimized where feasible.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Worksite evaluations are conducted based on request. The list of at-risk positions and employees are not evaluated on a scheduled basis.

Safety Management Recommendations:
Establish a schedule for evaluating all at-risk positions and the employees in those positions.

9-7 Supervisors are trained to look for potential musculoskeletal problems in the tasks performed by employees.   0   5

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
Supervisors are not trained to look for musculoskeletal problems.

Safety Management Recommendations:
Train supervisors to identify musculoskeletal problems so that they can take immediate corrective action and reduce the risk of injury.

9-8 There is a procedure in place to effectively handle complaints of symptoms that may be related to musculoskeletal disorders.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District's procedure calls for employees to forward their ergonomic concerns to the ergonomics team. The team no longer exists.

Safety Management Recommendations:
Revise the District's procedure to effectively handle complaints of symptoms and publish those revised procedures to ensure employees are familiar with the new process.

9-9 Ergonomic principles are used in the workplace design process whenever possible to minimize risk factors.   0   5

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District does not use ergonomic principles in workplace design.

Safety Management Recommendations:
Include an ergonomic evaluation when designing or renovating work areas, equipment, and/or procedures.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

ERGONOMICS

		Score	Possible

9-10 Key staff members are trained as ergonomic trainers and conduct worksite evaluations for the District. — Score **3** / Possible **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Currently, only one employee is trained as an ergonomic trainer and to conduct workplace evaluations.
>
> **Safety Management Recommendations:**
> Provide adequate personnel, whether District employees or consultants, to conduct workplace ergonomic evaluations and related employee training.

9-11 Safe lifting training is provided for all new employees during their new employee orientation. — Score **3** / Possible **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Facilities employees at MJC receive annual safe lifting training but not at hire. Employees beyond Facilities may also be at risk.
>
> **Safety Management Recommendations:**
> Revise the District's employee orientation program to provide safe lifting training to all new employees.

9-12 The VIP's "Make the Right Move" training is provided to all employees to help ensure they are educated about how to avoid injuries related to moving. — Score **3** / Possible **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> The Receiving Department has been provided VIP's "Make the Right Move" training.
>
> **Safety Management Recommendations:**
> Provide VIP's "Make the Right Move" training to Facilities employees and other employees involved in moving projects prior the start of those projects.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

Yosemite Community College District
Biennial Inspection

FALL PROTECTION

		Score	Possible
10-1	All lifts are inspected to ensure they are in proper working order and have received appropriate maintenance in accordance with manufacturer recommendations. ☒ Effective ☐ Needs Work ☐ Absent	5	5
10-2	All lift controls have legible labels, and operating instructions are made available for each type of lift. ☐ Effective ☒ Needs Work ☐ Absent	3	5

> **Observations:**
> The labels on some of the older equipment are missing or illegible.
>
> **Safety Management Recommendations:**
> Replace missing and damaged labels.

		Score	Possible
10-3	The District provides operator training in accordance with manufacturer instructions and aerial lift operating instructions outlined in CCR, Title 8, Section 3648. ☒ Effective ☐ Needs Work ☐ Absent	5	5
10-4	The District provides protective equipment such as safety belts, body belts, body harnesses, lanyards, and hard hats. ☒ Effective ☐ Needs Work ☐ Absent	5	5
10-5	Employees in elevated devices are secured to the boom, basket, or tub through the use of a safety belt, body belt, or body harness equipped with a safety strap or lanyard. ☒ Effective ☐ Needs Work ☐ Absent	5	5
10-6	There is appropriate fall protection for theater employees accessing the space above the stage to manipulate props. ☒ Effective ☐ Needs Work ☐ Absent	5	5

> **Observations:**
> Personnel stated that trained facilities personnel assist with prop manipulation.

		Score	Possible
10-7	There is appropriate fall protection for theater employees accessing the space above the theater seating area to change lights. ☒ Effective ☐ Needs Work ☐ Absent	5	5

> **Observations:**
> When access is limited to trained facilities personnel.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

**Yosemite Community College District
Biennial Inspection**

FALL PROTECTION

		Score	Possible

10-8   The District provides employee training in the use of fall protection equipment in accordance with manufacturer recommendations.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score: 5   Possible: 5

10-9   There are ladder cages for those fixed ladders that exceed 20 feet in length.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

> **Observations:**
> Personnel stated that fixed ladders are present and believe them to be properly guarded. Due to the limited campus tours, we were unable to verify the condition of the fixed ladders.
>
> **Safety Management Recommendations:**
> Locate all fixed ladders on the campuses and verify their proper construction. Correct any unsafe conditions.

10-10   There are guardrails, mid rails, and toe boards for all mezzanine areas. The top rail of guardrails is 42 to 45 inches from the upper surface of the top rail to the floor. Mid rails are approximately half way between the top rail and the floor.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

> **Observations:**
> Personnel stated that there are guardrails equipped with mid-rails and toe boards to protect the warehouse and theater elevated storage areas. The on-site tour did not include these areas; therefore, we were unable to verify these conditions.
>
> **Safety Management Recommendations:**
> Inspect all elevated storage areas and walkways to ensure these areas are protected as specified in question 10-10. Correct any conditions that are non-compliant.

10-11   All wooden, fixed ladders built to access mezzanines meet the design specifications.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 2   Possible: 5

> **Observations:**
> Personnel stated that there is a homemade wooden straight ladder in the steam pit, and the pit is approximately 30 feet deep.
>
> **Safety Management Recommendations:**
> Inspect the ladder in the steam pit to determine code compliance. Take corrective action if the ladder is not built to code.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

FALL PROTECTION

		Score	Possible

10-12 The District provides training to ensure employees understand the care, maintenance, and usage of all portable ladders.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

10-13 There are appropriate controls to protect employees who work within 6 feet from the roof edges of buildings where there is a fall exposure (no raised walls at least 42 inches high).   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

FIRE PREVENTION PLAN

	Score	Possible

11-1 The District has developed a written Fire Prevention Plan in accordance with Cal/OSHA Standard 8 CCR 3221.   **3**   **5**

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
MJC is in the process of reviewing and revising its Fire Prevention Plan. Columbia does not have a Fire Prevention Plan.
Safety Management Recommendations:
Develop a Fire Prevention Plan for the entire District.

11-2 A designated person is responsible for oversight of the plan.   **0**   **5**

☐ *Effective* ☐ *Needs Work* ☒ *Absent*

Observations:
No one has been appointed to oversee the plan.
Safety Management Recommendations:
Assign someone to be responsible for the District's overall Fire Prevention Plan.

11-3 Employee training is provided when the plan is first developed, for all new employees, when the plan is modified, or if changes in employee duties impact the plan and periodically thereafter.   **2**   **5**

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
Annual fire extinguisher training is conducted at MJC, and fire awareness training is conducted at Columbia from April through fire season.
Safety Management Recommendations:
Provide fire prevention training as part of the new employee orientation. Conduct annual refresher training regarding the program for all employees.

11-4 Potential fire hazards have been identified and proper procedures are in place to control them.   **2**   **5**

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Observations:
The District is in the process of identifying fire hazards and proper control procedures.
Safety Management Recommendations:
Identify the fire hazards at all campuses and establish control procedures. Include descriptions of the hazards and controls in the District's Fire Prevention Plan.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

FIRE PREVENTION PLAN

		Score	Possible

11-5 The District has an inventory of the types of fire protection equipment and systems in place.
☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Score: 3 Possible: 5

Observations:
Each campus has a map or inventory of its fire extinguishers and contracts for maintenance of fire suppression systems. It does not appear that a comprehensive inventory of fire protection is maintained.

Safety Management Recommendations:
Develop a comprehensive inventory of the fire protection equipment for each campus.

11-6 The names and titles of employees responsible for maintenance of fire suppression equipment and systems are listed in the plan.
☐ *Effective* ☐ *Needs Work* ☒ *Absent*

Score: 0 Possible: 5

Observations:
The District is in process of developing this portion of its plan.

Safety Management Recommendations:
Specify in the District Fire Prevention Plan who is responsible at each campus for the maintenance of the fire suppression equipment and systems listed in its inventory.

11-7 Procedures are in place to ensure appropriate maintenance of fire suppression equipment and systems.
☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

11-8 A hot work permit process is in place for welding and grinding operations.
☐ *Effective* ☐ *Needs Work* ☒ *Absent*

Score: 0 Possible: 5

Observations:
The District is in the process of developing this portion of its plan.

Safety Management Recommendations:
Develop a hot work permit process for all campuses.

11-9 The District has developed protocols to be followed whenever fire protection systems malfunction.
☐ *Effective* ☐ *Needs Work* ☒ *Absent*

Score: 0 Possible: 5

Observations:
The District's protocols are limited to contacting a contractor when the fire suppression system needs repair.

Safety Management Recommendations:
Develop specific fire protection procedures to be followed whenever the fire suppression systems are not functional.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

Yosemite Community College District
Biennial Inspection

FIRE PREVENTION PLAN   **Score**   **Possible**

11-10   The District conducts housekeeping inspections to ensure compliance with   1   5
        the Fire Prevention Plan.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

| **Observations:** |
| Lead personnel are supposed to conduct housekeeping inspections, but it is not currently being enforced. |
| **Safety Management Recommendations:** |
| Establish routine housekeeping inspections. Enforce the completion of the inspections and follow-up procedures. |

Yosemite Community College District
Biennial Inspection

FLEET & AUTOMOBILE LIABILITY

	Score	Possible

12-1 The District has a written fleet safety and driving policy that establishes guidelines for vehicle use, vehicle selection and maintenance, driver selection, and motor vehicle report (MVR) criterion.   **1**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
The District has some Board policies that address District fleet safety and driving and is currently in the process of developing a comprehensive fleet safety and driving policy.

Safety Management Recommendations:
Complete the development of a written District fleet safety and driving policy.

12-2 The District regularly reviews its fleet safety and driving policy to ensure its effectiveness.   **0**   **5**

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District currently does not have a policy to review.

Safety Management Recommendations:
After the policy is developed, annually review the policy and revise as needed.

12-3 If the District has 15-passenger vans, drivers have a class B license and are appropriately trained as recommended by National Highway Traffic Safety Administration.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

12-4 All applicable employees are trained on the District's fleet safety and driving policy.   **0**   **5**

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
This training is not currently in place.

Safety Management Recommendations:
After the District's Fleet Safety & Driving Plan is developed, all current employees regarding the plan. Include the District's fleet safety and driving policy in all new employee orientation. Conduct annual refresher training for affected employees.

12-5 There is a documented driver training program in place.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

FLEET & AUTOMOBILE LIABILITY

		Score	Possible

12-6   There are written vehicle and equipment maintenance procedures in place that include the sign-off of all work performed.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

12-7   Vehicle and equipment inspections are conducted and documented by drivers per established procedures.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> All drivers are required to conduct vehicle inspections prior to use, but only the bus inspections are documented.
>
> **Safety Management Recommendations:**
> Document all pre-use vehicle inspections.

12-8   All vehicle accidents and incidents are reported as required by written procedures.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

12-9   Vehicle related accidents are recorded and analyzed by cause and department.   **3**   **5**

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Incident reports are reviewed, but root-cause investigations are not completed.
>
> **Safety Management Recommendations:**
> Complete root-cause investigations of all vehicle incidents. Establish corrective actions to prevent recurrence. Analyze losses routinely to identify any trends.

12-10   There is a written drug and alcohol testing program in place for covered drivers.   **5**   **5**

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

HAZARD COMMUNICATION

		Score	Possible

13-1 The District has a written Hazard Communication Program in accordance with Cal/OSHA Standard 8 CCR 5194. The program is reviewed annually.　　Score **4**　Possible **5**

☒ *Effective*　　☐ *Needs Work*　　☐ *Absent*

> **Observations:**
> The District has a Hazard Communication Plan that covers all of its campuses, but it has not been reviewed or revised in the last year.
>
> **Safety Management Recommendations:**
> Review the District's Hazard Communication Plan annually. Annually provide an accurate hazardous materials list.

13-2 The District conducts training for all employees about the use of material safety data sheets (MSDS), the hazards of chemicals, handling of chemicals, and the employee's right to information. Training is conducted for all employees upon hire, whenever a new hazard is introduced to the workplace, and upon placement in new job.　　Score **3**　Possible **5**

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

> **Observations:**
> The District's hazard communication training is focused on Facilities employees. The Facilities Department conducts annual refresher training.
>
> **Safety Management Recommendations:**
> Provide hazard communication training during new employee orientation. Conduct annual refresher training for all employees who handle or use hazardous materials on a routine basis.

13-3 The District has an inventory listing of its hazardous materials that is no more than 12-months old.　　Score **3**　Possible **5**

☐ *Effective*　　☒ *Needs Work*　　☐ *Absent*

> **Observations:**
> Some departments have an inventory, but the inventories are not consolidated.
>
> **Safety Management Recommendations:**
> Annually develop a hazardous materials inventory for each department on each campus. Develop a process to consolidate the department inventories into a single inventory for each campus.

13-4 There is a system in place to ensure current MSDSs are available on all hazardous materials.　　Score **4**　Possible **5**

☒ *Effective*　　☐ *Needs Work*　　☐ *Absent*

> **Observations:**
> An MSDS master is maintained at each campus. Additional MSDS binders are maintained in Facilities' supervisors' offices and in the science Departments.
>
> **Safety Management Recommendations:**
> Maintain District MSDS online to make MSDSs available when needed.

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

HAZARD COMMUNICATION

		Score	Possible

13-5 All hazardous materials have identity label on original and secondary containers.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   **Possible:** 5

Observations:
The District Hazard Communication Plan requires the labeling of secondary containers; however, numerous unlabeled secondary containers were observed during the site visit.

Safety Management Recommendations:
Investigate District procedures for labeling secondary containers for the purpose of improving secondary container labeling compliance at all campuses.

13-6 Persons responsible for purchasing materials on behalf of the District are required to ensure the materials are located on a list of approved materials prior to placing the order.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score: 5   **Possible:** 5

13-7 The District prohibits employees from bringing hazardous materials to the workplace until they have submitted a request for the materials, submitted MSDS for review, and received approval for the materials' use.

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   **Possible:** 5

Observations:
The District's Hazard Communication Plan does not address donated or employee transported hazardous materials. The lack of restriction could result in unauthorized hazardous materials on campus and costly disposal costs for the District.

Safety Management Recommendations:
Review the District Hazard Communication Plan. Consider requiring employees to obtain permission prior to bringing chemicals onto campus.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

HEARING CONSERVATION

		Score	Possible

14-1 The District conducts an assessment of all its work environments and activities to determine the noise level exposures of those areas and activities.   **0**   **5**

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District has not conducted noise surveys to identify the noise levels within its work environments and activities.
Safety Management Recommendations:
Conduct noise surveys of the District's high noise work environments and activities. Include instructional areas, such as music and vocational arts.

14-2 The District has developed and established a hearing conservation plan for application to those areas and/or activities that produce noise levels at 80 decibels or higher.   **0**   **5**

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District does not have a Hearing Conservation Program.
Safety Management Recommendations:
Develop a Hearing Conservation Program based on the results of the noise surveys.

14-3 The District ensures audiometric testing is part of the pre-placement physical for all employees who will be assigned to areas or tasks that will expose them to noise levels of 80 decibels or greater.   **0**   **5**

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District does not conduct audiometric testing as part of its pre-placement physical. It is important to establish pre-existing hearing loss prior to placing employees as a defense against future claims.
Safety Management Recommendations:
Include audiometric testing part of the District's pre-placement physical for all employees who will be exposed to high noise work environments and/or activities.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

HEARING CONSERVATION

Score **Possible**

14-4   The District ensures audiometric testing is conducted annually for those employees exposed to noise levels of 80 decibels or greater and prior to transferring employees to tasks with noise exposure when they had not been previously exposure.

☐ *Effective*　　　☐ *Needs Work*　　　☒ *Absent*

0　**5**

Observations:
Annual audiometric testing is not conducted. Annual audiometric testing is necessary to ensure early detection of hearing loss.
Safety Management Recommendations:
Implement an annual audiometric testing program for the employees covered by the District's Hearing Conservation Program.

14-5   The District provides the required employee training for employees exposed to noise levels of 80 decibels or greater upon assignment and annually thereafter.

☐ *Effective*　　　☐ *Needs Work*　　　☒ *Absent*

0　**5**

Observations:
The District does not provide training to ensure that employees know how to properly use hearing protection devices and understand how hearing loss develops.
Safety Management Recommendations:
Provide hearing conservation training at the time employees that are assigned to jobs known to have noise exposures. Provide annual refresher training.

14-6   The District reviews the Hearing Conservation Program on a regular basis and conducts periodic noise surveys to identify any changes that would affect the program.

☐ *Effective*　　　☐ *Needs Work*　　　☒ *Absent*

0　**5**

Observations:
The District needs to review its plan annually after it is developed.
Safety Management Recommendations:
Conduct additional noise surveys as needed. Annually review the District's Hearing Conservation Program.

Scoring Legend

4 or 5 = Effective　　　　　1, 2, or 3 = Needs Work　　　　　0 = Absent

LOCKOUT-TAGOUT & HAZARDOUS ENERGY

		Score	Possible

15-1 The District has developed and implemented a written Hazardous Energy/Lockout Tagout (LOTO) Program that addresses all sources of energy as required by Cal/OSHA Standard 8 CCR 3314.

  ☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

> **Observations:**
> The District is in the process of developing its written LOTO Program.
>
> **Safety Management Recommendations:**
> Complete the development of a District written Lockout Tagout Program.

15-2 The District has identified the employees to be trained and has conducted and documented the training specified in the standard for authorized employees, affected employees, and all other employees.

  ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 1   Possible: 5

> **Observations:**
> Facilities employees assigned to the Columbia campus have received LOTO training, but no other employees have been trained at Columbia or the other campuses.
>
> **Safety Management Recommendations:**
> Train all employees regarding the District's LOTO plan. Base the training on their level of exposure.

15-3 Necessary equipment has been provided to lockout, tagout, and/or blockout the types of hazardous energy encountered in its facilities and equipment.

  ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 2   Possible: 5

> **Observations:**
> The Facilities employees at MJC are provided LOTO equipment but may need additional equipment. The Facilities employees at Columbia are provided with tags and some additional devices but provide their own locks.
>
> **Safety Management Recommendations:**
> Provide all District "authorized" employees, as defined by Cal/OSHA, with the appropriate locks, tags, blanking devices, and lockout devices to safely complete their assigned tasks.

15-4 Supervisors and/or managers conduct and document routine inspections to ensure employees are complying with the District's LOTO procedures.

  ☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

> **Observations:**
> The District is in the process of establishing inspection procedures.
>
> **Safety Management Recommendations:**
> Complete documented LOTO Program compliance inspections.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

LOCKOUT-TAGOUT & HAZARDOUS ENERGY

		Score	Possible

15-5   The District shares its LOTO procedures with outside contractors and requires those contractors to share their LOTO procedures with the District.

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

Observations:
The District currently does not share its LOTO or obtain the LOTO Programs of its outside contractors.
Safety Management Recommendations:
Establish procedures for sharing the District's LOTO Program with outside contractors and obtaining the contactors' LOTO Program.

15-6   The District disciplines employees for failure to comply with the LOTO procedures.

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

Observations:
The District's MOUs set the base for disciplinary action.
Safety Management Recommendations:
Reference the District's disciplinary procedures in the District's LOTO Program.

15-7   The District has labeled each piece of equipment and machinery to identify the locations where lockout, tagout, and/or blockout devices should be applied.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 1   Possible: 5

Observations:
The facilities departments at MJC and Columbia are in the process of labeling lockout locations on all equipment.
Safety Management Recommendations:
Label lockout locations on equipment as required by Cal/OSHA.

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

MANDATED REPORTING OF CHILD ABUSE

		Score	Possible

16-1   The District has identified mandated reporter positions.   5   5
☒ Effective   ☐ Needs Work   ☐ Absent

16-2   All employees considered to be "mandated reporters of child abuse" are   5   5
trained in the duties and responsibilities of dealing with crimes against
children (under the age of 18).
☒ Effective   ☐ Needs Work   ☐ Absent

16-3   All suspicions are reported immediately by phone and within 36 hours in   5   5
writing.
☒ Effective   ☐ Needs Work   ☐ Absent

16-4   Documentation is permanently maintained.   5   5
☒ Effective   ☐ Needs Work   ☐ Absent

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

Yosemite Community College District
Biennial Inspection

PLAYGROUND SAFETY, INSPECTION, AND MAINTENANCE

		Score	Possible

17-1 A certified playground safety inspector (CPSI) has verified that the District is in compliance with the applicable standards for all playgrounds. **Score 5   Possible 5**
☒ Effective ☐ Needs Work ☐ Absent

17-2 Recommendations as a result of CPSI inspections have been followed up appropriately. **Score 5   Possible 5**
☒ Effective ☐ Needs Work ☐ Absent

17-3 Daily inspection checklists have been developed to document playground conditions. **Score 5   Possible 5**
☒ Effective ☐ Needs Work ☐ Absent

17-4 Staff is trained to complete a daily playground safety inspection. **Score 3   Possible 5**
☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> Training was conducted for personnel in child development at MJC but was not documented. Training was not conducted for the child development staff at Columbia.
>
> **Safety Management Recommendations:**
> Train personnel assigned to inspect the playgrounds to recognize playground hazards.

17-5 Maintenance inspections of playgrounds are conducted at least monthly by qualified maintenance staff who have been trained by a CPSI. **Score 1   Possible 5**
☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> Playground maintenance inspections are conducted based on work order requests rather than as part of a preventative maintenance program.
>
> **Safety Management Recommendations:**
> Establish a preventative maintenance program for District playgrounds. Train maintenance personnel to conduct the inspection and repairs.

17-6 Documentation of daily and monthly playground inspections is permanently retained. **Score 3   Possible 5**
☐ Effective ☒ Needs Work ☐ Absent

> **Observations:**
> When inspections are documented, the documentation is permanently retained.
>
> **Safety Management Recommendations:**
> Establish a procedure for the permanent retention of playground installation and maintenance records.

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

SECURITY OPERATIONS

		Score	Possible

18-1 The Security Operations Department complies with all Peace Officer Standards and Training (POST) requirements.

☒ Effective ☐ Needs Work ☐ Absent

Score: 5 Possible: 5

> **Observations:**
> The District has non-sworn, non-armed officers equipped with non-defense tools; therefore, they are not required to meet POST requirements.

18-2 Comprehensive security procedures have been developed with an annual review by legal counsel to ensure procedures are up-to-date with current case law.

☐ Effective ☒ Needs Work ☐ Absent

Score: 3 Possible: 5

> **Observations:**
> The District's security operations has an operations manual based on International Association of Campus Law Enforcement Administrators (IACLEA) but that manual has not been reviewed by legal counsel.
>
> **Safety Management Recommendations:**
> Have legal counsel review the District's Security Operations Manual.

18-3 Documented training is provided at time of hire and routinely thereafter for its officers regarding the security procedures, defensive driving, and employment policies and procedures, such as workplace harassment, discrimination, retaliation prohibition.

☒ Effective ☐ Needs Work ☐ Absent

Score: 5 Possible: 5

18-4 The Security Department has developed and implemented a written procedure to select, hire, and retain competent officers.

☐ Effective ☒ Needs Work ☐ Absent

Score: 3 Possible: 5

> **Observations:**
> The Human Resources Department sets the hiring procedures for the District.
>
> **Safety Management Recommendations:**
> Review the District's security officer hiring procedures to ensure employment of competent officers.

18-5 A written report is required after every incident.

☒ Effective ☐ Needs Work ☐ Absent

Score: 5 Possible: 5

18-6 A post incident review of each incident is conducted.

☒ Effective ☐ Needs Work ☐ Absent

Score: 5 Possible: 5

Scoring Legend

4 or 5 = Effective	1, 2, or 3 = Needs Work	0 = Absent

SECURITY OPERATIONS

		Score	Possible

18-7 There is a designated person responsible for the investigation and
documentation of officer-involved incidents.
⊠ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

18-8 The Department complies with the District's Fleet Safety and Driving Policy.
⊠ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

18-9 The Department issues individual protective body armor, safety goggles,
hearing protection devices, and other personal protective equipment to all
sworn personnel.
⊠ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

> **Observations:**
> Necessary personal protective equipment, appropriate for non-sworn
> officers, is provided.

18-10 There is a citizen/student complaint procedure in place, and complaints are
documented.
⊠ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

18-11 The Department has an emergency call-back plan in place to marshal
additional resources when needed.
⊠ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

POWERED INDUSTRIAL TRUCKS

		Score	Possible

19-1   The District has an inventory of its powered industrial trucks (Classes 1 through 7).   5   5

☒ Effective   ☐ Needs Work   ☐ Absent

19-2   The District provides and documents training for those employees authorized to operate powered industrial equipment, and the training is completed by a qualified powered industrial truck training instructor.   5   5

☒ Effective   ☐ Needs Work   ☐ Absent

19-3   The District ensures powered industrial truck drivers perform daily pre-shift safety inspections of operated powered industrial trucks.   3   5

☐ Effective   ☒ Needs Work   ☐ Absent

Observations:
Pre-use inspections are completed but are not documented.
Safety Management Recommendations:
Document pre-use inspections of powered industrial trucks.

<u>**Scoring Legend**</u>

         4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

RESPIRATORY PROTECTION

		Score	Possible

20-1 The District conducts an assessment of all its work environments and activities to identify when respiratory protection is required or advisable and which employees are affected.

☐ Effective　　　☐ Needs Work　　　☒ Absent

Score: 0　Possible: 5

Observations:
The District has not conducted an assessment of its work environments and activities that may require respiratory protection.

Safety Management Recommendations:
Conduct industrial hygiene assessments of District work environments and activities to identify exposures that require the use of respiratory protection devices.

20-2 The District has developed and established a Respiratory Protection Program.

☐ Effective　　　☐ Needs Work　　　☒ Absent

Score: 0　Possible: 5

Observations:
The District does not have a written Respiratory Protection Program, and there are employees using respirators.

Safety Management Recommendations:
Develop a written Respiratory Protection Program. Base the program on the results of the industrial hygiene monitoring and the District allowing voluntary use of respiratory protection devices.

20-3 The District ensures all employees affected by the Respiratory Protection Program receive an initial and an annual medical review and any necessary additional medical examinations.

☐ Effective　　　☐ Needs Work　　　☒ Absent

Score: 0　Possible: 5

Observations:
The District does not conduct initial or annual medical reviews. Lack of appropriate medical screening increases the risk of injury incident.

Safety Management Recommendations:
Establish the use of the Cal/OSHA required medical questionnaire. Have a qualified physician review employee responses to the questionnaire.

20-4 The District provides the required employee training.

☐ Effective　　　☐ Needs Work　　　☒ Absent

Score: 0　Possible: 5

Observations:
Training has not occurred in several years.

Safety Management Recommendations:
Conduct initial and annual refresher respiratory protection training for employees affected by the program.

Scoring Legend

4 or 5 = Effective　　　　1, 2, or 3 = Needs Work　　　　0 = Absent

RESPIRATORY PROTECTION

		Score	Possible

20-5   Supervisors enforce the use and appropriate wearing of respiratory protection devices.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Columbia facilities personnel enforce non-use of respiratory protection devices. MJC needs enforcement procedures.

Safety Management Recommendations:
Require supervisors and managers to enforce the program.

20-6   The District reviews the Respiratory Protection Program on a regular basis and conducts period assessments to identify any changes that would affect the program.   0   5

☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Observations:
The District needs to develop a plan.

Safety Management Recommendations:
Annually review the District Respiratory Protection Program. Conduct additional industrial hygiene sampling when changes in work conditions warrant.

SAFETY IN THE INSTRUCTOR CONTROLLED ENVIRONMENT

		Score	Possible

21-1   The District has instituted procedures to ensure instructors are responsible for identifying exposures in the classroom, gym, shop, laboratory, etc. The exposures have been evaluated and provisions made to ensure identified exposures are controlled or minimized.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score 5   Possible 5

21-2   Safe operating procedures have been developed for health science, vocational training, and science laboratories.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score 5   Possible 5

21-3   Pre-class inspections are completed for health science, vocational training classes, and science laboratories.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score 3   Possible 5

Observations:
 Pre-class inspections are completed sporadically. Some inspections are not documented. Some personnel stated that the inspection checklists are not appropriate to their classrooms/labs.

Safety Management Recommendations:
 Review District pre-class inspection checklists to ensure they are appropriate for the learning environment. Enforce the completion and documentation of the inspections.

21-4   Students are required to abide by the safety standards, including the required use of personal protective equipment such as eye and hearing protection, hard hats, and protective clothing, as established by the District.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score 5   Possible 5

21-5   Enforcement and disciplinary provisions are taken in the event employees or students violate the safety procedures. The enforcement and disciplinary provision are clearly stated in postings and syllabi.

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score 5   Possible 5

21-6   The District has inventoried all classroom activities to identify all completed operations/product liability exposures and implemented appropriate controls, including documentation to mitigate the potential for loss.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score 3   Possible 5

Observations:
 The District relies on instructors to identify classroom hazards and control measures.

Safety Management Recommendations:
 Develop an organized approach to identify classroom hazards and establish appropriate controls.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

SLIP, TRIP, AND FALL INJURY PREVENTION

		Score	Possible

22-1 There is a written program in place for the identification of potentially hazardous conditions of walkways and parking lots Documentation should include findings, action plans, and remediation scheduled and followed up within a reasonable period of time

☐ Effective   ☐ Needs Work   ☒ Absent

Score: 0 Possible: 5

Observations:
The District does not have a plan.

Safety Management Recommendations:
Develop a written plan to establish District procedures for identifying and correcting slip, trip, and fall hazards.

22-2 There is an ongoing inventory and assessment of walking surface defects. Corrective action documentation is maintained.

☐ Effective   ☐ Needs Work   ☒ Absent

Score: 0 Possible: 5

Observations:
No hazard inventory is maintained.

Safety Management Recommendations:
Develop an inventory of District slip, trip, and fall hazards. Prioritize the hazardous conditions for corrective action.

22-3 Walkways and stairway lighting is inspected.

☐ Effective   ☒ Needs Work   ☐ Absent

Score: 2 Possible: 5

Observations:
Campus security submits work orders to repair light outages and install lighting in areas when needed.

Safety Management Recommendations:
Establish a method to document lighting inspections.

22-4 There is an analysis of where slips, trips, and falls have occurred.

☐ Effective   ☐ Needs Work   ☒ Absent

Score: 0 Possible: 5

Observations:
No analysis of slip, trip, and fall incidents is conducted.

Safety Management Recommendations:
Conduct an analysis of District slip, trip, and fall incidents for employees, students, and visitors to identify location and condition trends. Prioritize corrective action to address high incident areas and conditions first.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

SLIP, TRIP, AND FALL INJURY PREVENTION

	Score	**Possible**

22-5 Repairs are scheduled and prioritized within the resources available. **3** **5**

☐ *Effective*　　　　☒ *Needs Work*　　　　☐ *Absent*

Observations:
The District prioritizes corrective action.
Safety Management Recommendations:
Review the District's repair process and prioritization methods. Revise as needed to establish preventative maintenance procedures.

22-6 There is a plan and budget to address identified defects. **0** **5**

☐ *Effective*　　　　☐ *Needs Work*　　　　☒ *Absent*

Observations:
The District has not established a budget line item for slip, trip, and fall repairs and maintenance.
Safety Management Recommendations:
Establish a line item in the District budget for the correction of slip, trip, and fall repairs.

Scoring Legend

4 or 5 = Effective　　　　1, 2, or 3 = Needs Work　　　　0 = Absent

TREE LIABILITY

		Score	Possible

23-1 There is a documented schedule of routine tree inspection and maintenance.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Tree inspections are conducted for all campuses. Documentation procedures are inconsistent campus to campus.
>
> **Safety Management Recommendations:**
> Establish a consistent means of documenting District tree inspections.

23-2 The District has developed a written program that details its urban forest management policy and procedures.   1   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> The District is in the process of developing its urban forest management policies and procedures.
>
> **Safety Management Recommendations:**
> Revise the District's Urban Forest Management Plan to include all campuses and emergency tree removal procedures.

23-3 Tree trimming, repair, or removal, including work in proximity to electrical equipment and conductors, is done under the direction of a qualified tree worker or arborist.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

> **Observations:**
> The District uses outside contractors for the removal of trees in the proximity of electrical equipment and conductors.

23-4 Required personal protective equipment is provided and the use of such equipment is enforced.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

23-5 Equipment and safety devices are inspected and repaired or removed immediately if found to be defective.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

23-6 The District provides training upon hire and routinely thereafter to those employees involved in the maintenance of its trees.   5   5

☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

TREE LIABILITY

	Score	Possible

23-7 There is a written process to select, plant, and maintain trees to minimize hazards, hardscape damage, and maintenance costs, such as a list of approved street trees.

  ☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Score: 3   Possible: 5

Observations:
Columbia has a master plan that contains information regarding the trees permitted; MJC does not.

Safety Management Recommendations:
Include a list of approved plants and trees in the District's Urban Forest Management Plan.

23-8 The District has a certified arborist on staff or one is available under contract.

  ☒ *Effective*   ☐ *Needs Work*   ☐ *Absent*

Score: 5   Possible: 5

Observations:
MJC relies on an instructor from the agriculture department who is a certified arborist for most of their tree work and hires an outside contractor on occasion. Columbia uses a contracted arborist.

23-9 There is a written procedure outlining tree trimmer training as it pertains to the health of the tree, maintaining trees in healthy conditions, and pruning them according to Tree Pruning Guidelines and American National Standards Institute (ANSI) A300 standards.

  ☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

Observations:
The District has not established training in accordance with ANSI A300 Standards.

Safety Management Recommendations:
Provide tree trimmer training in accordance with ANSI A300.

23-10 The District has a line item in its budget for providing basic tree services, such as basic tree maintenance, and planned replacement.

  ☐ *Effective*   ☐ *Needs Work*   ☒ *Absent*

Score: 0   Possible: 5

Observations:
MJC is working to get a line item in the budget to address urban forest management. Columbia does not have a line item in the budget.

Safety Management Recommendations:
Establish a line item in the District budget for urban forest management.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

VIOLENCE PREVENTION

		Score	Possible

24-1 The District has a Violence Prevention and Response Plan in accordance with Cal/OSHA Standard 8 CCR 3202.

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Score: 2 Possible: 5

> **Observations:**
> The District is in the process of establishing a written Violence Prevention and Response Plan.
>
> **Safety Management Recommendations:**
> Review the District Violence Prevention and Response Plan. Revise as need to apply the plan to all District campuses and activities.

24-2 A designated person is responsible for oversight of the plan.

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

> **Observations:**
> Campus security will oversee the plan.

24-3 The plan includes the following sections:
- Program administration
- Hazard assessment
- Response plan
- Communication
- Compliance
- Training
- Incident investigation
- Hazard correction and
- Record keeping

☐ *Effective* ☒ *Needs Work* ☐ *Absent*

Score: 3 Possible: 5

> **Observations:**
> The plan will include all sections when completed.
>
> **Safety Management Recommendations:**
> Review the completed plan. Revise as needed to ensure all sections listed above are included.

24-4 The plan addresses the following three types of violence:
1. Violence by an assailant with no legitimate relationship to the District who enters to commit a robbery or other criminal act
2. Violence by students
3. Violence by current/former employees including persons with employment related relationships such as spouse, friend, or relative of an employee

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

24-5 The plan includes provisions for dealing with the media in the event of an on-campus incident.

☒ *Effective* ☐ *Needs Work* ☐ *Absent*

Score: 5 Possible: 5

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

VOLUNTEERS

		Score	Possible

25-1   The District has developed a policy that clearly defines who is and who is not an "authorized volunteer."   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Safety Management Recommendations:**
> Clearly define who is and who is not an "authorized volunteer."

25-2   The District reviews qualifications of prospective volunteers to ensure they are competent to perform the expected duties.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Selection of volunteers for the Athletics Department is often left to the individual coaches.
>
> **Safety Management Recommendations:**
> Establish a procedure to ensure that selected volunteers are competent to perform the expected duties.

25-3   The District's Fleet Safety & Driving Policy is applicable for all volunteers who operate motor vehicles.   3   5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Human resources requires volunteers to participate in the DMV pull notice program but only if they are informed that the volunteer will be driving.
>
> **Safety Management Recommendations:**   3   5
> Clearly state within the District's policy the procedures to be followed if volunteers will be permitted to drive their own or District vehicles in the course of their volunteer work.

25-4   Safety training is conducted for volunteers where applicable.

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

> **Observations:**
> Some safety training is conducted for volunteers.
>
> **Safety Management Recommendations:**
> Provide the same training for volunteers as that provided to employees exposed to similar hazards.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent

VOLUNTEERS

		Score	Possible

25-5   Volunteers are not authorized to operate power equipment, industrial lift trucks, or power tools without specific training and authorization from the department manager.

Score: 3   Possible: 5

☐ *Effective*   ☒ *Needs Work*   ☐ *Absent*

Observations:
Volunteers are not permitted to operate some of the District's powered industrial vehicles.
Safety Management Recommendations:
Specify within the District's volunteer policy the powered industrial vehicles volunteers are permitted to operate, i.e. golf carts and other similar vehicles.

Scoring Legend

4 or 5 = Effective   1, 2, or 3 = Needs Work   0 = Absent