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**COPPER MOUNTAIN**

**COMMUNITY**

**COLLEGE DISTRICT**

**INJURY, ILLNESS AND**

**PREVENTION PROGRAM**

**(I.I.P.P.)**



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**Copper Mountain College**

Copper Mountain Community College District

**Section I: INTRODUCTION**

In order to maintain a safe and healthful work environment the Copper Mountain Community College District has developed this Injury, Illness and Prevention Program I.I.P.P. for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee, injuries and illnesses can be reduced, productivity can increase, and there will be a promotion of a safer and healthier environment for all individuals at Copper Mountain Community College District.

**Section II: GOALS**

Diligent implementation of this program will reap many benefits for the Copper Mountain Community College District. Most notably it will:

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

**Section III: STATUTORY AUTHORITY**

* California Labor Code Section 6401.7

California Code of Regulations Title 8, Section 1509 and 3203

**Section IV: RESPONSIBILITY**

The Injury and Illness Prevention Program (IIPP) primary administrator, Director of Facilities and Operations, has the authority and responsibility for implementing and maintaining this program for Copper Mountain College. In their absence, the alternate program administrator will be the Chief Business Officer.

Supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the Maintenance and Business Office and from each supervisor.

Copper Mountain Community College District is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for his/her own safety as well as the safety of the people he/she works with. Remember, **Safety Begins With You!**

**Section V: COMPLIANCE**

All Copper Mountain College employees are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

* Informing employees, when first assigned, of the provisions of our IIPP
* Evaluating the safety performance of all employees
* Recognizing employees who perform safe and healthful work practices
* Providing training to employees whose safety performance is deficient
* Disciplining employees for failure to comply with safe and healthful work practices

**Section VI: COMMUNICATION**

Supervisors are responsible for communicating the occupational safety and health in a form you can readily understand. Our communication system encourages all employees to inform their supervisor about workplace hazards and at no time will an employee be retaliated against for reporting hazards and potential hazards or making suggestions to improve safety.

Our communication system includes:

* Safety and Health Committee
* Written documentation
* Electronic notices (e-mail)
* Staff meetings
* Formal and informal training
* New employee orientation
* Postings

The IIPP forms are available in the appendixes of this document and can be found on the District Intranet under Public Shares/Form/M&O/IIPP Forms.

* SF 01 - Quarterly Inspection Hazard Summary
* SF 02 – Hazard Reporting by Employee
* SF 03 - General Health and Safety Check List
* SF 04 – Employee Safety Training Meeting
* SF 05 – Employee Orientation Checklist

Note: The employee may use the “Hazard Reporting by Employee” form (SF02) in this IIPP and remain anonymous.

The results of investigations of any employee safety suggestion or report of hazard will be distributed to all employees affected by the hazard or shall be posted on appropriate bulletin boards located as indicated in Appendix A.

**Section VII: HAZARD ASSESSMENT**

Periodic inspections and evaluations to identify workplace hazards are performed by a competent observer in our workplace as follows:

* When we initially establish or revise our IIPP
* When new substances, processes, procedures, or equipment which present potential new hazards are introduced
* When new, previously unidentified hazards are recognized
* When occupational injuries and illnesses occur
* Whenever workplace conditions warrant an inspection
* Quarterly by each manager/supervisor in all work areas
* At least once per year by a certified safety and health inspecting organization

Note: The "Quarterly Inspection Hazard Summary" from Appendix A-1 or "General Health and Safety Check List" form SF03 in this IIPP shall be used by Supervisor/Manager to document the results of inspections/investigations. (see **Section XI.** – Recordkeeping)

**Section VIII: ACCIDENT/EXPOSURE INVESTIGATION**

Procedures for Supervisors investigating workplace accidents and hazardous substance exposure include:

* Interviewing injured employees and witnesses
* Examining the workplace for contributing factors associated with an accident/exposure
* Determining the cause of the accident/exposure
* Taking corrective action to prevent the accident/exposure from reoccurring
* Recording the findings and actions taken

For additional information refer to the CMC Human Resource webpage at <http://www.cmccd.edu/Policies> for Reporting Workplace Accidents and Injuries.

**Section IX: HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices, or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures:

* When observed or discovered
* When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

**Section X: TRAINING AND INSTRUCTION**

Managers and Supervisors will provide Employees with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

* When the IIPP is first established
* To all employees with respect to hazards specific to each employee’s job assignment
* To all employees given new job assignments for which training has not been previously provided
* Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
* Whenever the employer is made aware of a new or previously unrecognized hazard
* To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
* To all new employees

The "Employee Safety Orientation Checklist" form SF05 (Appendix A-5) in this IIPP should be used to document this training.

Our general workplace safety and health practices can be found in our Code of Safe Work Practices Appendix G.

**XI: RECORDKEEPING**

* Record documentation of the identity of the person or persons with authority and responsibility for implementing program
* Record documentation of scheduled periodic inspections to identify unsafe conditions and work practices
* Record documentation of training and instruction

The Manager/Supervisor or designee shall keep records of inspections, including the name of the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and action taken to correct the identified unsafe conditions and work practices.

Supervisors shall keep individual documentation of safety and health training attended by their employees, including employee name or other identifier, training dates, type(s) of training, and training providers. These records should be readily available to OSHA or other governmental agencies upon request during an inspection or during an investigation of an event occurring within a work area. A consolidated list of employee training is to be provided to the Program Administrator or designee by each manager or supervisor.

The "Employee Safety Training Meeting" form SF04 (Appendix A-3) can be used for consolidation of documented training.

**Section XII: RELATED SAFETY PLANS & PROGRAMS**

The following safety programs are part of our IIP Program

* Safety and Health Committee
* Safety and Health Compliance Process
* Construction Safety/Orders Code of Safe Practices/General
* Use of Tools and Equipment
* Machinery and Vehicles
* Basic Rules for Accident Investigation
* Code of Safe Practices
* Lockout/Tagout LOTO Program
* Exposure Control Plan
* Chemical Hygiene Plan
* Hazardous Communication Plan
* Heat Illness Prevention Plan
* Emergency Disaster Guide (Located in each Classroom)

Additional information on these programs can be found online.

**Section XIII: RESOURCES & GLOSSARY**

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection

http://www.dir.ca.gov/dosh/dosh\_publications/IIPP.html#7

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

**Section XIV: IIPP GLOSSARY OF TERMS**

Accident: Defined as an unforeseen and unplanned event or circumstance with lack of intention or necessity. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator: One who is responsible for the execution of Policy, as distinguished from policy-making.

Implementing: To carry out or accomplish. To ensure fulfillment by concrete measures.

Incident: Defined as an occurrence of an action or situation that is a separate unit of experience.

Maintaining: To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

*Examples should include the following:*

* Material postings in high-traffic public areas
* Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
* Training (documentation of attendance required)
* Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of minutes.
* New employee orientation, including introduction to the Illness and Injury Prevention, to include required documentation of attendance.

Compliance: Conformity in fulfilling a legal requirement.

Imminent hazard: An immediate source of danger.

**The following are the names, titles and positions of all department members who participated in the Lockout Procedure Policy review and contributed to the report:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Kevin Cole, Director of Facilities and Operations Date

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***Dates of submission and review(s)***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Richard Treece, Supervisor Maintenance and*

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Chief Business Officer Date of review

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Darren Otten, President/ Superintendent Date of review

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I.P.C. Date of review

***Last Update: 07-14-2016***

***Reviews: 3-14-03; 12-19-03; 10-28-04; 5-19-06; 4-29-08***

***First Board Approval: 11-08-01 Revised & Board Approved 5-08-08***

***APPENDIX A-1***

**QUARTERLY INSPECTION HAZARD SUMMARY**

Copper Mountain Community College District

LOCATION (SITE NAME): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSPECTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indicate urgency for correction on 1-5 scale

 I=Immediate 5=Prioritize & Schedule Repair

|  |  |  |
| --- | --- | --- |
|  SAFETY HAZARD IDENTIFIED |   |  CORRECTIVE ACTION  |
|  |  |  |
|  |  |  |
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|  |  |  |

Safety items identified during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_inspection/investigation will be submitted to:

Supervisor/Manager for review, and an action plan will be developed to resolve each specific safety item (hazards, needed policies, etc.) by a set completion date and by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and urgency of the hazard.

(To be used in conjunction with General Health & Safety Check List)

**SF01**

**APPENDIX A-2**

Hazard Reporting by Employee

**What should I do if I notice a hazard?**

You should report it immediately to your supervisor. You do not need to wait for an inspection team to come by. The health and safety legislation requires employees to report hazards to their supervisor.

The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them; this procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

Hazards can be reported verbally or by completing a simple form available at bulletin boards or other conspicuous places. The following is an example of such a form.

|  |
| --- |
| **Hazard Report Form-Example** |
| Name: | Date: |
| Location: |
| Equipment: |
| Description of hazard: |
| Suggested corrective action: |
| Signature: |
| Corrective action taken: |
| Signature of Supervisor: | Date: |

 **SF02**

**APPENDIX A-3**

**GENERAL HEALTH & SAFETY CHECK LIST**

Copper Mountain Community College District

Check mark next to any item on this list which indicates a potential safety & health hazard which should be corrected.

(To be used in conjunction with the Inspection Hazard Summary)

**ELECTRICAL**

**FLAMMABLE LIQUIDS AND OTHER CHEMICALS**

Use of unnecessary extension cords

Containers are not clearly labeled

Electrical cord tripping hazard

Flammable liquids or other chemicals are stored in open

Access to the electrical panel is obstructed

containers are not clearly labeled

Electrical cords run through wall openings or doorways

Excess quantities of flammable liquids are stored in the

Electrical cords are under rugs or mats

building

Electrical plugs are defective

Flammable liquids are stored near exits, in aisles, or on

Electrical equipment is not grounded

stairways

"Live" connections in electrical equipment are exposed

Safety Data Sheets (SDS) are not readily available to

**EXITS AND AISLES**

office employees

Locks or latches on doors equipped with "panic hardware"

**WORK AREAS/REST AREAS**

Obstructions are present in aisles or exits, or on stairways

Plumbing fixtures (fountains, sinks, urinals, etc.) leak

Exits are locked while room is in use

Floor mats are not slip resistant

"Panic hardware" is not present on working doors

Stairways don't have anti-slip treads or handrails

"Panic hardware" is not working on exit doors

Slip-resistant preparation is not used on highly polished

Directions to exits are not clearly marked

floors

Lack of adequate lighting for aisles, exits,or stairways

People smoke in non-ventilated areas

Emergency lighting is not present or is not working

Non-smoking areas do not have ash trays or sand

Fire escape is not kept clear

receptacles

Exits don't open on a public way

Lack of adequate space between desks and furniture to

Not enough exits

provide for safe passage

**FIRE ALARM SYSTEM**

Desks or cabinets are arranged so that drawers open into

Fire alarm system is not tested regularly

passage areas

Lack of evacuation plan

Inadequate lighting

Employees are not familiar with evacuation plan or their

Damaged floor surfaces

Responsibilities in case of emergency

Ladders are not available to reach overhead storage

Evacuation plan is not posted

areas

**FIRE EXTINGUISHERS**

Ladders are damaged or broken

Locations of fire extinguishers are not clearly marked

Riser heights on stairways are not uniform

Required types or number are not readily accessible

Glass walls or doors are not impact resistant

Extinguishers are not serviced or tagged at least yearly

Glass walls or doors are not clearly marked

Employees are not trained in the use of extinguishers

Cabinets or shelves are not secured to prevent

Extinguishers are not checked monthly and initialed on

overturning

 back of tag

Heavy objects are placed on top of cabinets or

**FIRE PROTECTION INSTALLATIONS**

partitions

Access to standpipes, fire hoses, or sprinkler control valves

Lack of adequate ventilation in areas with photocopiers

is not kept clear

or other similar machines

Sprinkler system is not tested regularly

Video display terminal operators complain of

Sprinkler valves are not kept in "open" position

headaches, stress or eyestrain

Decorations or other material is attached to sprinkler

Noise level is too high

system

Temperature level is too high or too low

Sprinkler heads are damaged, corroded, or have been

Lack of adequate ventilation in areas where there is use

painted over

of potentially toxic materials, chemical, or fluids

**HEAT PRODUCING APPLIANCES**

Noticeable dust or odors in the air (especially in

Combustible material is stored in the heater area or

"energy-efficient" buildings)

near another source of ignition

Flammable liquids are stored in the heater room

All portable heaters are not "UL" listed, and do not

have tip over shut-off switches

**SF03**

***APPENDIX A-4***

***EMPLOYEE SAFETY TRAINING MEETING***

Copper Mountain Community College District

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_ AM/PM

CONDUCTED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBJECT

DISCUSSED (INCLUDING VIDEOS USED) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURES OF EMPLOYEES IN ATTENDANCE

 NAME JOB TITLE SITE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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NOTE: This form should be filed with the Program Administrator or Site Representative when completed. A

 special safety-training file should be used for this purpose.

**SF04**

***APPENDIX A-5***

***EMPLOYEE SAFETY ORIENTATION CHECKLIST***

Copper Mountain Community College District

NOTE: This checklist is to be completed by the Supervisor/Manager, Site Representative or Supervisor within thirty (30) days after employment.

EMPLOYEE NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HIRE DATE

SITE ASSIGNED TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_

PAST EXPERIENCE IN THIS TYPE OF POSITION: YRS\_\_\_\_\_\_\_\_MTHS\_\_\_\_\_\_\_\_\_\_\_\_\_

**SF05**

***APPENDIX B***

***SAFETY AND HEALTH COMPLIANCE PROCESSES***

Regarding Safety Compliance Disciplinary Procedures, see the Board Policy.

The Board Policy and the Administrative Procedures are located on the website.

***APPENDIX C***

***CONSTRUCTION SAFETY / ORDERS CODE OF SAFE PRACTICES / GENERAL***

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices using form “Report of Safety Hazard” (SF02) to their site representative, supervisor or program administrator.

Director of Facilities and Operations shall insist on employees observing and obeying every applicable District, State, or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.

All employees shall be given frequent accident prevention instructions. Instructions shall be given annually.

Anyone known to be under the influence of drugs and/or intoxicating substance which impair the employee’s ability to safety perform the assigned duties shall not be allowed on the job while in that condition.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working with equipment.

No one shall knowingly be permitted or required to work while the employee’s ability or alertness is so impaired by fatigue, illness, prescription medication, or other causes that they might unnecessarily expose the employees or others to injury.

Employees shall not enter manholes, chambers, tanks, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.

Employees shall be instructed to ensure that all guards and other protective devices are in their proper place and adjusted, and shall report deficiencies immediately to the Director of Facilities and Operations.

Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the Director of Facilities and Operations.

***APPENDIX C (cont...)***

All injuries shall be reported immediately to the supervisor so that arrangements can be made for medical or first aid treatment, and/or contact Company Nurse. Paperwork is to be followed up with Human Resources.

When lifting heavy objects, bend at the knees, use the large muscles of the leg instead of the smaller muscles of the back. DO NOT bend over and lift.

Only appropriate footwear is authorized. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.

Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.

Work shall be arranged so that employees are able to face a ladder and use both hands while climbing.

Gasoline shall not be used for cleaning purposes.

No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the Director of Facilities and Operation

***APPENDIX D***

***USE OF TOOLS AND EQUIPMENT***

All tools and equipment shall be maintained in good condition.

Damaged tools or equipment shall be removed from service and tagged “DEFECTIVE.”

Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.

Only appropriate tools shall be used for a specific job.

Wrenches shall not be altered by the addition of handle-extensions or “cheaters.”

Files shall be equipped with handles and not used to punch or pry.

A screwdriver shall not be used as a chisel.

***APPENDIX E***

***MACHINERY AND VEHICLES***

Wheelbarrows shall not be pushed with handles in an upright position.

Portable electric tools shall not be lifted or lowered by means of the power cord; ropes shall be used when necessary.

All portable electric tools should be double-insulated or three-prong grounded. Electric cords shall not be exposed to allow damage from vehicles.

In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Only authorized persons shall operate machinery or equipment.

Loose or frayed clothing, long hair, dangling wires, finger rings, etc., shall not be worn or around moving machinery or other areas where they may become entangled.

Personal Protective Equipment (PPE) shall be worn; such as safety goggles, face shield, hearing protection.

Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work. Where appropriate, Lock-out/Tag-out (LOTO) procedures shall be used.

Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if hacks or hoists should fail. Air hoses shall not be disconnected at compressors until the hose line has been bled.

All excavations shall be visually inspected before backfilling to ensure that it it’s safe to backfill.

Excavating equipment shall not be operated near tops of cuts, backs or cliffs if employees are working below.

Tractors, bulldozers, scrapers, and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of fills, cut banks, or steep slopes.

When loading where a probability of dangerous slides or movement of materials, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

***APPENDIX F***

***BASIC RULES FOR ACCIDENT INVESTIGATION***

The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.

Visit the accident scene as soon as possible while the facts are fresh and before witnesses forget important details.

If possible, interview the injured worker at the scene of the accident and “walk” with him/her through a re-enactment.

All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with all who have credible knowledge of the accident, even if they did not actually witness it.

Consider taking signed statements in cases where facts are unclear or there is an element of controversy.

Document details graphically. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.

Focus on causes and hazards. Develop an analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.

Every investigation should include an action plan. How will you prevent such accidents in the future?

If a third party or defective product contributed to the accident, save any evidence. It could be critical to the recovery of claims costs.

***APPENDIX G***

***CODE OF SAFE PRACTICES***

***(General Office, Classrooms and Work Areas)***

It is our policy that everything possible will be done to protect employees, students, and visitors from accidents.

Safety is a cooperative undertaking, requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Manager/Supervisor shall insist that employees observe all applicable District, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

* Report all unsafe conditions and equipment to their supervisor, using “Report of Safety Hazard” form (SF02).
* Report all accidents, injuries, and illnesses to their supervisor immediately.
* Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
* Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
* Entranceways and exits shall be kept unblocked, well-lit and unlocked during working hours.
* In the event of fire, sound alarm and evacuate.
* See the Disaster Guide for detailed instructions and procedures for evacuation.
* Disaster Guides are posted in every classroom and office area.
* Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
* Only personnel trained in fire response may attempt to respond to a fire or other emergency.
* Exit doors must comply with fire safety regulations during business hours. Deadbolt locks on exits must never be used except during emergencies such as an active shooter on campus.

***APPENDIX G (cont...)***

* Stairways should be kept clear of items that can be tripped over. All areas under stairway routes should not be used to store combustibles.
* Materials and equipment will not be stored against doors or exits, fire ladders, or fire extinguisher stations.
* Aisles must be kept clear at all times.
* Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
* All spills shall be wiped up promptly.
* Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. (You must contact a co-worker when help is needed to move a heavy object.)
* Never stack material precariously on top of lockers, file cabinets, or other relatively high places.
* Do not stack material in an unstable manner.
* Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
* When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
* Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly,
* Never use a metal ladder white it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
* Use appropriate climbing equipment such as stepstools or ladders in lieu of desks, chairs, or countertops.
* Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
* Do not use portable electrical tools and equipment that are not grounded or double insulated.
* All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
* Ground fault circuit interrupter (GFCI) protection should be provided wherever there is a possibility of contact with water or wet locations.
* All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
* Inspect motorized vehicles and other mechanized equipment daily or prior to use.
* Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles.
* Inspect pallets and their loads for integrity and stability before loading or moving.
* Do not store compressed gas cylinders in areas which are exposed to heat sources, electrical arcs, or high temperature lines. All cylinders must be secured to prevent them from falling.

***APPENDIX G (cont.…)***

* Do not use compressed air for cleaning off clothing unless the pressure is less than 10 pounds per square inch (psi).
* Identify contents of pipelines prior to initializing any work that affects the integrity of the pipe.
* Wear hearing protection in all areas identified as having high noise exposure.
* Goggles or face shields must be worn when operating the grinding machine.
* Do not use any faulty or worn hand tools.
* Equipment such as scissors, staplers, etc. should be used for their intended purposed only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
* Guard floor openings by a cover, guardrail, or equivalent.
* Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
* Always keep flammable or toxic chemicals in closed containers when not in use.
* Do not eat in areas where hazardous chemicals are present.
* Be aware of the potential hazards involving chemicals stored or used in the workplace. All flammables should be stored in an approved flammables storage cabinet.
* Cleaning supplies should be stored away from edible items on kitchen shelves.
* Cleaning solvents and flammable liquids should be stored in appropriate containers.
* Solutions that may be poisonous or not intended for consumption should be kept in

well-labeled containers.

* When working on a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
* Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
* To prevent tipping do not open more than one upper drawer at a time, particularly the top two drawers on tall filing cabinets.
* When filling file cabinets, they should be loaded from the bottom drawer first; put heaviest files in the bottom drawers to prevent tipping.
* Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
* Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat, and fraying of cords. Extension cords should not be used!
* Extension cords are intended for temporary use only.
* Fans used in work areas should be guarded; guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
* Utilize basic hygiene practices to prevent the spread of viruses and other illnesses: i.e. washing hands after using the restroom.
* Person Protective Equipment (PPE) is designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. It is the responsibility of the District to provide PPE to the employee.
* Employees who are required to wear PPE will be trained on how to do the following:
	+ Use of PPE.
	+ Awareness of when PPE is necessary.
	+ Knowledge of what kind of PPE is necessary.
	+ Understanding the limitations of PPE in protecting employees from injury.
	+ How to don (apply), adjust, wear, and doff (remove) PPE.
	+ How to maintain PPE properly.