
ELAC

EAST LOS ANGELES COLLEGE

INJURY AND ILLNESS

PREVENTION PROGRAM

IIPP

EAST LOS ANGELES COLLEGE
INJURY AND ILLNESS PREVENTION PROGRAM

Program Responsibility

The Vice President of Administration is overall responsible for matters pertaining to the work environment and occupational safety and health at East Los Angeles College. This individual, or designee, may be contacted at the following address and telephone numbers:

EAST LOS ANGELES COLLEGE
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
ATTN.: Vice President, Administrative Services
(323) 265-8669
(323) 265-8756

The District's Director of Business Services is overall responsible for environmental and occupational safety and health matters on behalf of the Los Angeles Community Colleges. The Director of Business Services, or designee, may be contacted at the following address and telephone numbers:

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LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 Wilshire Blvd. – 3RD Floor
Los Angeles, CA 90017
ATTN.: Director of Business Services
(213) 891-2400
(213) 891-2231
(213) 891-2422

Regulatory Commitment

The East Los Angeles College Injury and Illness Prevention Program (ELAC IIPP) shall be developed in accordance with Title 8, California Code of Regula

Program Compliance(Continued)

- x Encouraging employees to communicate workplace hazards to supervision and addressing those hazards within their ability to identify and abate;
- x Posting information that is pertinent to maintaining safe and healthful workplaces;
- x Posting hazards and labeling hazardous substances found in the workplace;
- x Training and retraining employees as required by occupational health standards;
- x Recognizing good employee performance towards program development, compliance, and enhancement; and
- x Applying appropriate disciplinary measures in accordance with District rules and collective bargaining agreements for poor employee performance.

Employees are responsible for ensuring that safety and health rules are not compromised in the performance of their assigned duties.

Program compliance is assured by employees in:

- x Attending to workplace hazards communicated by supervision;
- x Submitting safe work practice suggestions and communicating hazards to supervision, responsible committees, and/or employee designated representatives;
- x Adhering to posted information that is pertinent to maintaining safe and healthful workplaces;
- x Posting hazards and labeling hazardous substances found in the workplace; and
- x Attending and participating in training and retraining opportunities offered by supervision.

Identifying and Evaluating Workplace Hazards (Appendix A)

The Facilities Manager, or designee, is responsible for developing a formal workplace inspection schedule to ensure that all buildings, classrooms, offices, grounds, and storage areas are inspected at least once annually. These inspections may be included in the Facilities Preventive Maintenance Program Schedule, which requires Facilities Trades, Gardeners, and Custodians to detail one building each week on a rotating schedule. Additional inspections are performed monthly to verify fire suppression equipment. Weekly inspections are required for areas in which hazardous substances, chemicals, and hazardous wastes are stored. Inspection results are used towards enhancement of facility conditions and development of a code of safe work practices tailored to specific operations and processes. Inspections are required:

- x Upon initial implementation of this business plan;
- x Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard;

Identifying and Evaluating Workplace Hazards (Continued)

- x Whenever office administration is made aware of a new or previously unrecognized hazard;
- x Whenever a related injury or illness is reported; and
- x Whenever incidents occur which, if uncorrected, could result in personal injury or illness.

Identifying Workplace Hazards

All employees are encouraged to identify workplace hazards to the responsible supervisor and affected employees without fear of reprisal. Identification consists of reporting observations and applying interim protective measures that are effective in warning others of a perceived problem.

Reporting Observations

Any facility condition or workpractice that appears unsafe to the observer should be reported for evaluation, as appropriate. Employees may report an observation by any one or more of the following methods:

- x Verbal and/or written report to his/her immediate supervisor and/or responsible supervisor;
- x Verbal and/or written report to the responsible administrator;
- x Verbal and/or written report to his/her employee designated representative;
- x Verbal and/or written report to the Work Environment Committee;
- x Verbal and/or written report to a Labor/Management Safety Committee;
- x Telephone notification to the Sheriff (formally for public safety matters);
- x Written Maintenance Service Request to Facilities; and/or
- x Written Employee Safety Concern, such as provided in Appendix B.

Applying Interim Protective Measures

Facilities Staff and College Sheriff Department have materials that can be used to identify and post hazards to warn others that a potential hazard exists. Normally, if an observation is made that poses a severe hazard to employees or the public, then red "DANGER" signs and barrier tapes are posted. If the perceived problem poses a minor hazard to employees or the public, then yellow "CAUTION" signs and barrier tapes are posted. If the potential problem is with a specific tool or piece of equipment, then "DANGER", "CAUTION", or "DEFICIENCY" tags may be applied directly onto the item. In unusual situations, an effective protective measure may be to telephone for assistance and then guard the area until the matter is turned over to Facilities or Sheriff's Department.

Identifying and Evaluating Workplace Hazards (Continued)

Evaluating Workplace Hazards

Upon receipt of an observation, a decision must be made as to whether the perceived problem is valid. Invalidated observations are preserved and

Employee Training and Instruction (Continued)

Safety Meetings

Supervisors are encouraged to hold periodic safety meetings in order to familiarize themselves with their employees' risk to safety and health hazards on the job. Such meetings are also useful in developing workplace inspection modules that are tailored to each operation and process (See Appendices E, F, H, and I)

Pre-Job Briefings

Pre-Job Briefings are job-specific safety meetings that may be used to identify unique or special hazards during infrequent or unusual operations and maintenance (O&M) construction activities. Pre-job briefs are intended to raise the crew's awareness level of hazards inherent to the work activity. Such briefings are conducted as often as necessary by the responsible supervisor, but may involve several departments and/or contractors (See Appendix G)

Safety Alerts

Safety Alerts are written materials that are presented or mailed to employees, or posted, and that are designed to communicate unplanned, previously unknown, or potentially serious safety and health hazards to employees at

Safe Work Practices

Lifting Techniques (Continued)

How to Lift

CAUTION : Never attempt a lift that approaches the limits of your present physical abilities.

- x Size Up the Load
 - Check for any sharp objects.
 - Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.

 - x Consider the weight of the object.
 - Do you need help?
 - Are you experiencing any muscle aches or cramps? If so, STOP! Get help.

 - x Take Position Over the Load
 - Stand over the load with feet spread approximately shoulder width.
 - Be sure of your footing.
 - Bend at the knees and take hold of the load.
 - Your arms and hands should be fully extended.
 - The load should be as close to your body as possible.
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Awards Program

The Vice-President of Administration may authorize discretionary funding, if available, for recognizing, honoring, and rewarding outstanding work performance by use of pins, plaques, and incentives, which are designed to inspire employees.

APPENDIX A-2
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE AND INSTRUCTIONAL FACILITIES INSPECTION CHECKLIST

Page 1 of 2

SECTION I: FIELD OBSERVATIONS

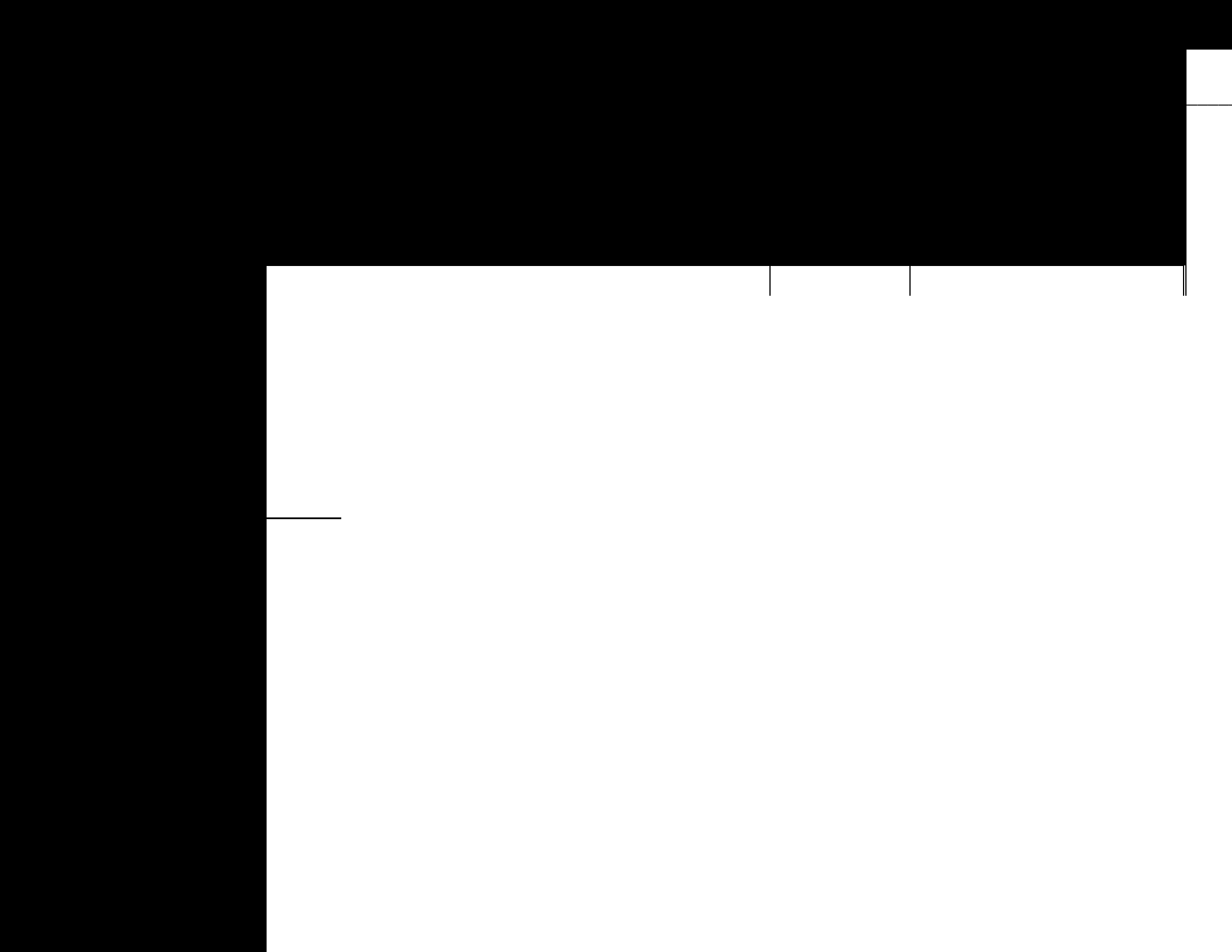
Weekly			Annual			Follow-up / Special		
TOPIC ⁽¹⁾	OK (+)	COMMENT ⁽²⁾	N/A (+)	TOPIC ⁽¹⁾	OK (+)	COMMENT ⁽²⁾	N/A (+)	
Key items / areas - not intended as a complete list				Key Instructional items / areas - not intended as a complete list				
1.1 Facility Externals Paint, brick, siding, roof, windows, portals, stucco, vegetation / weeds				1.11 Gymnasiums / Swimming Pools / Physical Education				
1.2 Regulatory Postings / Notices / Records / Permits / Training Signs, posters, permits, citations, notices, rights, telephone numbers				1.12 Chemistry Laboratories				
1.3 Emergency Medical / Police / Fire Services First aid, eyewash/shower, telephones, disaster preparedness				1.13 Life Science Laboratories				
1.4 Accident Prevention Signs / Tags Hazard tags, caution/danger tapes, traffic cones/triangles, barricades				1.14 Aviation Technologies				
1.5 Fire Protection Equipment / Controls Fire extinguishers, sprinklers, hoses, tools, testing, emergency lights				1.15 Automotive Technologies				
1.6 Personal Protective Equipment (PPE) Helmet, gloves, goggles, face shields, hearing protection, aprons				1.16 Printing Technologies				
1.7 Housekeeping / Cleanliness / General Environment Cleanliness, pest control, safe storage, adequate illumination				1.17 Agricultural Technologies				
1.8 Indoor Air Quality/Industrial Hygiene/Regulated Carcinogens Particulates, vapors, fumes, air exchange, temp./hum., noise, sampling				1.18 Allied Health Technologies				
1.9 Passageways / Stairs / Ramps / Exits Aisles, safe routes, stairways/steps, slope, handrails, clearance				1.19 General Classrooms / Auditoriums				
1.10 Elevated Surfaces / Ladders / Scaffolding Toe boards, guards, rails, non-slip footing, stability, clearance				1.20 Other Arts / Crafts / Miscellaneous Technologies				

SECTION II: COMMENTS (Include any immediate actions taken; if an observation, provide recommendation)

COLLEGE:	INSPECTOR:		
FACILITY:	DEPARTMENT:	DATE:	

- NOTES:**
1. Reference the appropriate inspection guide.
 2. Record the Comment Designator in this section corresponding to any comments listed in Section I. (e.g., "O-1", "O-2", "O-3", ...etc.)
 "O" = Observation "D" = Deficiency "V" = Violation

REFERENCE: EH&S FC-01

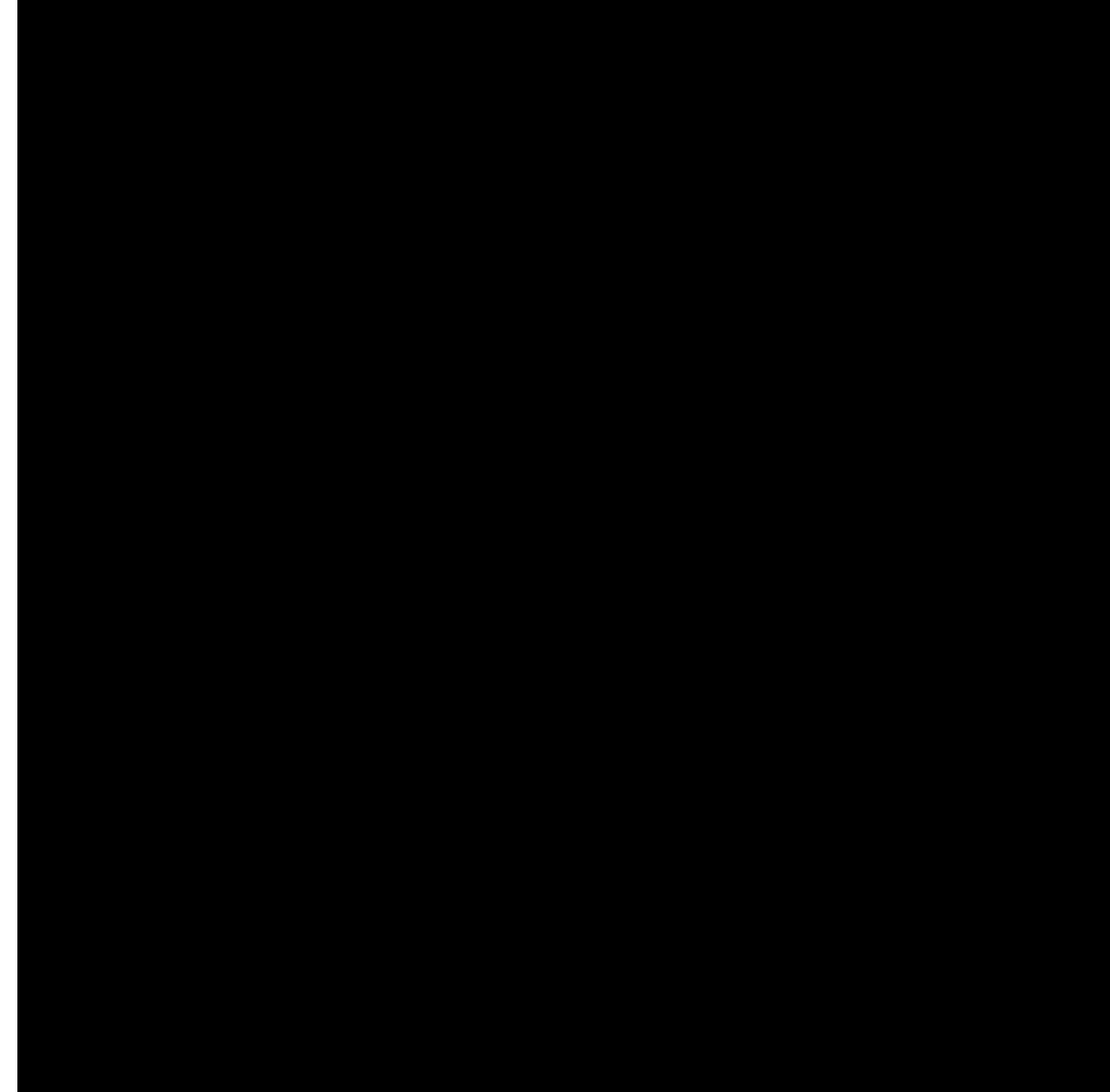


APPENDIX A-3
LOS ANGELES COMMUNITY COLLEGE DISTRICT
PUBLIC FACILITIES INSPECTION CHECKLIST

Page 1 of 2

SECTION I: FIELD OBSERVATIONS

Weekly			Annual			Follow-up / Special		
TOPIC ⁽¹⁾	OK (+)	COMMENT ⁽²⁾	N/A (+)	TOPIC ⁽¹⁾	OK (+)	COMMENT ⁽²⁾	N/A (+)	
Key Public items / areas - not intended as a complete list				Key Public items / areas - not intended as a complete list				
1.1 Facility Externals Paint, brick, siding, roof, windows, portals, stucco, vegetation / weeds				1.11 Public Restrooms / Showers / Athletic Locker Rooms				
1.2 Regulatory Postings / Notices / Records / Permits / Training Signs, posters, permits, citations, notices, rights, telephone numbers				1.12 Major Lecture Halls / Auditoriums / Theaters				
1.3 Emergency Medical / Police / Fire Services First aid, eyewash/shower, telephones, disaster preparedness				1.13 Parking Lots / Campus or Facility Access / Roads				
1.4 Accident Prevention Signs / Tags Hazard tags, caution/danger tapes, traffic cones/triangles, barricades				1.14 Sidewalks / Safe Routes / Pedestrian Traffic Areas				
1.5 Fire Protection Equipment / Controls Fire extinguishers, sprinklers, hoses, tools, testing, emergency lights				1.15 Emergency Access / Police Facilities				
1.6 Personal Protective Equipment (PPE) Helmet, gloves, goggles, face shields, hearing protection, aprons				1.16 Grounds / Landscape / Lighting				
1.7 Housekeeping / Cleanliness / General Environment Cleanliness, pest control, safe storage, adequate illumination				1.17 Stadiums / Track / Bleachers / Stands				
1.8 Indoor Air Quality/Industrial Hygiene/Regulated Carcinogens Particulates, vapors, fumes, air exchange, temp./hum., noise, sampling				1.18 Sports Fields / Swimming Pools / Gymnasiums				
1.9								



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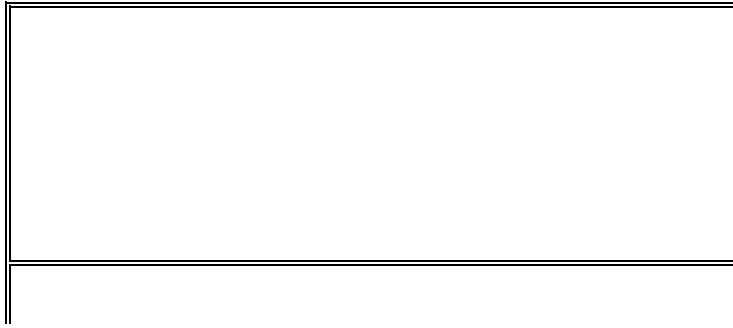
APPENDIX B

LOS ANGELES COMMUNITY COLLEGE DISTRICT EMPLOYEE SAFETY CONCERN

Page 1 of 2

SECTION I: _____

EH&S FC-01-6 Rev. 0 04/97 Please check this box if you wish direct feedback - Section I above must be completed



APPENDIX D

LOS ANGELES COMMUNITY COLLEGE DISTRICT ABATEMENT PLAN
(Page 2 of 2)

SECTION III: SCHEDULE

FISCAL YEAR: _____														
TASK# ²	RESPONSIBLE PERSON	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	COMMENTS ³

REVISION: _____

DATE: ____/____/____

REFERENCE: EH&S FC-01

SUBMITTED BY: _____
Name / Title

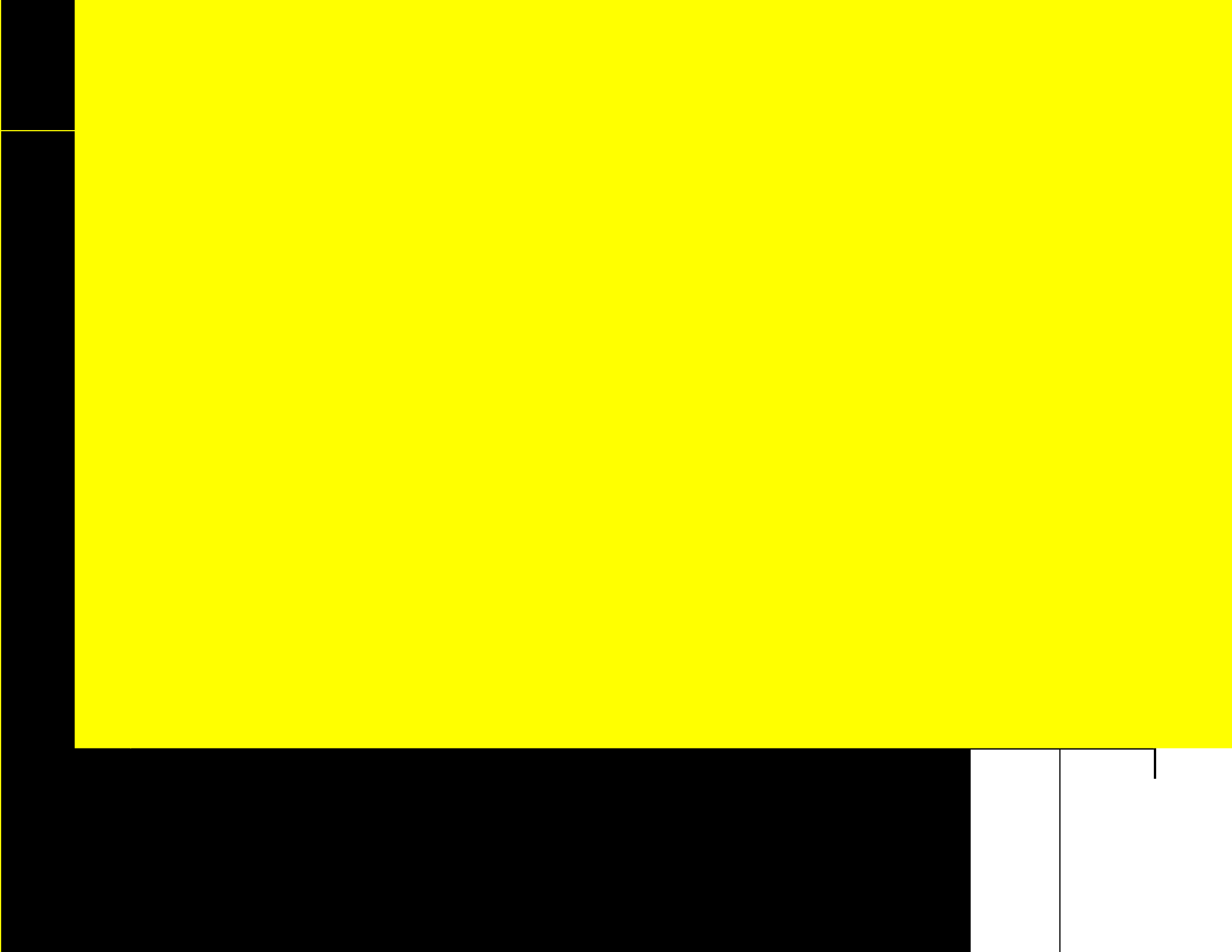
APPROVED BY: _____

NOTES:

- 1. Use additional sheets if necessary or other equivalent continuation format.
 - 2. Task numbers must correspond to one another front and backsides of this form.
 - 3. Attach supporting documentation or correspondence as necessary.
- EH&S FC-01-7 REV. 0 05/97

Name / Title

1



APPENDIX I
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SAFETY VIDEO REFERENCE LIBRARY

APPENDIX K

DEVELOPMENTAL RESOURCES

1. Title 8, California Code of Regulations, Section 3203 (8 CCR §203), and various sections of the General Industry Safety Orders, Electrical Safety Orders, and Construction Safety Orders.
2. Title 22, California Code of Regulations, various sections pertaining to Standards for Hazardous Waste Generators and Universal Waste Handlers