

SAFETY SUMMARY

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Additional:

Specific required training will be provided to a new hire by the supervisor/manager once an employee begins their employment.

You may find Safety Tips Prevention in our Orientation Website.

Additional policies and procedures can be found in the employee handbook.

The following are training videos available in our Orientation website:

- Safety Prevention Video: CIRSA 2012 3:28 minutes
- Back Injury Prevention Video: Safety Source 2013 7:03 minutes
- First Aid Video: - American CPR 2010 21:03 minutes
- Hazard Communication Video: OSHA Training 2013 19:33 minutes

SAFETY: INJURY AND ILLNESS PREVENTION

- Providing a safe and healthy campus environment for the District's personnel, students, and visitors and to promote safety awareness at all levels is a must. To help achieve this goal, the District promotes a comprehensive Illness and Injury Prevention Program (IIPP) that integrates a cooperative effort of the whole campus community to identify and eliminate unsafe conditions/practices, to control health hazards, and to comply fully with all applicable safety and health regulations.
- As delegated by the District, individual College deans, directors, department chairs, managers, and supervisors take a leadership role in ensuring the IIPP's effectiveness by promoting safety awareness for those they supervise and ensuring that all operations under their control are conducted in compliance with applicable regulations, SMCCCD policy, and this IIPP.
- You may visit the [Injury and Illness Prevention Program](#).

WORKPLACE VIOLENCE

Background

- Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths. However it manifests itself, workplace violence is a growing concern for everyone nationwide.
- The District is committed to providing a safe work environment that is free of violence and the threat of violence. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.
- About 2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere, and no one is immune. High risk workers: worker's exchange money with public, delivers, small group, late night/early workers, high crime areas, community setting with extensive contact with public.

Prevention

- Education yourself regarding safety
- How to report if you witness a workplace violence, and how to protect yourself
- Secure the workplace: know where video surveillance are located, know the campus security telephone number, where extra lightings are located, where the alarm systems are to minimize access to outsiders
- Field staff communicate with department office regular so someone is aware of your locations and carry noise devices such as whistles, horns: keep your vehicle in working order
- Keep minimum amounts of cash for cashiers during evening hours
- Never enter any location that you feel is unsafe (an escort service is always available through the campus public safety)
- Recognize, avoid, and learn diffuse techniques for potentially violent situations
- Alert supervisors of any safety concerns immediately
- Avoid traveling alone into unfamiliar locations or situations whenever possible.
- Carry only minimal money and required identification into community setting
- We encourage everyone to report an incident of violence.
- All claims are investigated no matter the severity to make any remedies promptly.
- Know your rights

Additional Resources

- [District's Rules and Regulations](#)
- <http://sharepoint.smccd.edu/SiteDirectory/portal/Rules%20and%20Regulations/Forms/ItemList.aspx>
- [District's Campus Public Safety WebSite Emergency Alert System](#)
- <http://smccd.edu/publicsafety/campusalertsystm.shtml>
- [District's Campus Public Safety WebSite Crime Prevention Tips](#)
- <http://smccd.edu/publicsafety/crimeprevention.shtml>
- [District's Campus Public Safety WebSite Anonymous Crime Reporting](#)
- <http://smccd.edu/publicsafety/anonymouscrimereporting.shtml>
- [US Department of Labor Occupational Safety and Health Administration Website](#)
- <http://www.osha.gov>

INJURY PREVENTION TIPS

Preventing back injuries comes down to taking some simple, sensible precautions. For example:

- Learning and using the safe lifting technique
- Using mechanical aids in place of lifting when possible
- Improving posture when sitting, standing, working, and sleeping
- Making workstations back-friendly by adjusting chairs, equipment, or materials to avoid awkward postures and reaching
- Changing positions frequently while working to avoid muscle tension
- Taking mini work breaks, especially when performing repetitive tasks, to stretch and relax muscles for a minute or two
- Minimizing hazards such as bending and reaching
- Managing and reducing stress
- Maintaining a healthy weight (big bellies put big strain on the back)
- Improving overall wellness by eating well, sleeping enough, and getting regular exercise
- Performing exercises to stretch and strengthen the back and abdominal muscles, which support the back

STEPS IN PROBLEM SOLVING

- Define the problem
- Get advice
- Choose your goals
- Know your rights
- Decide the best way to talk to the supervisor
- If necessary, contact an outside agency
for help.

REPORTING AN INCIDENT: INJURY/ILLNESS

- If an employee is hurt on the job or develops a work related illness, please report the injury/illness to your immediate supervisor/administrator. An incident form or worker's compensation forms may be necessary to complete this process. Your manager will provide you with the necessary documentation. If you have any questions, you may refer your questions to the Human Resources Department. Forms and additional information are available in our District Downloads.
- Please remember to report your incident immediately so that there is no delay in medical care needed or correction to the incident if necessary.
- Be safe!

EMERGENCY PROCEDURES

- Emergencies can happen at any time. The most effective way to handle a crisis situation is to prepare in advance by creating an Emergency Action Plan.
- A listing of the emergency phone numbers and emergency procedures are listed in the [Injury and Illness Prevention Program](#).
- Specific procedures per specific emergency are outline in our [District Public Safety Website](#).
- For Emergency Planning documents and information about our Emergency Operations Center (EOC), please visit our [Emergency Planning downloads](#) site via the Portal page or by clicking [here](#).
- Section 3100 of the California Government Code declares all public employees to be disaster service workers and requires them to report for duty in the event of a disaster.
- Always know where your exits are located around each building that you enter.
- Become familiar with your surrounding areas including your own office area and the environment nearest your building and college.
- Communication plays a key role in any circumstance. Notifying others in an emergency is important.
- Your supervisor will review emergency evacuations and where to locate a first aid kit with you.

OFFICE SAFETY TIPS

- ✓ Keep walkway clear of cords and other objects that may present a tripping hazard.
- ✓ Use a ladder or step ladder, instead of chairs, desks or boxes to retrieve items above shoulder height.
- ✓ Properly fill filing cabinets, starting with heaviest objects on the bottom. Only open one drawer at a time.
- ✓ Avoid overreaching for items at your desk. Place mouse and keyboard along with other frequently used items comfortably within arms reach.
- ✓ When carrying large items, make sure they do not obstruct your view.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

What can be done to ensure proper use of personal protective equipment?

All personal protective equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. It should fit well and be comfortable to wear, encouraging worker use. If the personal protective equipment does not fit properly, it can make the difference between being safely covered or dangerously exposed. When engineering, work practice, and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment to their workers and ensure its proper use. The District may also require to train each worker required to use personal protective equipment to know:

- When it is necessary
- What kind is necessary
 - Hearing (ear band/ muff/plugs), hand (gloves varies types), head (hard hat, cap), face (mask, shield) eye (glasses, shields), foot (shoes), clothing to protect from environment, respiratory protection
- How to properly put it on, adjust, wear and take it off
- The limitations of the equipment (safety manuals for handling the type of equipment)
- Proper care, maintenance, useful life, and disposal of the equipment

Protective clothing is not enough on its own!

No protective clothing can provide total protection. Protective clothing is no substitute for safe working practices. That's why it is important to observe the safety precautions in your power tool Instruction Manual.

DRIVE SAFELY

Whether their driving your personal vehicle or a District vehicle, we want you to be safe on the road and avoid accidents.

Here are four key safe driving issues: Collisions, Passing, Road and Weather Conditions, DUI.

Collisions are common, especially at intersections, where it's estimated one-third of all two-car crashes occur. Prevent collisions:

- Head-on—Drivers should keep alert and look down the road for possible problems, like an oncoming driver passing another vehicle.
- Rear-end—To avoid being hit, drivers should signal intentions, slow down gradually, and check mirrors for tailgaters. To avoid rear-ending another vehicle, drivers should maintain a 2- to 4-second distance from the vehicle ahead and watch for brake lights and turn signals.

When **passing**, drivers should:

- Pass only in a passing zone
- Check oncoming traffic to make sure no one is coming
- Check mirrors to make sure someone behind you isn't moving out to pass
- Never pass unless they can see enough clear space to do it comfortably

When being passed, drivers should slow down if the other vehicle needs extra room to pass safely.

Drivers should adjust their driving to **road and weather conditions**. Road construction, traffic, slippery roads, and other hazardous conditions contribute to many accidents. But these accidents can be prevented if drivers take precautions such as:

- Slowing down
- Increasing following distance
- Being prepared to stop
- Turning on headlight to be more visible
- Avoiding distractions and focusing all attention on driving
- Keeping calm in heavy traffic
- Knowing how to handle a skid (take your foot off the break and turn in the direction you want the front of the vehicle to go)

You can't overemphasize the hazards of **driving under the influence** of alcohol or drugs. According to one recent report, 1 in 5 drivers admits to drinking and driving. Every year more than 20,000 people are killed by impaired drivers, and 50,000 are injured. Driving under the influence is against regulations and the law.

Drinking impairs all the faculties that prevent traffic accidents:

- Ability to determine distance
- Reactions
- Judgment
- Vision

Think before you drive. Don't drink and Drive!