

# Santa Rosa Junior College

## Program Resource Planning Process

### Environmental Health and Safety 2015

#### 1.1a Mission

The Environmental Health and Safety (EHS) Department supports the mission of the Sonoma County Junior College District by promoting health, safety and environmental protection throughout the District with the objective of maintaining a safe learning and working environment. The department provides leadership in developing and supporting high quality policies, procedures, programs and training opportunities in support of the protection of life, property, and the environment. The department provides legal and regulatory compliance research, hazard assessment, advice and assistance to enable students, faculty, staff and visitors to protect themselves from potential health hazards they may encounter in the District. The department promotes the principles of environmental protection and sustainability by supporting responsible management of hazardous materials and wastes, including source reduction, substitution, reuse, and recycling.

#### 1.1b Mission Alignment

The mission of the EHS Department directly supports the mission of the District by promoting and maintaining a safe learning and working environment that is fundamental to student success and growth.

The mission of the EHS Department is particularly aligned with Strategic Plan Goal F: Cultivate a Health Organization, and two of its four strategic objectives:

- Establish robust programs to improve the health and wellness of students and employees
- Increase safety planning, awareness and overall emergency preparedness

The EHS Department is part of the Facilities Planning and Operations (FPO) Division along with the Maintenance, Grounds and Recycling, and Custodial Services Departments, and reports to the Dean III of FPO. This alignment creates a unique synergy for accomplishing health and safety corrections and improvements throughout the District, including elimination or control of physical, chemical, and ergonomic hazards in the occupational and educational environment, as well as risks to the natural environment.

#### 1.1c Description

The EHS Department serves all members of the District's community by promoting safe and healthful facilities, equipment, grounds and procedures through the following program activities:

Injury & Illness Prevention Program (IIPP)

The Manager, EHS is responsible for the development, implementation, maintenance, and updating of the District's IIPP and other safety and health programs necessary to ensure a safe and healthy environment for faculty, staff, students, and visitors. New regular employees are provided with a comprehensive New Employee Safety Orientation as part of the Human Resources Department's new employee on-boarding process.

#### Building Safety Inspection (BSIs)

The EHS Department, in conjunction with the District Safety and Health Committee, conducts periodic BSIs for District-owned facilities. Managers, Administrative Chairs and other key employees who occupy the facility are encouraged to participate in the BSI. Deficiencies noted during the inspection are either immediately corrected, if possible, or referred to Facilities Operations, the affected department, or EHS for follow-up and correction. EHS also works with the District's property and liability insurance carrier to conduct biennial District-wide inspections of all facilities. The inspection is followed by an audit the next year to track progress on the findings of the inspection that were identified as high hazard.

#### Consultation Services

Upon request, EHS Department staff will provide consultation and assistance with developing a department-specific safety plans and policies, and will perform safety audits and exposure monitoring in conjunction with Cal/OSHA compliance. Examples of routine exposure monitoring are noise, chemicals, and temperature.

#### District Safety and Health Committee (DSHC)

The Manager, EHS chairs the DSHC, which is comprised of appointed faculty, staff, student and management representatives as well as employees selected to represent key functions throughout District. Committee members conduct BSIs, review injuries and illnesses, review safety policies and procedures, review work conditions for accident prevention, review and respond to safety hazard reports and questions, plan corrective actions and make recommendations to management and component-level administrators.

#### Emergency Preparedness

The EHS Department collaboratively supports a comprehensive emergency preparedness plan for the District, incorporating the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS). Activities include assisting campuses, centers and departments to develop Building Emergency Action Plans, updating and publishing an Emergency Preparedness Handbook, and providing staff training at various levels including; Component Administrators, Emergency and Department Operations Center staff, and Building and Area Safety Coordinators.

#### Employee Medical Surveillance

All employees who wear respirators are evaluated by a physician to determine whether they are fit to wear one. The EHS Department provides all respirator users with annual training and proper fit-testing. The EHS Department trains all employees who are exposed to excess noise on hearing conservation principles and practices and provides needed periodic hearing tests, the results of which are tracked over time.

#### Employee Wellness

In better fiscal times, the EHS Department has sponsored and managed employee wellness presentations, workshops, trainings, and exercise contests.

#### Ergonomic Workstation Evaluations (EWEs)

The EHS Department conducts EWEs to reduce the risk of repetitive motion and musculoskeletal injuries by complying with the Cal/OSHA Ergonomics standard (Title 8, California Code of Regulations, Section 5110, "Repetitive Motion Injuries" – RMIs). The EHS Department stocks and supplies ergonomic equipment such as office chairs, keyboard trays, monitor risers and arms, sit/stand desks, as well as a large variety of smaller ergonomic solutions. The EHS Department works closely with Human Resources to evaluate and support requests for reasonable accommodations.

#### Hazardous Material/Waste Management

The EHS Department ensures that hazardous materials (e.g. bio-hazardous/medical, chemical and radioactive) are properly labeled, stored and that any resultant hazardous wastes are correctly disposed of in a timely manner.

#### Health and Safety Hazard Evaluations

The EHS Department receives a wide array of health, safety and environmental concerns through safety reports, the DSHC, and direct communication. These are usually accompanied by requests for hazard assessment and abatement, specific training, research and program development or other consultative services. The EHS Department works closely with the rest of Facilities Operations to address any verified safety issues in a timely fashion.

#### Regulatory Agency Liaison and Compliance

The EHS Department is the primary contact for agency interaction, such as Cal/OSHA, city fire departments, the Bay Area Air Quality Management District, and the Sonoma County Department of Health Services, to name a few. As new regulations are promulgated by the various government agencies responsible for employee health, safety and environmental quality, the EHS Department develops compliance programs that may involve changes in buildings, equipment, materials, processes, methods, academic instruction and training.

#### Safety Education and Training

Recent legislation substantially increases the District's responsibility to ensure that individuals are appropriately trained in injury and illness prevention principles and methods. The EHS Department provides general and specific safety courses for employees on a variety of topics.

## 1.1d Hours of Office Operation and Service by Location

EHS Department office hours are 8:00 am to 5:00 pm Monday through Friday.

Office is closed during lunch from 12:00 pm to 1:00 pm, and closed Fridays in June and July.

Manager, Environmental Health and Safety: 8:00 am to 5:00 pm

Hazardous Materials Specialist: 6:00 am to 2:30 pm

Administrative Assistant II: 8:30 am to 5:30 pm

The EHS Department is located at 1808 Albany Drive, on the Santa Rosa Campus, but works with all District Campuses and Centers, and has a dedicated vehicle to facilitate this work.

## 1.2 Program/Unit Context and Environmental Scan

### **Resource Challenges**

The EHS Department is faced with several resource challenges, and these can be broken down into four areas:

#### **1. On-Line Safety Data Sheet Management System**

In 2012, Federal OSHA adopted an update to the Federal Hazard Communication (HazCom) Standard. In November 2013, California OSHA implemented the State version which is located in the California Code of Regulations, Title 8, Section 5194. By June 1, 2016, the District needs to be in full compliance with the new standard. This includes an updated written plan, training of about 600 employees, updating the District's chemical inventory list (6263 entries), and the acquisition of an updated Safety Data Sheet (SDS) for each chemical. This is a huge project. In addition, the old system of managing paper copies has never worked well, so the District needs to move to an on-line SDS management system. This system will have an estimated cost of \$35,000 in the first year and an on-going cost of about \$20,000.

#### **2. Learning Management System**

It is relatively easy to provide safety training to employees in the Maintenance, Grounds and Recycling, and Custodial Services Departments because they can easily be grouped together. Many of the remaining employees in need of safety training are in academic departments, and are much more difficult to schedule. There are also a significant number who are part time employees (e.g. adjunct faculty, STNCs, student employees, and professional experts) who have limited availability. For these reasons the best method to reach the most employees is on-line. The EHS Department needs a learning management system (LMS) that can be used to deliver purchased and District developed safety training content. The LMS needs to be interfaced with the HR system so that the training can be efficiently tracked, and so that reports can be generated to track the effectiveness of the safety training program.

#### **3. Staffing**

To come into compliance with over 100 different regulatory programs and standard risk management practices the EHS Department needs additional staffing. The two main positions would be a Environmental Health and Safety Specialist, and an Emergency Management Coordinator.

With the amount of staff currently allocated it is frankly impossible to comply with all the regulatory programs applicable to the District, let alone the best management practices. As it is, the AAll has willingly volunteered to be trained in ergonomics to address the ever increasing need for this service, as well as to increase the rapidity of response to ergonomic issues. This

type of response helps us to consistently have one of the lowest experience modification rates among community colleges represented by the District's workmans' compensation carrier. The duties of the Hazardous Materials Management Specialist have also been increased to not only deal with hazardous materials and waste, but to address the Cal/OSHA regulations that accompany them (e.g. Hazard Communication Standard, Bloodborne Pathogen Standard, Laboratory Standard, Respiratory Protection Standard, etc.).

The EHS Specialist would bring us into compliance with many of the Cal/OSHA regulations that we are currently unable to address (Lock Out/Tag Out, Heat Illness Prevention, Electrical Safety, Hand and Power Tool Safety, etc.), and help us to improve our compliance with the programs that we are attempting to address (e.g. Van Safety, Injury and Illness Prevention Program, Forklift, Aerial Lift, Fall Protection, etc.). They would also play a big part in the investigation of accidents, injuries and near misses, as well as ensuring the recommended corrections are identified and implemented.

With respect to the Emergency Management Coordinator, this position is necessary to coordinate the District's response to emergencies and disasters. Prior to Fall 2010, the District had a sergeant in the District Police Department spending approximately 75% of his time on emergency management issues. When he left, the duties were absorbed by the Dean FPO and the Manager, EHS. Although some progress has been made, it is clear that the District needs to allocate some dedicated staff to this vital function.

#### 4. Increased Budget

There are two areas that are in need of additional budgeted resources: 1) \$14,000 to cover additional hazardous waste disposal, primarily due to increased activity at the PSTC firing range; 2) \$12,000 to create a stock of ergonomic supplies and furniture, so employees don't have to wait once they have been given an ergonomic assessment. It can take weeks to order certain furniture items, and have them installed.

### 2.1a Budget Needs

#### Budget Allocation/Usage

Purchases of supplies and services are only made (1) when it is determined that there is no other option for regulatory compliance, (2) when the best value has been researched and determined, and (3) when the purchase directly relates to the mission and goals of the the District.

#### Budget Statistics

EHS expenses exceeded the district average for the reasons cited in Item 1.2 above.

#### Areas Where Budget Might Be Inadequate

There is an overall need to increase EHS supplies, services and staffing in order to enhance District compliance with federal, state and local regulatory requirements.

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	06	07	\$35,000.00	The District is totally out of compliance with the Cal/OSHA Hazard Communication Standard (8CCR5194). In addition, changes to the

					standard will require the District to update all MSDSs (estimated at 2000) to SDSs by June 1, 2016. Implementation is \$30,000, on-going \$16,000/year.
0002	ALL	06	07	\$40,000.00	Purchase a Learning Management System for safety training and tracking of employees. The District is out of compliance with many Cal/OSHA regulations due to the inability to deliver training to employees in a cost effective and timely manner. It is also difficult to track the training of employees without dedicated IT staff and support.
0003	ALL	06	07	\$16,500.00	Establish an ongoing budget for First Aid/CPR/AED training to be offered 1 time/month every month. This pricing is based on the corporate rate for Red Cross level training (2013-14).
0004	ALL	06	07	\$4,000.00	Establish an on-going budget for the District's AED maintenance contract. This has been funded on a year-to-year basis for the last three years.
0005	ALL	06	07	\$14,000.00	Increase in budget to pay for disposal of perviously unidentified hazardous waste from the PSTC Firing Range. Plus general increases in waste disposal costs.
0006	ALL	06	07	\$3,000.00	EHS is a District-wide program, so our staff have to travel between campuses and sites. The vehicle support costs have not been augmented to account for the increase in this travel.
0008	ALL	06	07	\$6,000.00	Create a stock of routine ergonomic items (keyboard trays, roller mice, computer monitor risers, etc.) so that these vital items can be provided to employees immediately after their ergonomic assessments.
0009	ALL	06	07	\$6,000.00	Create a stock of routine ergonomic furniture items (office chairs, sit/stand desks, etc.) so that these vital items can be provided to employees immediately after their ergonomic assessments.
0010	ALL	06	07	\$13,000.00	Augment the STNC budget to allow the hiring of an STNC Emergency Management Specialist for 25 hours/week for 50 weeks.
0011	ALL	06	07	\$6,000.00	Purchase a Fluke 985 Airborne Particle Counter to perform indoor air quality testing. Contracting this testing typically costs about \$1,000, and we have a need at least three times a year, so the payback will be 2 years. We will also be able to perform more routine tests, that we otherwise couldn't afford, thus solving the problems before they escalate to major costly ones.
0012	ALL	06	07	\$8,000.00	Purchase a ppbRAE 3000 VOC/PID detector to perform indoor air quality testing. Contracting this testing typically costs about \$1,000, and we have a need at least three times a year, so the payback will be 3 years. We will also be able to perform more routine tests, that we otherwise couldn't afford, thus solving the problems before they escalate to major costly ones.
0013	ALL	06	07	\$4,500.00	Purchase a Fluke 975V AirMeter™ with Velocity Probe to perform indoor air quality testing. Contracting this testing typically costs about \$1,000, and we have a need at least three times a year, so the payback will be less than 2 years. We will also be able to perform more routine tests, that we otherwise couldn't afford, thus solving the problems before they escalate to major costly ones.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Hazardous Materials Specialist	40.00	12.00	Implements hazardous materials management programs, coordinates hazardous waste pickup and disposal, transports chemicals to departments, inspects facilities where hazwaste is stored to evaluate compliance, maintains hazwaste for disposal, Hazard Communication training, MSDS management, Hazardous Materials Management Plans. Provides ongoing EHS program support as assigned by the Manager and Dean.
Administrative Assistant II	40.00	12.00	Office management, Phones, copying, budget management, ordering and maintaining supplies, scheduling for trainings and meetings, organizing equipment for meetings and training, faxing, maintaining office, minutes, supervise STNC and student workers, conducts ergonomic assessments, implements and tracks ergonomic solutions jointly with the EHS Manager; customer interface; MSDS management, edits building and campus maps.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
----------	-------	-------	------------

Manager, EHS	40.00	12.00	Plans, develops, implements, administrators, directs, evaluates, and maintains policy and programs necessary to ensure a safe and healthful environment for faculty, staff, students and visitors, and consults with management team members and other supervisors to protect the District against losses and to ensure that District operations are in compliance with applicable codes and regulations.
--------------	-------	-------	---

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
EHS Consultant (Professional Expert)	8.00	12.00	Uses AutoCAD to create evacuation maps for all occupied District buildings as part of the Building Emergency Action Plans. Also does fume hood surveys, and creates seating diagrams for remodels.
EHS Assistant (Student Worker)	10.00	12.00	General office work, mail, phones, MSDS management, photocopying, faxing, scanning rosters and other EHS documentation, may assist Hazmat Spec with chemical inventories
EHS Consultant (Professional Expert)	16.00	12.00	Focused on various emergency preparedness projects.

## 2.2d Adequacy and Effectiveness of Staffing

### **How do your program/unit staffing ratios compare to the District-wide range?**

There really isn't much point in comparing EHS Department staffing ratios against the District-wide range. First of all the data is not accurate, but more important is the nature of the EHS Department. There is no other program/unit that is as complex. For example, here is a partial list of regulatory agencies that in some way the EHS Department has to work with to maintain the District's operations as well as to avoid fines, bad publicity, and litigation:

- Bay Area Air Quality Management District
- Board of Equalization – State of California
- City of Petaluma Fire Department
- City of Petaluma Industrial Wastewater Division
- City of Santa Rosa Fire Department (CUPA –Certified Unified Programs Agency)
- City of Santa Rosa Industrial Wastewater Division
- County of Sonoma Department of Emergency Services
- County of Sonoma Department of Health Services
- County of Sonoma Department of Transportation and Public Works
- County of Sonoma Environmental Health Division
- County of Sonoma Waste Management Agency
- County of Sonoma Water Agency
- Department of Toxic Substances Control (DTSC) – California
- Department of Transportation (DOT) – Federal
- Environmental Protection Agency (EPA) – Federal
- Environmental Protection Agency (EPA) – California
- Keenan and Associates (Loss Control Consultants)
- Occupational Safety and Health Administration (OSHA) – Federal
- Occupational Safety and Health Administration (OSHA) – California
- Statewide Association of Community Colleges (SWACC)

The EHS Department is also tasked with maintaining the District's compliance with at least 100 different regulatory programs and standard risk management practices. Many of these programs require District policies and extensive written procedures that have to typically be reviewed and updated on an annual basis. Many of these programs have requirements for employee training including before the employee starts work, upon changes in the work procedures or materials, refresher training on both a standard frequency, and if the employee exhibits an unsafe act or accident.

The EHS Department is also tasked with the development and implementation of the District's emergency management program.

**Does the program have adequate classified, management, STNC staff, and student workers to support the needs?**

Currently, the EHS Department has one full-time manager, two full-time classified employees, 0.6 FTE in EHS Consultants (Professional Expert), and a 0.5 FTE EHS Assistant (Student Employee).

In 2006, the EHS Department had a 0.5 FTE Classified AAI in addition to a full-time AAI position (which was reclassified to AAI in 2012).

Here is what adequate staffing would constitute:

- 1 – Manager, EHS (1.0 FTE)
- 1 – Classified, Hazardous Materials Specialist (1.0 FTE)
- 1 – Classified, EHS Specialist (1.0 FTE) **NEW**
- 1 – Classified, Emergency Management Specialist (1.0 FTE) **NEW**
- 1 – Classified, Administrative Assistant II (1.0 FTE)
- 1 – Student Employee, EHS Assistant (0.5 FTE)

**1.0 FTE Classified, EHS Specialist**

**Rationale (Three analyses):**

For discussion sake, assume the EHS Department has to address 100 EHS Programs. Given the historic staffing levels, EHS has been able to address roughly 30% of these with at least some consistency. There does not need to be an additional manager, so the focus on staffing would be at the classified staff level.

1. Historically, EHS had 2.5 FTE of classified staff. Let's assume that EHS has focused on the most critical programs within the 30%, so the remaining 70% would need to be discounted, so we'll say that accounts for only 40% of the remaining work, which would require 1.0 FTE of additional classified staff.
2. The 100 EHS programs can be divided into approximately 25% addressing hazardous materials, and 75% occupational health and safety. One Hazardous



Materials Specialist seems to be able to address the 25%, so it would take 3 occupational health and safety professionals to take on those other duties. Synergistically, the manager can account for one, the AAI could account for another, and that leaves 1.0 FTE of additional classified staffing.

- For the past year the manager has been working 60 hours/week to cover the management duties, and to try to bring the occupational programs that EHS has been traditionally addressing back historic compliance levels. That is 0.5 FTE of additional work. If this is combined with the 0.5 FTE from the vacant AAI position that leaves 1.0 FTE of additional classified staffing.

In all these scenarios, the additional classified staff would need to be at the same professional level as the Hazardous Materials Specialist. This would be a new title that could be best described as an EHS Specialist.

### **1.0 FTE Classified, Emergency Management Coordinator**

Up until Fall 2010 the District had a Sergeant in the District Police Department that was dedicating 0.75 FTE of his position to emergency management, and was just scratching the surface. When that person retired, no one assumed his duties in District Police, and now the Dean FPO and the Manager, EHS has taken them on.

### **Does your program/unit have any unfilled vacancies or “paused” positions? If so, how are you accomplishing the work that must be performed? What impact does this have on your program/unit?**

As was mentioned above, there is currently a 0.5 FTE AAI position that was never filled.

An honest answer to the second question would be that it really is impossible to perform all the work that needs to be done without adequate staffing.

The impact is that the District is at risk due to legal and regulatory mandates that can not be adequately addressed. The good thing is that this typically won't come to light unless there is an accident, and thankfully the District has been lucky.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	06	07	None	Environmental Health & Safety Specialist	Classified
0002	ALL	06	07	None	Emergency Management Coordinator	Classified

## 2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00		

## 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

### **Learning Management System**

Purchase a Learning Management System for safety training and tracking of employees. The District is out of compliance with many Cal/OSHA regulations due to the inability to deliver training to employees in a cost effective and timely manner. It is also difficult to track the training of employees without dedicated IT staff and support.

### **Indoor Air Quality Testing Instruments**

The EHS Department is often called for problems with indoor air quality (IAQ). To perform IAQ analyses requires measurements of the air quality for comparison to best practices and regulatory standards. This typically involves collecting the following information:

Air Temperature

Air Velocity

Room Humidity

CO<sub>2</sub> Concentration

CO Concentration

Particulates: Size and Concentration

Volatile Organic Compounds: Identity and Concentration

The EHS Department currently has no tools to collect this information, so we must contract out to a IAQ Consulting Firm. One IAQ problem can easily cost \$1,000 to \$10,000 in consulting costs plus the indirect costs of slow response and waiting for the purchasing process. If the EHS Department had the minimum tools, these tests could be provided quickly and easily without having to resort to waiting for vendors and purchase orders. Problems would be resolved faster, and we could perform as many tests as we like for follow up confirmation.

## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	00	00		0	\$0.00	\$0.00			

## 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	06	00	District Employee Training Tracking Software	1	\$55,000.00	\$55,000.00	Douglas J. Kuula	EHS/HR	Douglas J. Kuula
0002	ALL	06	00	Fluke 985 Airborne Particle Counter	1	\$6,000.00	\$6,000.00	Douglas J. Kuula	EHS/HR	Douglas J. Kuula
0003	ALL	06	00	ppbRAE 3000 VOC/PID detector	1	\$8,000.00	\$8,000.00	Douglas J. Kuula	EHS/HR	Douglas J. Kuula
0004	ALL	06	00	Fluke 975V AirMeter™ with Velocity Probe	1	\$4,500.00	\$4,500.00	Douglas J. Kuula	EHS/HR	Douglas J. Kuula

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	06	07	Urgent	1808 Albany Drive	Bathroom	\$1,200.00	The floor covering in the bathroom is old and in poor repair, hard to clean, and thus it looks horrible.

## 2.5b Analysis of Existing Facilities

The EHS Department is currently located a residential house at 1808 Albany Drive. The facility is crowded for the number of staff, student employees, consultants and professional experts (as many as 8 people). There is little room for storage of files and equipment. We have created a useful training room in the garage. We are using a residential duplex (1809/1811 Albany) for storage. 1809 is used to store ergonomic equipment (chairs, desks, etc.), and 1811 is used to store emergency preparedness supplies.

The department also has a hazardous waste storage cage located in the Facilities Operations yard. The facility really needs to be improved. Here are the main problems:

1. It is not enclosed, so all the dust from the vehicles driving through the yard blows down to that end and deposits in the cage, making it a dusty mess.
2. When the yard was last paved, the new asphalt was put on top of the old stuff. Because of this buildup, the rainwater runs off the asphalt and fills the sump that is supposed to contain a hazardous material spill.
3. The area has no temperature control, so water condenses on the bottom of the metal roof, and it rains down on everything. This combines with the dust to make a big mess, and ruins anything that is not waterproof.
4. There is no covered space where the waste haulers can package the waste for transport out of the weather.

The best solution would be to erect a larger size (at least double) enclosed metal garage with three bays that have roll up doors. It should have temperature control, ventilation, explosion proof fixtures, and built in spill containment. It would be nice if it had a fume hood, so material with vapors could be processed. I suspect the cost would be \$150,000.

## 3.1 Develop Financial Resources

Much of the work of the EHS Department involves preservation of the District's financial resources by the reduction of risks, and the avoidance/minimization of; insurance cost increases, civil and criminal claims, fines, penalties, and litigation costs.

1. **Ergonomics Program:** Reduction of Workman's Comp. claims and lost days by maintaining a proactive Ergonomics Program.
2. **Incident Investigation:** Reduction in Workman's Comp. and liability claims by actively investigating injuries/illnesses, property damage, and near misses to find the root cause, and make recommendations to eliminate that cause.
3. **Building Inspection Program:** Reduction in Workman's Comp. and liability claims by maintaining a proactive Building Inspection Program.
4. **Safety Report Program:** Reduction in Workman's Comp and liability claims by actively investigating reports of safety hazards, and making recommendations to eliminate those hazards.

5. **Occupational Health and Safety Programs:** Reduction in Workman's Comp. and liability claims, as well as criminal and civil litigation/fines by working to maintain compliance with over 100 occupational health and safety regulations and best management practices.
6. **Hazardous Materials/Waste Management:** Reduction in Workman's Comp. and liability claims, and criminal and civil litigation and fines by maintaining the proper storage, use and disposal of hazardous materials.
7. **Emergency Management Program:** Ensuring that the District can survive and recover from an emergency or disaster, and can acquire and retain disaster related recovery costs to the maximum extent possible.

The EHS Department is interested in seeking grant funding and other forms of income, but with the understaffing that was described in 1.2 it is very difficult to add this additional workload. The department has reviewed grant possibilities through Federal OSHA, but the workload to obtain the grant would not offset the money gained. The department did apply for a SRJC Foundation grant to create a SRJC specific Bloodborne Pathogen Training video, but was not successful. Grant opportunities are being investigated through the California Office of Emergency Services for emergency management training and equipment, but this is in the formative stages.

### 3.2 Serve our Diverse Communities

The change in the District's demographics will need to be considered as we move forward. At this point, we have needed to address providing trainings in Spanish for a small number of workers. We have quite a number of employees that originated from Eritrea, and we have made provisions with HR to identify and compensate employees who can serve as interpreters for safety training purposes.

With regard to employing a diverse workforce, the EHS Department hires staff through the Human Resources Department, and student employees through Student Employment, Cal/WORKS Departments, and by recommendation through various departments.

The EHS Department periodically reviews the District's diversity policy and employees discuss ways of recruiting from a diverse population whenever we have an open position.

### 3.3 Cultivate a Healthy Organization

The mission of the EHS Department is squarely focused on meeting the following two objectives of Goal F:

**Establish robust programs to improve the health and wellness of students and employees.**

The goal of all of the programs described in 3.1 are to improve the health and wellness of students, employees and visitors. In doing this, financial resources of the District are preserved.

A couple of years ago, the District Safety and Health Committee (DSHC), which was partially created to satisfy the requirements of the Cal/OSHA Injury and Illness Program Standard,



created a District-wide safety survey. The EHS Department has been using the results of the survey to implement improvements in the areas mentioned in the survey results. One example is the the creating of the Fall Safety Stroll, where the District community is invited to walk around the various campuses and centers and to make notes of safety concerns (e.g. burned out lights, trip hazards, dark spaces, overgrown bushes and trees, etc.). The first time this was done the group found 400 items of concern and was only able to cover 50% of the Santa Rosa campus. The second year, all campuses and centers were visited, and only 282 items were found. It appears that the Fall Safety Stroll is having a positive effect, not only in the reduction in the number of items, but in the spirit of participation, as 26 members of the District community participated in the last stroll.

### **Increase safety planning, awareness and overall emergency preparedness.**

The EHS Department, with the support of the Dean FPO, has been working hard to develop the District's emergency management program. Here are a few items that have been accomplished this year:

1. Complete revision of the District's Emergency Preparedness and Management Policy and Procedure.
2. Building and Area Safety Coordinators were identified.
3. Emergency Management Training Program was expanded to include EOC and DOC Section and BSC and ASC Training.
4. Final draft of an updated Emergency Preparedness Handbook.
5. Design, creation and installation of the EOC furniture.
6. Final draft of the Building Emergency Action Plans.
7. Use of the grant funded Incident Command Post Vehicle was clarified with the County of Sonoma.
8. Creation of an official SRJC Emergency Management Logo.
9. First draft of an updated District Emergency Operations Plan completed.
10. Upgrade of the IT infrastructure supporting the EOC, purchase and installation of the EOC laptops, and creation and installation of the EOC Section signs.

## **3.4 Safety and Emergency Preparedness**

Doug Kuula  
Toni Chase  
Jason Escher

## **3.5 Establish a Culture of Sustainability**

The EHS Department supports environmental sustainability by supporting the safe and legal use, storage, recycling, and if necessary, disposal of hazardous materials. The EHS Department arranges for recycling of used motor oil, anti-freeze, tires, lead-acid batteries, alkaline batteries, fluorescent light tubes, photochemical waste, and mercury. The EHS Department has instituted a novel recycling program for the Art Department's paint thinner that reduces the amount of virgin thinner purchased by approximately 150 gallons/year. This saves the Art Department about \$2,700/year in raw material costs, and saves the EHS Department about \$450/year in hazardous waste disposal costs.

## **4.1a Course Student Learning Outcomes Assessment**

## 4.1b Program Student Learning Outcomes Assessment

## 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
------	------	--------------------------------	-----------------------------	--------------------

## 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
----------------	----	----	----	----	----	----	----	----	----	----	----	---	----	----	----	---

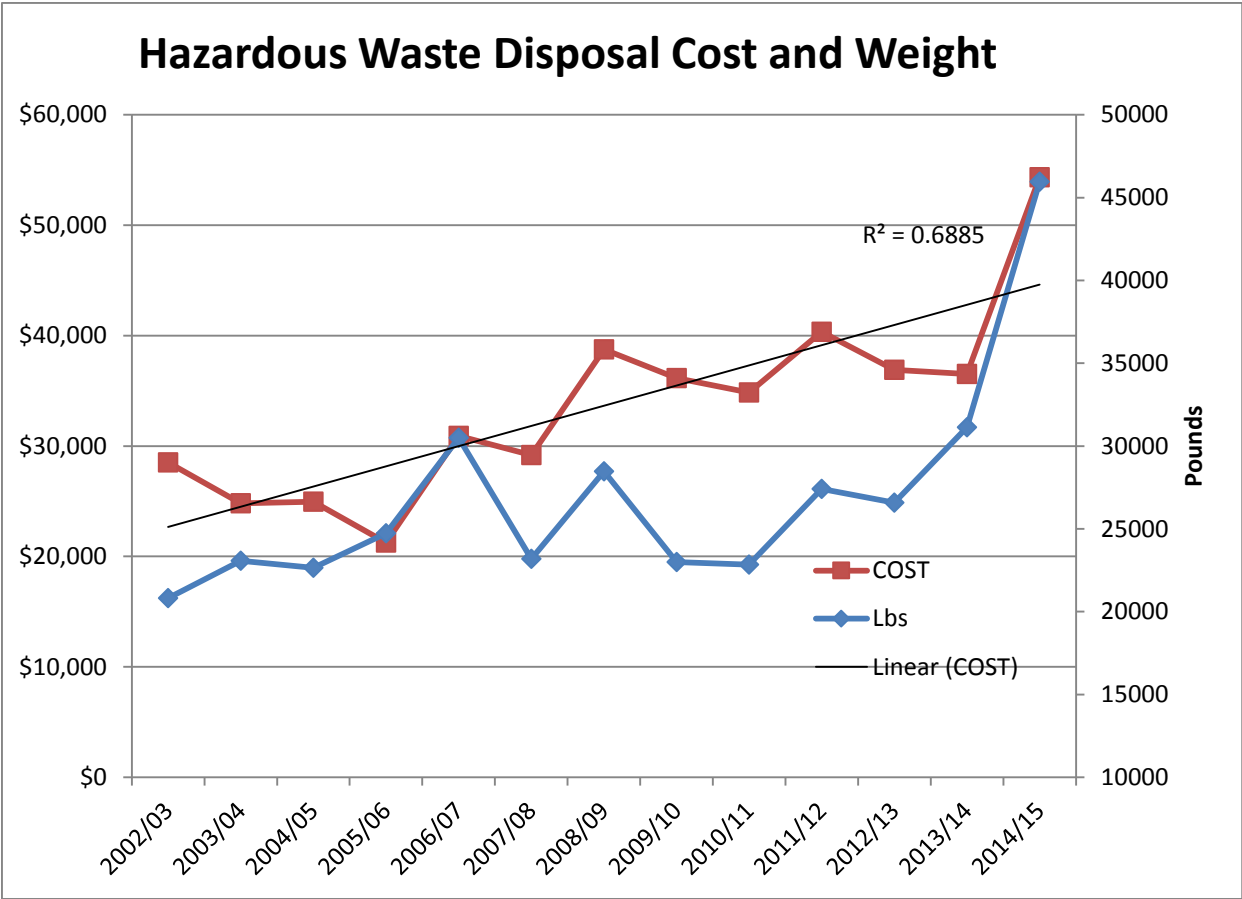
## 4.2b Narrative (Optional)

## 5.0 Performance Measures

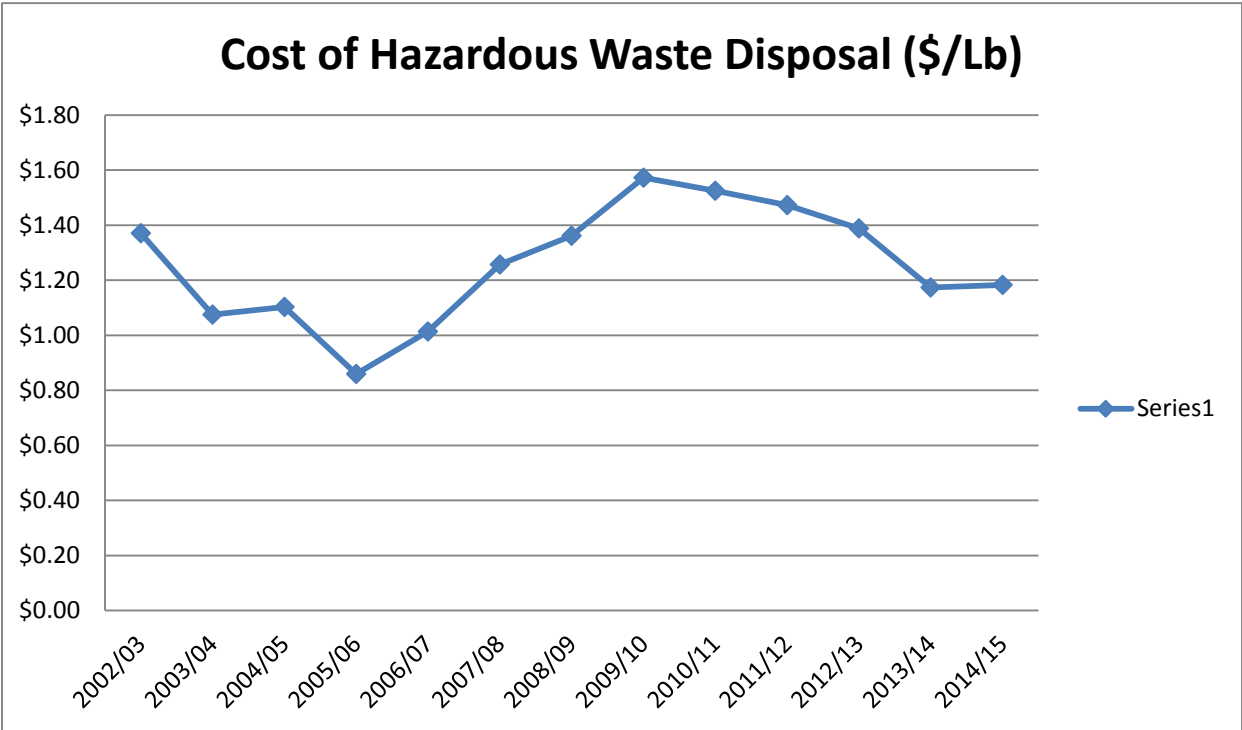
### HAZARDOUS WASTE DISPOSAL ANALYSIS

#### TYPE AND COSTS OF HAZARDOUS WASTE DISPOSAL

FY	Chemical (North State Env.)			Photo-Chemical (Photowaste)			Medical (Stericycle/MedWaste)			Universal (MDS)			Tires (DeWitt)			Autom (Maxim)
	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs
2002/03	7110	\$22,316	\$3.14	4920	\$1,980	\$0.40	445	\$2,546	\$5.72	1200	\$648	\$0.54	2150	\$143	\$0.07	4995
2003/04	6565	\$18,814	\$2.87	4640	\$1,539	\$0.33	510	\$2,752	\$5.40	1750	\$720	\$0.41	2840	\$192	\$0.07	6764
2004/05	8583	\$18,992	\$2.21	4420	\$1,338	\$0.30	815	\$2,813	\$3.45	1319	\$893	\$0.68	1760	\$158	\$0.09	5745
2005/06	8835	\$12,769	\$1.45	5520	\$2,011	\$0.36	1180	\$3,079	\$2.61	2300	\$2,261	\$0.98	1680	\$188	\$0.11	5220
2006/07	12068	\$18,334	\$1.52	4820	\$1,793	\$0.37	2113	\$6,504	\$3.08	2749	\$3,214	\$1.17	1620	\$183	\$0.11	7120
2007/08	6511	\$14,516	\$2.23	4800	\$1,754	\$0.37	1965	\$9,314	\$4.74	4125	\$2,485	\$0.60	1515	\$161	\$0.11	4280
2008/09	7082	\$19,665	\$2.78	5920	\$2,336	\$0.39	1993	\$10,256	\$5.15	5811	\$5,174	\$0.89	2160	\$202	\$0.09	5510
2009/10	5406	\$19,531	\$3.61	5760	\$2,273	\$0.39	1494	\$9,513	\$6.37	2226	\$3,902	\$1.75	2835	\$308	\$0.11	5280
2010/11	5241	\$17,578	\$3.35	4920	\$1,941	\$0.39	1587	\$10,671	\$6.72	2198	\$3,704	\$1.69	2145	\$256	\$0.12	6760
2011/12	7543	\$19,221	\$2.55	4800	\$1,894	\$0.39	1670	\$14,937	\$8.94	2856	\$2,801	\$0.98	3660	\$395	\$0.11	6880
2012/13	12884	\$19,036	\$1.48	3240	\$1,365	\$0.42	1241	\$12,424	\$10.01	1664	\$2,623	\$1.58	1905	\$201	\$0.11	5640
2013/14	16763	\$20,634	\$1.23	3000	\$1,264	\$0.42	1574	\$9,453	\$6.01	3490	\$4,329	\$1.24	2385	\$260	\$0.11	3920
2014/15	26081	\$38,646	\$1.48	3120	\$1,314	\$0.42	1051	\$8,082	\$7.69	3565	\$4,655	\$1.31	2865	\$298	\$0.10	9280



To the left is a hazardous waste disposal cost for thirteen years. The weight of hazardous waste has remained relatively constant with a slight correlation with disposal rising.



The plot to the right shows the cost of hazardous waste disposal in dollars per pound for the same thirteen years. The plot shows that the cost per pound has generally decreased over the period, with a notable dip in 2005/06 and a peak in 2009/10.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	08	06	Implement Balanced Scorecard Management System in the EHS Department.	Identify objectives, measures, targets, and initiatives for the financial, customer, internal business processes, and learning and growth legs of the balanced scorecard.	2014/15	Developed a dashboard (measures) that displays the level of District compliance with the top ten most cited Cal/OSHA and Federal OSHA occupational health standards.
0002	ALL	06	07	Secure on-going funding for CPR/AED/First Aid training.	1. Identify in-house trainers or contract out.	2014/15	Did a competitive bid for the FA/CPR/AED training and the monthly maintenance of the AEDs. Funding for program is still coming from Business Services.
0003	ALL	06	07	Update the District's Hazard Communication Program.	1. Review 8 CCR 5194. 2. Update District's written plan. 3. Update the District's chemical inventory. 4. Secure an on-line SDS and chemical inventory management program. 5. Train affected employees on the updated program and procedures.	2014/15	Received approval to do a Request for Proposals for the Safety Data Sheet (SDS) management system. Worked with Chemistry, Custodial and Biology to dispose of unneeded chemicals prior to doing an inventory.
0004	ALL	06	07	Secure an EHS Learning Management System	1. Identify and purchase an EHS LMS.	2014/15	District is not ready to go to an enterprise LMS yet, so in the meantime EHS purchased a very simple and inexpensive version only focused on safety training. The idea is to provide training, and get some experience with what works and doesn't work for the development of a future Request for Proposals. The system is clunky, but it is giving us good ideas of what we need.
0005	ALL	06	07	Update Blood Borne Pathogens Program	1. Review 8 CCR 5193. 2. Update District's written plan. 3. Train affected employees on the updated program and procedures.	2014/15	The new EHS LMS system has the ability to develop content and deliver canned content related to BBP training.
0006	ALL	06	07	Hazardous Waste Operations and Emergency Response Update	1. Review 8 CCR 5192. 2. Create First Responder Awareness Training. 3. Create accidental chemical spill response procedures. 4. Begin annual trainings for departments with high chemical use.	2014/15	Created procedures and gave a PDA presentation on the subject and procedures.
0007	ALL	06	07	Building Safety Inspection Program (On-going)	1. Analy and Lark re-inspection. 2. Identify two more buildings for inspection and re-inspection. 3. Work with Keenan and Associates to perform SWACC inspection.	2014/15	Completed Analy, Lark re-inspections, and inspections of Baker and SR Facilities Operations. Did SWACC inspection.
0008	ALL	06	07	Aerial Lift Training	1. Identify next group to train. 2. Train identified group. 3. Set up annual inspection and certification contract for District's aerial lifts.	2014/15	Completed the annual inspections of the District aerial lifts. Identified next group to train, and trained another in-house trainer.

0009	ALL	06	07	Ergonomics Program	Evaluate if a written District ergonomics program is worthwhile.	2014/15	Planning to send Toni Chase to a two-day ergonomics training at UC Davis to get information.
0010	ALL	06	07	Emergency Preparedness Program	<ol style="list-style-type: none"> <li>1. Work with Petaluma Campus to finalize BEPs.</li> <li>2. Work with Santa Rosa Campus, PSTC, SWSR Center and Shone Farm to complete draft BEPs.</li> <li>3. Develop EOC/DOC/BSC/ASC training series on a monthly basis.</li> <li>4. Work with Dean III FPO and the District's Emergency Management Advisor to develop and deliver necessary emergency preparedness trainings.</li> </ol>	2014/15	<ol style="list-style-type: none"> <li>a. Updated the SEMS/NIMS/ICS Combined Training Course (Delivered 2 with 2 more Fall 15)</li> <li>b. Created a BSC/ASC Training Course (Delivered 2 with 2 more Fall 2015)</li> <li>c. Created EOC/DOC Section Courses (Delivered Finance/Admin., Logistics, Operations, and Planning/Intel. Command, Active Shooter Table Top, Severe Weather Functional Exercise remain for Fall 2015)</li> <li>d. Held an Emergency Management Exercise for Fac. Ops. staff on PDA Day. Will follow-up with expanded version for the Great ShakeOut 10/15/15 @10:15 am.)</li> <li>e. Applied to FEMA to host a three day course called Multi-Hazard Emergency Planning for Higher Education. Should know in October.</li> <li>f. Wrapping up the update of the District Emergency Preparedness and Response Guide. Will distribute in conjunction with the Great ShakeOut.</li> <li>g. Wrapping up the update of the District's Emergency Operations Plan.</li> <li>h. Working with Fac. Ops., installed new EOC workstations in the EOC.</li> <li>i. Working with District Police and IT, installed computer network and phones in the Santa Rosa EOC.</li> </ol>

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

## 6.2b PRPP Editor Feedback - Optional

## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	06	Implement Balanced Scorecard Management System in the EHS Department.	Identify objectives, measures, targets, and initiatives for the financial, customer, internal business processes, and learning and growth legs of the balanced scorecard.	2014/15	
0002	ALL	06	07	Secure on-going funding for CPR/AED/First Aid training.	Move the funding from Business Services to EHS.	2014/15	
0003	ALL	06	07	Update the District's Hazard Communication Program.	<ol style="list-style-type: none"> <li>1. Review 8 CCR 5194.</li> <li>2. Update District's written plan.</li> <li>3. Update the District's chemical inventory.</li> <li>4. Secure an on-line SDS and chemical inventory management program.</li> <li>5. Train affected employees on the updated program and procedures.</li> </ol>	2014/15	
0004	ALL	06	07	Continue to review EHS Learning Management System	<ol style="list-style-type: none"> <li>1. Identify the characteristics and features of an effective District LMS for employee training.</li> <li>2. Keep up with the development of the Community College System-wide integration of Canvas.</li> </ol>	2014/15	Need start-up and on-going maintenance funding,
0005	ALL	06	07	Update Blood Borne Pathogens Program	<ol style="list-style-type: none"> <li>1. Review 8 CCR 5193.</li> <li>2. Update District's written plan.</li> <li>3. Train affected employees on the updated program and procedures.</li> </ol>	2014/15	
0006	ALL	06	07	Building Safety Inspection Program (On-going)	<ol style="list-style-type: none"> <li>1. Facilities Operations re-inspection.</li> <li>2. PSTC and one other building for inspection and re-inspection.</li> <li>3. Work with Keenan and Associates to perform SWACC inspection.</li> </ol>	2014/15	None
0007	ALL	06	07	Aerial Lift Training	<ol style="list-style-type: none"> <li>1. Identify next group to train.</li> <li>2. Train identified group.</li> <li>3. Set up annual inspection and certification contract for District's aerial lifts.</li> </ol>	2014/15	
0008	ALL	06	07	Ergonomics Program	Evaluate if a written District ergonomics program is worthwhile.	2014/15	None
0009	ALL	06	07	Emergency Preparedness Program	<ol style="list-style-type: none"> <li>1. Develop a database to track the Building and Area Safety Coordinators.</li> <li>2. Work with Petaluma Campus to finalize BEPs.</li> <li>3. Work with Santa Rosa Campus, PSTC, SWSR Center and Shone Farm to complete draft BEPs.</li> <li>4. Develop a list of training for Spring and Summer 2016.</li> </ol>	2014/15	

0010	ALL	06	07	EHS Department Organization/Goals	With the approval to hire of an EHS Specialist, the department will need to review and realign goals.	2014/15	
------	-----	----	----	-----------------------------------	---	---------	--