

# Santa Rosa Junior College

## Program Resource Planning Process

### Environmental Health and Safety 2016

#### 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 mission of the EHS Department partially aligns with Strategic Plan Goal E: Establish a Strong Culture of Sustainability with respect to the promotion of environmental stewardship. The EHS Department promotes the concepts of reduce, reuse and recycle, waste minimization, and the proper use, storage and disposal of hazardous materials. EHS also supports good indoor/outdoor air quality, and proper storm water and waste water management.

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 Management

The EHS Department collaboratively supports a comprehensive emergency management 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 and Response Guide, 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

Working in conjunction with other departments, like Human Resources, 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 employee 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.

### Environmental Stewardship

The EHS Department promotes the concepts of reduce, reuse and recycle, waste minimization, and the proper use, storage and disposal of hazardous materials. EHS also supports good indoor/outdoor air quality, and proper storm water and waste water management.

### 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.

### Contractor Safety

The EHS Department seeks ways to minimize the District's liability by ensuring that contractors performing work on any of the District's sites are properly informed of their safety obligations through a District Contractor Safety Agreement, and that contractors are properly vetted with respect to possessing the proper health and safety plans, training and a record of compliance.

## 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

Environmental Health and Safety Specialist: 8:30 am to 5:30 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**

#### **1.0 FTE Emergency Management Specialist**

With the recent hiring of a full-time Environmental Health and Safety Specialist, one of the two previously identified staffing challenges has been eliminated. What remains of last year's request is the need for a full-time Emergency Management Specialist. This position is necessary to coordinate the District's Emergency Management Program. 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. Subsequently, the Dean FPO left, and the full duties of Emergency Management have fallen on the Manager, EHS. Although progress is being made, it is clear that the District needs to allocate dedicated staff to this vital function.

#### **1.0 FTE Coordinator, Ergonomics Program**

Another staffing need has been developing. Several years ago, the EHS AAll was asked if she would be interested in learning more about ergonomics, and performing ergonomic evaluations in addition to her normal duties. The way that evaluations were handled in the past, it used to literally take several weeks to months to address ergonomic concerns, and now they are handled typically within a week, or two (if they are complicated). This change has significantly cut down on discomfort, and the potential for injuries to the affected employees. This responsiveness assures employees that their concerns are being taken seriously by the District, and minimizes workers' compensation claims and lost days.

An ergonomic evaluation typically starts with a meeting with the affected employee to review their current ergonomics and equipment. From there, a recommendation is made which identifies changes to employee posture, changes to existing supplies and equipment, and possibly additional ergonomic supplies and furniture. The evaluation and recommendations are documented in a database, for future reference. Modifications to furniture are coordinated through Facilities Operations and are typically carried out by Custodial Technicians or Maintenance staff if necessary. New supplies and furniture are purchased, delivered and installed, and then a second ergonomic evaluation is performed to complete the recommendation. After this, the employee is monitored at routine intervals to make sure they are feeling relief. If not, additional evaluations are performed until a solution is found. Once done, the department is assessed their share of cost, and the budget is tracked until EHS receives the funds. If the ergonomic assessment is the result of a reasonable accommodation request, our AAll works with the Human Resources Analyst, Senior and the share of cost is split three ways. After this, the supplies and furniture are replenished in the EHS Department's inventory.

Currently, the AAll estimates that she is spending about 50% of her time doing ergonomics related tasks (i.e. assessments, recommendations, documentation, specifying supplies and

equipment, purchasing, and budget tracking). Just reviewing a tracking of the initial ergonomic evaluations show a big increase over the past three years: 57 (13/14), 71 (14/15), 190 (15/16 through May1). The EHS Department is trying to find ways to reduce this amount by instituting on-line employee ergonomic training, employee self-assessment, furniture and equipment standardization (Facilities Master Plan), and the development of a written ergonomics program. Frankly, this need is not going away as we will be bringing in new furniture and workspaces with Measure H, and they will all have to be ergonomically evaluated. Existing furniture and equipment will then be re-distributed to employees who are working with inadequate items, and they will need to be evaluated. Ideally, the District could hire a full-time ergonomist, but the current process is working reasonably well. The main problem is that the AAll is seriously working out of class, and this will most likely result in some sort of reclassification. The recommendation would be to hire a 1.0 FTE Coordinator, Ergonomics Program (Grade M).

#### **4. Increased Budget**

##### **Ergonomics Budget**

Last year, the hazardous waste disposal budget and the ergonomics budget were augmented by approximately a combined \$27,000. The hazardous waste budget appears to be about the right amount, but the ergonomics budget is still too low. The EHS Department has been working hard on quickly responding to employee needs in order to maintain our low incidence of workers' compensation claims. However, it appears that the word is getting out, and is resulting in a brisk business. On top of this, there has been a big increase in requests for sit/stand accommodations which are not cheap. The EHS Department AAll, who is working out of class as an ergonomic evaluator, has done a mighty job of repurposing surplus ergonomic equipment and furniture, including building sit/stand desks by taking surplus desk tops in the Windsor warehouse and attaching them to less expensive sit/stand base retrofits. Basically, there is not many good surplus items left, and the labor to modify and repurpose is taking a toll on our AAll. The EHS Department has instituted a charge back program for ergonomic supplies and equipment that are over \$100. The standard rate is 50% EHS/50% Department, and if it is a reasonable accommodation it is 33.33% EHS/33.33% Department/33.33% HR). This process does seem to moderate the requests, but it also requires significant employee time to track the budget transfers. Our AAll estimates that we need an additional \$25,000 to have enough supplies and equipment on-hand to get us through a fiscal year.

##### **Emergency Management Budget**

This year, the Emergency Management Budget (10-00-40-0000-6772) was put under the EHS Department. Currently, there is an adopted budget of \$18,833, and the account balance is - \$15,026 for a total of \$33,859 spent. There has never been a budget for emergency management that reflected the real needs of this function. Proposing a budget increase of \$124,500, to reflect the true cost.

## **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 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.

Below are the budget increase recommendations. Staffing is addressed in 2.2d.

**Ergonomics Budget**

Last year, the hazardous waste disposal budget and the ergonomics budget were augmented by approximately a combined \$27,000. The hazardous waste budget appears to be about the right amount, but the ergonomics budget is still too low. The EHS Department has been working hard on quickly responding to employee needs in order to maintain our low incidence of workers' compensation claims. However, it appears that the word is getting out, and is resulting in a brisk business. On top of this, there has been a big increase in requests for sit/stand accommodations which are not cheap. The EHS Department AAll, who is working out of class as an ergonomic evaluator, has done a mighty job of repurposing surplus ergonomic equipment and furniture, including building sit/stand desks by taking surplus desk tops in the Windsor warehouse and attaching them to less expensive sit/stand base retrofits. Basically, there is not many good surplus items left, and the labor to modify and repurpose is taking a toll on our AAll. The EHS Department has instituted a charge back program for ergonomic supplies and equipment that are over \$100. The standard rate is 50% EHS/50% Department, and if it is a reasonable accommodation it is 33.33% EHS/33.33% Department/33.33% HR). This process does seem to moderate the requests, but it also requires significant employee time to track the budget transfers. Our AAll estimates that we need an additional \$25,000 to have enough supplies and equipment on-hand to get us through a fiscal year.

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**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 \$20,000/year.
0002	ALL	06	07	\$55,000.00	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	\$10,000.00	Emergency Management Training: Sending 6 people annually to the California Specialized Training Institute in San Luis Obispo for the 40 hour Earthquake Scenario Class.
0004	ALL	06	07	\$18,500.00	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).
0005	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.
0006	ALL	06	07	\$25,000.00	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.
0007	ALL	06	07	\$5,000.00	Printing: Emergency Preparedness & Response Guide, Building Emergency Action Plans, Posters, Large EOC/DOC Maps and Aerial Views, Large Scale Charts/Forms, Laminated Emergency Contact Lists/Wallet Cards, etc.
0008	ALL	06	07	\$5,000.00	Printing: Emergency Operation Plans, Building Emergency Action Plans, training materials, forms, etc.
0009	ALL	06	07	\$30,000.00	Supplies: BSC/ASC/Exterior Team backpacks, backpack supplies (flashlights, radios, etc.), emergency supplies for central cache (water, MREs, tools, etc.), EOC/DOC supplies (e.g. pens, paper, toner cartridges, binders, file boxes/folders, binder tabs, white board marking pens, erasers, flip charts/flip chart supplies, etc.), phone chargers, power strips, etc.
0010	ALL	08	07	\$50,000.00	Contracted Annual Emergency Management Training: BSC/ASC, SEMS/NIMS/ICS, EOC/DOC, Table Tops, Functional Exercises, etc.
0011	ALL	06	07	\$2,000.00	Pay for the Fire & Emergency Operational Area Contract

## 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, SDS 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; SDS management, edits building and campus maps.
Environmental Health and Safety Specialist	40.00	12.00	Develops, implements, measures the effectiveness of, and recommends revisions to, occupational health and safety and environmental management programs, and provides health and safety inspections, investigations and training at all District facilities; responds to District health and safety emergencies/disasters.

## 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, SDS management, photocopying, faxing, scanning rosters and other EHS documentation, may assist Hazmat Spec with chemical inventories
Emergency Management Advisor (Professional Expert)	6.00	12.00	Focused on various emergency management projects.
Emergency Management Specialist (STNC)	20.00	12.00	Promotes continuous improvement of the District's emergency management program covering prevention, preparedness, response, recovery and mitigation, and ensures compliance with all federal, state and local regulatory requirements pertaining to emergency management. Analyzes the District's emergency management program, makes recommendations for improvements, and implements approved recommendations. Develops, administers and implements emergency preparedness training programs for faculty, staff and students.

## 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. 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
- Town of Windsor Fire Department
- Town of Windsor Public Works
- 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, three full-time classified employees, and 0.33 FTE in EHS Consultants (Professional Expert). We have had a 0.5 FTE Emergency Management Specialist (STNC), and a 0.5 FTE EHS Assistant (Student Employee), but the EM Specialist left for a full-time job, and we are between students, and are going to wait for July 1 to hire.

Here is what adequate staffing would constitute:

- 1 – Manager, EHS (1.0 FTE)
- 1 – Classified, Hazardous Materials Specialist (1.0 FTE)
- 1 – Classified, Environmental Health and Safety Specialist (1.0 FTE)
- 1 – Classified, Administrative Assistant II (1.0 FTE)
- 1 – Classified, Emergency Management Specialist (1.0 FTE) **NEW**
- 1 - Classified Coordinator, Ergonomics Program (1.0 FTE) **NEW**
- 1 – Student Employee, EHS Assistant (0.5 FTE)

**1.0 FTE Classified, Emergency Management Specialist**

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. Subsequently, the Dean FPO left, and the full duties of Emergency Management have fallen on the Manager, EHS. EHS was employing a 0.5 FTE STNC Emergency Management Specialist, but that person got a full-time emergency management job with the County of Mendocino, and there are currently no prospects to replace him. Although progress is being made on emergency management, it is clear that the District needs to allocate dedicated staff to this vital function.

**1.0 FTE Coordinator, Ergonomics Program**

Another staffing need has been developing. Several years ago, the EHS AAll was asked if she would be interested in learning more about ergonomics, and performing

ergonomic evaluations in addition to her normal duties. The way that evaluations were handled in the past, it used to literally take several weeks to months to address ergonomic concerns, and now they are handled typically within a week, or two (if they are complicated). This change has significantly cut down on discomfort, and the potential for injuries to the affected employees. This responsiveness assures employees that their concerns are being taken seriously by the District, and minimizes workers' compensation claims and lost days.

An ergonomic evaluation typically starts with a meeting with the affected employee to review their current ergonomics and equipment. From there, a recommendation is made which identifies changes to employee posture, changes to existing supplies and equipment, and possibly additional ergonomic supplies and furniture. The evaluation and recommendations are documented in a database, for future reference. Modifications to furniture are coordinated through Facilities Operations and are typically carried out by Custodial Technicians or Maintenance staff if necessary. New supplies and furniture are purchased, delivered and installed, and then a second ergonomic evaluation is performed to complete the recommendation. After this, the employee is monitored at routine intervals to make sure they are feeling relief. If not, additional evaluations are performed until a solution is found. Once done, the department is assessed their share of cost, and the budget is tracked until EHS receives the funds. If the ergonomic assessment is the result of a reasonable accommodation request, our AAll works with the Human Resources Analyst, Senior and the share of cost is split three ways. After this, the supplies and furniture are replenished in the EHS Department's inventory.

Currently, the AAll estimates that she is spending about 50% of her time doing ergonomics related tasks (i.e. assessments, recommendations, documentation, specifying supplies and equipment, purchasing, and budget tracking). Just reviewing a tracking of the initial ergonomic evaluations show a big increase over the past three years: 57 (13/14), 71 (14/15), 190 (15/16 through May1). The EHS Department is trying to find ways to reduce this amount by instituting on-line employee ergonomic training, employee self-assessment, furniture and equipment standardization (Facilities Master Plan), and the development of a written ergonomics program. Frankly, this need is not going away as we will be bringing in new furniture and workspaces with Measure H, and they will all have to be ergonomically evaluated. Existing furniture and equipment will then be re-distributed to employees who are working with inadequate items, and they will need to be evaluated. Ideally, the District could hire a full-time ergonomist, but the current process is working reasonably well. The main problem is that the AAll is seriously working out of class, and this will most likely result in some sort of reclassification. The recommendation would be to hire a 1.0 FTE Coordinator, Ergonomics Program.

**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?**

No unfilled vacancies. In 2006, the EHS Department had a 0.5 FTE Classified AAI in addition to a full-time AAI position (reclassified to AAll in 2012). That AAI was

eliminated, but the loss of that position was used as one reason to get the new EHS Specialist.

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 cannot be adequately addressed.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	06	07	None	Emergency Management Specialist	Classified
0002	ALL	06	07	None	Coordinator, Ergonomics Program	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 Rationale 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.



## 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 and Tracking Software	1	\$55,000.00	\$55,000.00	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.
0001	ALL	06	07	Urgent	1808 Albany Drive	Training Room	\$5,000.00	The floor under the carpet in this room is cracked, and it lets moisture in. This causes the carpet to swell and buckle creating a tripping hazard. It also contributes to the off smell of this room. The carpet is also hard to keep clean, as we allow food with our training since they are often long. The carpet needs to be removed, and a vapor barrier installed. The Custodial Department indicated that it would be much easier to keep a laminate floor clean.

## 2.5b Analysis of Existing Facilities

### **EHS Department Offices**

#### **Current Situation**

The EHS Department is currently located in 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.

#### **Proposed Solution**

We need about double the current space, with separate offices. 1808 Albany is listed at 1784 sq. ft., so we would need about 5000 sq. ft.. It would be good if one of the offices had an adjoining work space where maps could be folded out and worked on. It would be nice to have a separate break room.

### **EHS Training Room**

#### **Current Situation**

The garage at 1808 Albany Drive has been converted to useful smart training room, but it only seats about 20 people, and that is pushing it. There is currently no restroom for the training room, so people have to tramp through the house to use the one-holer. This creates problems when the staff need to leave the offices while there are trainings going on. The entire office area needs to be left open and unattended so people can use the restroom. We need our own training space because our trainings do not necessarily coincide with the academic schedule. We have trainings that last 2, 3, 4, and 8 hours, and include multiple consecutive days. We have also partnered with The OSHA Training Center at Chabot College to host 1-day to 4-day OSHA trainings, and in return we can send three of our own employees for free.

#### **Proposed Solution**

We need a smart classroom that can seat about 50 students, and one that has a separate restroom facility. It needs to have an exterior paved/concrete area (min. 40' x 40'), with water and power, that can be used for our computerized fire extinguisher training system. This training area will also be used for all different type of equipment training (e.g. ladder, fall protection, confined space, etc.). The training area will need an adjacent storage shed or sea container (8' x 40') to store the training equipment.

### **Hazardous Material/Waste Storage Facility**

#### **Current Situation**

We have a hazardous materials/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.

### **Proposed Solution**

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 separate small laboratory type area with a fume hood so materials with hazardous vapors could be processed. The laboratory would need counters, a sink, utilities and a small work shop area, so we can calibrate and repair instruments.

## **Ergonomic and Emergency Supplies and Equipment Storage Area**

### **Current Situation**

We are currently using a residential duplex (1809/1811 Albany) for storage, including the interior and the garages. 1809 is used to store ergonomic equipment (chairs, desks, etc.), and 1811 is used to store emergency management supplies. This duplex will be torn down in about 3 months, and we will need to find another place for storage.

### **Proposed Solution**

This building is listed at 5850 sq. ft. and that would be adequate.

## **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.

3. **Ergonomics Program:** Reduction of Workman's Comp. claims and lost days by maintaining a proactive Ergonomics Program.
4. **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.
5. **Building Inspection Program:** Reduction in Workman's Comp. and liability claims by maintaining a proactive Building Inspection Program.

6. **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.
7. **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.
8. **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.
9. **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.
10. **Contractor Safety Program:** Seeking ways to minimize the District's liability by ensuring that contractors performing work on any of the District's sites are properly informed of their safety obligations through a District Contractor Safety Agreement, and that contractors are properly vetted with respect to possessing the proper health and safety plans, training and a record of compliance.
11. **Wellness:** Working separately, and collectively with other departments, to improve employee wellness and morale resulting in a reduction in lost time.
12. **Environmental Stewardship:** Ensuring the District integrates the concepts of reduce, reuse and recycle, waste minimization, the proper use, storage and disposal of hazardous materials, and proper storm water and waste water management to protect the environment and avoid fines, etc.

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 employee 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, Cultivate a Health Organization:

#### **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.). In Fall 2013, we identified 400+ items of concern on just the Santa Rosa Campus. In Fall 2014, we identified 282 District-wide. This year, we identified 233 District-wide! Definitely the right trend! 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 Senior Vice President of Finance and Administrative Services, has been working hard to develop the District's emergency management program. Here are a few items that have been accomplished this year:

1. \$50,000 allocated to improve and increase Emergency and Department Operations Section, and BSC/ASC Trainings.
2. More Building and Area Safety Coordinators were identified.
3. \$10,000 allocated to send six EOC members to the four-day California Specialized Training Institute class titled: Essentials of Emergency Management Concepts.
4. SRJC was awarded and hosted a free the three-day FEMA class titled: L0363 Multi-Hazard Emergency Planning for Higher Education. This class included representatives from Sonoma State University, Napa Valley College, College of Marin, and the City of Santa Rosa.
5. Creation of an emergency management training schedule for 2016 that is twice as big as 2015.

### 3.4 Safety and Emergency Preparedness

Doug Kuula  
Toni Chase (BSC)  
Jason Escher  
Robin McHale

### 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
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#### 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
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#### 4.2b Narrative (Optional)

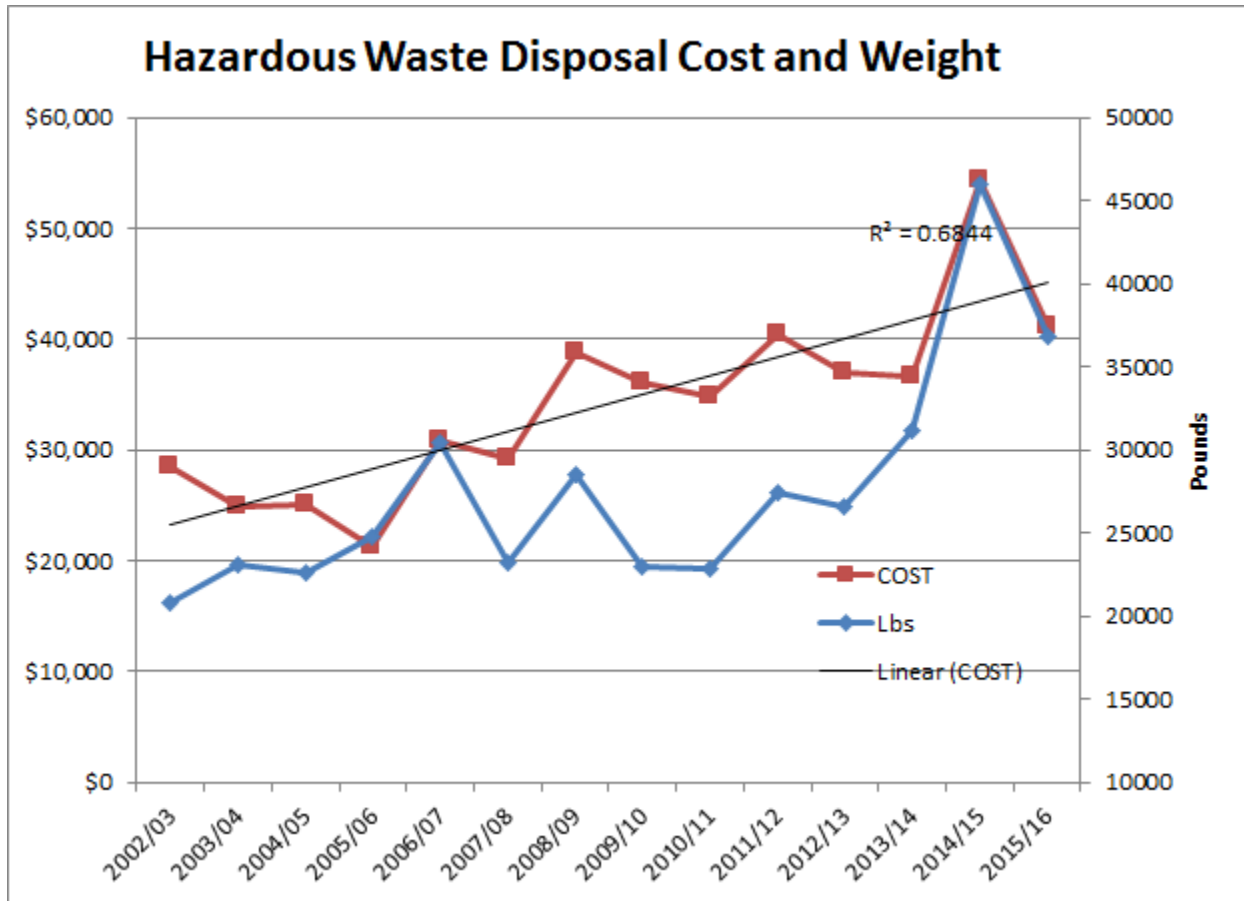
### 5.0 Performance Measures

#### HAZARDOUS WASTE DISPOSAL ANALYSIS

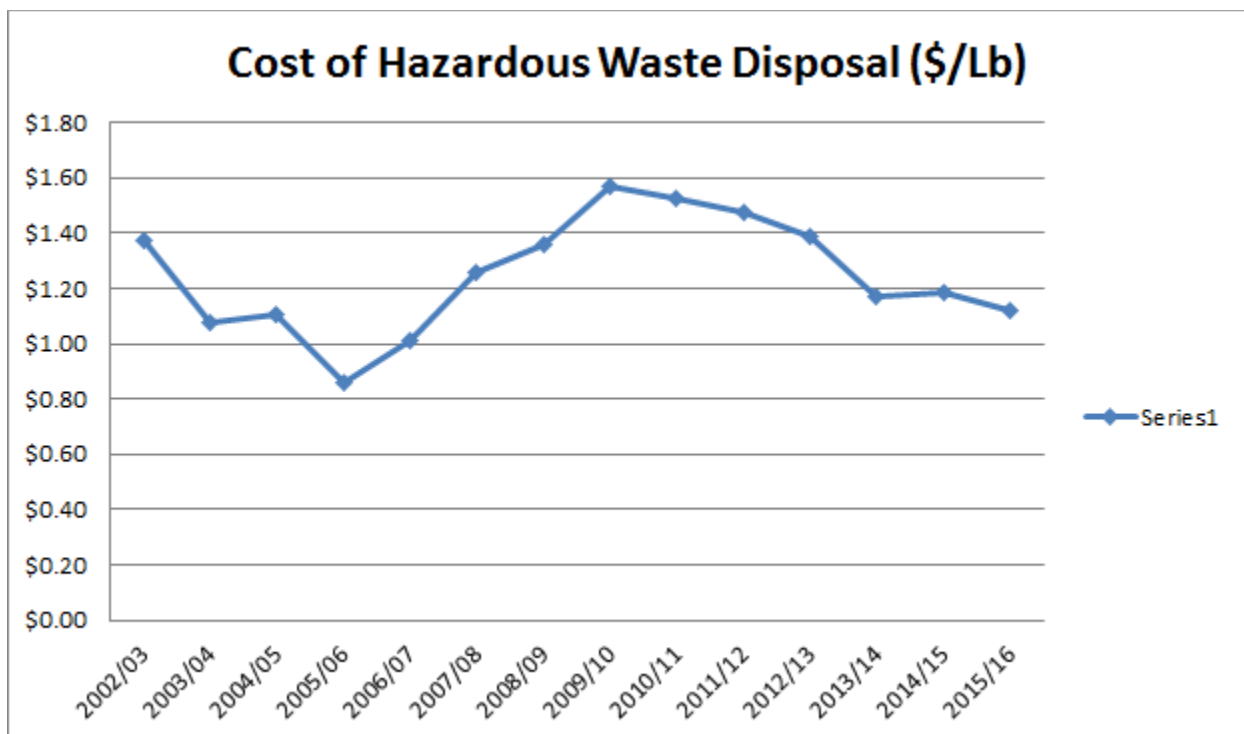
##### TYPE AND COSTS OF HAZARDOUS WASTE DISPOSAL

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
2015/16	21923	\$28,882	\$1.32	1920	\$904	\$0.47	794	\$5,988	\$7.54	2693	\$3,591	\$1.33	1630	\$203	\$0.12	7840



To the left is a hazardous waste disposal cost chart for fourteen years. The chart shows a strong correlation with disposal rising.



The plot to the left shows the cost of hazardous waste disposal in dollars per pound. The same four-year period shows that the cost has gone down for four years, with the last year being 2015/16.

**PIPS CCD Ex Mod History (2011-12 to 2015-  
16)**

2015/2016 Final Audited Payroll	2011-2012 Ex. Mods	2012-2013 Ex. Mods	2013-2014 Ex. Mods	2014-2015 Ex. Mods	2015-2016 Ex. Mods
\$84,987,662	73.35%	72.27%	70.98%	71.54%	73.50%
\$69,197,973	63.01%	67.36%	69.60%	73.15%	76.20%
\$70,342,848	76.96%	76.52%	74.42%	75.40%	78.80%
\$228,848,055	99.43%	95.16%	94.32%	89.36%	81.72%
\$115,376,650	111.25%	107.57%	102.46%	94.07%	88.28%
\$39,744,072	96.71%	96.11%	91.46%	91.28%	90.70%
\$26,938,673	92.88%	93.33%	90.95%	91.97%	93.63%
\$45,763,755	101.53%	104.84%	101.19%	96.68%	93.99%
\$137,216,953	85.88%	89.59%	90.55%	93.94%	96.43%
\$60,540,693	N/A	N/A	N/A	94.88%	97.06%
\$66,082,678	93.76%	97.92%	95.45%	94.80%	97.89%
\$9,383,912	92.69%	95.61%	94.43%	95.17%	98.15%
\$123,813,528	86.72%	90.44%	92.24%	96.37%	98.99%
\$115,977,705	78.52%	82.78%	88.10%	94.35%	100.03%
\$76,187,375	88.71%	91.02%	94.65%	99.39%	100.40%
\$262,350,694	118.53%	116.89%	115.04%	108.29%	101.06%
\$49,256,159	103.54%	103.82%	101.52%	102.32%	102.34%
\$86,560,067	82.42%	90.65%	95.04%	99.63%	106.57%
\$80,473,217	99.21%	105.95%	108.49%	109.91%	107.41%
\$45,932,409	113.48%	115.00%	110.93%	109.84%	108.87%
\$79,663,035	91.99%	94.34%	100.77%	106.45%	114.97%
\$96,906,087	105.61%	111.18%	111.87%	114.14%	115.88%
\$21,565,088	N/A	N/A	N/A	116.35%	119.02%
\$30,253,650	113.61%	116.00%	116.21%	118.99%	119.62%
\$34,771,589	106.66%	110.20%	111.95%	119.84%	121.07%
\$63,911,197	124.19%	123.84%	119.83%	121.48%	127.82%
\$69,971,042	131.56%	134.72%	134.73%	136.69%	142.59%
\$43,061,403	126.95%	133.04%	133.79%	137.61%	143.99%

Keenan & Associates is the District's workers' compensation program carrier, and it has a hybrid self-insurance and re-insurance model that now covers 381 school districts and community colleges in California. Keenan's Protected Insurance Program for Schools and Community Colleges (PIPS) may be the single largest workers' compensation insurance pool for schools in the state, and perhaps the country.

Each year we are provided with our experience modification (Ex Mod) as compared to the other community colleges in Keenan's PIPS. In the simplest of terms, an Ex Mod a comparison of actual losses to expected losses. An Ex Mod of less than 100% means that losses were less than expected.

For 15/16, the District maintained the lowest Ex Mod of represented districts for the second year in a row, and has consistently maintained the Ex Mod below 75%!





## 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	Created both an EHS Scorecard to track the District's compliance with the 10 most cited Cal/OSHA regulations, and an Emergency Management Scorecard to keep track of the District's progress toward emergency management standards and best practices. Presented these scorecards to the IPC as part of the progress review of the District's Strategic Plan.
0002	ALL	06	07	Secure on-going funding for CPR/AED/First Aid training.	Move the funding from Business Services to EHS.	2014/15	This initiative continues to receive funding, but the budget still remains under the control of the Finance and Administrative Services Department.
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	Beginning of the review of the standard, but the department is still focusing on the goal of getting the Safety Data Sheet Management System bid out and implemented.
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	EHS has purchased a low-cost LMS to investigate the pluses and minuses of such a LMS system. Worked with Professional Development to investigate the possibility of using Canvas for employee training and tracking.
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	Did a pilot project with Child Development to see if it would be possible to handle the training completely on-line. Still need to update the District's BBP.
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	The department did the Facilities Operations Department re-inspection, and inspected the PSTC, Bech Hall and Shuhaw Hall. The SWACC inspection is scheduled for May 16th-19th.
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	Trained the next group, and working on setting up the contract for the aerial lift inspections for June 2016.
0008	ALL	06	07	Ergonomics Program	Evaluate if a written District ergonomics program is worthwhile.	2014/15	Postponed and added to the goals of the AAIL who is handling the District Ergonomics Program.
0009	ALL	06	07	Emergency Preparedness Program	1. Develop a database to track the Building and Area Safety Coordinators.	2014/15	Working on the database, but only about half finished. BEP completion moved to the next cycle. Secured funding to contract out the

					<p>2. Work with Petaluma Campus to finalize BEPs.</p> <p>3. Work with Santa Rosa Campus, PSTC, SWSR Center and Shone Farm to complete draft BEPs.</p> <p>4. Develop a list of training for Spring and Summer 2016.</p>		<p>emergency management training through December 2016. Numbers of training is approximately double the previous year.</p>
0010	ALL	06	07	EHS Department Organization/Goals	<p>With the approval to hire of an EHS Specialist, the department will need to review and realign goals.</p>	2014/15	<p>The department met to review the scope of its work. It was decided to focus on updating written plans for the main programs that require them, and then focus on the training.</p>

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	The EHS Department reviewed the District's compliance with at least 100 different regulatory programs and standard risk management practices. A determination was made to focus on updating the written plans for Bloodborne Pathogens, Ergonomics, Hazard Communication and Respiratory Protection as these are core programs that must be current. The updated plans will be placed on the EHS website and affected employees will receive training on the updated plans.

## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	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>	2016/17	Roughly \$30,000 per year on-going cost for the SDS management system.
0002	ALL	06	07	Update the District's 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>	2016/17	None
0003	ALL	06	07	Create a Written District Ergonomics Program	<ol style="list-style-type: none"> <li>1. Review 8 CCR 5110.</li> <li>2. Update District's written plan.</li> <li>3. Train affected employees on the updated program and procedures.</li> </ol>	2016/17	None
0004	ALL	06	07	Updated the District's Respiratory Protection Program	<ol style="list-style-type: none"> <li>1. Review 8 CCR 5144.</li> <li>2. Update District's written plan.</li> <li>3. Train affected employees on the updated program and procedures.</li> </ol>	2016/17	None
0005	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>	2016/17	Need start-up and on-going maintenance funding for a learning management system.
0006	ALL	06	07	Building Safety Inspection Program (On-going)	<ol style="list-style-type: none"> <li>1. PSTC, Bech and Shuhaw re-inspection.</li> <li>2. Follow-up on high priority items from the SWACC inspection.</li> <li>3. Pick three more buildings for inspection.</li> </ol>	2016/17	None
0007	ALL	06	07	Aerial Lift Training (On-going)	<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>	2016/17	None
0008	ALL	06	07	Fork Lift Training (On-going)	<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 fork lifts.</li> </ol>	2016/17	None
0009	ALL	06	07	Emergency Management Program (Building and Area Safety Coordinators)	<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> </ol>	2016/17	None

0010	ALL	06	07	Emergency Management Program (Emergency Operations Center)	<ol style="list-style-type: none"> <li>1. EOC Staffing: Assign all managers.</li> <li>2. Update the District Emergency Operations Plan.</li> <li>3. Stock the EOC.</li> <li>4. Develop a training plan for 2017.</li> </ol>	2016/17	Emergency Management Budget
0011	ALL	06	07	Emergency Management Program (Budget)	<ol style="list-style-type: none"> <li>1. Work with Finance and Administrative Services to create and augment the budget for emergency management.</li> </ol>	2016/17	The 6772 Emergency Management Budget was put under the EHS Department. Need to add \$124,500 to have a realistic budget.
0012	ALL	06	07	Identify written programs to focus on for 2017/18.	Choose from among these key programs: Chemical Hygiene Plans, Confined Spaces, Electrical Safety, Fall Protection, Hearing Protection & Conservation, IIPP, Ladders, Lockout/Tagout, Medical Waste Management, Personal Protective Equipment.	2016/17	None
0013	ALL	06	07	Create a District Contractor Safety Agreement and have it integrated into the contract bidding process.	<ol style="list-style-type: none"> <li>1. Review agreements from other colleges and universities</li> <li>2. Create the District's agreement.</li> <li>3. Review with Fac. Ops., Purchasing, Capital Projects.</li> <li>4. Review with District's legal counsel.</li> <li>5. Work with Purchasing to integrate into the contract bidding process.</li> </ol>	2016/17	Legal counsel review.
0014	ALL	06	07	Quinn Pool Chlorination Process Review	<ol style="list-style-type: none"> <li>1. Get quotes on a HVAC and storage capacity review.</li> <li>2. Complete review.</li> <li>3. Implement recommendations.</li> </ol>	2016/17	May require the purchase of storage cabinets for calcium hypochlorite, and muriatic acid. May require modification to the existing ventilation system.
0015	ALL	06	07	PSTC Firing Range Safety Compliance Review	<ol style="list-style-type: none"> <li>1. Use OSHA case as a basis for review of applicable regulations, processes and procedures.</li> <li>2. Meet with PSTC representatives.</li> <li>3. Identify areas that need improvement.</li> <li>4. Improve those areas.</li> </ol>	2016/17	None
0016	ALL	06	07	Computer Studies 3D Printer Lab	<ol style="list-style-type: none"> <li>1. Get a quote on proposed ventilation solution.</li> <li>2. Work with Fac. Ops. to implement solution.</li> <li>3. Update EHS Curriculum Review Form.</li> </ol>	2016/17	None