

# Santa Rosa Junior College

## Program Resource Planning Process

### Environmental Health and Safety 2019

#### 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. EHS 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, and advice and assistance to enable students, faculty, staff and visitors to protect themselves from potential health, safety and environmental hazards they may encounter in the District. EHS also 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 also 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, drinking water and waste water management.

The EHS Department reports directly to the Vice President, Finance and Administrative Services. This alignment provides appropriate access to other Department management and the needed administrative support for accomplishing health, safety and environmental corrections and improvements throughout the District, including elimination or control of legal, 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 department-specific safety plans and policies, and will perform safety audits, job hazard analyses 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 the District. Committee members conduct BSIs, review injuries and illnesses, review health and safety policies and procedures, review emergency management support protocols, 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, conducting hazard assessments, promoting resiliency programs, managing emergency

management materials inventories, and providing staff training at various levels including; Component Administrators, Emergency and Department Operations Center staff, Incident Command Post teams, 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 and waste. EHS also supports good indoor/outdoor air quality, and proper storm water, drinking water, and waste water management.

#### Health and Safety Hazard Evaluations

The EHS Department receives a wide array of health, safety and environmental concerns through incident/injury reports, 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 many departments including, Facilities Operations, Capital Projects, District Police, Human Resources and others 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: 8:30 am to 5:30 pm

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

Emergency Management Specialist: 8:00 am to 5:00 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 in the California Code of Regulations, Title 8, Section 5194. By June 1, 2016, the District needed 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 never worked well, so the District decided to

move to an on-line SDS management system. This system had a cost of \$35,000 in the first year and has an on-going cost of about \$25,000.

## **2. Learning Management System**

It would seem relatively easy to provide safety training to employees in the Maintenance, Grounds and Recycling, and the Custodial Services Departments because they can easily be grouped together however these employees have varied shift hours and are not always available at the same time. Many of the remaining employees in need of safety training are in academic departments and also are difficult to schedule. There are also a significant number of staff who are part time employees (e.g. adjunct faculty, STNCs, student employees, and professional experts) who have limited availability. Additionally, EH&S regulations require a variety of different terms for training depending on the EH&S program. For these reasons the best method to reach the most employees would be through on-line training which can also be tracked. The EHS Department needs a learning management system (LMS) that can be used to deliver purchased, and District developed, safety training content. The LMS also needs to be able to interface with the HR system so District training reports can be generated to track employee training deadlines and so the effectiveness of the various EH&S training programs can be evaluated.

## **3. Staffing**

### **1.0 FTE Coordinator, Environmental Health and Safety**

Since before 2016, the EHS Department has been challenged with insufficient staffing levels to support its workload. This demand is only expected to increase for the foreseeable future as the District adds and takes down buildings, changes building uses, experiences staffing changes related to the Early Retirement Incentive (ERI) program and increases staff training needs with the loss of experienced, trained and certified staff Districtwide. The need to comply with over 100 different regulatory programs and standard risk management practices and the many Cal/OSHA regulations including Lock Out/Tag Out, Heat Illness Prevention, Electrical Safety, Hand and Power Tool Safety, etc. also increases the need for more staff. Additionally, adding appropriate staff will also assist with the effective completion of needed EHS program work with hazardous materials assessment and abatement, indoor air quality, contractor safety management, Van Safety, Forklift and Aerial Lift training, Fall Protection, and Emergency Management etc. To that end, the department is requesting the addition of a new position to EHS to support critical Department task work. Besides the required compliance support work, this new position would also help advance Department work controlling risks with facilitating work in Drone safety management, important construction and contractor safety management programs, continued support of the new on-line conversion of incident reporting, the investigation of accidents, injuries and near misses, and ensuring that needed corrections continue to be identified and implemented as required by District Policy with Injury and Illness Prevention (IIPP Policy 6.8.2 and IIPP Procedures 6.8.2P). With respect given to the current budget concerns, EHS suggests this position be a mid-level, task manager-type position and recommends and requests the creation of Coordinator, Environmental Health and Safety at a 1.0 FTE (Grade P).

### **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 employee's assigned Department is provided their assessment and EHS will recommend appropriate equipment for purchase by the employee's assigned Department. 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 for equipment is split three ways between EHS, HR and the employee's assigned department.

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). The AAll however has not tackled the area of occupational ergonomics. With minimal training the AAll could do this work which has great potential to reduce workers compensation claims for injuries related to positions such as custodial services or skilled trades. With the more time available to the AAll this work could be accomplished. The EHS Department is trying to find ways to reduce the current office ergonomic assessment demands by instituting on-line employee ergonomic training, employee self-assessment, furniture and equipment standardization (Interior Space Guideline), and the development of a written ergonomics program. Frankly, this need is not going away as we are 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**

Two years ago, 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 charging back departments for ergonomic supplies and equipment to moderate the requests, but it also requires significant employee time to track the budget transfers. EH&S still shares a third of all reasonable accommodations and these requests are growing. 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**

Since the Emergency Management Budget (10-00-40-0000-6772) was put under the EHS Department there is been limited funding provided for Emergency Management. For 2018/2019 the adopted budget for Emergency Management was 23,067. This budget minimally covered expenses for the Emergency Operations Center and District training activities and wasn't sufficient for Districtwide support needs. The account balance is -\$14,990 for a total of \$34,297 spent. There has never been a budget for emergency management that reflected the real needs of this function. With the addition of the Emergency Management Specialist position we are making great strides with improving the program but this also highlights the great need to fund this program so appropriate materials and equipment can be procured, new training programs can be created and new staff trained, and an update and adequate District Hazards Assessment can be completed. The proposal is to increase the budget substantially to \$125,500, to reflect the true cost and enable important work to be accomplished.

## **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.

### **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.

### **Hazardous Materials/Hazardous Waste Management Budget (6777)**

The District purchased the Sitehawk Safety Data Sheet Management System in the 2016/2017 budget year, but the budget was assigned to one-time money. There are two more years on the contract, and the on-going cost is approximately \$25,000/year. This needs to be on-going funding.

**EH&S General Budget (6779)**

The EH&S Department needs to be able to deliver on-line safety training and needs to be able to track employee training. This can best be provided by purchasing a Learning Management System (LMS). 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. Ideally this LMS would be Canvas based so the trainings could be made available for student use. The EH&S Department is currently using a relatively inexpensive LMS called OTIS by the Health and Safety Institute (approximately \$3,000 - \$5,000/year) to get some experience with a LMS system. The content is not transferrable, and there are many quirks that would be ironed out in a more robust system. The LMS program is estimated to require additional funding of approximately \$60,000.00.

EH&S also needs funding for consulting support with compliance required safety training and with safety program writing support. With the ERI this year we are expecting to lose senior staff trained as safety trainers to District staff. We will need to train new staff to maintain compliance required training in forklift, aerial lift, Fall Protection, confined space entry, etc. Staffing levels have also limited time available for EHS to create needed written safety programs. The additional funding will assist in maintaining compliance with OSHA and facilitate the ongoing work of the District.

**Ergonomics Budget (6778)**

This year we started out with an Ergonomics Budget of \$13,220. While we have worked hard to push ergonomic materials, equipment and furniture charges into Departments there are still reasonable accommodation charges that the EH&S Department supports and a total discretionary ergonomics budget of \$27,000 would be more realistic and will provide the funding EH&S needs for purchasing routine ergonomic furniture items (office chairs, sit/stand desks, etc.), and materials and equipment (keyboards, mice, glare screens, etc.) so that these vital items can be provided to employees immediately after their ergonomic assessments.

**Emergency Management Budget (6772)**

There are several areas where the Emergency Management Budget needs some base funding augmentation. These are detailed in the spreadsheet.

**2.1b Budget Requests**

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	06	07	\$60,000.00	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.



0002	ALL	06	07	\$15,000.00	EH&S needs additional funding for consulting support required for safety training and writing needed safety programs. With the ERI this year we expect to lose senior staff trained as safety trainers and will need to train new staff in forklift, aerial lift, Fall Protection, confined space entry, etc. The District also needs several written safety programs and safe work procedures for compliance with OSHA and to facilitate the ongoing safety of District employees.
0003	ALL	06	07	\$13,685.00	EH&S needs added base funding for purchasing routine ergonomic furniture items (office chairs, sit/stand desks, etc.), and materials and equipment (keyboards, mice, glare screens, etc.) to total \$25,000.00 so that these vital items can be provided to employees immediately after their ergonomic assessments.
0004	ALL	06	07	\$10,000.00	EH&S Emergency Management needs base funding for the District's AED maintenance contract. This has been funded on a year-to-year basis for the last four years. With the addition of new buildings and new AED inventory an increase in funding for the maintenance contract is needed.
0005	ALL	06	07	\$2,000.00	EH&S Emergency Management needs base funding for the Fire & Emergency Operational Area Contract to total \$2,000 in 6772-5690.
0006	ALL	06	07	\$5,645.00	EH&S Emergency Management needs additional base funding for supplies to total \$10,000.
0007	ALL	06	07	\$13,533.00	EH&S Emergency Management needs additional base funding for the County Radio System Rent and Maintenance to total \$15,000 in 6772-5530.
0008	ALL	06	07	\$4,125.00	EH&S Emergency Management needs additional base funding for graphics.
0009	ALL	06	07	\$10,000.00	EH&S needs additional base funding for emergency management consultant support for training development and delivery.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Hazardous Materials Specialist	40.00	12.00	Implements hazardous materials, hazardous waste, and environmental management programs (i.e., Hazard Communication, Respiratory Protection, Bloodborne Pathogen, Hazard Communication, and Storm and waste water management, etc.). Coordinates hazardous waste pickup and disposal, transports chemicals to/from departments, inspects facilities where hazwaste and materials are stored for compliance, maintains hazwaste storage for disposal, and oversees SDS management. Provides other ongoing EHS program support as assigned by the EHS Department Manager.
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 and implements and tracks ergonomic solutions jointly with the EHS Manager; customer interface; SDS management, edits building and campus maps. Assists with tracking AED maintenance schedule. Provides other ongoing EHS program support as assigned by the EHS Department Manager.
Emergency Management Specialist	40.00	12.00	Promotes continuous improvement of the District's emergency management program covering prevention, preparedness, response, recovery and mitigation, and ensures compliance with pertinent regulatory requirements. Develops, implements, measures the effectiveness of, and recommends revisions to, emergency management programs. Provides Emergency Management training to at all District facilities; responds to District emergencies/disasters. Provides other ongoing EHS program support as assigned by the EHS Department Manager.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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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.
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## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
EHS Consultant (Professional Expert)	4.00	12.00	Supports, implements, and recommends improvements to the District's occupational health and safety and environmental management programs. Provides support with EH&S program development, inspections, investigations and training at all District facilities. Also does fume hood surveys, and creates seating diagrams for remodels.
EHS Assistant (Student Worker)	15.00	12.00	Supports the EHS Department with general office work, mail, phones, SDS management, photocopying, faxing, scanning rosters and other EHS Department documentation, also may assist Hazmat Spec with chemical inventories.
Emergency Management Advisor (Professional Expert)	7.00	12.00	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. May use AutoCAD to create evacuation maps for all occupied District buildings as part of the Building Emergency Action Plans.
EHS Assistant (Student Worker)	10.00	12.00	Supports the EHS Department with general office work, mail, phones, SDS management, photocopying, faxing, scanning rosters and other EHS Department documentation, also may assist Hazmat Spec with chemical inventories.

## 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 one 0.10 FTE for an EHS Consultant (Professional Expert). This is a very low number of hours due to higher cost for this expertise. Additional hours would be a big benefit to the Department. The Department has 0.625 FTE for an EHS Assistant (Student Employee) which currently supports two student employees, one with 10 hours/week and another gives 15 hours/week. EHS Student Employees are utilized quite well in the department and there is room for additional student support. We also have 0.175 FTE for an Emergency Management (EM) Adviser which is not many hours. Additionally, the Advisor position is reimbursed at \$20/hour and should be revised as this rate is not competitive and will be difficult to replace should the current staff in this Advisor role chooses to leave the District.

Adequate staffing at a minimum for the EHS Department with the current work load should actually be:

- 1 – Manager, EHS (1.0 FTE)
- 1 – Classified, Hazardous Materials Specialist (1.0 FTE)
- 1 – Classified, Coordinator, Environmental Health and Safety (1.0 FTE) **NEW**
- 1 – Classified, Administrative Assistant II (1.0 FTE)
- 1 – Classified, Emergency Management Specialist (1.0 FTE)
- 1 - Classified, Coordinator, Ergonomics Program (1.0 FTE) **NEW**
- 2 – Student Employees, EHS Assistant ( For a Total of 1.250 FTE) with **0.0625 FTE = NEW**

### **1.0 FTE Classified, Coordinator, Environmental Health and Safety**

In 2018, with concern for recent District Budget reductions, the October 2017 Sonoma County Fire event fallout, and the retirement of the EH&S Department Manager in December 2017, the EHS Department needed to be reorganized to facilitate appropriate Department management and the hiring of an Emergency Management Specialist. Having demonstrated the skills and experience to manage the EHS Department, the Environmental Health and Safety (EH&S) Specialist was promoted on 1/1/2018 to Manager, EH&S. Unfortunately, budget limitations did not allow hiring both a replacement for the EH&S Specialist position and a new Emergency Management Specialist as requested in previous PRPPs back to 2015 so after consideration it was determined that the District would derive more immediate benefit after the November 2017 Fires by adding support in emergency management and so the Emergency Management Specialist position was created and filled.

However, while the Department can now more effectively manage the District's Emergency Operations, the work load with both emergency management and EH&S is still extremely high and the EHS Department remains sorely shorthanded with managing compliance required Environmental Health and Safety programs. While the skill set by the EH&S Manager is robust there is still only so many hours in a day. The work load in the Department's EH&S and in Emergency Management programs is continuing to grow and staffing challenges remain at desperate levels.

With on-going compliance needed in over 100 different regulatory programs and standard risk management practices challenging compliance with Cal/OSHA programs support is needed to manage EHS compliance programs including Lock Out/Tag Out, Heat Illness Prevention, Electrical Safety, Hand and Power Tool Safety, etc. There is an increased need for more EH&S skilled staff to support the large work load associated with all EH&S programs. The benefit with filling someone with EH&S program expertise is that this position often has experience in emergency management programs too.

EHS understands there is still a significant budget concern with adding staff and to that end, the department is suggesting the addition of a new position at a lower level than the former EH&S Specialist position. The position recommended now is for a Coordinator, EH&S and would be leveled to support task management with some expertise and task level experience in EHS program work including hazardous materials assessment and abatement, indoor air quality, contractor safety management, Van Safety, Forklift and Aerial Lift training, Fall Protection, and Emergency Management etc. These are areas too that risk is on-going and may increase with the loss of experienced staff as the college is rightsized and the Early Retirement Incentive program is put in place.

This position will require greater oversight by the EH&S Manager, however having additional task management support will provide critical support to the Department in EH&S project task work. Besides the required compliance support work, this new position would help

advance Department work controlling risks with also facilitating task support work in Drone safety management, important construction and contractor safety management programs, continued support of the new on-line conversion of incident reporting, the investigation of accidents, injuries and near misses, and ensuring that needed corrections continue to be identified and implemented as required by District Policy with Injury and Illness Prevention (IIPP Policy 6.8.2 and IIPP Procedures 6.8.2P).

With respect given to the current budget concerns, EHS suggests this position be a mid-level, task manager-type position and recommends and requests the creation of Coordinator, Environmental Health and Safety at a 1.0 FTE (Grade P).

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

Another staffing need has been developing over several years. Over five 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 employee is provided their assessment and recommendations for ergonomic equipment. The EHS department supports the Department in ordering and placing the needed ergonomic equipment and furniture and the Department's cover the funding as appropriate. EH&S places furniture and equipment orders in advance to support staff needs as furniture orders take one to two months to receive but EHS receives reimbursement by the employee's Department for 100% of the cost when orders are made outside reasonable accommodations. 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 between EHS, the employees Department and HR. 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 office ergonomics related tasks (i.e. assessments, recommendations, documentation, specifying supplies and equipment, purchasing, and budget tracking). Reviewing a

tracking of these initial ergonomic evaluations shows a big increase over 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 new buildings coming on line with Measure H. 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 before the new STEM building breaks ground, but the current process is working reasonably well until then. The main problem however is that the AAll is seriously working out of class, and this will most likely result in some sort of reclassification. Also- the AAll is ready now to expand her skills into work with occupational ergonomics to perform assessments of staff that perform lots of lifting and bending such as custodial services and skilled trades, etc. to help minimize workers compensation claims. The AAll will require some additional training but should be able to support this needed area of ergonomic assessment at the District.

The recommendation would be to hire a 1.0 FTE Coordinator, Ergonomics Program.

#### **0.0625 FTE EHS Assistant (Student Employee)**

Prior to 2018, The EH&S Department had sporadic support with student employees and in early 2018 the Department added hours for two student staff members with some additional hours available to support Fire Watch work on the Santa Rosa campus. When the need to conduct Fire Watch ended the staff had developed a successful utilization of student employees. With the substantial workload, the support provided by students has been invaluable and vital to the success of the Department. To that end, the Department requests adding additional student employee hours. The student help supports the EHS Department with general office work, mail, phones, SDS management, photocopying, faxing, scanning rosters and other EHS Department documentation, also may assist Hazmat Spec with chemical inventories.

#### **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.

As described above the EHS Specialist was closed to facilitate the addition of the Emergency Manager Specialist position in 2018 thinking the new EHS Manager could support the work for both the EH&S Specialist and the Manger, EH&S however this is not practical or reasonable.

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 need is great for additional staff with EH&S program expertise. The requested minimum staffing recommended for EH&S is listed above. This recommended minimum staffing has been listed in the EH&S PRPP since at least 2015.

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
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 (District Employee Training and Tracking Software)**

Purchase of 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.

### **Automated External Defibrillators (AEDs)**

Onsite AEDs save precious treatment time improving survival odds because they can provide support before emergency medical service (EMS) personnel are able to arrive. The District will benefit by increasing the number of AED's available. At this time, we need to add a minimum of three units to existing locations including one new fixed AED unit in Burdo Culinary Center, one replacement AED in a SRJCPD cruiser to replace a malfunctioning unit, and one new mobile AED unit for use for Event support (i.e. DUO, Graduation) and as backup should another unit fail.

### **Indoor Air Quality Moisture Test Meter**

To support improved indoor air quality, and health, and safety, funding is requested for the purchase of an infrared moisture detection meter and camera to support the assessment, management, and repair of building water leaks and facilitate the reduction of building moisture damage and mold concerns.

### **Satellite Phones**

Six satellite phone systems are needed to facilitate emergency communications by and between the District's five Campus/Center locations and the District Emergency Operations Center (EOC), and Policy teams.

### **Office Computer, Media & Network Equipment**

The EH&S Department does substantial writing, map preparation, multimedia presentations and general computer work and needs to update five staff computer systems with accessories to support media for online meetings and training programs.

### **Hazardous Materials Storage Cabinet**

Three new hazmat storage cabinets will provide safe and compliant storage of hazardous materials and are needed to replace old and broken cabinets EH&S uses.

### **Office Color Copier/Scanner**

The EH&S Department require two new printer/copier/scanner units to replace two undersized and outdated units that also have insufficient color and copy size capacities needed to support EH&S Department work. EH&S does a substantial amount of copying and printing to support a large amount of training and information delivery across the District.

### **Mobile Emergency EOC/ICP Vehicle**

The EHS Department is finalizing the build out of the District's emergency Mobile Incident Command Post (ICP) to support District response activities in the event of a disaster or emergency incident. To complete the buildout the unit requires communications, media and computer equipment as well as other miscellaneous equipment needed to operate the Mobile ICP if it is deployed to support an emergency or disaster incident. This Mobile ICP can also act as an alternate Emergency Operations Center and should be outfitted with the minimum equipment necessary to support this work.

#### **EOC Computer, Media & Network Equip**

The District Emergency Operations Center (EOC) requires updates to five computer systems including needed media, network and server equipment upgrades needed for appropriate and necessary EOC operations.

#### **Safety PPE Equipment and Trailer**

To support improved occupational safety for the District, EH&S needs to update personal protection equipment (PPE) for District-wide staff work requiring confined space entry and fall protection.

#### **EOC Communication Systems**

Communications related equipment and systems are needed for the District's Emergency Operations Center (EOC) to facilitate the work and operations of the EOC, to support physical and electronic information transfer, and public communication and broadcasting needs.

## 2.4c Instructional Equipment 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			
0001	ALL	06	00	District Employee Training and Tracking Software	1	\$60,000.00	\$60,000.00	Robin McHale	EHS	Robin McHale

## 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	06	07	ITG Bond Fund-Automated External Defibrillators	3	\$2,500.00	\$7,500.00	Robin McHale	Burdo, EHS, District Police	Robin McHale
0002	ALL	06	07	ITG Bond Fund Indoor Air Quality Moisture Test Meter	1	\$3,000.00	\$3,000.00	Robin McHale	EHS	Robin McHale
0003	ALL	06	07	ITG Bond Fund- Sattelite Phones	6	\$1,500.00	\$9,000.00	Robin McHale	EOC, SR, Petaluma, Shone, SWC, PSTC	Robin McHale
0004	Santa Rosa	06	07	ITG Bond Fund- Office Comp., Media & Network Equip	5	\$1,500.00	\$7,500.00	Robin McHale	EHS	Robin McHale
0005	Santa Rosa	06	07	ITG Bond Fund- Hazardous Materials Storage Cabinet	3	\$3,000.00	\$9,000.00	Robin McHale	EHS	Robin McHale
0006	Santa Rosa	06	07	ITG Bond Fund- Office Color Copier/Scanner	2	\$1,000.00	\$2,000.00	Robin McHale	EHS	Robin McHale
0007	ALL	06	07	ITG Bond Fund- Mobile Emergency EOC/ICP Vehicle	1	\$11,000.00	\$11,000.00	Robin McHale	Facilities Yard	Robin McHale
0008	Santa Rosa	06	07	ITG Bond Fund- EOC Computer, Media & Network Equip	5	\$1,500.00	\$7,500.00	Robin McHale	EOC	Robin McHale
0009	ALL	06	07	ITG Bond Fund- Safety PPE Equipment and Trailer	1	\$12,000.00	\$12,000.00	Robin McHale	EHS	Robin McHale
0010	Santa Rosa	06	07	ITG Bond Fund- EOC Communication Systems	1	\$5,000.00	\$5,000.00	Robin McHale	EOC	Robin McHale

## 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.
0001	ALL	08	07	Urgent	EH&S Department Office	5000 sq. ft. Office Building	\$500,000.00	We need about double the current space, and it should be co-located with all Facilities Operations Departments.
0001	ALL	08	07	Urgent	EH&S/Fac. Ops. Department Multi-Purpose Room	4500 sq. ft. Multi-Purpose Room	\$500,000.00	We need a smart multi-purpose room that can seat about 125 people at tables and chairs, 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. This room would also be the District's primary Emergency Operations Center, so it would need generator backup.
0001	ALL	08	07	Urgent	EH&S Hazardous Waste Storage Facility	3000 sq. ft. Waste Storage Facility	\$150,000.00	The best solution would be to erect a 3000 sq. ft. 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.
0001	ALL	08	07	Urgent	EH&S Ergo and Emergency Prep. Storage Facility	2500 sq. ft. Storage Facility	\$125,000.00	We have been 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 was torn down, and we will need to find another place for storage. We are currently using two shipping containers and a small approx. 300 sq. ft. shed to store our emergency management and ergonomic supplies, but this is way too small.

## 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 and Fac. Ops. 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 in the past 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. We also have increased our emergency management training events substantially.

#### **Proposed Solution**

We need a smart multi-purpose room that can seat about 125 people at tables and chairs, 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. This room would also be the District's primary Emergency Operations Center, so it would need generator backup. It would also serve as a meeting area for all Fac. Ops.

### **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 3000 sq. ft. 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 two shipping containers and a small approximately 300 sq. ft. shed for storage, including the interior and the garages. 1809 is used to store ergonomic equipment (chairs, desks, etc.), and we are looking to replace the space we used to have with 1811 for storing emergency management supplies. We need to find another place for storage of our emergency management and ergonomic supplies.

### **Proposed Solution**

2500 sq. ft. should 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 and also the time frame for receiving these types of funds is over two years from the completion of the application.

### 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 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.

In 2018/2019, the EHS Department made significant improvements in several of its health and safety programs with an eye toward improving the health and wellness of students and employees in an efficient and cost effective manner. One area of improvement in one of our major health and safety programs is the changeover of the District-wide Injury and Illness Incident reporting from paper forms to an online reporting system. This change not only provides students and staff a more convenient mechanism to report injury or illness incidents but also provides a faster, more efficient way to communicate needed incident information to other Departments with a need to act on the information and conduct follow-up work. EHS spearheaded this work and worked collaboratively with several departments to implement the program including Student Health Services, Human Resources, and Kinesiology, Athletics and Dance (KAD).

The EHS Department also improved its District-wide Fall Safety Strolls, also in support of improvements to our IIPP program. The Fall Safety Strolls support safety and health improvements in the District by reviewing safety conditions at the District at night. 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 EHS Department has managed these Strolls since the fall 2013, where we identified 400+ items of concern on just the Santa Rosa Campus. In fall 2014, we identified 282 District-wide. In 2015, we identified 233 District-wide. In fall 2018, EHS successfully recruited a large number of staff to join the Strolls and as a result, we saw a rise in the total number of reported items, which almost exclusively related to the need for better lighting. These data supported work by Facilities Operations this year for a large improvement project in lighting repairs and upgrades. The Fall Safety Stroll is having a positive effect in supporting improvements in campus health and safety.

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

The EHS Department, with the support of the 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 we have accomplished this year:

1. \$25,000 allocated to improve and increase Emergency and Department Operations Section, and BSC/ASC Trainings.

2. Building and Area Safety Coordinators (B/ASCs) have been identified District-wide

3. The completion of Building Emergency Action Plans for the Petaluma Campus.

4. SRJC staff from EH&S and Student Life, Equity and Engagement Department attended two, free multi-day FEMA training events in Sport and Special Event Evacuation. Lessons learned from this class are already being applied to work in progress for the development of emergency evacuation plans for District-wide events such as Day Under the Oaks and with evacuation planning for event venues including the new Burbank Theaters opening in Fall 2019. The training also afforded the opportunity to network with emergency management representatives from all over the Bay Area including San Francisco, Marin and Sonoma Counties. Sonoma County Operational Area members attending included Sonoma State University, Sonoma County Office of Education, and Santa Rosa City Schools, the City of Rohnert Park, the City of Santa Rosa, and others.

5. Creation of an Emergency Management Training schedule for 2018/2019 that added new training courses for District Emergency Operations Staff including new B/ASC training programs.

### 3.4 Safety and Emergency Preparedness

Robin McHale  
Toni Chase (BSC)  
Jason Escher  
Dawn Carter

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

### 5.0 Performance Measures

## Environmental Health & Safety Performance Measures

### ENVIRONMENTAL HEALTH AND SAFETY DASHBOARD

Program Fundamentals Compliance Level ( 1 High - 5 Low, Comments  
6 is Non-Applicable )

#### **INJURY AND ILLNESS PREVENTION PROGRAM, Title 8 Section 3203**

Cal/OSHA

Written Plan	1	5	Complete re-write 6/11/13, with broad constituent
Responsibility	4	2	Many people do not know their responsibility
Compliance	5	1	No recognition programs. Some retraining. Little dis
Communication	1	5	Maximum because of District Safety and Health Com
Hazard Assessment	3	3	Building Safety Inspection and SWACC Inspections. No building eve
Accident/Exposure Investigations	3	3	As time permits, and if se
Hazard Correction	3	3	Most easily corrections done rapidly. Complex ones can lon
Training and Instruction	4	2	Only training new permanent employees and those ch po
Recordkeeping	3	3	Cumbersome because no linkage between HR and tr

#### **HEAT ILLNESS PREVENTION, Title 8 Section 3395**

Cal/OSHA

Written Plan	5	1	No written plan. KAD has some written proced
Training (Annual)	4	2	Some departments review annually, but no tr

**REPORTING FATALITIES AND SERIOUS INJURIES,  
Title 8 Section 342**

Cal/OSHA

Procedure 1 5  
Training 4 2

In Accident/Exposure Section of  
New permanent employees and those changing positions

**HAZARD COMMUNICATION,  
Title 8 Section 5194**

Cal/OSHA

Written Plan 3 3  
Chemical Inventory 3 3  
Safety Data Sheets 3 3  
New Employee Training 2 4  
Specific Training High Hazard Employees 5 1

Written plan is out of date  
Chemical inventory is out of date  
SDS inventory is out of date and incomplete  
New permanent employees and those changing positions  
This training has never been provided

**LADDERS, FIXED AND PORTABLE, Title 8 Sections  
1675, 3276 - 3278**

Cal/OSHA

Ladder Safety Training (Initial) 2 4  
Portable Ladder Inspection Program (Annual) 4 2  
Fixed Ladder Assessment 5 1

Most but not all affected employees have been trained  
All Fac. Ops. ladders done once. Bad ladders replaced  
replacements purchased  
Not done.

**CONTROL OF HAZARDOUS ENERGY  
(Lockout/Tagout), Title 8 Sections 3314, 2320**

Cal/OSHA

Inventory of Machines/Equipment 5 1  
Written Procedures 5 1  
New Employee Training 2 4  
Specific Training High Hazard Employees 5 1  
LOTO Equipment Provided 5 1

No inventory.  
No written procedures.  
New permanent employees and those changing positions provided awareness training  
No training provided to authorized employees  
Equipment provided if authorized employee knows how to use

**FALL PROTECTION, Title 8 Sections  
1669 - 1671.2, 3209 - 3212**

Cal/OSHA

Identification of Fall Hazards 4 2  
Remediation Efforts 5 1  
Written Plan 3 3  
Specific Training High Hazard Employees 2 4

Only Santa Rosa Campus inventory  
Very costly, so hazards addressed very slowly  
Written plan is out of date  
Most employees trained

Fall Protection Equipment Provided 5 1

Some equipment provided, but no mechanical inspection required

***FORKLIFTS, Title 8 Sections 3649 - 3699*** Cal/OSHA

On-line Training (3 Year) 2 4  
 Classroom Training (3 Year) 2 4  
 Driving Test (3 Year) 2 4  
 Pre-Shift Inspection 3 3

Most employees trained  
 Most employees trained  
 Most employees certified  
 Employees are aware, and some complete, mechanism for compliance

***RESPIRATORY PROTECTION, Title 8 Section 5144*** Cal/OSHA

Written Plan 2 4  
 Medical Monitoring 1 5  
 Fit Testing (Annual) 1 5  
 Training (Annual) 1 5

Plan is in the process of being updated  
 Medical monitoring is in place for authorized users  
 Fit testing of authorized users is performed annually  
 Training of authorized users is performed annually

***MEDICAL SERVICES AND FIRST AID, Title 8 Sections 1512, 3400*** Cal/OSHA

Occupational Medical Consultation 1 5  
 First Aid Kits/Supplies Available 1 5  
 Sufficient Employees First Aid Trained 1 5  
 Prompt Medical Treatment Access 1 5

District contracts with Kaiser Occupational Health Services  
 Student Health Services manages the First Aid Kit Program and kits widely available  
 District Police Officers and CSOs are trained. Employees are trained in FA/CPR/AED procedures  
 District Police is connected directly to 911 system

***AVERAGE COMPLIANCE LEVEL***

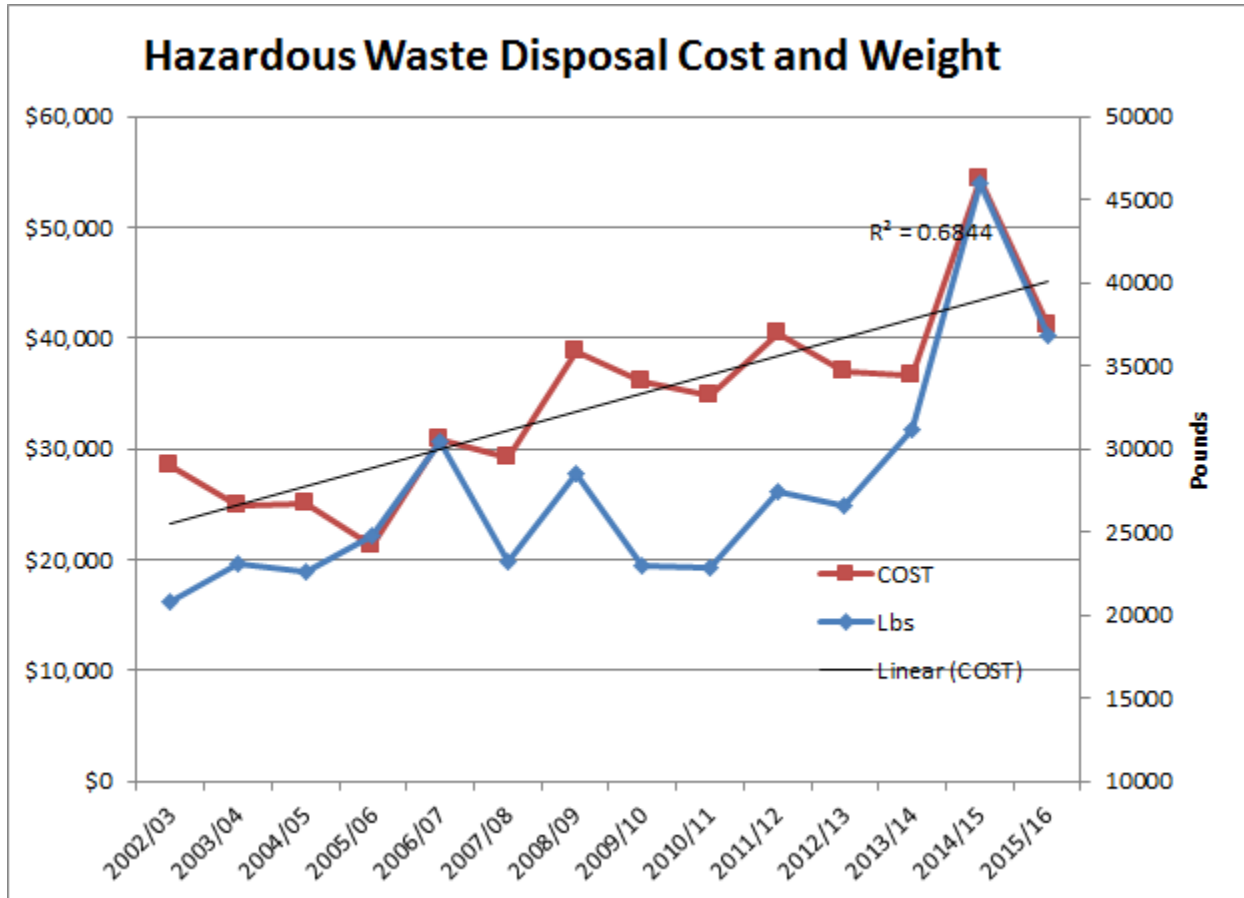
Average (43 Measurement Points) 3 3

**HAZARDOUS WASTE DISPOSAL ANALYSIS**

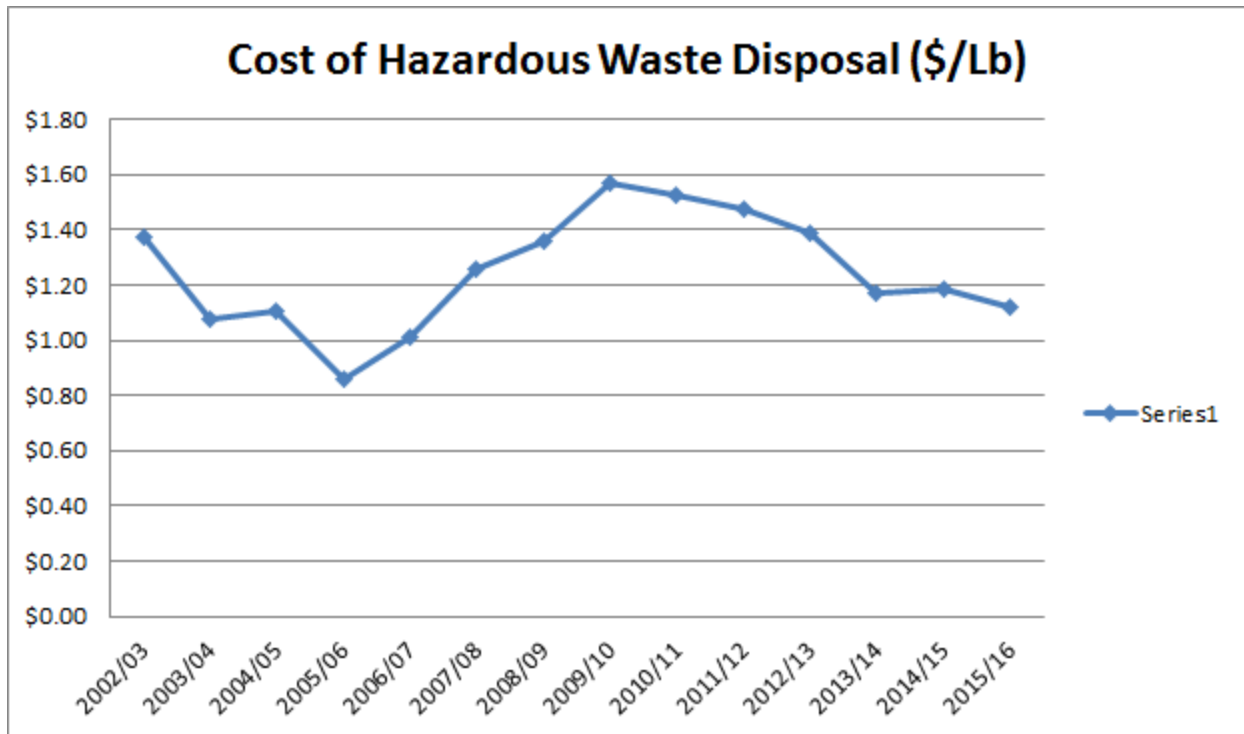
TYPE AND COSTS OF HAZARDOUS WASTE DISPOSAL

FY	Chemical (North State Env.)			Photo-Chemical (Photowaste)			Medical (Stericycle/MedWaste)			Universal (MDS)			Tires (DeWitt)			Automotive (Maximum)
	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 and weight for fourteen years. There is a strong correlation with disposal rising.



The plot to the waste disposa the same four shows that the down for four last year being

### 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	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. Train affected employees on the updated program and procedures.</li> </ol>	2019/20	Roughly \$25,000 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>	2019/20	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. Update District Website and assessment protocols with Online Ergonomic Training Tools.</li> <li>4. Train affected employees on the updated program and procedures.</li> </ol>	2019/20	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>	2019/20	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>	2019/20	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. Work with DSHC to come up with a new plan for building inspections.</li> </ol>	2019/20	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/cert. contract for District's aerial lifts.</li> <li>4. Develop SRJC Aerial Safe Operating Procedure</li> </ol>	2019/20	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/cert. contract for District's fork lifts.</li> <li>4. Develop SRJC Forklift Safe Operating Procedure</li> </ol>	2019/20	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 B/ASCs.</li> <li>2. Develop/deliver two new training workshops for District B/ASCs.</li> </ol>	2019/20	None

					<ul style="list-style-type: none"> <li>3. Work with Santa Rosa, Petaluma, PSTC, SWSR Center and Shone Farm to complete BEAPs.</li> <li>4. Assist B/ASCs to communicate BEAP to Building Staff.</li> </ul>		
0010	ALL	06	07	Emergency Management Program (Emergency Operations Center)	<ul style="list-style-type: none"> <li>1. Hold two Functional Exercises (1 - Fall, 1 - Spring).</li> <li>2. Develop/deliver two new training workshops for EOC staff.</li> <li>3. Work on EOP Annexes/Appendices.</li> <li>4. Develop a training plan for 2019/2020.</li> </ul>	2019/20	Emergency Management Budget
0011	ALL	06	07	Emergency Management Program (Budget)	<ul style="list-style-type: none"> <li>1. Work with Finance and Administrative Services to create and augment the budget for emergency management.</li> </ul>	2019/20	Emergency Management Budget
0015	ALL	06	07	Drone Policy/Procedure	<ul style="list-style-type: none"> <li>1. Create Draft Drone Policy/Procedure.</li> <li>2. Take to College Council.</li> <li>3. Take to Board for approval.</li> </ul>	2019/20	None
0016	ALL	06	07	Update the District's Fall Protection Program	<ul style="list-style-type: none"> <li>1. Review Cal/OSHA and OSHA fall protection standards.</li> <li>2. Review written plans from other colleges and universities.</li> <li>3. Update District's written plan.</li> <li>4. Develop fall protection plan standardards.</li> <li>5. Purchase new equipment and provide training to affected employees.</li> </ul>	2019/20	None

## 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. Train affected employees on the updated program and procedures.</li> </ol>	2017/18	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>	2017/18	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>	2017/18	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>	2017/18	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>	2017/18	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. Work with DSHC to come up with a new plan for building inspections.</li> </ol>	2017/18	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>	2017/18	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>	2017/18	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>	2017/18	None
0010	ALL	06	07	Emergency Management Program (Emergency Operations Center)	<ol style="list-style-type: none"> <li>1. Hold two Functional Exercises (1 - Fall, 1 - Spring)</li> <li>2. Take District Emergency Operations Plan to Board.</li> <li>3. Work on EOP Annexes/Appendices.</li> </ol>	2017/18	Emergency Management Budget

					4. Develop a training plan for 2017/2018		
0011	ALL	06	07	Emergency Management Program (Budget)	1. Work with Finance and Administrative Services to create and augment the budget for emergency management.	2017/18	Emergency Management Budget
0015	ALL	06	07	Drone Policy/Procedure	1. Create Draft Drone Policy/Procedure. 2. Take to College Council. 3. Take to Board for approval.	2017/18	None
0016	ALL	06	07	Update the District's Fall Protection Program	1. Review Cal/OSHA and OSHA fall protection standards. 2. Review written plans from other colleges and universities. 3. Update District's written plan. 4. Develop fall protection plan standards. 5. Purchase new equipment and provide training to affected employees.	2017/18	None