An employer whose employees may be exposed to hazardous substances is required to have a written hazardous communication program, addressing all the requirements of the hazardous communication regulation. A written hazardous communication program must describe the procedures for meeting all the requirements of the regulation, Title 8 CCR, Section 5194 otherwise known as the employee, Right To Know, including:

- Developing and maintaining a list of the hazardous substances in the workplace.

The written program also provides an explanation of how the employer will meet requirements for:

1. Labeling of containers of hazardous substances and other forms of warning.
2. SDSs and making sure they are readily accessible to employees and emergency responders.
3. Employee training on hazardous substances they are or may be exposed to in their particular jobs during routine/non routine work, or emergency situations.

District employees have access to many resources that provide information on programs and information that can assist in protecting them from potential workplace hazards as follows:

- SBCV, [Hazardous Communications Program](#)
- CHC, [Hazardous Communication Program](#)
- SBVC, [Asbestos Management Program](#) for carcinogens
- SBCCD - Chemical Inventory - [excel spreadsheet](#)
- SBCCD - Safety Data Sheet (SDS) database
- Training Resource - [Online Keenan Safe Colleges](#) - Hazardous Communications: Right To Understand

**REPORT SAFETY HAZARDS VISIT EH&S AT:**

**HTTP://WWW.SBCCD.ORG/ DISTRICT_FACULTY,-A,-STAFF_INFORMATION-FORMS/**
At the SBCCD, our campuses rely on specialty vendors to assist in various areas, which include hazardous waste management, transportation, disposal and emergency response action when a hazardous spill occurs on campus that our staff could not handle due to the volume. Environmental Health & Safety would like to thank these vendors for all they do and will recognize a safety vendor, who works for the District on a regular basis.

This month’s safety vendor spotlight goes to Mr. Jeremy Brown with Environmental Management Technology (EMT). On a number of occasions, Jeremy Brown, a long time EMT employee, has assisted with compliance issues facing the district as well as providing minor spill response training for employees at both campuses.

Jeremy started with EMT back in 2001 as the daily route driver and environmental technician. At the time EMT just had 1 truck. After 4 years, Jeremy moved out of the truck into the dispatch/project manager position. Some of the duties of this position were scheduling truck routes, hiring new drivers, managing projects like lab packs, plant closures, spill response and clean ups. The 8 years Jeremy spent in this position gave him the experience necessary to move into the Vice President of Operations for EMT, in which he now oversees operations for 2 branch locations and 8 trucks. If you ever see Mr. Brown on a campus or a district site, say, “Hello” and give him a warm smile and a thumbs up for being the SBCCD safety spotlight vendor for December 2013.

Congratulations, Mr. Jeremy Brown!

Workplace Safety & Health Inspections—Office Spaces—January 2014

Per the campus and District site Injury and Illness Prevention programs, managers and supervisors are required to conduct routine safety inspections in general office spaces at least every six months.

Records of the findings from these inspections, and any corrective actions taken, shall be maintained by the campus Facility and Safety Committee (FASC) and the responsible manager.

The FASC will provide a report of any observed safety concerns requiring correction to the appropriate department administrator or manager for action. This manager is responsible for making corrections in a timely manner and reporting their response, in writing, to the FASC.

General office spaces inspections shall commence on January 6th through January 10th, 2014 at SBVC and CHC.
Keenan & Associates our contracted risk/loss control consultant will be conducting the bi-annual SWACC State-wide Association of Community College safety inspection on Tuesday, January 21st through Friday, January 24th, 2014, between the hours of 8AM-3:30PM.

The purpose of this property and liability safety inspection is to reduce the frequency & severity of property & liability losses at the District by identifying hazards that could result in losses and providing corrective action recommendations. Keenan will conduct a walkthrough and conduct this inspection with a Maintenance escort on the following dates at the following locations:

- **District Offices** — Friday, 01/24/14 8AM-1:30PM
- **Crafton Hills College** — Tuesday, 01/21/14, 8AM-3:30PM & Friday, 01/24/12, 1:30PM-3:30PM
- **San Bernardino Valley College** — Wednesday, 01/22/14 & Thursday, 01/23/14, 8AM-3:30PM

The Keenan inspectors will be escorted by campus or district-site staff from custodial or maintenance and operations. Please provide Keenan staff with access to your facilities as requested on the above dates/times.

If you should have any concerns or issues relative to the inspection, please contact District, Environmental Health & Safety at (909) 382-4070 or email, wfields@sbccd.cc.ca.us.

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**DID YOU KNOW?—OSHA PENALTIES & FINES**

Civil penalties are issued for cited OSHA violations and or failure to abate a violation. Effective January 1st, 2000 government agencies, such as the SBCCD are no longer exempt from civil penalties, including penalties for failure to abate or corrective the violation. See the below breakdown on potential fines per violation:

- **Up to $7,000 for each violation:** General and regulatory violation.
- **Up to $15,000 per day:** Each failure to correct a violation by the abatement date shown on the citation.
- **Up to $25,000 for that violation:** A serious violation.
- **Not less than $5,000 or more than $70,000:** Willful violations.
- **$70,000:** The maximum civil penalty assessed for each repeat violation.

The district never wants to be in a position to receive a citation and subsequent fine and we need the employees to actively participate and report safety hazards. A safety hazard can be reported to your supervisor, which is preferred. A safety hazard can also be reported to a safety committee member, the site safety officer, which is the Vice President of Administrative Services or District Environmental Health & Safety.

Per the campus Injury and Illness Prevention program and as stipulated in by Cal-OSHA regulations the district is also required to provide a venue to report safety hazards anonymously. To report safety hazards anonymously, log on to REPORT SAFETY HAZARDS and fill out the form, you don’t have to provide your name or any contact information, it’s completely anonymous.
The December 1st, 2013, GHS training deadline has passed, however all district employees are still required to comply with the GHS training mandate. The district has provided online training resources to ensure compliance with the OSHA, GHS training requirements. Administrators, managers, supervisors, classified, faculty and other types of regular employees have been provided with log in instructions and any specifics relative to any applicable bargaining agreements.

It is encouraged that all employees log in at their earliest convenience and take the trainings in accordance with this regulatory requirement. See some resources below to assist with facilitating completion of the two GHS, OSHA required training modules.

- [Log In Instruction for Classified/Faculty](#)
- [Log In Instructions for Administrators/Managers/Supervisors](#)
- [Log In Instructions for Part-time/Hourly/Substitute employees](#)

(Key codes SBVC:1ecd2760, CHC: dca748f5 & District: E70b07b4).

If you have any additional questions, contact SBCCD, Environmental Health & Safety at (909) 382-4070 or by email at wfields@sbccd.cc.ca.us.

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**GHS TRAINING REMINDER—IT’S NOT OVER**

Have a safety and healthy holiday season. Below are some holiday tips to help keep you and your family safely for the holidays.

1. Wash hands to be safe and healthy
2. Bundle up for warmth
3. Manage stress
4. Don’t drink and drive
5. Be SMOKE-FREE
6. Fasten belts while driving
7. Get your vaccinations
8. Practice fire safety
9. Prepare dinner safely
10. Eat well and get moving

For additional holiday safety tips, log on to the below websites for additional resources.

- [http://www.cdc.gov/Features/HealthyTips/](http://www.cdc.gov/Features/HealthyTips/)