San Bernardino Community College District

# SAFETY FOCUS

JANUARY 2012

Volume 1, Issue 7

San Bernardino Community College District

114 S. Del Rosa Drive, San Bernardino, CA 92408

## Hazardous Communications

### What is the Hazardous Communication Standard?

The purpose of OSHA's Hazardous Communication Standard is to ensure that information about the hazards of chemicals are provided to those who use them. The standard requires that employers convey information about chemicals utilized in the workplace. **Employee Right to Know** means that as an employee, you have the right to know the safety information that is applicable to the products and chemicals used and stored at your place of employment.

This information is made available to you in the form of Material Safety Data Sheets (MSDS), which can be accessed online at Keenan MSDS or hard copies can be accessed through the assistance of your supervisor. Each MSDS sheet contains 9 sections: Product Information, Chemical Ingredients, Physical/Chemical Properties, Fire/Explosion Data, Protective Precaution, Health Hazards, Reactivity Data, Product Storage Information & Transportation Procedures.

**Have Safety Related Questions? Contact:**

Whitney Fields, Environmental Health & Safety Administrator

909-382-4070

Steve Sutorus, Business Manager

District Safety Officer

909-382-4031

Glen Kuck, Executive Director, DETS Annex Safety Officer

909-384-4317

Michael Strong, Interim Vice President

CHC Safety Officer

909-389-3383

James Hansen, Vice President

SBVC Safety Officer

909-384-8958

**SAFETY COMMITTEE MEETINGS—JANUARY 2012**

SAN BERNARDINO VALLEY COLLEGE 02/06/12

CRAFTON HILLS COLLEGE 01/09/12

DISTRICT-WIDE 01/13/12

CALL YOUR SITE SAFETY OFFICER FOR MEETING TIMES & LOCATIONS SBVC X8958, CHC X3383 & DISTRICT X4031

**SAFETY TRAINING—JANUARY 2012**

* Crafton Hills College—Hazardous Communication for M&O/Custodian's 01/09/12
* San Bernardino Valley College—Hazardous Communications for M&O 1/23/12 for Custodial 01/27/12

**YOU CAN ACCESS THE CAL-OSHA STANDARD ON HAZARDOUS COMMUNICATION BY CLICKING ON TO THIS LINK CCR, TITLE 8, 5194, HAZARDOUS COMMUNICATIONS**

**REPORT SAFETY HAZARDS VISIT EH&S AT HTTP://WWW.SBCCD.ORG/DISTRICT_FACULTY_,-A-,_STAFF_INFORMATION-FORMS/ENVIRONMENTAL_HEALTH_AND_SAFETY/FORMS/**

# SAFETY Focus

San Bernardino Community College District

## New Year's Safety Checklist

As you return to school after a well-deserved holiday break, January is a ideal time the maintenance & custodial staff to review the following safety items. This checklist can help ensure that you're well-prepared for the second half of the school year.

1. Take an inventory of hazardous substances and make sure they are clearly marked and out of reach of students.
2. Review your Material Safety Data Sheets - make sure they are current and complete for each building and area.
3. Check all the locks on external doors and windows.
4. Check exterior and interior entrances and walkways to ensure they are not slick and are easily passable.
5. Check all emergency exits to confirm they are functional and unobstructed from view.
6. Test all fire and smoke alarm systems to make sure that they are in proper working order.
7. Check that the heat is working correctly and that the air filters are clean.
8. Inspect ceilings for leakage.
9. Check all fire extinguishers to make sure they are in proper working order.
10. Check your HVAC systems to ensure they are functioning accurately.

Information provided by Keenan Safe Schools, January 2012 Newsletter

## DOES MY CAMPUS OR DISTRICT OFFICE HAVE A HAZARDOUS COMMUNICATION PROGRAM?

**Each campus has an Hazardous Communication Program . In addition each campus has a Chemical Hygiene Safety Program. These programs are available online at anytime on the EH&S website or can be accessed through your supervisor or respective Site Safety Officer.**

**If you have any questions on the Hazardous Communication, Chemical Hygiene Safety Program or training, you can contact your Site Safety Officer as well as Environmental Health & Safety via the below information.**

- **James Hansen, SBVC, Site Safety Officer, 909-384-8958, SBVC Hazardous Communication Program**
- **Michael Strong, CHC, Site Safety Officer, 909-389-3383, CHC Hazardous Communication Program**
- **Steven Sutorus, District, Site Safety Officer, 909-382-4031**
- **Whitney Fields, Environmental Health & Safety Administrator, 909-382-4070**

**Click on the above links and access your Hazardous Communication Program to print.**

# SAFETY Focus

## Crafton Hills College—New Hearing Conservation Program

*Did you know, that Crafton Hills College has a new Hearing Conservation Program for the Maintenance & Operations staff? Click on CHC-Hearing Conservation Program and check out the new program.*

*If you have any questions on the program, feel free to contact:*

- ⇒ *Michael Strong, CHC, Site Safety Officer, 909-389-3383 or*
- ⇒ *Whitney Fields, EH&S Administrator, 909-384-4070*

## *San Bernardino Valley—New Emergency Preparedness Flip Charts*

**The SBVC, new and updated Emergency Flip-Charts have arrived!**

**SBVC has revised, distributed and posted new emergency flip-charts throughout the campus. New sections have been added or revised including sections on explosions, lockdown procedures, shelter-in-place, flooding, hazardous spill procedures and newly updated evacuation zone maps.**

**Please get familiar with your flip charts posted in your areas and if you need an extra copy of a flip-chart, contact SBVC Administration at X8985 or log onto http://www.valleycollege.edu/about-sbvc/offices/**

# SAFETY FOCUS

## Safety January 2012 Happenings!

***Keenan & Associates will be conducting the annual SWACC State-wide Association of Community College Inspection.***

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**—01/09/12
- **Crafton Hills College** —01/10/12 & 01/11/12
- **San Bernardino Valley College**—01/12/12 & 01/13/12

## *Annual Hazardous Materials Inventory—January 2012*

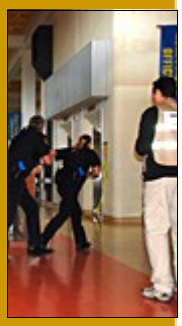
**Keenan and Associates will be conducting the annual Hazardous Materials Inventory (HMI).**

**This inventory is a comprehensive assessment and inventory of all District chemicals at the campus and District offices. Keenan will be provided with access to all areas where chemicals are stored and conducting the inventory assessment and subsequently updating the District, Chemical Inventory Database and Material Safety Data Sheets.**

**For access to the most current chemical inventory and material safety data sheets, log on to http://sbccd.keenan.schoolmsds.com/binders/index.xsp**

**The new inventory will be updated by Spring 2012. Please contact EH&S at X4070, if you have any questions.**

## LOCKDOWN Training Returns To Crafton Hills College SAVE THE DATE!



⇒ **Crafton Hills College, District Police & EH&S will be hosting Willdan Homeland Solutions to conduct Lock-down training at Crafton Hills College on 01/13/12 at 9AM in the Performing Arts Theatre. Don't miss out, for more information contact:** ***Michael Strong, CHC, Site Safety Officer, 909-389-3383.***

## Crafton Hills College—Respiratory Protection Training January 2012 SAVE THE DATE!

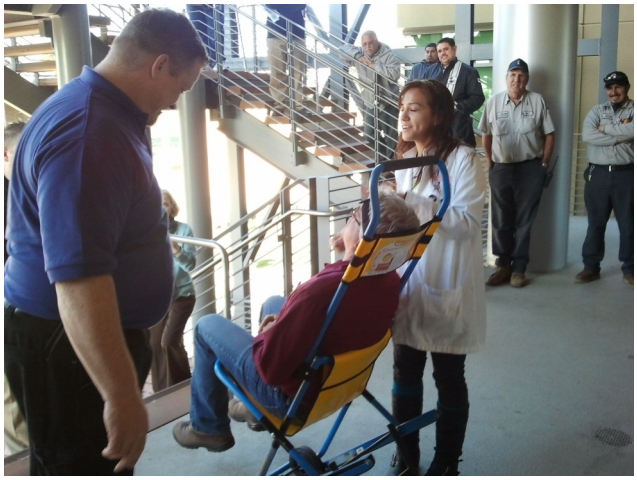
Crafton Hills College Administration and EH&S will be providing Respiratory Protection Training on **01/12/12 at 10AM**. Please see the CHC, Respiratory Protection Program and contact Michael Strong, CHC, Site Safety Officer at 909-389-3383 for training location details.

# SAFETY Focus

***San Bernardino Valley College & Environmental Health & Safety***

***Provide EVAC+Chair Training HIGHLIGHTS***

**Emergency evacuation chair training was provided at the SBVC campus. Administrators/Staff/Faculty from the Valley and Crafton campuses participated in the training conducted by Life Support Services. The training includes the proper use of the evacuation chairs on campus for disabled students/staff/faculty during an emergency situation. See the photo highlights from the training session and for more information on the campus Evac+Chair usage see the**

**Evac+Chair Training Video**

**Evac+Chair Interactive Use Demo**