Promoting safety in the office can be simple with a few great office safety tips. There are many ways to share office safety tips in the workplace. Safety committee meetings provide a great venue to discuss safety in the work environment. The greatest benefit of safety committee meetings is that any person that has a question can have it answered by you or others on the committee. Below are 7 (seven) Office Safety Tips.

1. Keep all cords and wires off the floors and out of walkways.
2. Secure all desks and filing cabinets to the floors or wall.
3. Check batteries in all smoke detectors and change them whenever it is needed.
4. Utilize designated smoking areas to prevent accidental fires.
5. Shelves in storage rooms should be kept clean and orderly.
6. Safety signs such as exits and first aid should be clearly marked and visible to everyone in the room.
7. Any common area break room should be kept clean. There should be trash cans that are emptied on a daily basis.

If you have any questions about Campus/District, safety committee meeting times and dates, please contact:

- James Hansen, SBVC, Site Safety Officer, 909-384-8958
- Michael Strong, CHC, Site Safety Officer, 909-389-3383
- Whitney Fields, District Environmental Health & Safety, 909-382-4070

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, TESS
Annex Safety Officer
909-384-4317

Michael Strong, Vice President of Admin. Services
CHC Safety Officer
909-389-3383

James Hansen, Vice President of Admin. Services
SBVC Safety Officer
909-384-8958

Pierre Galvez, District Police Acting Chief
Emergency Preparedness Officer
909-384-4491

Rosemarie Hansen,
District Chairperson
District-wide Safety Committee
909-382-3227

Charlie Ng, Vice Chancellor,
Fiscal Services
Co-Chair-District-wide Safety Committee
909-382-4021

REPORT SAFETY HAZARDS VISIT EHGS AT http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/Environmental_Health_and_Safety/Forms/

Safety Committee Meetings—Fall 2012
⇒ SBVC, Monday, September 17, 2012
⇒ CHC, Monday, August 13, 2012
⇒ District Sites, Friday, August 17, 2012
⇒ District Wide, Friday September 14, 2012
SBCCD IS A NATIONAL SAFETY COUNCIL MEMBER

The District has been a member of the National Safety Council since 2011. The National Safety Council is a non-profit organization committed to saving lives, preventing injuries and fatalities at work, homes and communities through leadership, research, education and advocacy. As a member the District has access to resources offered by the NSC such as:

- Latest Safety News
- Safety At Work/Home Information
- Products & Training
- NSC Congress & Expo Information

As a District employee, you can attain access to important safety resources and help create a safer environment at work and at home.

Contact Environmental Health & Safety at X4070 or email wfields@sbccd.cc.ca.us and find out how you can take advantage of these fantastic resources the NSC has to offer.

Log on to http://www.nsc.org/Pages/Home.aspx to find out what the NSC is all about.

Are You A Disaster Service Worker?

Well according to the California Code, Section 3100-3109 all state employees are. What may you be called upon to do during a disaster and how are you and your family prepared at home?

Watch this video to learn what it means to be a Disaster Service Worker. Or log on to http://www.cchealth.org/topics/emergencies/video_disaster.php for more information. For information on emergency preparedness training for Fall 2012, contact:

District Police at X4491 or
Environmental Health & Safety at X4070

Log on to http://sbccd.org/ehs/EPP for additional information on District Emergency Preparedness programs.

Need CPR Training?

San Bernardino Valley College, Crafton Hills College and the District Office offers CPR training regularly throughout the year. Cardiopulmonary resuscitation (CPR) is an emergency procedure which is performed in an effort to manually preserve brain function until further measures are taken to restore spontaneous blood circulation and breathing for a person in cardiac arrest.

Prepare for an emergency and learn life saving skills that can benefit you and your family.

For more information on CPR training and when classes will be available to staff/faculty in the Fall, contact:

SBVC, Administrative Offices X8965
CHC, Administrative Offices X3211
District Offices, Environmental Health & Safety X4070
Need Safety Training? NO PROBLEM

The District offers an abundance of resources for employee’s to access safety training through online Keenan Safety Colleges safety training. However there are additional options for safety training for your department if a supervisor or manager feels that their staff needs additional safety training to supplement the online training modules.

Environmental Health & Safety can work with the supervisors/managers and provide additional options for safety training either through District Environmental Health & Safety, the Site Safety Officers, District School Police or safety training vendors.

The following are some of the safety training topics that you and your staff/faculty can be trained on:
- Injury & Illness Prevention
- Hazardous Communications
- Blood borne Pathogens
- Back/Ladder/Fire Safety
- Heat Illness Prevention
- District Safety 101
- District Emergency Preparedness 101

Beat the Heat! Tips for Heat-Related Illness Prevention

The best defense is prevention. Here are some prevention tips:
- Drink more fluids
- Stay indoors in air conditioning
- Wear lightweight, light colored clothing
- Never leave anyone or pet in a closed, parked vehicle
- Visit adults at risk at least twice daily.
- Cut down on exercise
- Try to rest as often in shady areas
- Protect yourself from the sun by wearing a wide-brimmed hat, sunglasses and sunscreen SPF 15 or higher.

Employee Wellness

Poor eating habits and lack of physical activity are the major contributing factors to being unhealthy. Making better choices to eat better and engage in more physical activity can be the catalyst to healthier living. Health tips to follow:
- Make 1/2 your plate fruit or vegetables
- Choose fat-free or low-fat products
- Drink water instead of sugary drinks
- Choose lean sources of protein (seafood, turkey & chicken breast)
- Choose foods with low sodium
- Pay attention to portion size, save 1/2 your plate for later
- Take walks at lunch
- Go for a bike ride or join a gym to work out