Ergonomics is the study of designing equipment and devices that fit the human body, its movements, and its cognitive abilities. Ergonomics is employed to fulfill two goals of health and productivity. It is relevant in the design of such things as safe furniture and easy-to-use interfaces to machines and equipment. Proper ergonomic design is necessary to prevent repetitive strain injuries, which can develop over time and can lead to long-term disability.

The District strives to make the work place a comfortable environment and offers ergonomic evaluations to employee’s who have concerns with their work station. Keenan & Associates has been instrumental in assisting the District in evaluating employee workstations upon request. If you have some ergonomic concerns with your workstation, please contact Human Resources at X 4040 and request an ergonomic evaluation. If you would like additional information about ergonomics, please contact District Environmental Health & Safety X 4070.

For additional resources on ergonomics, log onto the links below for more information.

- Center for Disease Control— [www.cdc.gov/niosh/topics/ergonomics](http://www.cdc.gov/niosh/topics/ergonomics)
SAFETY COMMITTEE MEETINGS—2012/2013 Schedule

SAN BERNARDINO VALLEY (SBVC)
Monday, September 17, 2012
Monday, October 1, 2012
Monday, October 15, 2012
Monday, November 5, 2012
Monday, December 3, 2012
Monday, January 7, 2013
Monday, February 4, 2013
Monday, March 4, 2013
Monday, April 1, 2013
Monday, April 15, 2013
Monday, May 6, 2013

CRAFTON HILLS COLLEGE (CHC)
Monday, August 13, 2012
Monday, September 10, 2012
Monday, October 8, 2012
Monday, November 12, 2012
Monday, December 10, 2012
Monday, January 14, 2013
Monday, February 11, 2013
Monday, March 11, 2013
Monday, April 8, 2013
Monday, May 13, 2013

SBCCD JOB HAZARD ASSESSMENTS AND CODES OF SAFE WORK PRACTICES ARE HERE!

What is a Job Hazard Assessment?
A hazard assessment is an evaluation of a work place, or work situation, as to the potential for hazards that an employee may encounter while performing the job.

Requirements
Employers are required (by OSHA) to certify in writing that they have assessed the work place to determine if hazards are present or likely that would require personal protective equipment (PPE) and/or medical monitoring, or other requirements such as fit testing for respirator use.

Purpose
Identify hazards in the workplace that could result in injury or illness.
Evaluate the level of risk to help determine what controls to implement.
Select an appropriate solution to control the hazard and/or protect the employee.

What are Codes of Safe Work Practices?
Cal-OSHA requires that every employer adopt a written Code of Safe Work Practices which relates to the employer’s operations. The Code shall contain language as suggested in Appendix C (below), and shall be posted at a conspicuous location at each job site office or be provided to each supervisory employee who shall have it readily available.


The Job Hazard Assessments and Codes of Safe Work Practices can be accessed online at the EH&S website by logging on to:
http://www.sbcccd.org/District_Faculty,-a,-Staff_Information-Forms/Environmental_Health_and_Safety/General_Information/SBCCD_Job_Hazard_Assessments.aspx
Or
http://www.sbcccd.org/District_Faculty,-a,-Staff_Information-Forms/Environmental_Health_and_Safety/General_Information/Codes_of_Safe_Practices.aspx

If you have any questions on the Job Hazard Assessments or Codes of Safe Work Practices, contact EH&S at X4070. Hard copies are also available in locations at the campuses & District offices. Call EH&S for the locations.
COOLING TIPS—CENTRAL AIR CONDITIONING TIPS

- **A Set Comfort Level** — Set your air conditioning thermostat to 78° Fahrenheit, a comfortable temperature for most people. Keeping your A/C at a constant temperature could cut your energy costs by as much as 30%.

- **Tune-up Time** — Clean or replace your air conditioner’s filter regularly to help it run more effectively.

- **Keep It Clear** — Shift heat-producing items away from your thermostat, as heat emitted by television sets, lamps, computers, and other electronics will cause your A/C system to work harder to stay at the optimal temperature.

- **Use One at a Time** — Do not run evaporative coolers or humidifiers at the same time as your air conditioner, as these are opposite cooling processes and leaks, drafts, and moisture added by humidifiers and evaporative coolers force the air conditioner to use more electricity.

- **Keep Cool Air In** — Insulate your home and caulk or weather-strip around doors and windows to keep cool air inside and cooling costs down.

- **Use Zone Cooling** — Close doors and/or vents to rooms that are not frequently used. (To avoid damage to your central cooling system, close off no more than one-fourth of the vents in your home.)

For more information on central air conditioning cooling tips log on to the Southern California Edison website at [http://www.sce.com/tips/residential/cooling.htm](http://www.sce.com/tips/residential/cooling.htm)

CRAFTON HILLS COLLEGE—HEAT ILLNESS PREVENTION PROGRAM UPDATE

Crafton Hills College has recently update it’s Heat Illness Prevention Program. If you have any questions about the plan or you are interested in training on Heat Illness Prevention contact:

- Mike Strong, CHC Safety Officer X3210 or
- Whitney Fields, EH&S Administrator X 4070


Online training in Heat Illness Prevention is also available through Keenan Safe Colleges, you can access the online training my logging in with your email address at [http://www.sbccd.keenan.safecolleges.com/login](http://www.sbccd.keenan.safecolleges.com/login)
As a District it is our collective responsibility to update our Hazardous Material Inventory (HMI) on a regular basis and part of that responsibility includes downloading the most recent Material Safety Data Sheets (MSDS) into our Hazardous Material Inventory Database [http://sbcdd.keenan.schoolmsds.com].

MSDS upload instructions are now available and can be accessed at anytime electronically by logging on to [http://www.sbccd.org/~media/Files/SBCCD/District/EHS/Safety%20Newsletter/EHS%20Resources-Summary%20Page/MSDS%20Upload%20Instructions050812sm%203%202.ashx](http://www.sbccd.org/~media/Files/SBCCD/District/EHS/Safety%20Newsletter/EHS%20Resources-Summary%20Page/MSDS%20Upload%20Instructions050812sm%203%202.ashx).

For additional information on designated responsibilities for keeping chemical/hazardous material inventories updated, please refer to the following safety programs:

**SBVC/CHC—Chemical Hygiene Program**

**SBVC/CHC-Hazardous Communication Program**

Please call EH&S at X4070, if you feel you need training on how to upload Materials Safety Data Sheets (MSDS's) into the Keenan online database.

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**ANNUAL SAFETY PRESENTATION TO THE BOARD**

On May 31, the Vice Chancellor of Fiscal Services, Charlie Ng presented an annual safety update to the SBCCD, Board of Trustees. The presentation summarized the following:

- **Goals for Effective Safety And Compliance**
- **Improvements Identified**
- **Approach to Implement Improvements**
- **Current Status of EH&S Programs**
- **Next Steps**


If you have any questions about the presentation, please contact EH&S at X4070.