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
909-384-4137

Michael Strong, Interim Vice President
CHC Safety Officer
909-389-3383

James Hansen, Vice President
SBVC Safety Officer
909-384-8958

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

Vacant,
District Chairperson
District-wide Safety Committee

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

April is National Earthquake Preparedness Month!
Log on to
http://www.ready.gov/

Report Safety Hazards
Visit EH&S at
http://www.sbccd.org/District_Faculty_/a
-Staff_Information-Forms/
Environmental Health and Safety/
Forms/

Asbestos Awareness Safety

Building construction materials such as flooring, walls and ceilings often contain small amounts of asbestos that can be released into the air upon drilling, cutting into, or causing damage to the surface of these materials. In addition, painted surfaces and ceramic tiles may contain lead, which can be released when disturbed. In order to prevent incidents such as these, Federal and State regulations require the San Bernardino Community College District to comply with specific control procedures whenever work is performed or building materials are impacted that may contain asbestos or lead.

District staff, faculty and students should be periodically reminded of the following rules intended to prevent the release of asbestos or lead in San Bernardino Community College District sites.

- District staff, faculty and students are prohibited from making any repairs or modifications to Campus or District buildings, which include cutting, drilling into, sanding or removing any building components. Such components may include, but are not limited to walls, ceilings, floors and cabinets.

- Repairs or modifications to buildings campus or district buildings may only be performed by properly trained Campus or District maintenance personnel or approved contractors. Any requests for modifications to campus or district buildings must be submitted in writing to the Campus or District Administration, prior to taking action.

- Any damaged building components or surfaces (e.g., holes in walls, peeling paint) should be reported to the campus Maintenance & Operations, District Facilities or Campus/District Administration as soon as possible.

- Care should be exercised when securing objects to wall surfaces, to avoid damage to the wall. Thumbtacks or small nails may be utilized as long as they do not gouge or mar the surface of the wall.

- Staff, faculty and students are not permitted to dismantle or attempt repairs on any type of Campus or District issued equipment, such as film projectors, lighting devices, or electrical equipment, unless the activity is part of a Campus Administration authorized the curriculum. Equipment in need of repair should be reported to the Campus Maintenance and Operations or District Facilities.

If you should have any questions on these summarized requirements, or other information related to the management of asbestos or lead located at Campus or District sites, please call Environmental Health & Safety at 909-382-4070.

Log on to the CDC Asbestos website at http://www.cdc.gov/niosh/topics/asbestos/ for more information.
SAFETY FOCUS

Safety Training
March 2012

- **Crafton Hills College**
  Asbestos/Lead-Paint Awareness: M&O, 03/12/12, 11AM
  Asbestos/Lead-Paint Awareness: Custodial, 03/12/12, 5PM
- **San Bernardino Valley College**
  Asbestos/Lead-Paint Awareness: M&O, 03/19/12, 1PM
  Asbestos/Lead-Paint Awareness: Custodial, 03/23/12, 2PM

Safety Committee Meetings–March 2012

- **SBVC**
  03/05/12 & 03/19/12, 3PM

- **CHC**
  03/12/12, 1PM

- **District-Wide**
  03/09/12, 130PM

- **District-Sites**
  03/16/12, 2PM

Call your Site Safety Officer for meeting times and location confirmation:

- SBVC x8958, CHC x3383 & DISTRICT x4070

ASBESTOS ANNUAL NOTIFICATIONS 2012

In accordance with the California Health and Safety Code, Section 25915, the District discloses asbestos survey information that confirms the presence of asbestos-containing materials (ACM) in some campus buildings. San Bernardino Valley and Crafton Hills College, Administration have respectively released electronic notifications in January of 2012 to meet our regulatory obligation.

For those interested in obtaining a copy of these notifications/modification instructions or for more information regarding training and the hazards of asbestos, the Campus, Site Safety Officers and the District Environmental Health & Safety Administrator are available for questions and can be contacted at CHCX 3383, SBVC X8958, and the District Offices X4070.

KEENAN ANNUAL HAZARDOUS MATERIALS INVENTORY (HMI) 2012

In Jan. 2012, Keenan conducted an annual hazardous materials inventory of the materials observed at all applicable District sites/locations. The inventory is a valuable tool that assists the District in managing our hazardous waste streams and reporting requirements District-wide.

SAFETY RESOURCES PAGE

Check out the new Safety/Workers Compensation/Emergency Preparedness, Resource Page. All the resources you need in two pages for safety, workers comp. and emergency preparedness. Exciting links for the following resources are available at http://www.sbccd.org/District_Faculty_Staff_Information-Forms/Environmental_Health_and_Safety/General_Information/Safety_Resources-Summary_Page.aspx

- Safety website/resource summary
- Safety Training online
- What Safety Training Do I Need?
- Workers Compensation—What Forms Do I Need?
- Material Safety Data sheets
- Safety Newsletters
- Emergency Preparedness program/resources
- Hazard/Safety reporting
- Campus/District Safety representatives/Contact Us
- Job Hazard Assessments—Coming Soon!

It’s safety resources at your fingertips quick and easy, just log on.

REMEMBER SAFETY FIRST, LAST & ALWAYS!

SBCCD-WORKERS COMPENSATION MEDICAL TREATMENT UPDATE

Did you know there are now two options for injured employees to receive medical treatment if injured at work (Comp and Fox Occupational Medical)? See the attached, pages 4-6. The Workman’s Compensation Packet on the HR website will be updated shortly to include this information. See http://www.sbccd.org/District_Faculty_Staff_Information-Forms/Human_Resources_Forms.aspx

In addition, the SBVC and CHC, Injury and Illness Prevention Program (IIPP) will be updated accordingly.

KEENAN—SAFETY (SWACC) INSPECTION REPORT IS HERE!

Keenan and Associates, the District’s contracted loss control consultant, conducted the bi-annual 2012, Statewide Association of Community Colleges (SWACC) safety & property liability inspection in January 2012 and the report has been released. The District Site Safety Officers and District Environmental Health & Safety will be working closely with campus administrators to initiate follow-up on any summarized corrective action.

Interested to know what was found, no problem, call EH&S at X4070 and speak to the District EH&S Administrator?
AUTHORIZATION FOR MEDICAL TREATMENT
WORK-RELATED EMPLOYEE INJURY

EMPLOYEE PERSONAL INFORMATION

EMPLOYEE NAME: ___________________________ EMPLOYMENT SITE: ___________________________

DATE OF INJURY: ___________________________ TIME OF INJURY: ___________________________

WORKING DAYS: ___________________________ WORKING HOURS: ___________________________

JOB TITLE: ___________________________

IMPORTANT - CHOOSE ONE OPTION LISTED BELOW:

☐ I ACCEPT medical treatment at a clinic designated by the San Bernardino Community College District as listed below. Please select one of the clinics below by checking the appropriate box.

☐ I DECLINE medical treatment at this time. Additionally, I understand that if I should need medical treatment at a later date I will notify my supervisor and Human Resources.

☐ I choose to be treated by the Pre-Designated Physician. I understand that this physician signed designation must be on file with Human Resources prior to the date of this injury and that physician I have chosen has previously treated me, has my medical records, and has agreed to treat me in the event of a work-related incident.

NOTE: Use of an unauthorized medical facility may result in non-payment of the bill.

<table>
<thead>
<tr>
<th>✓</th>
<th>NAME</th>
<th>ADDRESS (MAP ON BACK SIDE)</th>
<th>PHONE</th>
<th>HOURS</th>
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<tr>
<td>☐</td>
<td>COMP – CENTRAL OCCUPATIONAL MEDICINE PROVIDERS</td>
<td>295 E. CAROLINE ST., STE D1 SAN BERNARDINO, CA 92408 <strong>OTHER LOCATIONS AVAILABLE</strong></td>
<td>909-723-1161</td>
<td>24 HOURS 7 DAYS/WEEK</td>
</tr>
<tr>
<td>☐</td>
<td>FOX OCCUPATIONAL MEDICAL CENTER</td>
<td>1375 CAMINO REAL, STE 130 SAN BERNARDINO, CA 92408</td>
<td>909-884-1500</td>
<td>8:00 AM TO 5:00 PM MON-FRI</td>
</tr>
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I HAVE BEEN GIVEN THE FOLLOWING FORMS:

1. State Claim Form DWC – 1
2. Employee Statement
3. Instructions for Injured Workers
4. Covered Employee Notification of Rights Materials (MPN)

EMPLOYEE SIGNATURE: ___________________________ DATE: ___________________________

AUTHORIZED SUPERVISOR (PRINT): ___________________________ TITLE: ___________________________

SUPERVISOR SIGNATURE: ___________________________ DATE: ___________________________

INSTRUCTIONS TO MEDICAL PROVIDER:
MAIL ORIGINAL DOCTOR’S FIRST REPORT AND ALL MEDICAL BILLS TO:

FIRST AID CLAIMS ONLY:
SBCCD, ATTN: HUMAN RESOURCES
114 S. DEL ROSA DR.
SAN BERNARDINO, CA 92408

RECORDABLE CLAIMS:
KEENAN & ASSOCIATES
PO BOX 59916
RIVERSIDE, CA 92517

951-715-0190
951-788-8013 (FAX)

DISTRIBUTION: ORIGINAL: MEDICAL PROVIDER (IF DECLINING TREATMENT – SEND TO HR)
COPY: FAX TO SBCCD HR 909-382-0173 COPY: EMPLOYEE

SBCCD
WC – MED AUTH 11-11
For Work Related Injuries or Illness
See
FOX OCCUPATIONAL MEDICAL CENTER

Se Habla Español
Hours: 8:00 AM to 5:00 PM Monday-Friday

Phone (909) 884-1500
1375 Camino Real, Suite 130
San Bernardino, CA 92408
IN CASE OF WORK RELATED INJURY

Open 24 Hour - 7 Days a Week

COMP Central Occupational Medicine Providers
www.comp-medicalgroup.com

Interim Location

Old Location

295 E. Caroline St. Ste. D1, San Bernardino, CA 92408 Phone (909) 723-1161

Courtesy Transportation Available For Injuries
Physicals & Follow Up Appointments - Monday thru Friday: 8:00am - 6:00pm

Questions Can Be Addressed to our Corporate Offices at:
4300 Central Ave., Riverside CA 92506 Phone (951) 222-2206

Please be aware: Workers' Compensation Senate Bill 1218 Fraudulent Claims:
Anyone filing a false claim is guilty of a felony. The penalty will be up to 5 years in jail or up to $50,000.00 in fines.
SAFETY/WORKERS COMPENSATION/EMERGENCY PREPAREDNESS

RESOURCES

Environmental Health & Safety Homepage  www.sbccd.org/ehs

- General Information (Contact Us, Freq. Asked Questions, Safety Policies & Material Safety Data Sheets)
- Safety Training (What Safety Training Do I Need, Instructions to log on to online safety training)
- Safety Committee Meeting (Meeting Minutes/Agendas)
- Forms (Employee Injury Illness/Hazard Reporting/Blood borne Pathogen Exposure forms)
- Resource links (OSHA, AQMD/EPA, Department of Health Services, FEMA & Red cross)
- Safety Flash (Special memos-informational items)
- Safety Newsletters
- Emergency Preparedness (Draft Emergency Operations Plan)

Safety Training Link Online

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Training.aspx

Workers Compensation - Accident/Injury Forms/ (DWC-1) Claim Form

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Forms.aspx

Material Safety Data Sheets

http://sbccd.keenan.schoolmsds.com/

Safety Newsletters

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Newsletters.aspx

Emergency Preparedness Program – Draft

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Emergency_Preparedness_Program.aspx

Hazard/Safety Reporting

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/Environmental_Health_and_Safety/Forms/Hazard_Reporting.aspx

JOB HAZARD ASSESSMENTS – COMING SOON!
SAFETY/WORKERS COMPENSATION/EMERGENCY PREPAREDNESS

RESOURCES

Safety Representatives (Campus/District Offices)

Contact Us

http://www.sbccd.org/District_Faculty,-a-,Staff_Information-Forms/Environmental_Health_and_Safety/General_Information/Contact_Us.aspx

SBCV – Site Safety Officer - James Hansen, VP of Administrative Services

(909) 384-8958
jhansen@valleycollege.edu

CHC – Site Safety Officer – Michael Strong, Interim VP of Administrative Services

(909) 389-3383
mstrong@sbcccd.cc.ca.us

District Offices/Sites – Site Safety Officer – Steven Sutorus, Business Manager

(909) 382-4031
ssutorus@sbcccd.cc.ca.us

District-Wide Safety – Whitney Fields, Environmental Health & Safety Administrator

(909) 382-4070
wfields@sbcccd.cc.ca.us

District Emergency Preparedness – Lt. Pierre Galvez, District Police

(909) 387-1605
pgalvez@sbcccd.cc.ca.us

Workers Compensation Form – What forms do I need?

http://www.sbccd.org/District_Faculty,-a-,Staff_Information-Forms/Environmental_Health_and_Safety/Forms.aspx

Supervisors Instruction form
1. Supervisor statement of occupational injury/illness
2. Employee statement of occupational injury/illness
3. DWC 1 – Workers Compensation Claim Form (HR within 24-hours)
4. Authorization for Medical Treatment (Comp/FOX Occupational)
5. Witness Statement of Injury

REMEMBER SAFETY FIRST, LAST & ALWAYS!