The SBCCD is preparing for April’s Earthquake Preparedness Month. The Campus/District-Site evacuation Spring drills shall be coordinated by the campus Administrative Services offices, the Emergency Preparedness Manager, Laura Whitehead and Environmental Health & Safety. Please see the following dates for the campus/District-site evacuation drill and tips to better prepare you and your family for an earthquake:

- SBVC - Evacuation Drill – Tuesday, 4/22/14, 1050AM
- CHC - Evacuation Drill - Tuesday, 4/22/14, 7:15PM
- District Sites (Admin. Offices/ATTC/PDC/Redlands Annex) - Evacuation Drill– Tuesday, 4/22/14, 9:30AM

**EARTHQUAKE SAFETY TIPS - 2014**

- Plan ahead—Locate potential safe areas; under a desk. Stay away from windows, unsecured bookshelves, and file cabinets.
- Know the location of the fire extinguishers and first aid kits. For fire extinguisher training, contact Admin. Services for SBVC at X8965, CHC at X3211 & District Sites X4070.
- Plan your immediate action with co-workers in the event that the shaking starts and review the campus emergency preparedness flip charts and SBCCD Emergency Preparedness Plan.
- Contact Laura Whitehead the SBCCD, Emergency Preparedness Manager for Emergency Preparedness training and resources at X8667 or by email at lwhitehead@sbccd.cc.ca.us.

For additional resources log in to:

2. Cal OES at http://www.calema.ca.gov/LandingPages/Pages/Plan-and-Prepare.aspx

REPORT SAFETY HAZARDS VISIT EH&S AT:

http://www.sbccd.org/District_Faculty_-a_-Staff_Information-Forms/Environmental_Health_and_Safety/Forms/
Improving Classroom Safety

As the District continues to improve on site safety visual resources or aids have been provided to employees that provide a summary of common classroom safety violations, which provides guidance on exits, fire extinguishers, overhead storage, extension cords and many other safety violations commonly found during a routine inspection. Prepare your campus or site location for the next safety inspection and help to make your classrooms safe in the process.

This attached diagram, Common Safety Violations In School Classrooms is a useful tool to communicate safety hazards as part of your site’s Injury and Illness Prevention Plan (IIPP). Utilize it as resource to identify safety hazards and feel free to provide copies to your colleagues to help them increase their understanding of classroom safety.

If you should have any questions regarding this information, please call SBCCD Environmental Health & Safety at (909) 382-4070 or email wfields@sbccd.cc.ca.us.

Electrical Hazard Safety Tips

The high volume of electrical equipment in a typical office can expose employees to serious electrical hazards, including shocks, burns and fire.

To protect against incidents, please follow these tips:

- Even when using a surge protector, make sure the electrical load is not too much for the circuit.
- Avoid overloading outlets with too many approved appliances.
- Unplug appliances when not in use to save energy and minimize the risk of shock and fire.
- Inspect electrical cords once a month to ensure they are not frayed or damaged.
- Do not run electrical cords through high-traffic areas and follow the equipment manufacturer’s instructions.

Ventilation Safety Tips

Let’s help in maintaining exceptional indoor quality within our SBCCD offices.

Tips & Tricks

⇒ HVAC systems should be “ON” when offices are occupied.
⇒ If no HVAC system, keep widows open as much as possible. Let the fresh air in!
⇒ Fans can also be a great source of ventilation.
⇒ Verify thermostats & air ducts are free from obstruction that could impede air flow.
Computer Vision Syndrome (CVS), a condition with symptoms including headaches, dry eyes and blurred vision, can occur in any work environment that requires extended periods of time looking at a computer monitor.

**Alleviate the Symptoms:**

**Get a thorough eye exam annually.** Even people who don’t wear glasses may need them for computer work.

**Give your eyes a rest. Take breaks!** Return phone calls or make copies if your eyes start to feel tired.

**Minimize screen glare.** Using a glare reduction filter or closing shades/blinds can reduce glare.

**Adjust your work area.** The computer screen should be placed about 16-30 inches from your eyes, with the top of the screen slightly below horizontal eye level.

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**Community Emergency Response Training (CERT) SUMMER 2014!**

The SBCCD is now certified to teach Community Emergency Response Training. **Join us this summer for CERT training at the SBVC and CHC campuses for this exiting opportunity.** The CERT course educates people about disaster preparedness for hazards that may impact their area and train them in basic disaster response skills such as:

- Fire safety
- Light search and rescue
- Team organization and
- Disaster medical operations

Using the training learned in the classroom and during exercises, CERT members can assist other in the workplace, their neighborhood following an event when professional responders are not immediately available to help.

Take this opportunity for professional development that will help with your personal growth and make you a more valuable asset to your neighborhood and workplace.

For additional information on the CERT training times, dates and locations, please contact the Emergency Preparedness Manager, Laura Whitehead X8667 or by email at lwhitehead@sbccd.cc.ca.us to pre-register for the summer classes.

**For additional information on CERT, click on the below links:**

- [http://www.youtube.com/user/CERTonline](http://www.youtube.com/user/CERTonline)
Spring time is here and we want to make sure that we engage in Spring activities in a safe manner. Below are a few tips to follow when conducting your Spring cleaning.

1. Don’t rush just because you are tired and in a hurry.
2. Be careful moving large pieces of furniture.
3. Be safe while on ladders and step stools.
4. Be careful when walking on wet surfaces.
5. Keep stairs, landings, and walkways clear of boxes, bags and other clutter.
6. Always follow cleaning product label safety instructions and recommendations.
7. Don’t carry too much stuff at once, especially on stairs.
8. Wear a dust mask when cleaning dusty areas. Employees should refer to their campus Respiratory Protection Programs for detailed information on workplace respirators and requirements.
9. Do not leave buckets filled with water around your home.
10. Put away all your cleaning supplies, if applicable when you have completed your cleaning task.

For additional safety tips and information on Spring Break Health & Safety Tips, refer to the below resources or links.

http://www.cdc.gov/family/springbreak/
http://www.dir.ca.gov/DOSH/

**CSEA 23.1 Unsafe/Unsanitary Condition — DID YOU KNOW!**

Did you know, that the [CSEA Collective Bargaining Agreement, Article 23, Section 23.1](http://www.csea.org) for Unsafe/Unsanitary Conditions stipulates the following:

- Employees shall notify their immediate supervisor in writing concerning an unsafe or unsanitary condition in the DISTRICT directly affecting their physical welfare.
- The immediate supervisor shall acknowledge receipt of the written condition by initialing and dating the original request. Such initials acknowledge receipt only.
- Their immediate supervisor shall investigate said reported unsafe or unsanitary condition and advise the employee of any findings and suggested corrective action within five (5) working days of the receipt of the written request.

Per the [Injury and Illness Prevention Programs](http://www.dir.ca.gov/DOSH/), an employee also has the option to report safety hazards anonymously without fear or appraisal by filing out the electronic, SBCCD Hazard Reporting form. The information provided is sent directly to District, Environmental Health & Safety and the campus, Site Safety Office/Vice-President of Administrative Services to address the employee’s safety concern in a timely manner.