Beginning Thursday, October 24th, 2013, Keenan & Associates will be on the ground at the campus/district sites to conduct the annual chemical inventory (HMI). Under the guidance of District Environmental Health & Safety, Keenan will conduct a comprehensive assessment and inventory of all District chemicals. Keenan will be provided with access to all areas where chemicals are stored. Subsequently, a report and spreadsheet, which itemizes the chemicals found with locations will be provided and posted on the Environmental Health & Safety website.

For access to the most current inventory and safety data sheets (SDS's), log on to: http://sbccd.keenan.schoolmsds.com/binders/index.xsp

The new inventory will be updated by the Winter of 2013. Please contact District Environmental Health & Safety at X4070 or by email at wfields@sbccd.cc.ca.us, if you should have any questions.

Please see the schedule as follows for the HMI inspection dates at your campus or site locations.

2013/2014 Hazardous Materials Inventory—SBCCD Schedule

- District Sites—District Admin. Offices, ATTC/PDC & 8th Street Annex -10/24/13
- San Bernardino Valley College-10/24, 10/25, 10/28 and 10/29/13
- Crafton Hills College-10/29, 10/30 and 10/31/13

Safety Committee Meetings—November/December 2013

- SBVC, Safety Committee, 11/04/13, Monday, 3PM-430PM, ADSS #207
- CHC, Safety Committee, 11/11/13, Monday, 1PM-230PM, LADM 161
- District-Wide Safety Committee, 12/13/13, Friday, 1:30PM-3PM, PDC#104
- District-Sites, Safety Committee, 12/20/13, Friday, 2PM-3PM, District HR, Conference Room#1
One of the 2013 safety initiatives is a complete overhaul of the campus (SBVC/CHC) safety programs. In a sincere effort to improve our safety culture at the district, in addition to increasing efficiency and effectiveness relative to our safety initiatives, the new programs will be streamlined to incorporate the regulatory requirements in addition to appendices that will have site specific information relative to the campuses unique needs.

The programs will have a new look and be easier to follow as opposed to the current versions. Look forward to completion by the Summer of 2014. District Environmental Health & Safety will be working closely with the campus, Vice Presidents of Administrative Services and a 3rd party safety consultant, Citadel Environmental Group, Inc. on this safety project.

The following safety programs will be combined into one program as opposed to having a redundant safety program at each campus location: Chemical Hygiene, Confined Space, Blood borne Pathogens, Communicable Disease, Fire & Safety, Hazard Communication with new GHS standards, Heat Illness Prevention, Hearing Conservation, Injury & Illness Prevention, Lockout/Tag out (LOTO) and Respiratory Protection.

Globally Harmonized (GHS) Training Deadline 12/01/13

The GHS training deadline is quickly approaching. December 1st, 2013 is right around the corner! As required under Title 8 and as per the District's Hazard Communication Programs, all employees who work with, or are potentially exposed to hazardous chemicals, shall be provided with training in accordance with the GHS standard. OSHA is phasing in specific compliance requirements for GHS. The first compliance date is December 1, 2013. By this date, all employees must have been trained on the new label elements and the Safety Data Sheet (SDS) format.

District Environmental Health & Safety, working closely with campus and district-sites administrators has provided options (online/live) for district employees to complete this training to ensure the District’s compliance with the GHS standards training requirement. You will receive training credit for either the online or live training session. See the options below and contact, District Environmental Health & Safety at X4070 or by email at wfields@sbcdd.cc.ca.us, if you should have any additional questions.

**GHS Online Safety Training—Option 1**

Log on to Keenan Safety Colleges online training and take the online safety training modules, which have been assigned to all district employees. Click on the applicable link below for log in instructions.

Log In Instruction for Classified/Faculty
Log In Instructions for Administrators-Managers-Supervisors

**GHS Live Training—Option 2**

San Bernardino Valley College, October 21st, 11AM, Business Conference Center or
San Bernardino Valley College, October 21st, 3PM, Business Conference Center
At the SBCCD, our safety staff is small and utilizes safety vendors & consultants to assist in various areas, which include safety program development, exposure assessments and indoor air quality inspections as needed to ensure the district is maintaining compliance with all local, state and federal regulations. Environmental Health & Safety would like to thank these vendors for all they do and will recognize a safety vendor, who works for the district on a regular basis.

This month’s, safety vendor spotlight goes to Ms. Christine Kwon with Citadel Environmental Services, Inc. Ms. Kwon is a certified Asbestos Site Surveillance Tech., Lead Sampling Tech. and holds a Masters degree in Engineering from the University of California and a B.S. in Environmental Engineering from UC, Riverside. As a Project Coordinator for Citadel, Ms. Kwon provides on-site organization, direction, control and coordination necessary for the implementation, execution and completion of industrial hygiene and environmental compliance-related projects awarded to Citadel.

Ms. Kwon has worked on numerous projects for the SBCCD under the direction of District Environmental Health & Safety, which included safety/hazard assessments, exposure monitoring, safety program development and indoor air quality inspections. If you ever see Mr. Kwon on a campus or a district site, say, “Hello” and give her a warm smile and a thumbs up for being the SBCCD, safety spotlight vendor for October 2013. Congratulations, Ms. Christine Kwon!

Did you know that District Environmental Health & Safety has responded to over 12 requests for ergonomics evaluations over the last 18 months? What does that mean exactly? Well it means that we are getting better at communicating our process to request ergonomic evaluations out to our district site and campus communities. Employees that were experiencing pain received evaluations and testified afterwards that it made a major difference in how they feel at their work stations day-to-day. Also it was much more comfortable for them after they had received their evaluation as their work station was adjusted on site or they received a piece of ergonomic equipment to facilitate a positive comfort level.

If you are feeling discomfort and believe it is associated with your work station, inform your supervisor first and call District, Environmental Health & Safety at X4070 or email, wfields@sbcdd.cc.ca.us and request an ergonomic evaluation, it will take a about thirty-minutes to go through the evaluation.

For additional information or ergonomic resources, call or email District Environmental Health & Safety via the above information and check out one of the links below.

- OSHA Ergonomics Link
- State Compensation Insurance Fund Link
If you have been suffering from headaches, neck aches, upset stomach, sleeping disorders, weight in balance, muscle tension, shortness of breath or the flu. You could be stressed. Practicing good nutrition and exercising regularly have proven to reduce harmful stress.

Eat Right—Avoid sugar, alcohol and caffeine. Avoid skipping meals
Drink plenty of fluids. Exercise—Make it fun, make it routine and vary the program.
Exercise anytime…..watching television, doing yard/house work or at your work station.

For additional resources, log on to Keenan Safe Colleges and take the new Stress Management training.

Halloween is a fun time when you enjoy lot’s of tasty treats and have a chance to be someone or something that you may have always imagined being, whether it be a ghost or princess, you should be safe and enjoy the holiday. Below are a few safety tips, that will assist you in having a safe Halloween this year.

**Adults**

1. Welcome trick-or-treaters with your porch lights or any exterior lights on.
2. Patrol your streets occasionally to discourage speeding motorists, acts of malicious mischief and crimes against children.
3. Report any suspicious or criminal activity to your police department immediately.
4. Do not give or receive homemade or unwrapped treats.

**Motorists**

1. Exercise extreme caution when driving a vehicle. Be on alert for exited youngsters, whose vision may be obscured by masks, darting out into traffic.

**THINGS PARENTS SHOULD TELL TRICK-OR-TREATERS**

1. Set a time limit for your children to "trick-or-treat". Designate a specific route for them to take. An adult should accompany any younger children.
2. Never trick-or-treat alone. Have at least two buddies go together for the entire evening.
3. Carry a flashlight and use it so drivers can see you and you can see hazards in the street as well as other people. 4. Cross only at street corners, never between parked cars, and never diagonally across an intersection. 5. Look in all directions before crossing the street, and obey all traffic signals. Walk, never run, across the street, and use sidewalks, not the street, for walking. 6. Do not accept rides from strangers.