Electrical office safety is extremely important. Electrical currents can be deadly at high voltages. Even a small amount of electrical current can be damaging to our body. It can cause nerve damage or paralysis. While it is important to practice all safety habits at work, electrical office safety is most important. Misusing electricity could result in many accidents, including fires. Electrical fires are known to have killed more than 700 people a year. There are many products aimed toward electrical safety. Contact Maintenance & Operations at SBVC (x8965) or CHC (x3384) for referrals on safe electrical products that can be purchased.

Electrical Office Safety Tips

- Always check for damaged cords and replace, if necessary.
- Do not run cords across walkways and doors. They may cause tripping hazards.
- Do not overload circuits with too many plugs.
- Never pull a plug out by the cord; always grip it firmly at the base.
- Keep all cords away from extreme heat or flames.
- Never touch an exposed electrical wire.
- Be sure there is no water leaking on or near electrical devices.
- All employees should be trained on proper electrical office safety.

For additional information on Electrical Safety, call District Environmental Health & Safety at X4070 or email wfields@sbccd.cc.ca.us

Need Electrical Safety Training? No Problem!

**Online Training**

Keenan Safe Colleges offers an Electrical Safety training module online for your convenience from the comfort of your own work station. Simply log on to [http://www.sbccd.org/District_Faculty_-a---Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Training.aspx](http://www.sbccd.org/District_Faculty_-a---Staff_Information-Forms/Environmental_Health_and_Safety/Safety_Training.aspx) for log in instructions.

**Live Training**

District Environmental Health & Safety (EH&S) can provide live, Electrical Safety training to a division or department by request. Please call EH&S at X4070 for more information.
2012 GREAT SHAKE OUT IS COMING! 10/18/12 10:18 AM

The 2012 California Shake Out is coming and is scheduled for 10/18 at 10:18 AM. District Police, in conjunction with the Safety Committee’s at SBVC, CHC and the District, are in the planning process for this great exercise. Currently the following is planned on this date, so please remind fellow staff and faculty members to participate in and be prepared for the exercise.

- A coordinated, mass evacuation drill will occur at the campuses and District offices.
- A voice message will be sent out on Informacast on evacuation expectations/protocol.
- An emergency test message will be sent out utilizing Blackboard Connect.
- Earthquake preparedness educational materials will be distributed at safety booths and electronically prior to the drill and on the day of the drill.

For more information on the Shake Out exercise and planning, contact the Office of Administrative Services at SBVC X8958, CHC X3210, District X4070 or District School Police at X4491.

Common Safety Violations In School Classrooms

In an effort to promote and increase Safety Awareness throughout the District, EH&S, working closely with the campus and District site safety officers, has developed a simple resource to refer to for Common Safety Violations that an employee or student might encounter in a typical classroom setting.

Over the summer, a new classroom diagram with 19 of the most common safety violations has been posted in each classroom at SBVC, CHC and the District ATTC/PDC.

Most classroom safety violations can be avoided by keeping classrooms clean, neat and well organized. For an electronic version of Common Safety Violations in School Classrooms, click on the hyperlink.

For a hard copy, contact District Environmental Health & Safety at X4070 or email wfields@sbcdd.cc.ca.us

UPATE YOUR INFORMATION ON BLACKBOARD CONNECT - DON’T BE LEFT OUT!

The 2012 California Shake Out is coming and it is important that you update your personal information with Blackboard Connect, the District Emergency Notification System (ENS).

Please update your information in Web Advisor to ensure that you get voice, text and/or email notifications when emergencies occur and notices are sent out. If your information is not updated, you may not receive notification of critical information that could assist you during an emergency. Create a technical support help ticket if you cannot update your information and see the attached Blackboard Connect—Personal Information Update Reference Card. This can be accessed electronically by clicking on to the hyperlink, or you can receive a hard copy of a reference wallet card by contacting District EH&S at X4070 or the District Police at X4491.
SAFETY FOCUS

SAFETY COMMITTEE PARTICIPATION - WE WANT YOU!

Are you passionate about safety in your work environment? Do you care about emergency preparedness and how the campuses and District offices can better prepare for emergency situations? Or do you simply want to know more about how safety and emergency preparedness protocol are implemented and how you can help?

Join a Safety Committee. There is no better time! We just started meeting this academic school year and would like to see more participation in the safety committees. For more information on meeting times and locations, contact the campus Administrative Services offices at SBVC X8985, CHC X3210 or, for the District Sites/District Wide safety committees, contact, District EH&S at X4070.

There is no better time to join us! Please see the below times, dates scheduled for the September 2012 meetings.

♦ San Bernardino Valley College: 09/19/12, 3:30PM, AD/SS 207
♦ Crafton Hills College, 09/12/12, 1PM, LADM 161
♦ District Sites, 09/16/12, 2PM, Conference Room #2
♦ Districtwide, 09/14/12, 1:30 PM, PDC #104

NEW SITE SAFETY OFFICER @ SBVC: INTERIM VP OF ADMIN. SERVICES, SCOTT STARK

Meet Scott Stark, the new SBVC Interim Vice President of Administrative Services and Site Safety Officer. Scott was hired into SBCCD a year ago as Facility Project Manager to assist Vice Chancellor Charlie Ng with managing the Measure M bond construction program. While this is his first experience working in higher education, his career spans 33 years in the Southern California K-12 arena, focusing on maintenance and operations, facilities, transportation programs, and school business. Although he’s been a manager since 1998, Scott came up through the trades as an electrical contractor and maintenance electrician, and has held most positions in facilities and maintenance, providing him a depth of practical experience as an administrator. His educational background includes a BS Electronics from Chapman University and a certificate in School Business from USC. Scott was recently appointed Interim VP of Administrative Services at Valley College. Welcome Scott as he works closely with District EH&S to make the SBVC campus a safer place for our students, staff and faculty. Scott can be reached at X8958.

HAZARDOUS WASTE DISPOSAL PROTOCOL—REMINDER

Just a reminder of the importance of proper disposal and labeling of hazardous waste and chemicals on the campus or District office sites. The campuses and District offices strive to assure compliance with all Federal, State, and local regulations applicable to hazardous waste storage, transport and disposal. The District and campuses are responsible for our hazardous waste, forever or from “cradle to grave”, so it is imperative that all employees who handle, generate, package, label and or move hazardous waste be familiar with protocols and procedures.

We dispose of our hazardous waste every 90 days via a contracted, certified/registered waste hauler. An email reminder is distributed by either the Office of Admin. Services at SBVC or Custodial at CHC prior to scheduled pick-ups. For more information on our Hazardous Waste disposal protocol or training on proper labeling and storage of hazardous materials, please contact District EH&S at X4070 or email wfields@sbccd.cc.ca.us.
SAFETY FOCUS

CRAFTON HILLS COLLEGE - REVISED CHEMICAL HYGIENE PLAN 2012

Crafton Hills College has revised its Chemical Hygiene Plan. The Chemical Hygiene plan is critical in setting forth policies, procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from health hazards presented by chemicals used in laboratories. The CHC Chemical Hygiene Plan is intended to meet all the requirements of Title 8, CCR 5191, Occupational Exposure to Hazardous Chemicals in Laboratories.

This plan can be found on the EH&S website. Just click on CHC Chemical Hygiene Plan.

CHC Chemical Hygiene/Lab Safety Training

The CHC VP of Administrative Services and Dean of Arts/Science held the first site specific Chemical Hygiene/Lab Safety training session on 08/30/12, in conjunction with District EH&S. For additional information on the revised program and training, please contact:

- Michael Strong, CHC, VP of Admin. Services, X3383
- Richard Hogrefe, Dean of Arts & Sciences, X3205
- Whitney Fields, District EH&S, X4070

NEW CRAFTON HILLS COLLEGE - FORMALDEHYDE/PHENOL SAFETY PLAN

Crafton Hills College has a new Formaldehyde/Phenol Plan. The purpose of this program is to protect CHC employees and students from the hazards associated with the use of formaldehyde and phenol, and to maintain formaldehyde and phenol exposures below the regulatory limits.

Formaldehyde exposure has been associated with irritation to the human respiratory tract, cancers of the nose and lung, and loss of vision. Formaldehyde may affect the body through inhalation, skin/eye contact or accidental ingestion. One’s sense of smell and eye irritation become less sensitive with time as one adapts to formaldehyde exposure; therefore, one cannot rely on formaldehyde’s warning properties to alert oneself to the potential for overexposure. The amount of exposure determines the type and degree of beneficial or adverse health effects.

The campus conducts air monitoring/exposure assessments annually through 3rd party Industrial Hygienists for trigger tasks associated with potential exposure as part of our program. Training on the new program for applicable staff/faculty is being scheduled at CHC.

For more information on the CHC Formaldehyde/Phenol Safety plan or training, contact:

- Michael Strong, CHC, VP of Admin. Services X3383
- Richard Hogrefe, Dean of Arts & Sciences X3205
- Whitney Fields, District EH&S X4070

The revised CHC Chemical Hygiene Plan can be found on the District EH&S website; click on CHC Formaldehyde/Phenol Safety Plan.