It’s that time of year again, we are back to school for the fall semester and here are a few safety tips for employees to follow coming back for the new school year.

**Personal Protective Equipment (PPE)**

Protects a person’s body parts from possible harm. Employees should consult with their supervisor if their assigned PPE does not properly fit or needs to be modified. An employee can review their Job Hazard Assessment or the Codes of Safe Work Practices at anytime online and refresh their memory on what PPE may be required for potential hazards identified for their particular job classification.

**Lifting/Back Safety**

Employees should be familiar with the correct way to lift a load and reduce the chance of straining or spraining their back. Below are tips to follow to prevent injuries, which may occur from lifting.

* Size up the load & plan the job
* Set up a good base of support
* Get a good grip
* Keep the load close
* Lift with your legs & pivot, don't twist

**Slips, Trips, and Falls**

Avoid slips, trips and falls by:

Wearing clean footwear, using handrails, practice ladder safety, wear appropriate footwear and report any equipment or supplies left in walkways to your supervisor.

**Safety Training Resources**

For additional training resources for personal protective equipment (PPE), lifting/back safety and slip, trips and falls log on to Keenan Safe Colleges and take an online safety training module at your leisure.

You may also contact, District Environmental Health & Safety at X4070 or by email at: wfields@sbccd.cc.ca.us for live training options.
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. Cal/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@sbccd.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**
- **Crafton Hills College, October 7th, 11AM-12PM, PAC#101, Auditorium or**
- **Crafton Hills College, October 7th, 3PM-4PM, PAC#101, Auditorium**

&
- **San Bernardino Valley College, October 21st, 11AM-12PM, Business Conference Center or**
- **San Bernardino Valley College, October 21st, 3PM-4PM, Business Conference Center**

---

**FLU Season Is On The Horizon—Get Your Flu Shots**

The CDC recommends an annual flu vaccine for everyone over the age of 6 months as the first and most important step in protecting against the flu. The flu vaccine is designed to protect against the three main strains that research indicates will cause the most illness during the flu season. For additional information on flu vaccinations, see the information and resources provided below:

- **Crafton Hills College**—Flu Vaccine available in the CHC, [Health & Wellness Center](#) —Cost $12.00, Call 909-389-3272 or come to SSB 101 for an appointment

- **San Bernardino Valley College**—Call the SBVC, [Student Health Services](#) at 909-384-4495 for more information

- **CDC Flu Vaccine Promotional Video Link**
The San Bernardino Community College District will be participating once again in the Great California Shake Out exercise, scheduled for Thursday, 10/17/13 at 10:17AM. The campuses and district sites will be conducting the following activities to participate in this exercise and better prepare the district for an impending catastrophic event. For additional questions on the below planned activities, contact Janet Johnson X8985 for SBVC, Mike Strong X3210 for CHC and Whitney Fields X4070 for the district site locations.

**Planned Activities Scheduled for 10/17/13 at 10:17AM, shall include:**

- A coordinated mass evacuation to the designated evacuation locations at 10:17 AM of campus and district site facilities by the Building Evacuation Captains and support administration
- Testing of the District Emergency Notification System – Blackboard Connect
- Testing of the phone notification system – InformaCast
- Testing of fire alarm systems (CHC only) in select buildings on campus
- Distribution of educational/promotional, emergency preparedness materials to staff, faculty & students
- Release of evacuees back to the campus/district site facilities

**For additional Emergency Preparedness Resources, click on the following links:**

- [SBVC Emergency Flip Chart Link](#)
- [CHC Emergency Flip Chart Link](#)
- [District Police Emergency Preparedness Link](#)
- [District Environmental Health & Safety Emergency Preparedness Link](#)
- [Great California Shake Out 2013 Link](#)

---

**Routine Safety Inspections—Campus/District Sites**

As summarized in our campus and district, Injury & Illness Prevention Programs (IIPP), safety self-inspections shall be performed by management on a regular basis, every 6 months for classrooms/office spaces and quarterly for shops and laboratory spaces. District Environmental Health & Safety will be working closely with campus administrators to ensure that we are performing these inspections as specified in our IIPP programs.

For additional information on our safety inspection requirements, please log on and review your IIPP by clicking [IIPP Programs](#) or call District, Environmental Health & Safety at X4070.
Keenan & Associates under the guidance of District Environmental Health & Safety will be conducting the annual, Hazardous Material Inventory (HMI) in October 2013. This inventory is a comprehensive assessment and inventory of all District chemicals at the campus and district office sites. Keenan will be provided with access to all areas where chemical are stored and conducting the inventory assessment and subsequently updating the District, Chemical Inventory spreadsheet and Safety Data Sheets (SDS) database.

For access to the most current chemical inventory and safety data sheets, 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 email wfields@sbccd.cc.ca.us, if you should have any questions.

2013/2014 Hazardous Materials Inventory—SBCCD Schedule

- District Sites—District Offices, ATTC/PDC & 8th Street Annex—10/24/13
- San Bernardino Valley College—10/24, 10/25, 10/28 and 10/29/2013
- Crafton Hills College—10/29, 10/30 and 10/31/13

CHC has a new Spill Prevention, Control, and Countermeasure Plan (SPCC) . This plan is required by the Environmental Protection Agency and the Certified Unified Public Authority—San Bernardino County Fire, Hazardous Materials Division.

The SPCC plan summarizes how CHC will meet the requirements for oil spill prevention, preparedness, and response to prevent oil discharges to navigable waters and adjoining shorelines.

CHC is considered to be a Tier I qualified facility and meets the eligibility criteria for a qualified facility that has no individual, aboveground oil storage containers greater than 10,000 gallons. The plan includes, a periodic review once every five years and emergency notification requirements for oil released into navigable waters.

For additional questions or information about the new CHC, Spill Prevention, Control, and Countermeasure Plan, please contact, District Environmental Health & Safety at X4070 or via email at wfields@sbccd.cc.ca.us or CHC, Administrative Services at X3210 or email mstrong@sbccd.cc.ca.us.