
**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES CENTER**

**INJURY AND ILLNESS
PREVENTION PROGRAM**

LACCD ESC IIPP

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM**

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM
Part 1: Administrative Requirements**

Program Responsibility

The Risk Manager, or designee, is overall responsible for matters pertaining to the office work environment and occupational safety and health at the Educational Services Center (*ESC*) under the general direction of the Vice Chancellor for Human Resources. This individual, or designees, may be contacted at the following address and telephone numbers:

LOS ANGELES COMMUNITY COLLEGES
770 Wilshire Blvd.
Los Angeles, CA 90017
ATTN.: Risk Manager

(213) 891-2036, Vice President of Administration
(213) 891-2461, Risk Manager
(213) 891-2422, EH&S Specialist

The District's Vice President of Administration is overall responsible for environmental and occupational safety and health matters on behalf of the Los Angeles Community Colleges under the general direction of the Deputy Chancellor. In the absence of this individual, the Risk Manager shall assume this responsibility. The Vice President, or designee, may be contacted at the following address and telephone numbers:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 Wilshire Blvd.
Los Angeles, CA 90017
ATTN.: Vice President of Administration

(213) 891-2036
(213) 891-2461

Regulatory Commitment

The Educational Services Center Injury and Illness Prevention Program (*ESC IIPP*) shall be developed and implemented in accordance with Title 8, California Code of Regulations, Section 3203 (*8 CCR §3203*), as regulated by the Division of Occupational Safety and Health (*DOSH or "Cal/OSHA"*). A Cal/OSHA representative may be contacted at the following address and telephone number:

STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
320 West 4TH St., Ste. 850
Los Angeles, CA 90013
ATTN.: Duty Officer
(213) 576-7451

Program Compliance

Each administrator, manager, and onsite supervisor is responsible for ensuring that office facilities, operations, processes, instruction, and programs provide safe and healthful workplaces for employees under their direct supervision.

Program Compliance *(Continued)*

Program compliance is assured by office administration in:

- Communicating workplace hazards to employees;
- Encouraging employees to communicate workplace hazards to supervision and addressing those hazards within their ability to identify and abate;
- Initiating ESC Facilities Orders or Work Requests;
- Posting information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace;
- Training and retraining employees as required by occupational health standards;
- Recognizing good employee performance towards program development, compliance, and enhancement; and
- Correcting poor employee performance.

Employees are responsible for ensuring that safety and health rules are not compromised in the performance of their assigned duties. Program compliance is assured by employees in:

- Attending to workplace hazards communicated by supervision;
- Submitting safe work practice suggestions and communicating hazards to supervision, responsible committees, and/or employee designated representatives;
- Adhering to posted information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace; and
- Participating in training and retraining opportunities.

Sanctions and Enforcement

Sanctions and enforcement provisions of the IIPP are required in accordance with 8 CCR §3203 and are a regulatory commitment with Cal/OSHA in response to a previous inspection.

Awards Program

The Risk Manager may authorize discretionary funds, as available, for recognizing, honoring, and rewarding outstanding work performance by the use of pins, plaques, letters of appreciation or merit, and incentives, which are designed to inspire employees to utilize safe work practices and promote healthful workplaces. Employees, onsite supervisors, and managers are encouraged to consider engineering controls, administrative controls, and general work process enhancements that, when approved and implemented, prove to strengthen the health and safety program at the Educational Services Center, as it is being further developed. Onsite supervisors should forward recommendations for individuals or groups to their administrator for Senior Staff consideration.

Sanctions and Enforcement *(Continued)*

Monitoring / Coaching Program

Supervisors shall periodically monitor employees in the performance of their assigned duties in order to familiarize themselves to the hazards to which employees under their direct supervision are exposed. The monitoring program shall place importance on recognizing good performance when observed and on coaching or retraining employees to adhere to safe work practices whenever deficiencies or violations occur. The monitoring program observations may be used for topics of discussion at safety meetings, pre-job briefings, and/or to further develop safe work practices at the Educational Services Center.

Disciplinary Program

All disciplinary action shall be performed in accordance with the applicable collective bargaining agreement and District policies and procedures. In most cases, disciplinary action can be avoided by implementing an effective monitoring / coaching program and by maintaining a safe and healthful work environment. Disciplinary action against an employee for violating safe work practices should be considered pursuant to collective bargaining agreements and District policies and procedures under the following circumstances:

- The violation results in serious injury or illness, or death, to another person;
- The violation results in significant damage to facilities, district / campus assets, or to the environment;
- The violation results in coworker “lost time” from work or renders facilities unavailable for the routine business process to occur;
- The violation or deficient condition is a result of “horseplay”;
- The violation or deficient condition is a result of a California Penal Code violation;
- The violation or deficient condition is a result of an intentional act to disrupt the workplace or business process; or
- The violation or deficient condition is a result of the employee’s repeated failure to correct previously identified violations or deficiencies during monitoring / coaching sessions.

Identifying and Evaluating Workplace Hazards

Inspections

The Risk Manager, or designee, is responsible for developing a formal workplace inspection schedule to ensure that offices, rooms, and storage areas are inspected at least once annually. The Risk Manager may require workplace inspections to be formally documented on forms provided in Appendix A, or equivalent forms. Inspection results are utilized to enhance facility conditions and develop safe work practices, as indicated. Inspections are required:

- Upon initial implementation of this business plan;

Identifying and Evaluating Workplace Hazards (*Inspections – Continued*)

- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard;
- Whenever office administration is made aware of a new or previously unrecognized hazard;
- Whenever a facilities-related workplace injury or illness is known;
- Whenever incidents occur which, if uncorrected, could result in personal injury or illness;
- Monthly in normal work areas (8-hour occupancies); and
- All accessible areas of the ESC shall be inspected at least annually.

Identifying Workplace Hazards

All employees are encouraged to identify workplace hazards to the responsible supervisor and affected employees without fear of reprisal. Identification consists of reporting observations and applying interim protective measures that are effective in warning others of a perceived hazard.

Reporting Observations

Any facility condition or work practice that appears unsafe to the observer should be reported for evaluation, as appropriate. Employees may report an observation to:

- a) His/her immediate supervisor;
- b) The responsible administrator, manager, or supervisor;
- c) His/her designated representative;
- d) The Floor Warden Coordinator;
- e) The Security Desk or Chief Engineer; or
- f) Employees may submit a written Employee Safety Concern (*Appendix B*).

Applying Interim Protective Measures

Business Services Division and the Chief Engineer have materials that can be used to identify and post areas to warn others that a potential hazard exists.

- a) If an observation is made that poses a severe hazard to employees or the public, then red “DANGER” signs and barrier tapes are posted.
- b) If an observation is made that poses a minor hazard to employees or the public, then yellow “CAUTION” signs and barrier tapes are posted.
- c) An orange “WARNING” sign may be used to alert employees of a dynamic condition, such as may exist with equipment that starts automatically. The color orange depicts an intermediate hazard that is less severe than “DANGER”, but more hazardous than “CAUTION”.

Identifying and Evaluating Workplace Hazards

Identifying Hazards (Applying Interim Protective Measures – Continued)

- d) If the use of a specific tool or piece of equipment presents a hazard, then “DANGER”, “CAUTION”, or “DEFICIENCY” tags may be applied.
- e) In unusual situations, an effective protective measure may be to telephone for assistance and then guard the area until the matter is turned over to Security, the Chief Engineer, Property Manager, or Business Services Division.

Evaluating and Abating Workplace Hazards

Upon receipt of an observation, the Risk Manager or designee shall determine whether a perceived condition poses a risk to public and/or employee safety. Invalidated observations are preserved and maintained as required by the Risk Manager. Validated observations are categorized as deficiencies or violations. If an observation is validated, interim protective measures should be applied as soon as possible. The Risk Manager shall forward deficiencies and violations to Business Services Division for corrective action, as appropriate.

Abating Deficiencies

Deficiencies are considered as indirect hazards to employees or the public; typically a static condition is present which, if not corrected, may pose a risk of injury or illness. Upon finding a deficiency, apply interim protective measures and inspect the facility for similar conditions within 30 days.

Example: A frayed extension cord that is not in use, but is stored in a supply closet is a “deficiency”. Submit the extension cord to Business Services Division. The cord will be tagged for repair or destroyed to prevent its use. Inspect supply closets and storage areas for similar conditions within 30 days.

Note: The “DEFICIENCY TAG” is shown in Appendix C.

Abating Violations

Violations are considered as direct hazards to employees or the public; typically a dynamic condition is present which, if not corrected, may pose a significant or serious risk of injury or illness. Upon finding a violation, apply interim protective measures and inspect the building for similar conditions within five (5) days.

Example: A frayed extension cord that is in use and connected to a power supply is a “violation”. De-energize the load from its power source. Submit the extension cord to Business Services Division. The cord will be tagged for repair or destroyed to prevent its use. Inspect live portable service loads for similar conditions within five (5) days.

Deferred Maintenance

Occasionally, workplace deficiencies and violations cannot be abated immediately. If such is the case, interim protective measures shall remain in place until the hazard is eliminated. Remedial action is then planned, organized, approved, and scheduled for completion by way of deferred maintenance or project work (*Appendix D*). Where such corrective action applies, the Risk Manager may direct additional protective measures be provided or alternative process controls be applied.

Identifying and Evaluating Workplace Hazards (*Deferred Maintenance - Continued*)

On rare occasions, Business Services Division may recommend relocating employees away from the hazard, depending upon its severity. Such actions are intended to reduce the risk of injury or illness to employees and the public until a permanent repair or change is made or adopted.

Appealing Invalidated Observations

Where an employee is not satisfied with a response to the observation, the employee may appeal the decision by way of a designated representative, the organizational structure, or to Cal/OSHA.

Emergency Preparedness

Emergency Response Plans

Emergency procedures include a site-specific Emergency Action Plan, an Emergency Operations Plan, and various Department Contingency Plans pursuant to respective Board Rules and Administrative Regulations.

First-Aid Response and Emergency Kits

ESC designated employees share responsibility with the Property Manager, Chief Engineer, and Security by responding to various emergencies and utilizing first-aid techniques to the extent of their qualifications, knowledge, training, experience, and physical abilities. An emergency kit, first-aid kit, and a stretcher are provided on each floor. Emergency Action Plan, Fire Prevention Plan, and First-Aid Program Checklists are attached to each emergency kit. Emergency kits assigned to Business Services and Information Technologies are equipped with an automatic external defibrillator (AED). These kits may be identified by a red and white AED projection-type sign attached to the cabinet door.

First-aid kits are accessible to all employees without a key and contain supplies which are normally self-administered by the injured or ill person. First Responder Kits are locked within the Emergency Kit and are equipped with supplies with which an injured or ill person would need assistance.

Emergency Kit keys should be controlled by designated first aid responders, Security, Chief Engineer, and each administrator, manager, and supervisor. Each key will unlock all nine kits. Emergency Kits are normally inventoried and restocked on a quarterly basis, or as needed.

Floor Wardens

Floor Wardens are assigned to implement the Emergency Action Plan on their assigned floors. The Floor Warden Coordinator is assigned to Business Services Division (x2448). The Los Angeles Fire Department or Chief Engineer provides Floor Warden training that includes pertinent information on:

- The building's High-Rise and Floor Warden's Manuals;
- Portable fire extinguishers; and
- Community Emergency Response Teams (*CERT Training*).

Emergency Preparedness *(Continued)*

Training and Information

All ESC employees are required to receive information on their responsibilities under the various emergency response plans. Employee information and training may be provided by the:

- Employee's supervisor;
- Responsible Floor Warden;
- Floor Warden Coordinator;
- Chief Engineer; or
- Other knowledgeable supervisors, trainers, managers, or administrators may provide employees with Emergency Action Plan training.

Employee information and training on the Emergency Operations Plan may be provided by a person:

- Knowledgeable in the ESC Emergency Operations Plan; and
- The person must be formally trained or have equivalent knowledge and experience applying the Standardized Emergency Management System (SEMS) in accordance with Title 19 of the California Code of Regulations, and Section 2400 et seq.

An AED may only be used by authorized employees who are certified in the use of such "safe medical devices". The District's Public Access to Defibrillate EH&S Program Procedure details employee initial certification and continuing training requirements in accordance with Title 22 of the California Code of Regulations and Section 100033 et seq., and current American Red Cross standards, or equivalent standards. AED training may be provided by a person who:

- Is knowledgeable in the District's Public Access to Defibrillate Program; and
- The person must be a certified instructor for American Red Cross health and safety programs, or equivalent programs.

Fire Alarms, Portable Fire Extinguishers, and Evacuation Procedures

All ESC employees are responsible to know the locations of fire alarms, portable fire extinguishers, and evacuation procedures for each floor.

- Fire alarms may be activated at "pull stations" located near emergency evacuation stairwells and in other critical building locations. Fire alarm "pull station" locations are shown on evacuation route maps posted near stairwells and in elevator lobbies on each floor.
- Portable fire extinguishers may be utilized by employees who are trained in their proper use and limitations. A fire extinguisher is identified by a red and white self-adhesive label, typically on an adjacent or same wall on which the device is mounted. Portable fire extinguisher locations are also shown on evacuation route maps posted near stairwells and in elevator lobbies on each floor.

Emergency Preparedness (Continued)

Fire Drills

The Los Angeles Fire Department inspects the Educational Services Center pursuant to High-Rise Unit provisions of the Los Angeles Municipal Code. Under these provisions, the Chief Engineer acts as the Fire Safety Director and implements requirements of the Floor Warden's Manual. Fire drills must be conducted at least annually. The Director of Business Services normally submits the drill schedule to the Senior Vice-Chancellor for approval. Occasionally, the local Fire Marshal may require an unannounced drill to monitor and assess program effectiveness.

CAUTION: The Los Angeles City Fire Department has found that serious injury or loss of life may be mitigated, if not eliminated, by prompt response to evacuation alarms and/or orders.

All employees and visitors who are onsite at the time an evacuation is ordered shall evacuate the building. Persons needing assistance and who may be physically incapable of self-egress shall participate as directed by the responsible Floor Warden, the Floor Warden Coordinator, Chief Engineer, Security, or Los Angeles City Fire Department representative. No employee may be exempted.

General Employee Training, Instruction, and Notices

All regular employees shall be trained in the contents of this program upon initial implementation. Thereafter, all new regular employees shall be trained accordingly. Professional experts and temporary employees shall be provided information on how to obtain a copy of this or any related health and safety program, regulations, policies, supporting procedures, and operating instructions. Additional training and instruction shall be scheduled:

- For all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the administration is made aware of a new or previously unrecognized hazard; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety Meetings (Appendix E)

Supervisors are encouraged to hold quarterly safety meetings to familiarize themselves with employees' risk to safety and health hazards on the job. Such meetings shall normally satisfy the program's communication requirements. Supervisors may request information on safety meeting topics from the District's Occupational Safety and Health Specialist (x2422).

Labor Law Notice Boards

Various federal and state agencies require posting of certain information pertaining to employee rights and other information that is deemed important to make readily available to employees at all times. Business Services Division is responsible for the maintenance and upkeep of such notice boards, which are located in conspicuous areas in which employees frequent as follows:

General Employee Training, Instruction, and Notices (*Labor Law Notice Boards – Continued*)

- P1 Lower Level Elevator Lobby;
- 1ST Floor Board Room Lobby;
- 4TH Floor Elevator Lobby;
- 5TH Floor Payroll Office Counter;
- 6TH Floor Vending Machine Area outside of the Lunch Room; and
- 8TH Floor Lunch Room.

Reporting Occupational Injuries and Illnesses

<p><u>WARNING:</u> Filing a false or fraudulent workers' compensation claim is a felony. The Third Party Administrator conducts lawful investigations to detect felonious acts and refers perpetrators to the District Attorney's Office for prosecution.</p>
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All occupational injuries and illnesses, no matter how slight, must be reported to supervision as soon as practicable, but in any case prior to the end of the employee's scheduled workday. After rendering first aid to the injured or ill person, the supervisor should direct the employee to the duty (Sheriff) Security Officer to initiate an incident report. If the Security Officer is not available, report the injury or illness to the Workers' Compensation Office (*WCO - x2397*).

The WCO will initiate a Supervisor's Report of Employee Injury or Illness (Appendix F) and, when appropriate, initiate State of California Form DWC-1, *Employee Claim for Workers' Compensation Benefits* and Form 5020, *Employer's Report of Occupational Injury or Illness*. The supervisor must complete the report and return it to the WCO as soon as possible and, in any case, no later than the posted due date.

Serious Injury or Illness

CAUTION: Activating the Emergency Medical System (EMS) utilizing NEC digital telephones via the private building exchange (PBX) returns a caller ID of "213-891-2000" to the "911" Dispatcher. If you select this contact method, the caller must dial "9 + 911" and leave your direct telephone number with the Dispatcher and you must remain available for a return call. However, only District extensions that begin with the number "2" can be reached directly from outside of the District Office. Therefore, exercising this option may delay care to an injured person or may unnecessarily delay evacuation.

Therefore, the preferred method to activate EMS is to allow the Sheriff Security Officer or Building Security to make the "911" call on your behalf.

If the employee has suffered a serious injury or illness, immediately contact Building Security at Ext. 2230 and direct Security to activate the Emergency Medical System. EMS is activated by:

- Notifying Building Security who will radio the duty Sheriff representative; or
- Notifying Building Security who will initiate the "911" telephone call from an independent line;
or

-
- Activate EMS directly by calling “9 + 911” from a District PBX phone (i.e., standard office telephone).

Reporting Occupational Injuries and Illnesses (Continued)

Referral for Medical Treatment

Employees who are hurt on the job and require medical treatment or first-aid beyond that which is readily available at the ESC shall be directed to the current contracted provider of healthcare. The current healthcare provider is listed on the Labor Law Notice Boards. If the provider of healthcare is closed, the employee shall be directed to the nearest medical treatment center available. Where the employee cannot self-transport for medical treatment, the supervisor or administrator shall call for an ambulance to be dispatched, or activate EMS, as appropriate.

Notification of Serious Injury or Illness to Cal/OSHA (Appendix G)

In the event that a serious occupational injury or illness will likely result in hospitalization for more than 24-hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, or if the injury or illness results in death, the Risk Manager or higher level District Administrator shall immediately notify Cal/OSHA by telephone (i.e., as soon as possible but, in any case, no more than eight – (8) hours after it is known that the event occurred [Ref: 8 CCR §342, Labor Code §6302 and §6313].

NOTE: Serious injury or illness resulting from traffic accidents or penal code violations are not normally included towards mandatory notification consideration, except for violations of Penal Code §385, (*Tools, machinery, cranes, power shovels, etc., near high voltage overhead conductors; offense; posting notices; exceptions*). However, there are certain exceptions, as may apply in the case of serious injury or illness arising out of any one of three workplace violence event types:

1. Type 1 Workplace Violence Event; the assailant or perpetrator has no legitimate business relationship with the employee (e.g., such as armed robbery);
2. Type 2 Workplace Violence Event; the assailant or perpetrator is providing / receiving a service to / from the employee; and
3. Type 3 Workplace Violence Event; the assailant or perpetrator and victim(s) are employees.

Therefore, any death or serious injury or illness should be reported immediately to Cal/OSHA.

If the serious injury is as a result of a workplace violence event, observe the procedures and precautions provided in EH&S EP-02, *Workplace Violence Prevention Control Plan*, for preserving a crime scene. The required information shall be collected and made available at the time the telephone call is made by the Risk Manager or higher level District Administrator.

The information should be documented using the Telephone Notification to the Division of Occupational Safety and Health (Cal/OSHA) Checklist (*Appendix H*). Document the date, time, location from, and manager/administrator who made the required telephone notification to DOSH.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

General Requirements

All workplace accidents and occupational exposures to hazardous substances should be investigated in order to determine causal factors and take appropriate actions to prevent recurrence. For incidents involving occupational injury or illness, the WCO shall issue a Supervisor's Report of Employee Injury or Illness form to the appropriate supervisor or manager. For other accidents, exposures, or "near misses" that do not involve occupational injury or illness, a general inspection checklist or safe work practices

inspection checklist (*Appendix A*) should be initiated. The Risk Manager should periodically review the results of such investigations and communicate program deficiencies to supervisors and managers.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

Investigation Procedure

- Record the site location, date, and time of the incident;
- List and interview all available witnesses, including injured workers, if possible;
- Record first aid actions and the names of persons who rendered first aid;
- Determine whether a “bloodborne pathogens exposure incident” may have occurred as a result of rendering first aid (LACCD EH&S EC-01, Bloodborne Pathogens Exposure Control Plan and LACCD EH&S RR-03, Reporting Occupational Injuries and Illnesses);
- Document all emergency response agencies that responded to the accident scene. If possible, list the names of emergency responders present;
- Inspect the site for “as found” facilities conditions (e.g., building deficiencies, tools, equipment);
- Consider other environmental affects which may have contributed to the accident or exposure (e.g., weather conditions, congestion, workspace clearance and configuration);
- Consider human factors which may have contributed to the accident or exposure;
- Review procedures, policies, operating instructions, and/or business plans that apply to the ongoing activities at the time of the accident or exposure, including any residual affects from recently concluded operations);
- Review accident prevention signs and postings, safety meeting notes, and/or pre-job briefings, tailgate meeting notes, or other pre-job planning documents as may apply;
- For hazardous substances, review applicable Material Safety Data Sheets and record personal protective equipment and/or special engineering controls established for the activity; and
- List the primary cause and any secondary casual factors that may have contributed to the accident or exposure.

Documentation Procedure

- Record all findings and attach all supporting documents and field notes;
- Determine appropriate actions to prevent recurrence; and
- Return the written investigation to the Risk Manager for review and approval.

Event Follow-up

The Risk Manager shall review the investigation and make recommendations to prevent recurrence. Such recommendations may include retraining, procedure revisions, postings, notices, safety alerts, maintenance actions, purchasing equipment, rescheduling of certain activities, or any other action determined necessary to reduce, if not eliminate, the risk of future accidents or exposures. Where a DWC-1 Form has been initiated, forward the investigation documents to the WCO.

Recordkeeping and District Program Procedures

The Los Angeles Community College District is exempt from maintaining records concerning the steps taken to implement the Injury and Illness Prevention Program under Title 8, California Code of Regulations, Section 3203(b), and Exception No. 4. However, other records must be preserved and maintained in accordance with any specific health and safety standard. Business Services Division is responsible to develop and provide specific program procedures. Occasionally, a regulatory agency may require a business plan to be established to prescribe certain safe work practices for a specific operation or process. The Director of Business Services, or Risk Manager, approves ESC safety and health operating instructions and procedures under the general direction of the Senior Vice-Chancellor.

NOTE: See Appendix G for a listing of District Environmental Health and Safety Program Procedures as they are being further developed.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM
Part 2: Safe Work Practices**

Security

All employees share responsibility in assisting Security Officers and law enforcement with workplace security. Employees and regular visitors shall prominently display their District-issued photo ID proximity cards at all times within the facility secure areas. Employees shall also:

- Sign into the Security / Visitor's Log in the Main Lobby on weekends, holidays, prior to and after normal business hours (6:00A – 6:00P), and as directed by Security. If an employee typically works beyond 6:00 PM, a good safe work practice is to notify Security (x2230), who will enter the employee's name and work location into the log.

NOTE: The Security Log is an essential component of Emergency Action Plan personnel accountability requirements in the event of fire or other unusual event in which the building must be evacuated.

- Direct visitors to the Security Desk and sign-in to the Security / Visitor's Log to receive a Visitor's Badge. If a visitor is escorted by an employee in possession of his/her District issued photo-ID proximity card, the Security Guard may waive the requirement for the visitor to receive a badge. If a visitor enters the P1 Lobby and elevator in the company of an ESC employee, stop the elevator car at the 1ST Floor and remind the visitor to report to the Security Desk.
- Notify Security if a visitor appears to be loitering in unauthorized areas (x2230). Visitors are only authorized access to areas and to personnel with whom they have an appointment to conduct legitimate business. General solicitation is discouraged. Restrooms and telephones are not intended for use by the general public, except for certain events, such as District Board Meetings open to the public.
- Use a Security-attended or "card-reader" door when exiting the building (e.g., the Main 1ST Floor Lobby or Garage P1 Elevator Lobby at any time, or the Boardroom Lobby when attended), unless evacuating the building under the Emergency Action Plan; and

CAUTION: Ventilation system startup may create an internal positive pressure relative to outdoor pressure, thereby disabling automatic door locks from latching closed. Report such a condition to Security (x2230), who will initiate increased surveillance of the door until the system stabilizes.

- Verify that card-reader doors close and lock behind you to preclude unauthorized access.

Underground Parking Structure

The underground parking structure is intended for ESC employees and visitors who are assigned a parking space. Business Services Division assigns employee parking spaces. Employees are advised to:

- Yield to pedestrian traffic when entering and exiting the parking structure. Learn to use the mirrors provided at intersections and at corners.
- Obey all postings.
 - a) The ESC is posted as a "smoke-free" building.
 - b) Drive slowly. The speed limit is posted at 5-mph.
 - c) Do not leave your vehicle in a traffic lane.

Underground Parking Structure (Continued)

- Park your vehicle in your assigned space within the painted lines.
- Do not give your space to another employee or visitor. Notify the Parking Attendant if you do not need your space for a certain time, such as when you are on vacation.
- If assigned to an outer tandem parking space, leave your key with the Parking Attendant.
- Park the vehicle in such a manner to prevent damaging an adjacent vehicle when opening a door.
- If you damage another vehicle or building property, notify the Parking Attendant immediately.
- Do not block an equipment room door.
- Do not discard trash or store any materials in traffic lanes or in parking spaces.

Corridors, Passageways, Aisles, and Working Space

CAUTION: Never block or prop-open a fire door.

Emergency egress (main) corridors and passageways shall be maintained clear of materials and furniture. The portals to such areas shall remain closed unless equipped with magnetic devices that automatically release self-closing doors during an emergency. Emergency kits equipped with castors are permitted in Elevator Lobbies. Cardboard boxes and bulk items of surplus property or trash may be placed in elevator lobbies at the end of normal business hours for custodial pickup.

- Maintain emergency egress (main) corridors and passageways at least 44-inches wide.
- Internal aisles shall be maintained at least 24-inches wide, excluding a doorway swing, a fully extended cabinet drawer, or a chair pushed away from a workstation.
- Internal aisles shall be maintained at least 36-inches wide, where needed to enable wheelchair or scooter access and egress.
- Do not block or otherwise obstruct doors, gates, and open portals to offices, cubicles, workstations, storerooms, machine rooms, or meeting rooms when occupied.
- Open restroom doors slowly to prevent injuring a person passing by.
- Maintain adequate access and working space to all building equipment, portable fire extinguishers, and all fixed fire suppression systems; at least 36-inch clearance.
- Where file cabinets or other stored materials may obstruct egress from main corridors during an emergency, the file cabinets or other stored materials shall be positively secured against tipping.
- The local Fire Marshal's approval is required to store any District materials in an Equipment Room, Machine Room, or other room that is dedicated to building physical plant components.

Offices and Cubicles

Avoid loose paper buildup in offices and cubicles.

Offices and Cubicles *(Continued)*

- Office papers for long-term storage should be maintained on metal shelves, inside cabinets, or in other rigid covered containers.
- Office papers for short-term storage should be bound or stored in suitable containers.

Arrange employee workstations to preclude excessive reaching, heavy lifting, or eyestrain. Follow appropriate ergonomic guidelines that may be applied or be directed by supervision (*Appendix A-5, A-6, and A-7 Checklists*). Do not overload shelves. Do not store materials above the height of an office partition.

- Store food in approved office refrigerators or in personal tote bags, whenever possible.
- Do not store food in cubicles and file cabinet drawers for extended periods. Where limited food storage is permitted, the food should be packaged or wrapped within an air-tight container.
- Apply “clean-as-you-go” housekeeping practices for food and/or drink spills.

Electrical Safety

High-voltage areas shall be locked and posted.

- The Chief Engineer shall control access to all high-voltage areas.
- No portable tools or other materials may be stored in high-voltage areas.

Low-voltage distribution and telecommunications rooms shall be locked.

- Only authorized personnel are permitted access to such rooms.
- Portable tools and other approved materials may be stored in designated areas of such rooms.

All fixed and portable electrical appliances and tools shall be operated in accordance with the manufacturer’s instructions.

- Do not modify extension cords equipped with a 3-prong plug to fit into a 2-prong electrical outlet.
- Do not remove an electrical outlet cover, except for maintenance.
- Do not overload electrical power strips.
 - a) The sum of the rated current of each individual component shall not exceed 15-amperes.
 - b) Refrigerators, coffee pots, and portable heaters should not share a common power strip.
- Do not allow excessive dust to accumulate in areas of electrical components.
- Certain portable electrical devices are thermostatically controlled and will cycle on-and-off. Such devices should be attended or de-energized.
- Employees must first receive supervisory approval prior to introducing a personal electrical appliance to the workplace. If approved, the supervisor should submit the item to Business Services Division for an electrical safety inspection prior to permitting employees to use any personal electrical appliance.

CAUTION: Wall partition electrical systems are not designed to handle most personal space heaters, refrigerators, and other thermostatically controlled devices.

Electrical Safety *(Continued)*

- Personal space heaters are generally prohibited.
- Business Services Division inspects and approves of all donated materials and equipment prior to use in the workplace. Donation forms are available from the Contracts Office (x2301).
- Do not establish water sources within six feet of an electrical outlet, unless the outlet is equipped with a ground fault circuit interrupter (GFCI) device. A GFCI device is normally identified by a red “Reset” switch located on the face of the outlet cover in between the two outlets.
- Certain foods contain oils that may spontaneously ignite while being heated in a microwave oven. Such food preparation should be attended.

General Storage Practices

Store all materials in a safe manner. Do not stack boxes and other materials in such a manner that could pose a risk of injury from falling objects.

Do not store any materials within 36-inches of the overhead structure or 18-inches from a fire suppression system sprinkler head, whichever is greater.

Store the heaviest materials on a bottom shelf or in a bottom cabinet drawer towards the rear end. Do not load file drawers in a manner that makes them top-heavy. To stack cardboard boxes, use a tier method (step increase per adjacent column or pyramid-like structure).

Cardboard file drawers are not normally equipped with a restraining device that limits outward travel. Take care not to pull such file drawers out quickly.

- Maintain adequate aisle space with file drawers in the open position.
- Do not leave file drawers in the open position, unless attended.

Storage space within the ESC is limited. Business Services Division encourages the use of paper source reduction techniques and storage options by:

- Utilizing the “2-sided copy” feature on copying machines, whenever possible;
- Converting hardcopy records and other documents into electronic equivalents, with the approval of the responsible Administrator;
- Obtaining approval for the destruction of records, as specified in Board Rules;
- Offering reusable office equipment and furniture to other departments and to the colleges prior to purchasing new equipment; and
- Planning for the disposal of surplus property in consultation with Business Services Division (x2448) and Facilities Planning and Development (x2480), as appropriate.

Certain areas of the ESC may be striped or otherwise posted and/or demarcated to prohibit storage. Employees must keep such areas clear at all times, with the exception of routine passage.

Lifting Techniques

NOTE: A professional service company may be required to move bulk materials or heavy objects.

Communication

- a) Make sure you **understand** the particular task or assigned work. Good communications can save time and prevent needless frustration that could result in personnel injury.
- b) **Clarify** your supervisor's instructions by repeating or summarizing the activity and desired outcome.
- c) Your supervisor will then **confirm** your understanding as being correct or will make adjustment, as necessary.

Tools and Equipment

- d) Know what **tools or special equipment** are available to you in order to lift and move the object(s) as short a distance as possible.
- e) **Consider the use** of ramps, elevators, lifts, hoists, dollies, hand trucks, etc.
- f) Consider **protective (leather) gloves or back support devices** where assignments are given that may involve repetitive lifting and when available.

Traffic Route

- g) Establish a **safe route** to move any heavy object.
- h) Verify the **route is free of slip and trip hazards**.
- i) Verify there is **adequate aisle or passage width** for you and the load. Consider your visibility during the move and securing other pedestrian or vehicular traffic, if necessary.

CAUTION: Never attempt a lift that approaches the limits of your present physical abilities.

How to Lift

- j) Size Up the Load
 1. Check for any sharp objects.
 2. Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.
 3. Consider the weight of the object.
- k) Do you need help? If so, STOP! Get help.
- l) Are you experiencing any muscle aches or cramps? If so, STOP! Get help.
- m) Take Position Over the Load
 1. Stand over the load with feet spread approximately shoulder width.
 2. Be sure of your footing.
 3. Bend at the knees and take hold of the load.
 4. Your arms and hands should be fully extended.
 5. The load should be as close to your body as possible.
 6. Your back should be locked by thrusting your buttocks outward.
 7. Your head and neck should stay aligned throughout the lift.
- n) Lift the Load
 1. Verify your position, footing, and posture. You should feel comfortable.
 2. Breathe in (*inhale*).
 3. Lift the load vertically in one smooth, continuous motion using your legs only. Exhale throughout the lift.

Lifting Techniques (Continued)

NOTE: During the lift, your back should not bend forward; your arms should not curl upward; your hips should not twist to the right or left; and your head and neck should come horizontal at the same time. Avoid any jerky movements.

- 4) Keep your balance. Walk with the load in the forward direction only, whenever possible. Keep the load as close to your body at all times.
- o) Set the Load
 - 1) Come to a full stop - maintain your erect posture and be sure of your footing.
 - 2) Breathe in (*inhale*).
 - 3) Lower the load vertically in one smooth, continuous motion using your legs only.
 - 4) Exhale throughout setting the load.

Preventing Slips, Trips, and Fall Accidents

- Employees should utilize handrails when climbing or descending stairs. Avoid carrying heavy objects while in stairwells, unless escorted by a second person who is capable of rendering assistance.
- Clean up liquid spills as soon as possible. If a large spill has occurred, notify Security and post or barricade the spill area.
- Maintain all corridors, passageways, and aisles clear of obstructions.
- Take care when handling or transporting materials around corners or in blind spots.
- Open doors carefully, always being aware that someone may be on the other side in the pathway of the door swing.
- Store all materials in such a manner to prevent them from tipping over.
- Load shelves and cabinets properly; the heavy items should be placed low to the floor and to the back/rear end of cabinets.
- Report any tears in the carpet or other uneven floor areas to the Chief Engineer.
- Secure temporary cables and wires so as not to create a trip hazard.

Chemicals, Vapors, Fumes, and Indoor Air Quality

Notify the District's Occupational Safety and Health Specialist (x2422) prior to introducing a chemical substance to the workplace. Employees who are exposed to hazardous substances shall be trained in accordance with LACCD EH&S EC-02, *Hazard Communication Plan*.

- Maintain the hazardous substance Material Safety Data Sheets (*MSDS*) accessible to the user. *MSDS* books are available in Reprographics, Business Services Division Office, Hazardous Material Storage Area Cage on P1 Lower Level, Security Desk, and a copy is retained by the Chief Engineer.
- For hazardous substances utilized by ESC employees, a copy of the *MSDS* shall be maintained with Business Services Division. Contractors performing maintenance activities are required to submit *MSDS* to the Chief Engineer; or

Chemicals, Vapors, Fumes, and Indoor Air Quality (Continued)

- The MSDS may be retained by Security while work is in progress.

Report any unusual odors to Security, the Chief Engineer, or to Business Services Division. The Risk Manager may specify industrial hygiene sampling in order to determine the type and source of nuisance and unusual odors in the workplace.

NOTE: Occasionally, nuisance odors originating from restroom floor drains have been reported. Most plumbing and drainage systems are equipped with “S-shaped” pipes that form loop (water) seals, thereby preventing odors from coming out of the system. The seals may be broken when the water evaporates or during certain maintenance activities. Pouring a small cup of water into the drain will restore the seals.

In the case that a perceived indoor air quality problem is present intermittently or when an airborne contaminant of unknown origin is detected, the Risk Manager may initiate a log in an attempt to determine the source pursuant to LACCD EH&S FC-06, Indoor Air Quality Plan.

Physical Plant Systems

Employees are generally prohibited from operating physical plant system equipment or components for which they have not been trained, except for standard electrical switches and outlets, water faucets, and other common utility distribution service components.

Certain physical plant system components are equipped with local and remote alarms, which alert the Engineer to system or component malfunction or may routinely alarm when the system is not in its normal operating mode. Report any system alarms to Security (x2230) or to the Chief Engineer.

NOTE: A physical plant system alarm warns the operator that the system or component may not be functioning properly or may not be functioning in its normal or preferred mode of operation. It does not mean that employee safety is at risk as a result of any specific hazard; nor is employee health compromised by such routine operational alarms.

Storm drains located on the Roof and Outdoor Patios are intended only for rain water. Do not pour any liquids or dispose of any bulk materials into ESC facility storm drains.

Waste Characterization

Waste materials are characterized as integrated wastes, universal wastes, or hazardous wastes. Integrated wastes are further subdivided as disposable, recyclable, or reusable.

- Disposable Integrated Waste Materials. These items are not recycled. Such waste materials include:
 - a) Personal hygiene wastes;
 - b) Packaging materials;
 - c) Bulk waste collected from restroom containers;
 - d) Food waste and food containers; and
 - e) Recyclable/Reusable waste materials contaminated by personal hygiene and/or food wastes.
- Recyclable Integrated Waste Materials. These items are recycled. Such materials include:
 - f) Newspaper;
 - g) Computer Paper;

Waste Characterization (Continued)

- h) Mixed Paper;
 - i) Cardboard;
 - j) Rinsed-clean and empty recyclable plastic bottles;
 - k) Toner cartridges; and
 - l) Other materials that may be identified by Business Services (x2422).
- Reusable Integrated Waste Materials. These items are offered as surplus materials for reutilization within the District or for sale by public auction, or donation in accordance with Board policies. Such materials include:
 - m) Chairs;
 - n) Office equipment;
 - o) Office furniture;
 - p) Certain office supplies;
 - q) Other materials that may be of value to other District locations or for commercial use; and
 - r) Other materials that may be identified by Facilities Planning and Development (x2480).
 - Universal Waste Materials. These items are dismantled for recycling of reusable materials and disposal of hazardous waste materials, as appropriate. Such materials include:
 - s) Intact fluorescent lamps;
 - t) Intact lamp ballasts;
 - u) Intact batteries;
 - v) Intact cathode ray tube devices;
 - w) Broken computers, calculators, cellular phones, and FAX machines;
 - x) Intact mercury switches and mercury-containing devices;
 - y) Other consumer electronic waste materials that exhibit a low toxicity hazard; and
 - z) Other materials that may be identified by Business Services (x2422).
 - Hazardous Waste Materials. These items exhibit waste characteristics that are flammable, reactive, toxic, carcinogenic, and include other materials that require special consideration as to handling, packaging, labeling, transporting, storing, treating, and disposing. Only a commercial licensed hauler can prepare and ship hazardous wastes, which are delivered to facilities that are licensed and permitted to treat, store, and/or dispose of them. Employees who have any questions regarding hazardous wastes may contact Business Services Division (x2422).

All employees share responsibility in protecting the environment against materials that may contain hazardous substances.

Certified Document Destruction

Certain documents and records may contain confidential information pertinent to employees, students, or visitors. Other documents may contain sensitive information, which the responsible Administrator and/or the Office of General Counsel determine that the documents are to be destroyed when no longer needed (e.g., security plans, surveillance media, and other documents). Submit such documents and records to Business Services for contracted, bonded, certified document destruction or the responsible Administrator shall ensure that the documents are destroyed. Shredded paper documents are recycled as integrated waste.

Waste Disposal

Dispose of integrated and universal wastes in appropriate containers established in various areas of the ESC. For more information, contact Business Services (x2448).

APPENDIX A-1
(Facsimile)
LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER
ROUTINE FACILITIES INSPECTION CHECKLIST FOR: _____
Month / Year

SECTION I: Administrative

- Accident Prevention Signs & Tags
- AED Equipment
- Facility Signage
- First Aid Supplies
- Labor Law Notices / Posters
- Permits
- Other: _____

SECTION II: Physical Plant

- Access / Clearance / Workspace / Housekeeping
- Electrical Systems
- Machine & Equipment Guards
- Plumbing Systems
- Utility / Storage Rooms
- Ventilation Systems
- Other: _____

SECTION III: Safe Work Practices

- Access / Clearance / Workspace
- Elevated Locations
- Ergonomics
- Housekeeping
- Office Equipment
- Storage
- Other: _____

SECTION IV: Attachments

- Fire Sprinkler Valve Checklist
- Hazardous Materials / Hazardous Wastes Checklist
- Other: _____
- Electronic Photographs
- Portable Fire Extinguisher Inventory / Checklist
- Other: _____

Notes / Description	Class	Validated	Abated

INSPECTOR		DATE		APPROVED		DATE	
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APPENDIX A-2
(Facsimile)
LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER
WEEKLY HAZARDOUS MATERIALS / HAZARDOUS WASTES INSPECTION CHECKLIST

SECTION I: Administrative

- Facility Signage
- First Aid Supplies
- Hazardous Substance Labels
- Material Safety Data Sheets
- Permits
- Spill Cleanup Kits
- Other: _____

SECTION II: Physical Plant

- Access / Clearance / Workspace / Housekeeping
- Flammable Storage Cabinets
- Lighting
- Local Exhaust Ventilation Systems
- Primary Container Integrity
- Secondary Containment Systems
- Other: _____

SECTION III: Safe Work Practices

- Access / Clearance / Workspace
- Compatible Substances
- Containers Tightly Capped
- Housekeeping
- Personal Protection Equipment
- Storage
- Other: _____

SECTION IV: Inspection Dates

Notes / Description	Class	Validated	Abated

INSPECTOR		DATE		APPROVED		DATE	
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REFERENCE: 22 CCR§66264.174

APPENDIX A-3
(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER MONTHLY FIRE EXTINGUISHER INVENTORY AND INSPECTION CHECKLIST

770 Wilshire-Flower Building Portable Fire Extinguishers Inspection For _____, 2006							Total Number of Extinguishers = _____		
Floor	Extinguisher Location	Characteristics		Extinguisher Tag Information			Are extinguishers in designated place, unobstructed, properly mounted or protected with proper markings, labels, and operating instructions?	Is container integrity verified, no corrosion, nozzle clear, pressure gage within its operational band, and all parts, fasteners, pins, diffuser horn, and appurtenance appear to be in operational condition?	Are extinguishers hefted, shaken, or weighed to verify fullness and inspection done pursuant to the owner's manual and Title 19, California Code of Regulations, Articles 4, 5, and 6?
		Type	Quantity	Tag Present (✓)	Service Date	Retest Date			
Roof				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mezzanine				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P1 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P1 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P2 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P2 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P3 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P3 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Courier Mail Vans				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

REFERENCE: 19 CFR §574.2

Inspector Name: _____ Inspector Signature: _____ Comments: _____

LACCD EH&S ESC-IIPP-3 Rev. 10 01/07

APPENDIX A-4
(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER MONTHLY FIRE EXTINGUISHER INVENTORY AND INSPECTION CHECKLIST

770 Wilshire-Flower Building Sprinkler Valves Inspection For _____, 2005

Valve Number	Valve Location	Area Controlled	As Found Condition			Was this valve closed since the last inspection?	Was an approved red tag system used to track the position of this valve?	Was this valve fully reopened and a 2-inch drain test performed prior to being locked or sealed?
			Open	Shut	Locked			
Main IBV #1	P2 Parking level along north wall adjacent to Wilshire Blvd	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #2	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
OS&Y#3	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #4	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #5	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #6	P1 Parking Level	P1 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
OS&Y#7	P2 Parking Level North	P2 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #8	P1 Parking Level South	P1 Lobby Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #9	P3 Parking Level	P3 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #10A #10B	1st Floor South Stairwell Mezzanine Stairwell	1st Floor Mezzanine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #11	2nd Floor South Stairwell	2nd Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #12	2nd Floor South Stairwell	Computer Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #13	3rd Floor South Stairwell	3rd Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #14	4th Floor South Stairwell	4th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #15	5th Floor South Stairwell	5th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #16	6th Floor South Stairwell	6th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #17	7th Floor South Stairwell	7th ^h Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #18	8th Floor South Stairwell	8th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #19	9th Floor South Stairwell	9th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

REFERENCE: 8 CCR§3203

Week 1: _____
Inspector Signature

Comments: _____

Week 2: _____
Inspector Signature

Comments: _____

Week 3: _____
Inspector Signature

Comments: _____

Week 4: _____
Inspector Signature

Comments: _____

Week 5: _____
Inspector Signature

Comments: _____

APPENDIX A-5

U.S. DEPARTMENT OF LABOR (FED/OSHA) ERGONOMICS INSPECTION MODEL

FACSIMILE

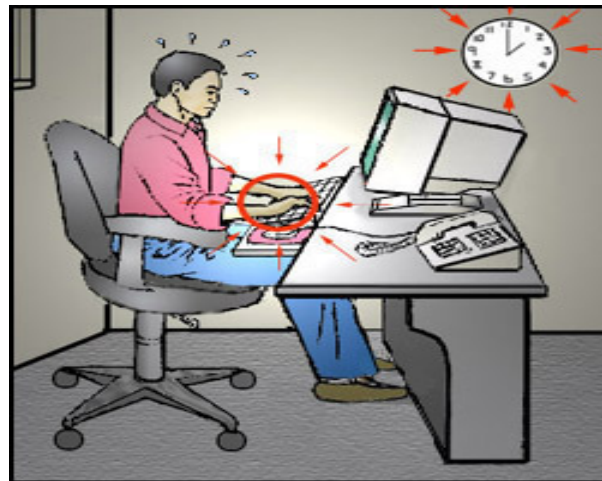
Page 1 of 2

Millions of people work with computers every day. This eTool* illustrates simple, inexpensive principles that will help you create a safe and comfortable computer workstation. There is no single "correct" posture or arrangement of components that will fit everyone. However, there are basic design goals, some of which are shown in the accompanying figure, to consider when setting up a computer workstation or performing computer-related tasks.



- Top of monitor at or just below eye level
- Head and neck balanced and in-line with torso
- Shoulders relaxed
- Elbows close to body and supported
- Lower back supported
- Wrists and hands in-line with forearms
- Adequate room for keyboard and mouse
- Feet flat on the floor

Even when the design of the workstations is correct and environmental factors are at their best, users can face risks from task organization which can intensify the impact of other risk factors, such as repetition. Additionally, failing to recognize early warning signs could allow small problems to develop into serious injuries. Addressing task organization factors and medical awareness can help minimize the risk of developing musculoskeletal disorders (MSDs) and stop the progression to injury.



High repetition tasks or jobs that require long periods of static posture may require several, short rest breaks (**micro breaks or rest pauses**). During these breaks users should be encouraged to stand, stretch, and move around. This provides rest and allows the muscles enough time to recover. However, maintaining static postures, such as viewing the monitor, for a prolonged period of time without taking a break can fatigue the muscles of the neck and shoulder that support the head.



H

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-5
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION MODEL
FACSIMILE

Page 2 of 2

To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

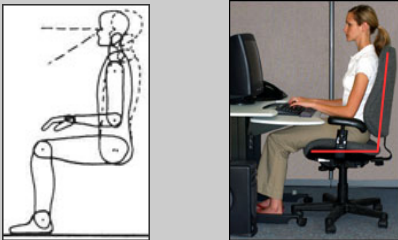
- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally, it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90-120°.
- Feet are fully supported by floor or footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

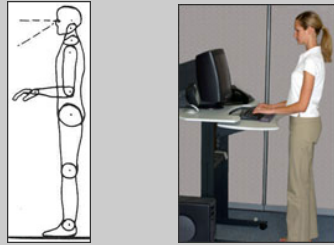
These four **reference postures** are examples of body posture changes that all provide neutral positioning for the body.

Upright sitting posture. The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.




The diagram shows a person sitting upright with the torso and neck in a vertical line, thighs horizontal, and lower legs vertical. The photograph shows a person sitting at a computer workstation in this posture, with the chair backrest supporting the lower back.

Standing posture. The user's legs, torso, neck, and head are approximately in-line and vertical. The user may also elevate one foot on a rest while in this posture.



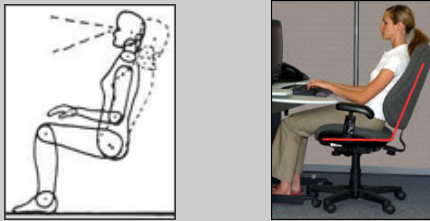
The diagram shows a person standing with the legs, torso, neck, and head in a vertical line. The photograph shows a person standing at a computer workstation, with one foot elevated on a rest.

Declined sitting posture. The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical.



The diagram shows a person sitting with the thighs inclined, buttocks higher than the knee, and the torso vertical or slightly reclined. The photograph shows a person sitting at a computer workstation in this posture.

Reclined sitting posture. The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.



The diagram shows a person sitting with the torso and neck reclined between 105 and 120 degrees from the thighs. The photograph shows a person sitting at a computer workstation in this posture.

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-6

U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION CHECKLIST

Page 1 of 2

WORKING POSTURES—The workstation is designed or arranged for doing computer tasks so it allows your	YES (√)	NO
1. Head and neck to be upright or in-line with the torso (not bent down/back). If "no" refer to <u>Monitors</u> , <u>Chairs</u> and <u>Work Surfaces</u> .		
2. Head, neck, and trunk to face forward (not twisted). If "no" refer to <u>Monitors</u> or <u>Chairs</u> .		
3. Trunk to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to <u>Chairs</u> or <u>Monitors</u> .		
4. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to <u>Chairs</u> .		
5. Upper arms and elbows to be close to the body (not extended outward). If "no" refer to <u>Chairs</u> , <u>Work Surfaces</u> , <u>Keyboards</u> , and <u>Pointers</u> .		
6. Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to <u>Chairs</u> , <u>Keyboards</u> , <u>Pointers</u> .		
7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger). If "no" refer to <u>Keyboards</u> , or <u>Pointers</u>		
8. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to <u>Chairs</u> or <u>Work Surfaces</u> .		
9. Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to <u>Chairs</u> , <u>Work Surfaces</u> .		
SEATING—Consider these points when evaluating the chair: "No" answers to any of these questions should prompt a review of	YES (√)	NO
10. Backrest provides support for your lower back (lumbar area).		
11. Seat width and depth accommodate the specific user (seat pan not too big/small).		
12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).		
13. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).		
14. Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.		
KEYBOARD/INPUT DEVICE—Consider these points when evaluating the keyboard or pointing device. The key-board/input device is designed or arranged for doing computer tasks so the: ("No" answers to any of these questions should prompt a review of <u>Keyboards</u>, <u>Pointers</u>, and <u>Wrist Rests</u>)	YES (√)	NO (√)
15. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.		
16. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.		
17. Input device is easy to activate and the shape/size fits your hand (not too big/small).		
18. Wrists and hands do not rest on sharp or hard edges.		

REFERENCE: U.S. DOL OSHA

(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-6
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION CHECKLIST




Page 2 of 2

MONITOR—Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the: ("No" answers to any of these questions should prompt a review of <u>Monitors</u> or <u>Lighting/Glare</u>)	YES (√)	NO (√)
19. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.		
20. User with bifocals/trifocals can read the screen without bending the head or neck backward.		
21. Monitor distance allows you to read the screen without leaning your head, neck or trunk forward/backward.		
22. Monitor position is directly in front of you so you don't have to twist your head or neck.		
23. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.		
WORK AREA—Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the	YES (√)	NO (√)
24. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).		
25. Legs and feet have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.		
ACCESSORIES—Check to see if the: ("No" answers to any of these questions should prompt a review of <u>Work Surfaces</u> , <u>Document Holders</u> , <u>Wrist Rests</u> or <u>Telephones</u>)	YES (√)	NO (√)
26. Document holder, if provided, is stable and large enough to hold documents.		
27. Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.		
28. Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.		
29. Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.		
30. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.		
GENERAL: ("No" answers to any of these questions should prompt a review of <u>Chairs</u> , <u>Work Surfaces</u> , or <u>Work Processes</u>)	YES (√)	NO (√)
31. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.		
32. Computer workstation, components and accessories are maintained in serviceable condition and function properly.		
33. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.		

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE

Page 1 of 3




MONITORS	
1. Make sure the screen is large enough for adequate visibility. Usually a 15 to 20-inch monitor is sufficient. Smaller units will make it difficult to read characters and larger units may require excessive space.	
2. The angle and tilt should be easily adjustable.	
3. Flat panel displays take less room on the desk and may be more suitable for locations with limited space.	
KEYBOARDS AND TRAYS	
1. Split keyboard designs will allow you to maintain neutral wrist postures.	
2. Keyboards with adjustable feet will accommodate a wider range of keyboard positions and angles. Adjustable feet on the front as well as the back will further aid adjustments. Increased adjustability will facilitate neutral wrist postures.	
3. The cord that plugs into the CPU should be long enough to allow the user to place the keyboard and the CPU in a variety of positions. At least six feet of cord length is desirable.	
4. Consider a keyboard without a 10-key keypad if the task does not require one. If the task does require one occasionally, a keyboard with a separate 10-key keypad may be appropriate. Keyboards without keypads allow the user to place the mouse closer to the keyboard.	
5. Consider the shape and size of the keyboard if a keyboard tray is used. The keyboard should fit comfortably on the tray.	
6. Consider keyboards without built-in wrist rest, because separate wrist rests are usually better.	
7. Keyboards should be detached from the display screen if they are used for a long duration keying task. Laptop keyboards are generally not suitable for prolonged typing tasks.	
8. Keyboard trays should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse.	
9. If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) should be 22 inches to 28 inches from the floor.	
10. Keyboard trays should have adjustment mechanisms that lock into position without turning knobs. These are frequently over tightened, which can lead to stripped threads, or they may be difficult for some users to loosen.	
DESKS AND WORK SURFACES	
1. The desk area should be deep enough to accommodate a monitor placed at least 20 inches away from your eyes.	
2. Ideally, your desk should have a work surface large enough to accommodate a monitor and a keyboard. Usually about 30 inches is deep enough to accommodate these items.	
3. Desk height should be adjustable between 20 inches and 28 inches for seated tasks. The desk surface should be at about elbow height when the user is seated with feet flat on the floor. Adjustability between seated and standing heights is desirable.	
4. You should have sufficient space to place the items you use most often, such as keyboard, mouse, and monitor directly in front of you.	
5. There should be sufficient space underneath for your legs while sitting in a variety of positions. The minimum under-desk clearance depth should be 15 inches for your knees and 24 inches for your feet. Clearance width should be at least 20 inches.	
6. Purchasing a fixed-height desk may require the use of a keyboard tray to provide adequate height adjustment to fit a variety of users.	
7. Desktops should have a matte finish to minimize glare. Avoid glass tops.	
8. Avoid sharp leading edges where your arms come in contact with work surfaces. Rounded or sloping surfaces are preferable.	
9. The leading edge of the work surface should be wide enough to accommodate the arms of your chair, usually about 24 inches to 27 inches. Spaces narrower than this will interfere with armrests and restrict your movement. This is especially important in four-corner work units.	

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7

U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE

Page 2 of 3

CHAIRS	
1. The chair should be easily adjustable.	
2. The chair should have a sturdy five-legged base with good chair casters that roll easily over the floor or carpet.	
3. The chair should swivel 360 degrees so it is easier to access items around your workstation without twisting.	
4. Minimum range for seat height should be about 16 inches.	
5. Seat pan length should be 15 inches to 17 inches.	
6. Seat pan width should be at least as wide as the user's thighs. A minimum width of about 18 inches is recommended.	
7. Chair edges should be padded and contoured for support.	
8. Seat pan tilt should have a minimum adjustable range of about 5 degrees forward and backward.	
9. Avoid severely contoured seats as these limit seated postures and are uncomfortable for many users.	
10. Front edge of the seat pan should be rounded in a waterfall fashion.	
11. Material for the seat pan and back should be firm, breathable, and resilient.	
12. The seat pan depth should be adjustable. Some chairs have seat pans that slide forward and backward and have a fixed back. On others the seat pan position is fixed and the backrest moves horizontally forward and backward so the effective depth of the seat pan can be adjusted. Beware of chairs where the back only tilts forward and backward. These do not provide adequate adjustment for a wide range of users.	
13. The backrest should be at least 15 inches high and 12 inches wide and should provide lumbar support that matches the curve of your lower back.	
14. The backrest should widen at its base and curve in from the sides to conform to your body and minimize interference with your arms.	
15. The backrest should allow you to recline at least 15 degrees and should lock into place for firm support.	
16. The backrest should extend high enough to support your upper trunk and neck/shoulder area. If the backrest reclines more than about 30 degrees from vertical, a headrest should be provided.	
17. Armrests should be removable and the distance between them should be adjustable. They should be at least 16 inches apart.	
18. Armrest height should be adjustable between 7 inches and 10.5 inches from the seat pan. Fixed height armrests are not desirable, especially for chairs that have more than one user.	
19. Armrests should be large enough (in length and width) to support your forearm without interfering with the work surface.	
20. Armrests should be padded and soft.	
21. Most chairs are designed for weights under 275 pounds. If the user weighs more than 275 pounds, the chair must be designed to support the extra weight.	
DOCUMENT HOLDERS	
1. The document holder needs to be stable but easy to adjust for height, position, distance, and viewing angle.	
2. If the monitor screen is your primary focus, purchase a document holder that will sit next to the monitor at the same height and distance.	
3. If the task requires frequent access to the document (such as writing on the document) a holder that sits between the keyboard and monitor may be more appropriate.	
WRIST RESTS	
1. Wrist rest should match the front edge of the keyboard in width, height, slope, and contour.	
2. Pad should be soft but firm. Gel type materials are recommended.	
3. Wrist rest should be at least 1.5 inches deep (depth away from the keyboard) to minimize contact pressure on the wrists and forearm.	

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE

Page 3 of 3

MOUSE / POINTING DEVICES	<input checked="" type="checkbox"/>
1. Choose a mouse/pointer based on the requirements of your task and your physical limitations. There really is no difference, other than preference, among a mouse, trackball, or other device.	<input type="checkbox"/>
2. A mouse should match the contour of your hand and have sufficient cord length to allow its placement next to the keyboard.	<input type="checkbox"/>
3. If you choose a trackball, avoid ones that require the thumb to roll the ball--they may cause discomfort and possible injury to the area around your thumb.	<input type="checkbox"/>
4. A smaller mouse may be more appropriate especially if you have small hands. Caution should be taken if a mouse is used by more than one person.	<input type="checkbox"/>
5. A mouse that has sensitivity adjustments and can be used with either hand is desirable.	<input type="checkbox"/>
TELEPHONES	<input checked="" type="checkbox"/>
1. If task requirements mandate extended periods of use or other manual tasks such as typing while using the phone, use a telephone with a "hands-free" headset.	<input type="checkbox"/>
2. The telephone should have a speaker feature for "hands-free" usage.	<input type="checkbox"/>
3. "Hands-free" headsets should have volume adjustments and volume limits.	<input type="checkbox"/>
DESK LIGHTING	<input checked="" type="checkbox"/>
1. Good desk lighting depends on the task you're performing. Use bright lights with a large lighted area when working with printed materials. Limit and focus light for computer tasks.	<input type="checkbox"/>
2. The location and angle of the light sources, as well as their intensity levels, should be fully adjustable.	<input type="checkbox"/>
3. The light should have a hood or filter to direct or diffuse the light.	<input type="checkbox"/>
4. The base should be large enough to allow a range of positions or extensions.	<input type="checkbox"/>
OTHER CONSIDERATION	<input checked="" type="checkbox"/>

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX B
(Facsimile)

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES CENTER
EMPLOYEE SAFETY CONCERN**
Page 2 of 2

SECTION III: VALIDATION (Required for reported deficiencies and violations)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	DISPOSITION DATE	VALIDATED BY: Risk Manager

SECTION IV: BUSINESS SERVICES APPROVAL (Required for Section III maintenance action recommendations)

COMMENT DESIGNATOR(s)	OK (✓)	N/A (✓)	ACTION / DISPOSITION	ABATEMENT DATE	CLOSURE APPROVED BY: Director – Business Services

REFERENCE: 8 CCR §3203


A copy of this completed form should be sent to the Risk Manager

APPENDIX C

F A C S I M I L E

LOS ANGELES COMMUNITY COLLEGE DISTRICT

HAZARD TAG / DEFICIENCY TAG

 LOS ANGELES COMMUNITY COLLEGE DISTRICT HAZARD / DEFICIENCY TAG H A Z A R D		
<input type="checkbox"/> Area / Location	*****	<input type="checkbox"/> Tool / Equipment
Definition of Hazard: _____ _____ _____ _____		
Date: ____/____/____	Time: _____	
Employee Name: _____		
Supervisor Name: _____		
Extension: _____		
Estimated Completion of Work Activity: _____		
Post each access point	*****	Affix to tool/equipment
LACCD EH&S EP-01-1 (Rev. 01/07)		

F A C S I M I L E

APPENDIX E
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ENVIRONMENTAL HEALTH & SAFETY
EMPLOYEE TRAINING AND ATTENDANCE RECORD

ANNUAL SAFETY MEETING SAFETY CONFERENCE SPECIAL _____

TRAINER <i>(Print Name)</i>	TRAINER <i>(Signature)</i>	TRAINER <i>(Title / Qualifications)</i>
CAMPUS <i>(or District)</i>	LOCATION <i>(or Facility)</i>	DATE

TOPIC(S): _____ **EH&S PROCEDURE(S):** _____

ACCIDENT PREVENTION RULES DISCUSSED *(from IIPP or job specific safe work practices - attach additional sheets as necessary)*

ATTENDANCE RECORD

EMPLOYEE NAME <i>(Print)</i>	EMPLOYEE NAME <i>(Signature)</i>	EMPLOYEE NUMBER	SUPERVISOR	Telephone

REFERENCE: 8 CCR §3203

APPENDIX F
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS

Page 1 of 3
(Facsimile)

OSHA Inspection No.
OSHA Case No.

Incident No. (From Sheriff)
TPA Case No. (From TPA Files)

LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS

Page 1 of 2

NOTE: This form should be completed and sent to the District Workers' Compensation Office within two- (2) days of the reported injury.

SECTION I: ADMINISTRATIVE

COLLEGE/LOCATION		DEPT. / DIV.	
EMPLOYEE NAME		POSITION CLASSIFICATION	
DATE AND TIME OF INJURY OR ILLNESS		DATE AND TIME SUPERVISOR KNEW OF EMPLOYEE INJURY OR ILLNESS	
INCIDENT LOCATION		Body Part(s)	

SECTION II: EMERGENCY TREATMENT

TYPE OF TREATMENT RENDERED (✓)	NAME(S) OF FIRST AID RESPONDERS, MEDICAL PROFESSIONALS, OR EMERGENCY TREATMENT PROVIDERS	BLOODBORNE PATHOGENS EXPOSURE INCIDENT? (✓) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>IF YES, SPECIFY ROUTE OF ENTRY BELOW</i>	NAME(S) OF WITNESSES TO THE OCCUPATIONAL INJURY OR ILLNESS
<input type="checkbox"/> FIRST AID (SELF ADMIN)		<input type="checkbox"/> INGESTION	
<input type="checkbox"/> FIRST AID by EMPLOYEES or MEDICAL PROFESSIONAL		<input type="checkbox"/> INHALATION	
<input type="checkbox"/> TREATMENT by MEDICAL PROFESSIONAL		<input type="checkbox"/> PARENTERAL (Injection)	
<input type="checkbox"/> EMERGENCY TREATMENT by MEDICAL PROFESSIONAL		<input type="checkbox"/> ABSORPTION	

REFERENCE: 8CCR§3203

APPENDIX F
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS

Page 2 of 3

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS

Page 2 of 2

SECTION III: Type of Incident (check all that apply)

- Illness
- Injury
- Off Campus/Work Location
- Other: _____
Specify Other Type of Incident

SECTION IV: Cause of Injury or Illness

- Horseplay
- Unsafe work practice
- Machine or Equipment
- Housekeeping
- Ergonomics
- Lack of Training
- Ventilation Systems (Indoor Air Quality)
- Other: _____
Specify Other Cause

SECTION V: Corrective Action Taken to Prevent Recurrence

- Maintenance Service Request (Facilities Doc. Number)
- Procedure Revision
- Signage
- Remove Faulty Equipment/Furniture
- Ergonomic Assessment
- Employee/Staff Training
- Other: _____
Specify Other Corrective Actions

Notes / Description
Notes/Description
Notes/Description

REFERENCE: 8CCR§3203

SECTION VI: Additional Investigation Information *(Attach additional sheets as necessary)*

SECTION VII: Closure & Approval

Supervisor (Print Name)			Supervisor (Signature/Date)	
Supervisor (Telephone Number)	EXT.		Administrator (Signature/Date)	

APPENDIX F
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS

Page 3 of 3

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS
CONTINUATION SHEET

(Optional)

Section Number	Notes/Description
I	
II	
III	
IV	
V	
VI	

REFERENCE: 8CCR§3203

APPENDIX G

**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
TELEPHONE NOTIFICATION TO THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
(Cal/OSHA) CHECKLIST
(Page 1 of 2)**

<input type="checkbox"/> (213) 576 - 7451 <i>Los Angeles Office</i> <small>ESC, Southwest, Trade-Technical, City, West</small>	<input type="checkbox"/> (310) 516 - 3734 <i>Torrance Office</i> <small>Harbor</small>	<input type="checkbox"/> (626) 256 - 7913 <i>Monrovia / Pico Rivera Office</i> <small>East</small>	<input type="checkbox"/> (818) 901 - 5403 <i>Van Nuys Office</i> <small>Mission, Pierce, Valley</small>
---	---	---	--

EMPLOYER NAME	Los Angeles Community College District 770 Wilshire Boulevard Los Angeles, CA 90017 FAX: (213) 891-2490 TEL: (213) 891-2400	Site Event Name, Address, Telephone Number (or "District")
ADDRESS	Director of Business Services	
TELEPHONE NUMBERS	TEL: (213) 891-2231 Risk Manager TEL: (213) 891-2422 Occup. Safety & Health Spec.	

VIOLENCE EVENT TYPE (✓) <i>If applicable</i>	<input type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III	EVENT (Injury/Illness) DATE / TIME	_____ / _____
--	---	--	---------------

PERSON INITIATING FIRST REPORT OR NOTIFICATION OF EVENT <small>(Include Job Title, Organization, Employee Number, Badge Number, as applicable)</small>	Name _____ Title _____ Employee / Badge Number: _____
--	--

SITE CONTACT PERSON NAME / TITLE <small>(or "IC" if Incident Commander)</small>	Name _____ Title _____
---	------------------------

INJURED EMPLOYEE NAME AND ADDRESS <small>(Use Reverse Side to List Additional Names)</small>	
--	--

<small>Describe or List the Nature of Injury(ies)</small>

<small>Describe the Event and Whether the Scene has been Altered</small>
--

<small>Location(s) Where Injured Employee(s) Moved</small>
--

LAW ENFORCEMENT AGENCIES AT SCENE	
--	--

NOTIFICATION MADE BY <small>(Employee Name, Date, Time, and Location from which notification made)</small>	Name _____ Date / Time _____ Location _____
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REFERENCE: 8 CCR §342

APPENDIX G

**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
TELEPHONE NOTIFICATION TO THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
(Cal/OSHA) CHECKLIST**

Page 2 of 2

<input type="checkbox"/> (213) 576 - 7451 <i>Los Angeles Office</i> <small>ESC, Southwest, Trade-Technical, City, West</small>	<input type="checkbox"/> (310) 516 - 3734 <i>Torrance Office</i> <small>Harbor</small>	<input type="checkbox"/> (626) 256 - 7913 <i>Monrovia / Pico Rivera Office</i> <small>East</small>	<input type="checkbox"/> (818) 901 - 5403 <i>Van Nuys Office</i> <small>Mission, Pierce, Valley</small>
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Use Additional Sheets if necessary to List More Employees As Needed

Sheet ____ of ____

ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
<i>Describe or List the Nature of Injury(ies)</i>	
<i>Describe the Event and Whether the Scene has been Altered</i>	
<i>Location(s) Where Injured Employee(s) Moved</i>	
ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
<i>Describe or List the Nature of Injury(ies)</i>	
<i>Describe the Event and Whether the Scene has been Altered</i>	
<i>Location(s) Where Injured Employee(s) Moved</i>	
ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
<i>Describe or List the Nature of Injury(ies)</i>	
<i>Describe the Event and Whether the Scene has been Altered</i>	
<i>Location(s) Where Injured Employee(s) Moved</i>	

REFERENCE: 8CCR§342

**APPENDIX H
ENVIRONMENTAL HEALTH & SAFETY PROGRAM MATRIX AND ORGANIZATION**

<p align="center">SAFETY & HEALTH POLICIES Board Rules Code of Safe Work Practice Rules (SWP-100 series) <i>Board of Trustees</i></p> <p align="center">Administrative Regulations (SWP-200 series) <i>Chancellor / Senior Vice-Chancellor / Presidents</i></p> <p align="center">Injury and Illness Prevention Programs Corporate Safety Officer: Director of Business Services Local Safety Officers: Vice-Presidents of Administration / Risk Manager</p>						
<p>Emergency Preparedness Module (SWP-300 series) -Designated Employees -First Responders -Floor Wardens</p>	<p>Employee Training Module (SWP-400 series) -Managers -Supervisors -Leads</p>	<p>Exposure Controls Module (SWP-500 series) -Managers -Supervisors -Leads</p>	<p>Facilities Controls Module (SWP-600 series) -Managers -Supervisors -Leads</p>	<p>HAZMAT Controls Module (SWP-700 series) -Managers -Supervisors -Leads</p>	<p>Permitting Process Controls Module (SWP-800 series) -Managers -Supervisors -Leads</p>	<p>Records, Reports, and Notifications (SWP-900 series) -Managers -Supervisors -Leads</p>
<p>Accident Prevention Signs and Tags (EH&S EP-01)</p>	<p>Employee Communication and Information (EH&S ET-01)</p>	<p>Bloodborne Pathogens Exposure Control (EH&S EC-01) BSD / HRD</p>	<p>Facility Inspection Control Plan (EH&S FC-01) FACILITIES DIRECTORS</p>	<p>Medical Waste Management Plan (EH&S HM-01) HAZMAT COORDINATORS</p>	<p>MWMP Permitting Process (EH&S PP-01) FACILITIES DIRECTORS</p>	<p>Medical Records Management Program (EH&S RR-01) HRD / BSD</p>
<p>Workplace Violence Prevention Plan (EP-02)</p>	<p>Continuing Training Program (ET-02)</p>	<p>Hazard Communication Plan (EC-02) FACILITIES DIRECTORS</p>	<p>Facility Inspection Guide (FC-02) FACILITIES DIRECTORS</p>	<p>Hazardous Material Control Plan (HM-02)</p>	<p>DTSC Permitting Process (PP-02) FACILITIES DIRECTORS</p>	<p>EH&S Procedures (RR-02) BSD</p>
<p>Emergency Action/Fire Prevention Plans (EP-03)</p>	<p align="center"><i>Reserved</i></p>	<p>Ergonomics Exposure Control Plan (EC-03) FACILITIES DIRECTORS</p>	<p>Facility Pest Control Plan (FC-03) GARDENING SUPERVISORS Confined Spaces (FC-04) FACILITIES DIRECTORS</p>	<p>Industrial Waste Water Quality Control Plan (HM-03) FACILITIES DIRECTORS</p>	<p>DPW Permitting Process (PP-03) FACILITIES DIRECTORS</p>	<p>Reporting Occupational Injury and Illness (RR-03) Focal Points</p>
<p>Standardized Emergency Management System (SEMS – EOPS) (EP-04) <i>Reserved</i></p>	<p align="center"><i>Reserved</i></p>	<p>Chemical Hygiene Plan (EC-04) CHEMICAL HYGIENE OFFICER LAB TECHS Respiratory Protection and Industrial Hygiene (EC-05) INDUSTRIAL HYGIENIST</p>	<p>Energy Control Program (FC-05) ELECTRICAL SUPVR Indoor Air Quality (FC-06) LAB TECHS HVAC SUPVR</p>	<p>Storm Drain Water Quality Control Plan (HM-04) FACILITIES DIRECTORS</p>	<p>LARWQCB Storm Water Management Program Small MS-4 General Permit (PP-04) FACILITIES DIRECTORS</p>	<p>AED Records And Reports (RR-04) BSD / RM</p>
<p>First Aid Program (EP-05)</p>	<p align="center"><i>Reserved</i></p>	<p>Control of Select Carcinogens (EC-06) FACILITIES DIRECTORS (Occ-Med Coord) Hearing Conservation Program (EC-07) FACILITIES DIRECTORS HVAC SUPVR Heat Stress Guide (EC-08) ATHLETICS TRADES</p>	<p>Machine Guards (FC-07) TRADES APPLIED TECHNOLOGIES Powered Industrial Trucks (FC-08) FACILITIES DIRECTORS Safe Work Practices at Elevated Locations (FC-09) TRADES PERFORMING ARTS</p>	<p>Air Quality Control Plan (HM-05) FACILITIES DIRECTORS <i>Reserved</i></p>	<p>SCAQMD Permitting Process (PP-05) FACILITIES DIRECTORS DOSH Permitting Process (PP-06) FACILITIES DIRECTORS</p>	<p>EH&S Program Audits (RR-05) BSD Integrated Waste Management (RR-06) RECYCLING COORDINATOR Reporting Communicable Diseases (RR-07) BSD/HRD VP/ADMIN</p>

APPENDIX I

DEVELOPMENTAL RESOURCES AND REFERENCES

1. Title 8, California Code of Regulations, Section 342 and Section 3203
2. Title 19, California Code of Regulations, Section 574.2 and Section 2400
3. Title 22, California Code of Regulations, Section 66264.174
4. Labor Code, Section 6302 and Section 6313
5. Los Angeles Municipal Code, Section 57, *Fire Code*
6. Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, CS-1B, Rev. August 1995, Cal/OSHA Consultation Service
7. FM Global Workplace Inspection Protocol, November 2005
8. U.S. Department of Labor – Occupational Safety and Health Administration, “etools for Computer Workstations”, www.osha.gov (<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)