

REDWOODS COMMUNITY COLLEGE DISTRICT

Summary of Environmental and Safety Programs

Injury and Illness Prevention Plan

- Abstract:* The Injury and Illness Prevention Plan sets up systems ensuring employees with safe and healthy work place. Including training programs, meetings, written communications, procedures to identify and evaluate workplace hazards, accident investigation and means for employee/management communication about safety and health in the workplace.
- Citation:* 8 CCR 3203; Board of Trustee's Policy #817
- Whom:* All employees
- Training:* At time of hire; at change of duties or location; with change in processes, equipment or hazards; and refresher training.

Hazard Communication Program

- Abstract:* The Hazard Communication Program requires employers to provide information to their employees about any hazardous substance in the workplace that employees may be exposed to under normal conditions and reasonably foreseeable emergency situation in the workplace. The program provides information to employees by means of labels, warnings, material safety data sheets, and training.
- Citation:* 8 CCR 5194; Board of Trustee's Policy #815 and 817
- Whom:* All employees
- Training:* At time of hire, when a new hazard is introduced to the work area, and refresher training.

Emergency Action and Fire Prevention Plan

- Abstract:* The Emergency Action and Fire Prevention Plan sets procedures for emergencies and fires including escape routes, evacuation accounting of personnel, alarm systems, potential fire hazards, maintenance of fire suppression equipment, and training of employees.
- Citation:* 8 CCR 3220 and 3221; Board of Trustee's Policy #822
- Whom:* All employees
- Training:* At time of hire and when the plan changes

Exposure Control Plan for Blood-borne Pathogens

- Abstract:* The Blood-borne Pathogens Standard requires employers with employees that may reasonably be expected occupational exposures to have a written plan to control those exposures. The plan identifies at-risk employees, methods to control exposures, immunization plans, exposure evaluations, record keeping, and training.
- Citation:* 8 CCR 5193; Board of Trustee's Policy #531, 817, and 819
- Whom:* All employees are trained in the standard. At-risk employees are provided immunizations.
- Training:* All employees at time of hire and refresher.

Chemical Hygiene Plan

- Abstract:* The Chemical Hygiene Plan is a written and implemented program setting forth the procedures, equipment, personal protective equipment and work practices that are capable of protecting employees from hazardous chemicals and health hazards associated with laboratories. The plan also sets forth fume hood requirements.
- Citation:* 8 CCR 5191; Board of Trustee's policy #811 and 817
- Whom:* Science Faculty, Science-Instructional Lab Techs, Custodians and Maintenance Workers assigned to laboratories
- Training:* At time of hire and refresher.

Hazardous Materials Business Plan

- Abstract:* The Business Plan is required of "business" that store hazardous materials in reportable quantities to the local administrating agency. The plan entails an inventory of hazardous materials, their location, release contingency planning, and responding personnel.
- Citation:* California Law AB 2185
- Whom:* "Business" officers and responding personnel.
- Training:* At hire and refresher.

Hazardous Waste Operations and Emergency Response Plan

- Abstract:* The Hazardous Waste operations and Emergency Response Plan details plans to safe guard the health and general safety of staff, students and the environment in the event of a hazardous materials release or threatened release. The plan also identifies staff by job description of their of their emergency response level of training.
- Citation:* 8 CCR 5192; Board of Trustee's policy # 815 and 817

Whom: Many staff, including all administrators and cost center managers, most faculty, all maintenance staff, and many support staff depending on location and duties.
Training: Training levels specified in plan. At time of hire or reassignment and annual refresher.

Respiratory Protection Plan

Abstract: Respiratory Protection Plan requires employers to protect employees from airborne contaminants in the workplace. The Plan includes procedures for the selection and use of respirators, instruction and training, cleaning and sanitizing, inspection, replacement, repair and maintenance of respirators.
Citation: 8 CCR 5144; Board of Trustee's Policy #811 and 817
Whom: All employees exposed to harmful dust, smoke, mists, fumes, gases, vapors or sprays.
Training: At time of hire or reassignment and refresher.

Hazardous Energy Control Procedures, "Lockout/Tagout"

Abstract: "Lockout/Tagout" sets forth procedures to safeguard employees from accidental or inadvertent start-up of machinery or equipment while being serviced or maintained.
Citation: 8 CCR 3314; Board of Trustee's Policy # 811 and 817
Whom: All "authorized" and "affected" employees.
Training: Initial and refresher.

Hearing Conservation Program

Abstract: The Hearing Conservation Program sets forth procedures to monitor noise levels to protect employee hearing. Noise levels in excess of the action level requires audiometric testing of employees annually. Noise levels under the action level allow for the use of hearing protection by employees for greater protection.
Citation: 8 CCR Article 105; Board of Trustee's policy #811 and 817
Whom: All employees exposed to hazardous noise environments or tasks.
Training: At hire and refresher.

Spill Prevention Control and Countermeasure Plan

Abstract: The Spill Prevention Control and Countermeasure Plan provides for periodic inspections, secondary containment and emergency response for aboveground petroleum storage tanks.

Citation: California Health and Safety Code, Chapter 6.67; 40 CFR Part 112; and Board of Trustee's Policy #817
Whom: Administrators, maintenance staff, auto and diesel faculty.
Training: At hire and refresher.

Alcohol and Drug Abuse Plan for Commercial Drivers

Abstract: The Alcohol and Drug Abuse plan for Commercial Drivers affects only those drivers employed by the District and required Class A and/or B driver's license. The Plan identifies those employees; sets forth testing procedures, times and methods; and consequences and sanctions for employees that test positive for alcohol and/or controlled substances.
Citation: Omnibus Transpiration Employer Testing Act of 1991, Federal Motor Carrier Safety Regulations, Part 382, and Board Policy # 823.
Whom: Employees covered in plan, generally, those driving commercially using Class A or B licenses. Supervisors of covered employees and Administrators.
Training: Initially, at time of hire and refresher.

Ergonomic Safety Program

Abstract: The Ergonomic Safety Program sets forth procedures to evaluate and reduce the potential for repetitive motion injuries.
Citation: 8 CCR 5110; Board of Trustee's policy # 817
Whom: All employees with significant time spent at video display terminals.
Training: At time of hire and refresher.

National Pollutant Discharge Elimination System Permit No. CA0006700

Abstract: NPDES Permit No. CA0006700 allows for the operation of, and provides operating procedures and limitations for the Eureka Campus wastewater treatment plant.
Citation: Section 2511 of Chapter 15, Title 23, California Code of Regulations.
Whom: Administrators; Director, Facilities and Grounds; Coordinator, EH&S; and Wastewater Treatment Plant Operator.
Training: At hire and at time of permit renewal or modification.

Medical Waste Management Plan

Abstract: The Medical Waste Management Plan sets forth policy and procedures for the safe handling, management, and disposal of medical waste.

Citation: California Health and Safety Code, Sections 117600 - 118360; Board of Trustee's Policy #817

Whom: Custodians, Security staff, Health Occupations faculty and staff, Health Center staff, and other staff who use "sharps" or generate medical waste.

Training: At hire.