



FOOTHILL-DE ANZA
Community College District

DATE: September 3, 2013
TO: All Employees
FROM: Marsha Kelly, Director of Risk Management
SUBJECT: Injury and Illness Prevention

General Safety Guidelines

Foothill-De Anza Community College District has an illness and injury prevention program. This program is intended to provide a safe productive work environment. Each employee receives a copy of the attached General Safety Guidelines and signs verification that he/she understands the program and will comply with it. Please note that these general safety guidelines apply to all employees of the District. Your department may have additional safety considerations. Please check with your supervisor concerning such requirements.

Work Injuries:

In the event of an on-the-job injury, all District employees must first report to the Campus Health Services Office. If Health Services is closed or if the injury requires further medical treatment, employees must go for initial diagnosis and treatment to:

Cupertino Medical Center (CMC) Occupational Medicine
10050 Bubb Road
Cupertino, CA 95014-4132
Phone: (408) 996-8656 Fax: (408) 996-7465
Hours of Operation: Monday – Friday 8:00 a.m. to 5:00 p.m.

Your personal medical doctor may not treat you unless you have placed a memo in your personnel file prior to the injury denoting treatment by your named physician. In the event of a major medical emergency requiring immediate attention, please go to the nearest emergency center, hospital or clinic. Thank you for your cooperation. If you have any questions or comments, please do not hesitate to contact the Risk Management Office at extension 6131.

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
GENERAL SAFETY GUIDELINES

1. All work related injuries and illness must be reported to the immediate supervisor as soon as possible after an employee becomes aware of the injury or illness.
2. Employees shall use extreme care and consideration in performing their duties to see that they do not cause injury to others or create work hazards that could cause injury to others.
3. Employees should not attempt to lift heavy or bulky objects. Doing so could cause injury to the back or other body parts. When in doubt, please seek assistance from Plant Services (ext. 6156), or Custodial Services on your campuses.
4. Personal equipment, such as extension cords, chemicals, or electrical heaters should not be brought to the school without the permission of your supervisor or Plant Services.
5. Using electrical heaters to provide warmth for extended periods of time can cause building fires. Employees are discouraged from using electric heaters. Alternative means should be found for providing building heat over the cooler months.
6. Plant Services (ext. 6122) must be notified as soon as possible if a fire extinguisher has been used, so that it can be recharged or replaced.
7. When a piece of equipment or a facility becomes defective, it should either be removed from service or reported to department technicians or Plant Services so that repairs can be made. Failure to report facility conditions can result in injuries. A "Safety Report" form is included in this packet.
8. Food and liquid spills must be wiped up immediately.
9. Employees should never attempt to repair electrical equipment or appliances. Defective equipment should be removed from service and technicians notified to make the proper repairs.
10. Cabinets can be very dangerous if used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall.
11. Flammable liquids such as duplicating fluid should always be stored in UL – approved cabinets or by other appropriate means described by the fire department. If in doubt, call Plant Services at 6122. Flammable liquids should never be left out on an open counter; an earthquake could cause a spill or possible fire. All storage should be ventilated to the outside.

12. For earthquake safety, heavy objects should be stored on lower shelves while lighter and less dangerous items can be stored on middle and upper shelves.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or secured as a unit in such a way to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects that create accident hazards should be reported to Plant Services so repairs can be completed. If possible, remove the object from service.
15. Extension cords/electrical cords should never be run under rugs or floor mats.
16. All employees should take the time BEFORE an emergency to read the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Flip charts of emergency procedures are posted in classrooms and offices throughout the District.
17. Hazard communications where individuals must use chemicals and toxic materials in the course of their work is an important responsibility dictated by CAL OSHA. The Hazard Communication law dictates that Material Safety Data Sheets (MSDS) be kept in the work area, and be easily accessible for ready reference.

All employees who work with or around hazardous materials should be familiar with the requirements and responsibilities of the management of hazardous materials as indicated in the department's Hazardous Materials Management Plan. Questions about hazardous materials should be directed to Plant Services (ext. 6122).

18. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training can be given by Plant Services, (ext. 6122).
19. Employees should NEVER eat, drink or use personal items in the lab areas.

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
GENERAL SAFETY GUIDELINES**

I have received, read and understand the General Safety Guideline. I also understand that I am obligated to follow them in my work activities.

Signature: _____

Print Name: _____ Date: ____/____/____

Campus: _____ Department: _____

IMPORTANT

Please Circle One:

Administrator

Faculty (FT) (PT)

Classified

Causal

Student



Office of Human Resources and Equal Opportunity
12345 El Monte Road, Los Altos Hills, CA 94022

SAFETY REPORT

NOTE TO THE USER: The purpose of this report is to facilitate the reporting of hazards and correct them. This form will be circulated to those persons who have authority and responsibility for safety within the District. Your suggestions and recommendations are valued and appreciated! You may also use the Safety hotline (anonymously, if you wish) by calling (650) 949-6229.

CONCERN OR HAZARD:

LOCATION: (Be as specific as possible)

SUGGESTED REMEDY:

REPORTED BY: _____ (Optional)

Send to Risk Manager, District Plant Services

FOR PLANT SERVICES USE: (Send copy of action plan to originator if name included)

DATE RECEIVED:

FINDINGS:

ACTION:

- Work Order
- Plant Services:
- Other: _____