It is with great pride that the District Occupational Health and Safety Committee presents the first Occupational Health and Safety Annual Report. This report is a summary of the many safety activities being done at all locations throughout the Maricopa County Community College District.

Since the approval of Administrative Regulation 4.2: Employee Health and Safety in 2008, this is the first iteration of the annual occupational health and safety report. The purpose of this report is to provide a cumulative summation of the safety programs and future goals of each college and the District Office.

If you have any comments or questions related to this annual report, please contact me.

Sincerely,

Vic Anderson
Maricopa County Community College District
District Occupational Health and Safety Manager
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Executive Summary

This is the first Annual Occupational Health and Safety (OHS) Report. Its purpose is to summarize the OHS achievements from all locations within the Maricopa County Community College District (MCCCD) for the calendar year 2011. It also highlights some of the goals each location has established for 2012 in each of the five areas listed on Administrative Regulation 4.2: Employee Health and Safety. Those areas are: Management Commitment, Employee Involvement, Hazard Prevention and Control, Worksite Analysis and Safety and Health Training.

Throughout this report there are intersections where the annual goals of our locations are similar. Using the One Maricopa philosophy, the expectation goals of the District OHS Committee is that at the key intersections, OHS committees will share their collective work and combine their resources to provide the best and most effective health and safety programs to the valued employees of MCCCD. Some of the common goals listed for 2012 are:

- Implementation of a Job Safety Analysis program which will help ensure the hazards associated with many of the job tasks MCCCD employees perform are analyzed, documented and steps have been taken to eliminate or reduce the potential of injuries.

- Physical Inspections by staff will be regularly scheduled and the results will be posted to a webpage for viewing by staff and faculty.

- Increased employee training specifically aimed at reducing the largest causes of Workers’ Compensation injuries: Slips, trips and falls and muscle strain.

One of the most important goals of the District OHS Committee for 2012, until complete, is to provide assistance and resources to each location to develop standardized written safety procedures. The Committee will act as the vehicle with which to share these written procedures implementing a safety program at each location with a solid foundation and complete compliance with Federal, state and local laws.
Administrative Regulation

Per Arizona Revised Statute §23-403, each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees. Each employer shall comply with occupational safety and health standards and all regulations and orders issued pursuant to this article.

ARS §23-404 requires each employee to comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this article which are applicable to its own actions and conduct.

The Maricopa County Community College District (“District”) places a high priority on the safety and health and of its employees, and regards safety and health as a fundamental value of the institution. The District is committed to supporting the safety and health of its employees by instituting and maintaining a program that provides adequate systemic policies, procedures, and practices to protect their employees from, and allow them to recognize, job-related safety and health hazards. To that end:

1. The Chancellor and each College President shall be charged with the overall responsibility to develop, implement, and maintain a written employee safety and health plan for the district office and the colleges, respectively. This plan, which will be prepared using a template created by the district risk manager, shall include the following elements:

   A. Management Commitment and Employee Involvement
   B. Worksite Analysis
   C. Hazard Prevention and Control
   D. Safety and Health Training

2. Each college and the District Office shall submit its plan to the District Risk Manager for review and approval by January 1 of every year.

3. Each college and the District Office shall report key performance indicators to the District Risk Manager by January 1 of every year. These reports should also highlight what the colleges and the District Office are doing, what remains to be done, and what additional assistance and resources are needed.

4. The District Risk Manager shall submit an annual report to the Chancellor and the Chancellor’s Executive Council that summarizes the colleges’ and the District Offices’ progress towards meeting their safety and health program goals and objectives for the previous year as well as goals and objectives for the coming years. This report shall be submitted by March 1 of each year.
2012 College Safety Plans’ Common Goals:

For this year, all ten colleges and the DSSC reported their annual safety plans and projected activities. Here are some commonalities among those goals:

**Management Commitment:**

8 of 11 (72%) of respondents stated the college President will sign a written statement demonstrating management’s commitment to employee safety and that statement will be distributed to all respective employees via email.

2 of 11 (18%) of respondents will have a senior management member speak to employees about the importance of safety in the workplace during a fire drill or other planned event.

1 of 11 (10%) of respondents stated their Management Commitment is to be “Smoke-Free-Tobacco-Free” in compliance with MCCCD’s Breatheasy policy as of July 1, 2012.

**Employee Involvement:**

7 of 11 (63%) of respondents stated the college OHS committee will actively recruit employees to participate in a building emergency coordinator team. These individuals will be the points of contact for emergency situations such as fire evacuation.

3 of 11 (27%) of respondents listed as their goal for 2012 to conduct an on-line employee survey regarding their respective OHS programs and asking what the employees feel are areas to be improved.

1 of 11 (10%) of respondents stated they will create new involvement options such as “Back Care Class”, create a series if mini videos on health and wellness, create brown bag classes and promote ergonomics at work.

**Hazard Prevention and Control:**

7 of 11 (63%) of respondents identified the development and implementation of a Job Safety Analysis (JSA) program as their goal for 2012. This program will assist colleges in the identification and elimination or mitigation of hazards associated with job tasks performed by MCCCD employees.

3 of 11 (27%) of respondents stated the location OHS committee will review the loss data available from the District Claims Manager and review engineering reports from FM Global to create a list of areas to address which have or could cause the greatest severity and frequency of losses.

1 of 11 (10%) of respondents stated they will being a publication of a newsletter published each semester that will be send to all employees via email.

**Worksite Analysis:**

10 of 11 (91%) of respondents listed as their goal for 2012 to have their respective OHS committees develop a physical inspection schedule
and perform physical inspections on a regular basis with those results being posted on an internal webpage or communicated via email to all respective employees.

1 of 11 (9%) of respondents listed their goal for 2012 to conduct monthly inspections to verify all chemicals are stored/housed properly. Results will be posted on the OHS newsletter and website.

Safety and Health Training:

7 of 11 (63%) of respondents stated their respective OHS committees will collaborate with the District Occupational Health and Safety Manager to provide training on prevention of slips, trips and falls to all employees. This training will be distributed via email or given as a “brown bag” opportunity held at their respective locations.

3 of 11 (27%) of respondents stated their goal for 2012 is to create a definitive list of training required by OSHA for their employees beginning with the Maintenance and Operations employees. This list of required training will be a roadmap to ensure total compliance.

1 of 11 (10%) of respondents identified their goal for 2012 to explore options for funding to send employees to GWCC’s OSHA Certification program as well as encouraging maximum participation in other EOLT provided and/or facilitated training classes.

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“

All employees exposed to workplace hazards must be trained in safe operating procedures. Using unqualified people to perform tasks that require specialized training leaves workers and managers exposed to prosecution to the fullest extent of the law. Everyone deserves the right to go home healthy and free of injury. Safety isn’t just good business, it’s the law!

Ted Gorges
Crafts Policy Group President
March 2012

”
2012 District OHS Committee Goals

In order to provide the best possible resources to the college OHS programs, the District OHS Committee has developed these goals for calendar year 2012:

Provide written safety standards and programs for all colleges in accordance with the Occupational Safety and Health Administration (OSHA) laws. Here are the priorities for 2012 based on most frequently cited violations per the Arizona Division of Occupational Safety and Health (ADOSH):

- Hazardous Communications (29 CFR 1910.1200, revised)
- Lock Out/Tag Out (29 CFR 1910.133(b)(2))
- Personal Fall Protection (29 CFR 1910.66(j))
- Ladders (29 CFR 1910.26)

Additionally, these other programs will be provided to all college OHS programs based on analysis of Workers’ Compensation claims filed by MCCCD employees:

- Slips, Trips and Falls Prevention program
- Back and Muscle Strain Prevention program
- Bloodborne Pathogens Exposure Control Plan (29 CFR 1910.1030(c))

Host an annual event designed to train OHS designees from each location and foster a sense of community and collaboration. Ideally, this event will be the first of many annual programs to assist colleges with resources, ideas and encouragement and occur in the first quarter of the calendar year.
## 2011 Environmental Health and Safety (EHS) Training:

Listing of training events presented by and/or facilitated by the Employee and Organizational Learning Team (EOLT) during January to December 2011:

<table>
<thead>
<tr>
<th>Training Event</th>
<th>Participants</th>
<th>Training Event</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Exposure and Medical</td>
<td>69</td>
<td>Emergency Preparedness</td>
<td>40</td>
</tr>
<tr>
<td>AED and CPR</td>
<td>1151</td>
<td>Emergency Response Team</td>
<td>58</td>
</tr>
<tr>
<td>Aerial Lift/Aerial Platform</td>
<td>45</td>
<td>Ergonomic Principles: Body Mechanics</td>
<td>12</td>
</tr>
<tr>
<td>Aerial Lift Familiarization</td>
<td>11</td>
<td>Fall Protection and Prevention</td>
<td>9</td>
</tr>
<tr>
<td>Bloodborne Pathogen Affected Person</td>
<td>144</td>
<td>Fire Extinguisher (including On-line)</td>
<td>220</td>
</tr>
<tr>
<td>Bloodborne Pathogens Awareness</td>
<td>19</td>
<td>First Aid</td>
<td>356</td>
</tr>
<tr>
<td>Bloodborne Pathogen Affected Person (On-line)</td>
<td>72</td>
<td>Forklift Operator</td>
<td>137</td>
</tr>
<tr>
<td>Boom Lift</td>
<td>1</td>
<td>General Personal Protective Equipment (PPE)</td>
<td>53</td>
</tr>
<tr>
<td>Confined Space Entry Awareness</td>
<td>3</td>
<td>General Safety Awareness</td>
<td>17</td>
</tr>
<tr>
<td>Confined Space Entry Authorized</td>
<td>4</td>
<td>Hazard Communication (Level I)</td>
<td>215</td>
</tr>
<tr>
<td>Continuous Compression CPR</td>
<td>24</td>
<td>Hazard Communication (Level II)</td>
<td>25</td>
</tr>
<tr>
<td>Emergency Evacuation: Site Specific</td>
<td>39</td>
<td>Health and Safety Essentials</td>
<td>83</td>
</tr>
</tbody>
</table>
### 2011 Environmental Health and Safety (EHS) Training: (continued)

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health, Safety and Environmental Management</td>
<td>386</td>
</tr>
<tr>
<td>Heat Stress Prevention</td>
<td>31</td>
</tr>
<tr>
<td>Hot work</td>
<td>9</td>
</tr>
<tr>
<td>Laboratory Safety</td>
<td>11</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>52</td>
</tr>
<tr>
<td>Lockout/Tagout</td>
<td>87</td>
</tr>
<tr>
<td>Occupational Noise</td>
<td>3</td>
</tr>
<tr>
<td>OSHA 100</td>
<td>12</td>
</tr>
<tr>
<td>Qualified Electrical Safe Work</td>
<td>18</td>
</tr>
<tr>
<td>Respiratory Protection with Fit Test</td>
<td>6</td>
</tr>
<tr>
<td>Scaffolding Safety Awareness</td>
<td>18</td>
</tr>
<tr>
<td>Scissor Lift</td>
<td>47</td>
</tr>
<tr>
<td>Site Specific Emergency Guidelines</td>
<td>20</td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>36</td>
</tr>
<tr>
<td>Unqualified Electrical Safety</td>
<td>58</td>
</tr>
<tr>
<td>Waste Management/Spill Prevention</td>
<td>4</td>
</tr>
<tr>
<td>Workplace Violence Prevention (including on-line)</td>
<td>183</td>
</tr>
<tr>
<td>Total</td>
<td>4449</td>
</tr>
</tbody>
</table>
2012 Environmental Health and Safety (EHS) Training Schedule:

Listing of training events, by month from January through July 2012, presented and/or facilitated by the Employee and Organizational Learning Team (EOLT):

**January 2012**
- CPR/AED
- Continuous Compression CPR
- Bloodborne Pathogen: Affected Personnel
- Emergency Preparedness
- Forklift Operator Certification
- Hazard Communications

**February 2012**
- Ladder Safety
- Scaffolding (Safety Awareness)
- Hands-on Fire Extinguisher
- CPR/AED
- Continuous Compression CPR
- Boom Lift
- Aerial Lift
- Hazard Communications (Level II)
- Forklift Operator Certification

**March 2012**
- Health, Safety and Environmental Management
- CPR/AED
- Hazard Communications
- Forklift Operator Certification
- First Aid
- Continuous Compression CPR
- CPR/BLS (Healthcare Provider)

**April 2012**
- CPR/AED
- Continuous Compression CPR
- Workplace Violence Prevention
- First Aid
- Heat Stress Prevention
- Health and Safety Essentials
- CPR/BLS (Healthcare Provider)

**May 2012**
- First Aid
- Continuous Compression CPR
- CPR/AED
- Ergonomic Principles: Body Mechanics
- Heat Stress Prevention

**June 2012**
- Heat Stress Prevention
- Health and Safety Essentials
- Workplace Violence Prevention
- Ergonomic Principles: Body Mechanics
- Slips, Trips and Falls
- Qualified Electrical Safety Work
- Bloodborne Pathogens: Affected Personnel
- CPR/AED
- Continuous Compression CPR

**July 2012**
- Hazard Communications
- CPR/AED
- Health, Safety and Environmental Management
- Lockout/Tagout
- First Aid
- Hazard Communications (Spanish)
- Health and Safety Essentials (Spanish)
- Aerial Lift
Safety Committee Members:
Trina Larson, Jim Dusek, Bruce Scharbach and Brian Langford.

Management Commitment:
Previous/Current – CGCC has committed funds to a full time temporary staff position to establish a baseline for the college Occupational Health and Safety program.

Projected: Goals and direction for the college Occupational Health and Safety Program will be administered by the Director of Facilities.

Employee Involvement:
Previous/Current – Changes were made to address an informal, internal audit in the areas of resources, training and recordkeeping, development of a website, continual wellness activities and implementation of a material safety data sheet (MSDS) database.

Projected – Promote the resources to employees available on the website.

Hazard Prevention and Control:

Projected – Continued development and use of the training/record keeping matrix for other departments such as Public Safety, Science, Arts and Athletics.

Worksite Analysis:
Previous/Current – Automated External Defibrillator (AED) and fire extinguisher checks were performed and documented.

Projected – The Directors of Facilities and Public Safety will develop a safety inspection schedule to be performed at regular intervals.

Safety and Health Training:
Previous/Current – The on-campus new employee orientation training was expanded to include safety issues such as emergency preparedness, safety responsibilities and the website for employee safety resources.

Projected – CGCC will offer employee training in accordance with the training matrix and record keeping modules which will include several departments and advertise these training events at the new employee orientation as well as working with the Risk Management division.
Safety Committee Members:
Victor Mauldin (Chair), Charles Summers, Heather Weber, Randy Naughton, Barbara Flores and Jon Busier.

Management Commitment
Previous/Current – EMCC formed an OHS Committee in August 2011 which is currently working to compile all relevant information regarding procedures and protocols.

Projected – The committee will draft a Management Commitment statement for Senior Leadership approval.

Employee Involvement:
Previous/Current – An all-employee notice seeking employee involvement in the OHS committee was sent and the committee was formed.

Projected – The committee will ask all employees to take part in a safety survey distributed by July 2012.

Hazard Prevention and Control:
Previous/Current – Improved existing plans for Facilities, Science Labs and the Skill Center to include a process of regularly updated MSDS, plan review by State Fire Marshall and employee training matrix.

Projected – The OHS Committee will develop written safety standards based on analysis of available loss reports.

Worksite Analysis:
Previous/Current – The OHS Committee is working to fully implement the Red Tag Program from FM Global, used to identify when fire sprinkler systems are shut-off due to testing or maintenance, with a target completion date of July 2012.

Projected – Quarterly safety inspections will be conducted and those results will be posted on the EMCC Public Safety website.

Safety and Health Training:
Previous/Current – EMCC uses the Public Safety website to post information related to training and seminars.

Projected – The Committee will work to complete a separate website dedicated to publishing related training information and opportunities.
**Safety Committee Members:**
Charles Poure (Chair), John Porvaznik, Ray Laehu and Steve Bowersock.

**Management Commitment:**
Previous/Current – College President and Vice Presidents have signed a management commitment to safety statement and distributed an email copy of that document to all employees.

Projected – Safety Awareness meetings are planned with all policy groups to discuss the impact of safety on employee health, college operations and costs. Estimated completion date is November 1, 2012.

**Employee Involvement:**
Projected – The GWCC OHS Committee will recruit and train a Building Emergency Coordinator for each occupied building or area on campus to assist Facilities and Public Safety personnel in the event of an emergency.

Projected – Employees will be encouraged to observe conditions in their work areas and report safety issues via the work orders system FM1. Scheduled implementation date is July 1, 2012.

**Hazard Prevention and Control:**
Projected – The Director of Facilities will begin a Job Safety Analysis (JSA) program to review various jobs being performed on campus to determine exposures and if personal protective equipment is needed and being used properly.

Projected – A/E Firm for all construction in progress at GWCC is preparing the engineering analysis and equipment labeling requirements to bring new buildings into compliance with the 2011 NFPA 70E.

**Worksite Analysis:**
Projected – The Facilities and Public Safety Directors will develop a schedule for physical inspections to be performed of the buildings and grounds specifically looking for issues which may cause slips, trips and falls.

Projected – Sprinkler protection will be established no later than June 1, 2012.

**Safety and Health Training:**
Previous/Current – Develop a master list of all OSHA required training.

Projected – The GWCC OHS Committee will send a Prevention of Slips, Trips and Falls training presentation to all campus employees via email and ask they review it before the end of the year.
Safety Committee Members:
Patricia Judd (Chair), Greg Rogers, Debra Palok, June Fessenden, Al Gonzales and Fernando Camou.

Management Commitment:
Previous/Current – GCC’s management will be demonstrating its commitment to OHS by: Providing $2,200 as a budget for training materials for employees, requiring any employee operating a cart on campus to receive training and carry a designation indicating they have completed the requisite training and providing a $2,500 budget for placement of portable eyewashes on custodial carts. These actions will take place in July 2012.

Projected – Require all employees and contractors to complete training based on job duties with a scheduled completion date of January 1, 2014.

Employee Involvement:
Previous/Current – M&O employees are continuously training in health and safety practices. Scheduled completion date is January 1, 2014.

Projected – All employees will be trained in basic health and safety practices. Scheduled completion date is January 1, 2014.

Hazard Prevention and Control:
Previous/Current – The OHS Coordinator has implemented the following inspection programs: AED, Buildings, Grounds and job/individual observation. Inspections are carried out on a regular basis to insure safe housekeeping and work practices. Scheduled completion date is January 1, 2014.

Projected – Inspections will continue to be done.

Worksite Analysis:
Previous/Current – The OHS Coordinator has reviewed the claim log and will be prioritizing the safety training to meet the current trends. Scheduled completion date is January 1, 2014.

Projected – A worksite analysis will be completed for each job. Scheduled completion date is January 1, 2014.

Safety and Health Training:
Previous/Current – The OHS Coordinator will continue to train employees in health and safety practices. Scheduled completion date is January 1, 2014.

Projected – The OHS Coordinator will work with EOLT and CTLE to provide more safety training to all employees. Scheduled completion date is January 1, 2014.
Mesa Community College

Safety Committee Members:
Jeffrey Darbut, Steve Corich, Shirley Henderson, Richard Cluff, Safety Coordinators representative and a Faculty representative.

Management Commitment:
Previous/Current – The VP of Administrative Services, Jeffrey Darbut, signed a “management commitment to safety statement” on August 16, 2011 and distributed to all employees via email as well as posting on the MCC intranet.

Projected – Dr. Pan, MCC President, will publish an announcement via email or appear in a video clip, distributed to all MCC employees via email, proclaiming management’s commitment to safety and encouraging attendance at safety training events.

Employee Involvement:
Previous/Current: Notification was sent to all employees via email addressing safety statement.

Projected – The MCC OHS Committee will address and mitigate safety conditions on campus. Public Safety will perform a bi-annual review and training to Building Coordinators.

Hazard Prevention and Control:
Previous/Current: The OHS Department has implemented the following safety programs: blood borne pathogens, CPR/AED, hazardous waste management, electric cart certification and Public Access Defibrillator (PAD) program and fire safety.

Projected – MCC will schedule a job tasks review with the District OHS Manager to perform Job Safety Analysis; have each job reviewed for hazards and proper personal protective equipment (PPE) that would mitigate any hazard; recommendation to start with facilities due to nature of duties.

Worksite Analysis:
Previous/Current – The OHS Department reviewed the Claim Log and will be reviewing safety procedures with applicable departments plus scheduling training for all employees. Scheduled completion date is March 2012.

Projected – MCC, led by OHS facilities, will develop a schedule for inspections of buildings and grounds with the intent to prevent slips, trips and falls, the leading cause of workers’ compensation claims at MCCCD.

Safety and Health Training:
Previous/Current – The OHS Department has created an OHS website to share safety programs and provide resources. The Department solicits employee feedback on classes employees need and/or would be interested in attending and works with CTL and EOLT.

Projected – The MCC OHS Committee will provide information on available training relating to Prevention of Slips, Trips and Falls before the end of the calendar year.
Paradise Valley Community College

Safety Committee Members:
Scott Meek (Chair), David Matus, Tony Asti, June Hawkins, Jim Doyle, Satinder Bains and Hedy Fossenkemper.

Management Commitment:
Previous/Current – College President and Vice Presidents have signed a management commitment to safety statement and distributed an email copy of that document to all employees.

Projected – A fire protection impairment procedure including FM Global, a property insurance carrier for MCCCD, Public Safety, Maintenance and Operations (M&O) and the Phoenix Fire Department will be implemented. Public Safety will implement electronic Hot Work and Red Tag permits and will implement training on these programs with the assistance of M&O.

Employee Involvement:
Previous/Current – Conducted a SWOT analysis of OHS Committee as part of the campus’ Strategic Planning Process. Literature on heat related illness and bottled water were distributed to campus employees whose jobs include working outside in the heat.

Projected – Electronic permit trainings for Public Safety and M&O employees to be completed by January 1, 2013. Policy and procedure will be implemented into PVCC EO by January 1, 2013.

Hazard Prevention and Control:
Previous/Current – Distributed County, MCCCD and PVCC emergency preparedness literature. Reviewed FM Global Risk Recommendation report and implemented recommendations except for adding building sprinkler systems to buildings without sprinklers.

Projected – The PVCC OHS Committee will identify additional hazardous situations and inform FM Global and Phoenix Fire Department.

Worksite Analysis:
Previous/Current: The College conducted weekly and monthly safety inspections. Additionally, the College has implemented the FM Global Hot Work and Red Tag programs.

Projected – PVCC will provide training to Public Safety and M&O employees.

Safety and Health Training:
Previous/Current – Coordinated with Fitness Center and District EOLT to provide AED/CPR training. Also, the College provided Threat Assessment training to college employees.

Projected – PVCC will provide training on electronic Red Tag and Hot Work.
Phoenix College

Safety Committee Members:
Doug McCarthy (Chair), Paul DeRose, Priscilla Gonzalez and BG Bowley.

Management Commitment:
Previous/Current: College Administration has allocated funding for hazard communication training for PC staff. Safety devices have been installed and/or upgraded as needed and emergency guidelines and contact numbers have been posted campus wide. An informational CD of campus buildings, diagrams and placards has been provided to the City of Phoenix Fire and Police Departments to assist with response to campus emergencies and updated information is provided as campus construction is complete.

Projected – Administration will be asked to include the topic of Health and Safety in the agenda for the Spring 2013 All Employee Convocation scheduled in January 2013.

Employee Involvement:
Previous/Current – PC employees were encouraged to participate and practice learned safety in areas of responsibility. Managers and Supervisors encourage open dialogue for safety ideas and concerns and prepare and post written procedures for staff areas of responsibility.

Projected – PC Departments will be encouraged to fill all vacant positions to ensure proper coverage and provide health and safety information/equipment pertinent to their areas.

Hazard Prevention and Control:
Previous/Current – Processes for routine maintenance and inspections have been established in the following areas: utility cart safety, hazard communications and building placards, HEP B vaccination, universal waste management and recycling, biological waste management, hot spot welding, chemical hygiene, FM Global fire riser inspection, medicine disposal, chemical safety and removal of hazardous wastes.

Projected – PC will continue to provide on-site Health and Safety Training and will incorporate “Shop Talks” at Operation Department staff meetings.

Worksite Analysis:
Previous/Current – Regular and routine inspections of vehicles, fire risers, fire extinguishers, fire alarms, electrical panel boxes, utility carts, compressed gas, eye wash and emergency shower stations and AEDs.

Projected – PC is in the process of developing a job description for an OSHA Compliance position to assist with worksite/job safety analysis and review. We hope to fill this position by January 2013.

Safety and Health Training:
Previous/Current – Various safety and health training opportunities are provided by PC, MCCCD and external sources. Employees are encouraged to participate in the following as they apply to their position: Blood borne pathogens, AED/CPR, hazard communications, defensive driver/utility cart training, Resource Conservation and Recovery Act, DOT training for hazardous waste handlers, ergonomics, slips, trips and falls, fire extinguisher (hands on), fire drills, use of Evac U Trac (installed 2009), ladder safety and inspection training, lab safety training and videos, electrical safety, forklift and man lift training.

Projected – All PC employees will be encouraged to attend on going OHS training offered by MCCCD. State and Federal certification and renewal training is mandatory for identified employees and will be monitored for 2013.
Safety Committee Members:
Sharon Koberna, Margaret Turner-Sample, Alex Lopez, Ernest Adkins and Ginger Martindale

Management Commitment:
Previous/Current – College President has signed a management commitment to safety statement.

Projected – Classes will be available on Ergonomics in the Workplace and available to all supervisors. An OHS “Share Point” website will be created which will link Wellness/Public Safety/M&O will be open to all employees providing educational opportunities and resources. As of July 1, 2012, all RSCC locations will be smoke and tobacco free in compliance with MCCCD’s new Breath Easy policy. Articulation with AshLine of AZ will commence in January 2012 to provide resources and an on-line smoking cessation program and counseling.

Employee Involvement:
Previous/Current – Employee Involvement in 2011: 154 employees attended the annual Wellness Fair, 60 employees participated in Health Risk Assessments, 180 employees participated in health screenings (MOM, POP, Bone density, Skin Cancer, Audio screening and Eye test) 100 employees received Flu shots, 300+ employees participate in the monthly Café Healthy Special- promoting healthy eating habits for employees, 200+ employees participated in chair massage promoting emotional wellness and stress management, 100 employees attended various “Lunch and Learn” Brown Bag events that promoted various dimensions of health and wellness, 300 employees participated in various physical activities/incentive programs that promoted physical health and wellness. Between M&O and Public Safety, over 15 different OJT (On-The-Job) training opportunities were offered and approximately 80 employees received training in a variety of areas.

Projected – Create new involvement options such as a “Back Care Class”, Create a series of mini videos on health and wellness tips called “Cookie Breaks” that employees can view at their desks/work stations, create an “Ergonomic Living” education class and Brown Bag to promote good ergonomics at work and at home, create employee survey to query employees regarding additional education/activities and programs that might interest them. Develop programming based on employee survey to create more employee involvement. Encourage M&O employees to attend the M&O conference in the spring

Hazard Prevention and Control:
Previous/Current – Cabinets designed to store hazardous materials were purchased and are located centrally; all chemicals are properly stored and labeled. MSDS for all of Rio’s locations have been updated and are site specific for each location.

Projected – The OHS committee will begin publication of a safety newsletter which will be sent to all employees via email each semester and monthly inspections of all hazards materials will be implemented to assure all chemicals are being stored in full compliance with OSHA regulations.

Worksite Analysis:
Previous/Current – The FM Global site inspection program revealed that Rio had no violations and there were no recommendations for improvements for 2011.

Projected – The OHS committee will explore options for funding to send employees to attend Gateway’s OSHA Certification program. Auxiliary Services will be pursuing training for employees in Latter Safety and ADA Compliance. Public Safety will continue training in the areas of: Blood Borne Pathogens, Slip-Trips and Falls, Fall Protection and Prevention, Emergency Preparedness, Confined Space Entry Awareness, Safe Space 1&2, Emergency Evacuation-Location specific, Hazard Communication 1 and 2, Fire Extinguisher –Hands on, General PPE, Lockout-Tagout, Preventing Sexual Harassment, and Waste Management-Spill Prevention. The OHS Committee will continue to provide opportunities for employee training and encourage all supervisors/employees who work in areas that directly affect occupational health and safety to attend these trainings.
Safety Committee Members
Dr. Charles Baker (Chair), Les Strickland, Donna Guhse, Lara Ruiz-Scott, Amy Goff, Rosanne Dlugosz, Beth Ellis, Thomas Greenwalt, Jennifer Quinn, Steve Mutz, Cat Dragon, Ron Monroig, Donna Young, Jack Van Cleave, Denise Kronsteiner, Mackenzie Kolander, Bob Kline and Gary Kilduff

Management Commitment:
Previous/Current – Vice President of Administrative Services Carl Couch provides continued support to the SCC Safety and Security Committee chaired by Dr. Charles Baker.

Projected – Continued discussion and implementation of ideas to improve the SCC campus and educate the campus community regarding safety, security and health issues.

Employee Involvement:
Previous/Current – Ongoing discussion by the SCC Safety and Security Committee comprised of key employees from all work areas of the SCC campus regarding campus health and safety issues. Essential workplace safety training provided to M&O and Crafts personnel.

Projected – Continued encouragement and support for employees to attend available training.

Hazard Prevention and Control:
Previous/Current – Installation of new security equipment (door access, cameras and call boxes). Facilities personnel prioritize help desk request that concern safety hazards. Updating of existing AEDs. Annual test and inspection of fire suppression systems, extinguishers and alarms.

Projected – Review for updates and improvements of the current SCC Emergency Operations Plan. Public Safety to conduct safety inspections of facilities and conduct evacuation drills of all campus buildings during the upcoming year.

Worksite Analysis:
Previous/Current – FM Global and the Salt River Fire Dept. performed separate inspections of the SCC facilities. Their respective reports were submitted to the Facilities and Public Safety depts. for review and to address concerns.

Projected – SCC Public Safety Dept. will become more involved in future construction projects including follow up on the above mentioned concerns.

Safety and Health Training:
Previous/Current – SCC M&O and Crafts personnel continually attend safety and health related training through EOLT classes and professional growth seminars. Safety personnel maintain AED-CPR training.

Projected – The SCC public Safety Dept. will become more involved in the training provided to M&O and Crafts. Fire extinguisher training for employees will follow unannounced building drills.
Management Commitment:

Previous/Current – The President signed a Statement on Safety and Health that meets the requirement for Management Commitment under Admin Reg 4.2.1A.

Projected – SMCC will research and develop an OSHA training matrix that will identify and track training requirements for employees. SMCC will then identify and make use of online District training resources to train employees on an as needed basis.

Employee Involvement:

Previous/Current – The SMCC OHS Committee developed the emergency procedures plans for the campus and the contingency plans for its business continuity efforts. In addition, a major safety improvement for the campus was a recommendation to re-key the SMCC buildings. This project was complete in February and all keys and building key codes will be in a software database and all keys are issued and controlled by the Public Safety Department.

Projected: SMCC will begin educating faculty, staff and students on safety and health issues through the use of email and brown bag seminars. Issues will be identified through the establishment and use of the OSHA training matrix and an analysis of current OSHA claims. SMCC will recruit employees (two to a building) to become building coordinators to assist in the implementation of emergency procedures involving evacuations of the campus community and campus lockdowns.

Hazard Prevention and Control:

Previous/Current – SMCC conducted two table-top emergency exercised on campus simulating an emergency during graduation ceremonies. The exercise simulated a complete power failure for the entire campus and provided the SMCC OHS Committee the opportunity to establish an incident command as prescribed in our emergency procedures for the campus. The incident command developed scenarios to work through the facilities issue while controlling and maintaining a safe campus environment. Additionally, the Public Safety Departments, in conjunction with the Facilities Department, started conducting regular fire drills for each building on campus and recording the dates and times for the safety drills on our campus Public Safety webpage for compliance with the federal Clery Act.

Projected – SMCC will conduct a VOIP emergency lockdown exercise that will inform the campus community that an emergency has occurred and faculty, staff and students should remain sheltered in place. During the exercise, faculty, staff and students will be directed towards either the SMCC website or the District’s MEM website for more information.

Worksite Analysis:

Previous/Current – In conjunction with the American Fire Equipment Company and FM Global, all buildings at SMCC Main, Laveen, Ahwatukee and Guadalupe locations were inspected for compliance with the City of Phoenix Fire Marshall. Additionally, all campus locations have had a series of fire alarm inspections and subsequent tests to ensure proper working order of fire alarm panels and monitoring systems. The focus of these efforts was generated by a recommendation by the SMCC OHS Committee.

Projected – SMCC will develop and implement a lock-out/tag-out system for the fire alarm panels and monitoring systems. SMCC will also develop and implement a job safety analysis (JSA) program to identify safety and health hazards that require personal protective equipment (PPE) and ensure that PPE provided is within current OSHA standards. Finally, SMCC will develop a schedule of inspections for buildings and grounds with a focus on the prevention of slips, trips and falls.

Safety and Health Training:

Previous/Current – SMCC developed fire evacuation procedures for Main, Guadalupe and Ahwatukee locations. Additionally, planning began to incorporate fire evacuation procedures at the new Laveen location.

Projected – SMCC will begin the implementation and testing of fire evacuation and emergency procedures for individual buildings at the Main and all satellite locations. All inspection and testing dates will be posted on the Public Safety website for community review as required by the Clery Act. A major fire alarm improvement will be planned and implemented at the Laveen site through the installation of a new fire alarm monitoring panel. Additionally, SMCC will use District OHS Manager resources to provide a training to employees on the prevention of slips, trips and falls.
Management Commitment:
Previous/Current – The Vice Chancellor of Human Resources, Nikki Jackson, volunteered to act as the CEC level sponsor for the Districtwide and District Office Occupational Health and Safety (OHS) Committees.

Projected – Dr. Glasper will speak to the District Office employees in person about the importance of safety in the workplace and management’s commitment to the safety and health of all employees.

Employee Involvement:
Previous/Current – The first District Office OHS Committee, staffed by volunteer representatives from the District Office buildings was created.

Projected: The DSSC OHS Committee will recruit and train a Building Emergency Coordinator for each floor of the building.

Hazard Prevention and Control:
Previous/Current – DSSC employees performed two very successful building evacuations during 2011. One incident was planned and the other was an actual alarm but in both cases the evacuation of the entire building occurred in less than 5 minutes.

Projected – The DSSC OHS Committee will review the loss data from the previous year, along with physical inspection results, to determine areas of concern and develop an action plan to address those areas of actual and potential loss/injury.

Worksite Analysis:
Previous/Current – The District OHS Manager, in conjunction with FM Global, performed a series of inspections on the DSSC buildings and provided safety related information to the District Office OHS Committee and DSSC Facilities.

Projected – The District Office OHS Manager will conduct physical inspections of all DSSC buildings looking for potential loss/injury causes, especially in the areas of slips, trips and falls and muscle strains.

Safety and Health Training:
Previous/Current – An on-line, web based training module, created by EOLT and reviewed by both the District Emergency Manager and the District OHS Manager, is being refined for distribution to DSSC employees.

Projected – The District OHS Manager will provide a training presentation to all DSSC employees, via email, on the causes of and how to reduce or eliminate the number one cause of workers’ compensation losses for MCCCD; slips, trips and falls.
Moving Forward

MCCCD employs intelligent, hard-working and safety-minded individuals. However, there will always be a possibility of injury while performing work duties, even with the best purpose and intentions. A vast majority of the work being accomplished is done in a safe manner by qualified professionals who diligently avoid injury and illness causing hazards and actions which also could likely cause property loss.

Yet, the face of the workforce is changing and the hazards being encountered are continuing to cause injuries, possibly very serious injuries, to the employees of MCCCD. Occupational injuries and illnesses cost organizations several thousands of dollars each year in medical bills alone. If these costs are added to the financial losses caused by loss, even temporarily, of personnel then the total impact of a workplace injury could easily be in the millions of dollars.

It must continue to be the number one goal, purpose and intention of not just the District OHS Committee but all OHS committees to create, implement and maintain written safety plans and programs to ensure 100% compliance with all federal, state and local laws. These required written plans will assist each employee in addressing identified hazards and to continue to ensure a healthy and safe work environment for the current and future MCCCD employees.
APPENDIX A

Annual Occupational Health and Safety Reports were submitted by:

CGCC  
DSSC  
EMCC  
GCC  
GWCC  
MCC  
PC  
PVCC  
RSC  
SCC  
SMCC
APPENDIX B
District Occupational Health and Safety Committee Members:

Vic Anderson, District Occupational Health and Safety Manager (DSSC) - Chairperson

Dr. Janet Langley, Vice President of Administration (GWCC)

Al Gonzales, Director of Facilities (GCC)

Shirley Henderson, Manager, Occupational Health and Safety Program (MCC)

Steve Corich, Commander, Public Safety (MCC)

Cindy Jensen, District Emergency Manager (DSSC)

Michael Bryant, Coordinator, Employee and Organizational Learning Team (DSSC)

Bianca Rodriguez, Coordinator, District Wellness (DSSC)

Ted Gorges, Crafts Policy Group President (SCC)

Dr. Linda Guarascio-Howard, Program Director, Occupational Safety and Health (GWCC)

Debra Thompson, Vice Chancellor of Business Services (DSSC) – Sponsor