

The District has designed and implemented several employee safety programs for the purpose of providing a safe and healthful workplace. Employees have rights and responsibilities relative to these programs and receive detailed information

ALL INJURIES NO  
MATTER HOW SLIGHT  
MUST BE REPORTED  
TO SUPERVISOR

Immediately report all injuries, no matter how minor, to your supervisor;

Complete and return the Employee's Report of Injury form to your supervisor. Your supervisor will thereafter complete

Did you do anything that might have helped create the unsafe or unhealthy condition that caused the accident?

A work condition is related to the environment in which the task is being performed. Unsafe work conditions are hazards that generally are created by people, thus can be eliminated by people.

Are there slip, trip or fall hazards in the work area?

Is the work area adequately ventilated?

Safe work practices regularly practiced greatly reduce the number of unsafe work conditions. The vast majority of injuries, as much as 85%, are caused by unsafe work practices and lack of safety awareness.



If fellow workers are careless, bring it to their attention before they hurt themselves or someone else. The employee may not realize that his or her actions are unsafe. If they continue to work unsafely, report the situation to your supervisor.

Horseplay on the job will not be tolerated. It could cause serious injury to you or your co-workers and will result in disciplinary action. There is a time and 2 699.4(s t43iWOye)36)13(m)46 n)36) TJOI)13(thep)2ay 59 Tm[0TJET@MC /P AMCID 23-B8 23( 1 /P

. Each tool should have its designated place in the storeroom. Tools should be stored after cleaning and inspecting them for safety hazards. Electrical cords should be neatly wrapped and secured on the tool. Keep extension cords neatly stored when not in use.

. Store flammable materials in a properly vented, flammable liquids, cabinet away from sources of ignition. All chemical containers must be properly labeled. Store chemicals according to instructions on container labels and Material Safety Data Sheets.

. Heavier items should be stored on the middle and lower shelves at a height between the shoulders and knees. Be careful not to overload shelves.

. Rooms with electric distribution panels and transformers are not storerooms. However, if these rooms must be used to store tools, equipment and supplies, make sure there is a clear area at least 36 inches from electric panels, transformers and water heaters. Floors in electric rooms must be free of liquids. Liquids must never be stored in electric and transformer rooms. Do not store wet mops or other damp items in electric and transformer rooms. A water heater is a source of ignition, so do not store flammable materials or gas powered tools in rooms with water heaters, electric panels or transformers.

. Keep at least one aisle of the storeroom open at all times. Protruding nails, and torn or sharp corners can cause cuts and abrasions. Remove or pad them. Be alert to the careless acts of others.

Each power and hand tool has potential risks that must not be ignored. Regardless of the equipment type, care must be exercised to minimize the possibility of accident or injury. Do not take tools and the risks they pose for granted.





Employees are designated as Disaster Service Workers subject to service assigned to them by their supervisors or by law. Should a disaster strike during working hours, all employees will remain at their assignment unless officially released by the President/Chancellor's Office.

Learn evacuation procedures and established escape routes.

Keep aisles and exit routes free of obstructions at all times. When you need to get out, you need to get out without delay.

Know where fire alarm pull stations and fire extinguishers are located throughout your workplace.

Do not block access to fire fighting equipment and alarm systems. When you need it, you need it without delay.

Inspect fire extinguishers in your immediate work area at least once a month. Extinguishers which appear to be in doubtful condition should be reported immediately.





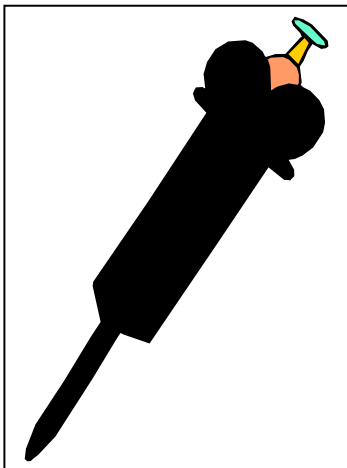
Employees are responsible for:

- Reading and complying with instruction on container labels and Material Safety Date Sheets;
- Only using substances as directed by container labels and Material Safety Data Sheets;
- Only storing substances as directed by container labels and Material Safety Data Sheets;
- Properly labeling all substance containers that are not labeled by the substance manufacturer;
- Using personal protective equipment whenever appropriate.

CCR, Title 8, Section 5193

This program includes:

- A written program revised February, 2000;
- Determination of employee potential occupational exposure to bloodborne pathogens;
- Procedures for control of exposure to bloodborne pathogens;
- An employee training program;
- Procedures to offer HIV/Hepatitis B and Hepatitis C vaccinations and post-exposure follow-up, at no cost to the employee.



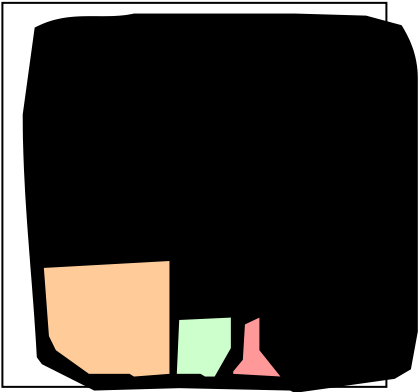
Employees have the right to:

- Receive training specific to the control of exposure to bloodborne pathogens;
- Receive, at no cost, HIV/Hepatitis B and Hepatitis C vaccinations and post-exposure follow-up;
- Privacy in regards to medical examination reports, testing and other post-exposure follow-up.

Employees are responsible for:

- Complying with instructions and procedures provided during Bloodborne Pathogen Exposure Control Training;
- Reporting potential exposure incidents immediately;

Using personal protective equipment when appropriate;



Maintaining confidentiality regarding all information about a source individual.

Upright and relaxed; balanced between shoulders.

Relaxed and straight without bending up, down or sideways.

At about hip level – may be slightly higher or lower depending on comfort and preference

About an arm's length or more from monitor screen [between 18 – 30 inches].

Supported by chair's forward curve or lumbar roll.

Low enough so arms hang naturally at a 90 degree angle.

Centered directly in front; free of glare. Eye level should be within the top one-third of the screen.

Within easy reach without leaning forward or twisting the body.

Flat on floor or footrest; legs uncrossed. Legs can move freely under desk without hitting other objects.

Close to screen and at the same height. Placed on the side of the body, which utilized the mouse.