

MANUAL: Facilities Services
TITLE: General Safety Training
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO: FS-PR-9.12
PROC. NO: 9.12
ORIG. DATE: 02/24/2021
EFF. DATE: 02/24/2021

GENERAL SAFETY TRAINING

PURPOSE

This program is written to provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of San Jacinto College District facilities as related to the indicated general safety requirements that apply.

SCOPE

This program applies to all employees of SJCD, temporary employees and any contractors working for SJCD. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers San Jacinto College District employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

ROLES AND RESPONSIBILITIES

San Jacinto College District Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the General Safety Requirements program. These procedures are kept in the designated safety manager's office.

Campus Site Manager

- Responsible for the implementation and maintenance of the plan for their campus site location and for ensuring that all assets are made available for compliance with the plan.

Employees

- Shall be familiar with this procedure and the local workplace General Safety Requirements program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Shall use the safeguards, safety appliances and personal protective equipment while following all safe work practices and procedures for the workplace.

PROCEDURES

I. Competency and Training

- A. Workers shall be competent to operate equipment and perform job tasks. A competent worker means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work or by a worker who is working under the

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direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent. San Jacinto College District shall permit only qualified by training or experience workers to operate equipment and machinery.

- B. Training must include procedures to be taken in the event of a fire or other emergency, the location of first aid facilities, identification of prohibited or restricted areas, precautions to be taken for the protection of the worker from physical, chemical or biological hazards, any procedures, plans, policies and programs that San Jacinto College District is required to develop and any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.
- C. San Jacinto College District shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

II. Inspections

- A. San Jacinto College District shall ensure frequent and regular inspections of the campuses, workplaces, jobsites, materials, equipment and of work processes and procedures by a competent person to identify any risk to the safety or health of any person at the workplace.
- B. San Jacinto College District shall ensure that every dangerous occurrence is investigated as soon as is reasonably possible.
- C. San Jacinto College District must ensure that if a risk is identified we will correct any unsafe condition as soon as is reasonably practicable and, in the interim, take immediate steps to protect the safety and health of any person who may be at risk.

III. General Facility Requirements

- A. Each work site shall be kept clean and free from materials or equipment that could cause workers to slip or trip. A floor or other surface used by any worker shall be kept free of obstructions, hazards and accumulations of refuse, snow or ice.
- B. San Jacinto College District requires that a worksite is sanitary and kept as clean as is reasonably practicable.

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IV. Safe Equipment Maintenance

- A. San Jacinto College District has a duty to ensure worksite maintenance, systems of work and working environments, and to ensure, as far as is reasonably practicable, the health, safety and welfare at work of the workers. All SJCD equipment is to be maintained, safe to utilize, with adequate strength for its purpose and free from obvious defects. Damaged and faulty equipment reporting procedures must be in place.
- B. If a defect is found in equipment, San Jacinto College District will ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected and the defect is corrected by a competent person as soon as is reasonably practicable. The machine, tool, material or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.
- C. Any worker who knows or has reason to believe that equipment under the workers control is not in a safe condition shall immediately report the condition of the equipment to San Jacinto College District and repair the equipment if the worker is authorized and competent to do so.
- D. Whenever workers are present at a worksite San Jacinto College District will provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the worksite.
- E. No worker is allowed to smoke in an enclosed place of employment, worksite or work-related area except in an area designated for smoking.

V. Impairment

- A. No person shall enter or remain at any workplace of employment while the person's behavior or ability to work is affected by alcohol, intoxicating beverages, drugs or other substance so as to create a nuisance or if his or her abilities are impaired so as to endanger any person, or to create an undue risk to workers, endanger the person or anyone else.

VI. Improper Conduct

- A. All workers shall engage in proper activity or behavior. Improper behavior that might create or constitute a hazard to any person is not acceptable. Improper activity or behavior includes horseplay, scuffling, fighting, practical jokes, and unnecessary running or jumping.

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VII. Industrial Hygiene

- A. Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.
- B. A worker who may be exposed to a biological, chemical or physical agent that may endanger the worker's safety or health shall be trained to use the precautions and procedures to be followed in the handling, use and storage of the agent, in the proper use and care of required personal protective equipment, and in the proper use of emergency measures and procedures.
- C. No food, drink or tobacco shall be taken into, left or consumed in any room, area or place where any substance that is poisonous by ingestion is exposed.
- D. Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.
- E. Workers who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.

VIII. Thermal Stress

- A. A worker must not be exposed to extreme levels of heat while working on a SJCD campus. If a worker is or may be exposed, San Jacinto College District will implement engineering controls to reduce the exposure to workers. If the above action is not practicable, SJCD will
- B. reduce the exposure to workers by providing administrative controls, including a work-rest cycle, or personal protective equipment.
- C. If a worker is or may be exposed, the SJCD will provide and maintain an adequate supply of cool potable water close to the work area for the use of a heat exposed worker.
- D. If a worker shows signs or reports symptoms of heat stress or strain, the worker must be removed from the hot environment and treated by an appropriate first aid attendant, if available, or by a physician, or appropriate assistance will be contacted.
- E. If a worker is or may be exposed to the conditions specified below, San Jacinto College District the employer must conduct a cold stress assessment to determine the potential for hazardous exposure of workers, using measures and methods that are acceptable and develop and implement a cold exposure control plan.
 - i. Thermal conditions that could cause cold stress or injury,
 - ii. Thermal conditions that could cause a worker's core body temperature to fall below 36°C (96.8°F)

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- F. If a worker is or may be exposed, San Jacinto College District will implement effective engineering controls to reduce the exposure hazard to levels above those classified as "little danger" to workers. If the above action is not practicable, San Jacinto College District will reduce the exposure hazard by providing effective administrative controls or personal protective equipment if the equipment provides protection equally effective as administrative controls.
- G. A worker who is or may be exposed must wear adequate insulating clothing and personal protective equipment. If work takes place outdoors in snow- or ice-covered terrain where excessive ultraviolet light, glare or blowing ice crystals present a risk of injury to the eyes workers must wear eye protection appropriate to the hazards.
- H. If a worker exposed to cold shows signs or reports symptoms of cold stress or injury the worker must be removed from further exposure and treated by an appropriate first aid attendant, if available, or a physician, or appropriate assistance will be contacted.