

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: Safety Program
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

PROC. NO: FS-PR-9.20
ORIG. DATE: 04/22/2022
EFF. DATE: 04/22/2022

SCOPE

The provisions of this document apply to all Facilities Services personnel regarding a safe work environment and a safety conscious mindset. This document will provide guidance as it pertains to safety related procedures, recordkeeping of related safety training activities, and the auditing of this training.

The purpose of this procedure is to outline established requirements for environmental safety and health related training for Facilities Services Personnel.

DEFINITIONS

Safety Training Matrix - Document capturing basic safety training requirements for Facilities Services personnel. The document provides a brief description and frequency of training required.

Cornerstone – Training application and database utilized by SJCD to provide for online training in a variety of subjects, to include safety related courses.

ROLES AND RESPONSIBILITIES

Facilities Services personnel – employees within the department are responsible for adhering to the guidance provided in this narrative, College directives, and related safety procedures. Employees are responsible to complete safety training assigned by leadership within the assigned timeframe. Ensure documentation of completed safety training is retained and available to the Safety Manager and / or Safety Coordinator. New employees who have previously received industry OSHA training may submit their credentials and forego recurrent training in OSHA 10 or OSHA 30 General Industry. Only training by certified instructor is acceptable.

Safety Managers – Director level supervisors, who, in conjunction SHERM office are responsible for managing the administration of safety related training within the Facilities Services department. Responsible to identify and assign safety training applicable to employee's job tasks and ensure employee completes required training. Responsible to verify training records are present within Cornerstone. Modify employee's safety training with job task changes. Initiate work stoppage if training cannot be confirmed or has expired.

MANUAL: Facilities Services
TITLE: Safety Program
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

PROC. NO: FS-PR-9.20
ORIG. DATE: 04/22/2022
EFF. DATE: 04/22/2022

Safety Coordinator – Full time individual responsible for day-to-day operation of safety related activities, evaluations, and training activities. Works closely with SHERM and OEM personnel on safety related activities. Responsible for maintaining training records, making periodic audit of jobsite. This position is proposed.

PROCEDURES

- I. Safety Managers establish and assign topics of training needs:
 - A. As outlined via SHERM Safety manual. These would include topics such as:
 - i. Fall Protection.
 - ii. Confined Spaces.
 - iii. Electrical Lock out / Tag out.
 - iv. Other topics found outlined on Facilities Services [Operational Webpage](#).
 - B. Training matrix assessment.
 - i. Trade groups and Administrative Support groups require differing training.
 - ii. Directors determine training topics for various groups.
 - iii. Safety Manager populates, assign, and record various training assignments.
 - iv. Beginning of fiscal year begins new period for periodic annual training.
- II. All Facilities Services employees will complete assigned training courses.
 - A. Employees will receive notification of assigned training courses.
 - i. Through Cornerstone automated notification
 - ii. Via email communication
 - B. Employees will complete training in a timely manner.
 - i. By due date when assigned.
 - ii. Within one month of assignment if no due date is dictated.
 - C. Submit course completion documentation to Safety Coordinator.
- III. Managers
 - A. Assure direct reports have fulfilled training requirements.
 - i. Review Cornerstone transcripts periodically for employee assigned training.
 - a. Active records reflect those items in progress or yet to be completed.

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services

PROC. NO: FS-PR-9.20

TITLE: Safety Program

ORIG. DATE: 04/22/2022

RESP: Assoc. Vice Chancellor – Facilities Services

EFF. DATE: 04/22/2022

REV. BY: Assoc. Vice Chancellor – Facilities Services

-
- b. Completed records reflect those training items successfully completed.
 - c. Archived items should be reviewed periodically for incomplete or discarded courses.
 - a. Verify if incomplete or discarded course requires completion.
 - b. Reassign if needed. The Safety Training Matrix can be reviewed for relevant assignments.
 - ii. Act upon automatic Cornerstone training notices to ensure activities are completed.
 - iii. Initiate work stoppage for employee if appropriate training for assigned tasks is not confirmed or has expired.
 - IV. Safety Coordinator
 - A. Maintains training records.
 - B. Audit jobsite compliance for training against assigned task.
 - i. Periodic.
 - ii. Random.
 - C. Conduct Hazard assessments.
 - i. Ensure Job Safety Analysis exists for common work tasks and tied to TMA work orders where possible.
 - D. Review employee transcripts for currency and completeness.
 - i. Report to Trade supervisor delinquent training issues.
 - ii. Report Quarterly results of workplace and records audit to Safety Managers.
 - V. Documentation
 - A. Primary documentation source for related safety training activities will be Cornerstone.
 - i. Cornerstone is the Learning Management System (LMS) of choice for San Jacinto College District.
 - ii. Managed via HR Learning Management Department.
 - B. Secondary method of documentation centers on Server or Cloud storage of training certification documents. Primarily one time certifications or proprietary certifications not captured in Cornerstone
 - VI. Audit
 - A. Annual audit of all Facilities Services employees will be required.

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services

PROC. NO: FS-PR-9.20

TITLE: Safety Program

ORIG. DATE: 04/22/2022

RESP: Assoc. Vice Chancellor – Facilities Services

EFF. DATE: 04/22/2022

REV. BY: Assoc. Vice Chancellor – Facilities Services

- i. Beginning of fiscal year for previous years training.
- ii. Reported to Safety Managers for review and corrective action.
- iii. Audit information will be provided as part of the Departmental Annual report.