



All Faculty Association

SAFETY POLICY STATEMENT

It is the policy of the All Faculty Association that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the organization's management staff to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that supervisors make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers and the organization. Please work safely. It's good for everyone.

AFA Office Coordinator

Date



All Faculty Association

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, faculty, staff, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable organization, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Report all unsafe conditions and equipment to your supervisor.
2. Report all incidents, injuries and illnesses to your supervisor immediately.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designed location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during office hours.
8. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
9. Aisles must be kept clear at all times.
10. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
11. All spills shall be wiped up promptly.
12. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.

13. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
14. Never stack material precariously on top of lockers, file cabinets or other high places.
15. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
16. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
17. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
18. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
19. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
20. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters which are equipped with tip-over switches should be used.
21. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
22. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
23. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
24. Cleaning supplies should be stored away from edible items on kitchen shelves.
25. Cleaning solvents and flammable liquids should be stored in appropriate containers.
26. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
27. Review the current Santa Rosa Junior College Emergency Preparedness Handbook posted on site for instructions concerning the campus emergency action plan.

DO I HAVE TO DO IT?

Every employer in California, regardless of number of employees, is required to comply with the provisions of Safety Orders to maintain a written Injury and Illness Prevention Program. Cal/OSHA allows these exceptions:

Employers having fewer than 10 employees:

1. can verbally explain general safe work practices and the hazards related to the employee's specific job assignments.
2. may elect to maintain records of scheduled and periodic inspections to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices **only until the hazard is corrected.**
3. can maintain a log of instructions given to the employees regarding the hazards unique to the employee's job when first hired or when assigned new duties.



All Faculty Association

GUIDELINES FOR RECORDKEEPING

Records will be kept of all safety program activities, and may include:

- Initial orientation training
- Job descriptions and/or job analysis
- Injury or illness investigations
- Employee and employer claim forms
- Cal/OSHA required records [Form 300, medical exposure records, injury reports (Form 301 which is the same as SCIF Form 3067)]
- Inspections performed, in-house, and any performed by outside agencies
- Disciplinary actions
- CPR/First Aid training

At least one copy of all the above records will be maintained and filed by:

Candy Shell, AFA Office Coordinator

at the All Faculty Association office location:

Santa Rosa Junior College, Analy Village, Building A, Room 649, Santa Rosa, CA 95401

In conclusion, the All Faculty Association values the safety of all its employees, and it is our intent to maintain the high standards of safety that will insure the good health and well being of all those we employ.

SIGNED:

AFA Office Coordinator

Date



All Faculty Association

**ACKNOWLEDGEMENT OF RECEIPT
AND REVIEW OF
CODE OF SAFE PRACTICES**

TO ALL EMPLOYEES:

ATTACHED IS A COPY OF THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF CANDY SHELL, AFA OFFICE COORDINATOR, TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

ATTACHED COPY OF THE CODE OF SAFE PRACTICES ARE FOR YOU TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO CANDY SHELL.

I HAVE READ AND UNDERSTAND THE CODE OF SAFE PRACTICES.

DATE

EMPLOYEE SIGNATURE