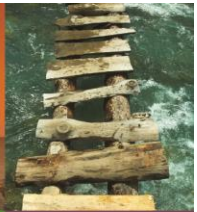




Poms & Associates

Risk Services



ASCIP

Rancho Santiago Community College District *Santa Ana College*

Loss Control & Safety Audit



Poms & Associates Risk Services

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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Santa Ana College. The audit was conducted on June 4, 2013, on behalf of ASCIP, at the request of the Rancho Santiago Community College District.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your organization. Visits and related efforts made by Poms & Associates are not considered or intended to be a substitute for all or part of your comprehensive loss control program. Any recommendations made by Poms & Associates are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Greg Chamness, Maintenance, and the staff of Santa Ana College for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 578-8802 or to ASCIP at (562) 404-8029.

GENERAL CONDITIONS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?	X				
2	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?	X				
3	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?		X		2,4 - A,B - H 2,4 - A,B - M	2013-001 2013-002
4	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?	X				
5	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?	X				

6	Is fencing provided, and are fences and gates of an appropriate type and condition?	X				
Building Conditions		Yes	No	NA	Priority	Recommendations
7	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X		3,5 - B - L 3,5 - B - M	2013-003 2013-004
8	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - L 3 - A,B - M	2013-005 2013-006
9	Is the building free of substandard or improvised construction?	X				
10	Do doors, windows, and glass appear to be of an appropriate type and condition?		X		2,5 - A,B - M 2 - B,D - M	2013-007 2013-008
11	Was the building free of apparent leaks or other obvious water intrusion?		X		3,4 - B - M	2013-009
12	Do walls and ceilings appear to be of an appropriate type and condition?		X		2,4 - B - L 3,5 - A,B - L 3,4 - B - M 4 - A - L	2013-010 2013-011 2013-012 2013-013
13	Are floors and floor coverings of an appropriate type and condition?		X		2,4,5 - D - M 2,4 - B - H 2,4 - A,B - M	2013-014 2013-015 2013-016
14	Are stairs and ramps in good condition and equipped with handrails where required?		X		2,4 - A - M	2013-017
15	Are movable walls and partitions in good condition, properly inspected, and maintained?		X		3,5 - B - O	2013-018
Doors, Exits, and Means of Egress		Yes	No	NA	Priority	Recommendations
16	Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		X		2,4 - A - M	2013-019
17	Are "EXIT" and "NOT AN EXIT" signs installed?		X		4 - B - H	2013-020
18	Is emergency lighting provided as required, and is it properly maintained?		X		1 - B - H 1,4,5 - A,B - O 1,4 - A,B - I 1,4 - B,C - O	2013-021 2013-022 2013-023 2013-024
19	Is the site emergency evacuation map posted near all classroom and/or office doors?	X				

20	Are fire doors and fire curtains inspected, functional, and properly maintained?	X				
Assembly Areas		Yes	No	NA	Priority	Recommendations
21	Is the occupancy limit conspicuously posted and strictly observed in each assembly area?	X				
22	Are seating systems in good condition and equipped with guardrails where required?	X				
23	Are stages free of idle storage or inappropriate use, and is the edge of the stage readily visible to prevent fall incidents?		X		2,5 - B - L	2013-025
24	Are items, such as stage smoke vents, ropes, and cables, in good condition and regularly inspected and serviced, and are spotlights equipped with secondary restraints to prevent them from falling?		X		3,5 - A,B - O	2013-026
25	Are stage curtains and decorations made from inherently flame-retardant material or treated with a flame-retardant material?	X				
Emergency Action Equipment & Systems		Yes	No	NA	Priority	Recommendations
26	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X		4 - D - H 3,4 - B,D - L 3,4,5 - B - L 3,4 - B - L 3,4 - B - L 3,4 - B,C,D - L	2013-027 2013-028 2013-029 2013-030 2013-031 2013-032
27	Are fire sprinkler systems in good condition and properly certified and inspected; are sprinkler heads and valves/risers unobstructed and properly identified; and are fire department pumper connections equipped with protective caps?	X				
28	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?		X		4 - D - H 4 - A,B - I 1,4 - A,B - I	2013-033 2013-034 2013-035
29	Are fire hoses and standpipe systems properly inspected, maintained, and unobstructed?		X		3,4 - A - L 4 - B - M	2013-036 2013-037

30	Are employees familiar with the location and operation of alarm and fire protection systems, and are employees familiar with their duties and responsibilities in an emergency?	X			
31	Is emergency communication and broadcast equipment available, such as public announcement systems and radios?	X			
Mechanical and Utility Systems		Yes	No	NA	Priority Recommendations
32	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X		4 - B,D - L 2013-038 3,4 - D - H 2013-039 2,3,4 - A,B - H 2013-040
33	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		X		3,4 - B - H 2013-041 3,4 - B - H 2013-042
34	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?		X		3,4 - A,C,D - M 2013-043 3,4 - A,B,C,D - M 2013-044 2,4 - B - H 2013-045 2,4 - A,D - H 2013-046 3,4 - B,C,D - M 2013-047
35	Are electrical fixtures properly installed, properly protected, and free of damage?		X		3,4 - B - M 2013-048 2,4,5 - A - M 2013-049 3,4 - B,D - H 2013-050 2,4 - B - H 2013-051 3 - B,D - L 2013-052
36	Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?		X		3,4 - A,B - L 2013-053 2,3,4 - A,B - H 2013-054
37	Are plumbing systems and fixtures in good condition and free from damage or leaking?	X			
38	Are boilers and water heaters in apparently good condition, strapped or anchored to prevent horizontal displacement during earthquakes, and equipped with properly installed relief valves?		X		3,4 - A,B - H 2013-055 4 - A,B,C - L 2013-056
39	Are gas-fired water heaters and suspended heaters equipped with flexible gas connections and properly vented?	X			

40	Are utility meters, gas tanks, and other utilities protected from damage?	X			
41	Are employees familiar with emergency utility shutoff procedures?	X			
42	Are elevators and/or access lifts in good condition, free of hazards, and permitted and maintained?		X		4 - A,B,C - M 2013-057
Chemicals and Chemical Storage		Yes	No	NA	Priority Recommendations
43	Are hazardous chemicals properly stored?		X		2,5 - B,D - H 2013-058
44	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?		X		2,4 - D - H 2013-059 4 - B,C,D - L 2013-060
45	Are pesticides properly applied by authorized personnel?		X		4 - C,D - H 2013-061
46	Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?	X			
47	Are employees familiar with the location and use of Material Safety Data Sheets?	X			
48	Are flammable liquids properly stored?	X			
49	Are compressed gases properly stored?			X	
Housekeeping and Storage Practices		Yes	No	NA	Priority Recommendations
50	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X		3 - B,D - M 2013-062 2,3,4 - C,D - M 2013-063 2,4 - D - H 2013-064 2,4 - B,D - H 2013-065 2,3,4 - B,D - H 2013-066
51	Are mechanical and electrical utility rooms free of inappropriate storage?	X			
52	Are shelving units anchored to the wall or floor to prevent falling?	X			
53	Are heavier items stored within the optimum lifting zone to prevent top-heavy arrangements or lifting injuries, and are bulky items stored on lower shelves or on the floor?	X			
54	Are landings and stairs free of storage?	X			
55	Are the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?	X			

56	Are important records and other sensitive items secured and stored above the floor or ground level to prevent water damage?	X				
Disabled Access		Yes	No	NA	Priority	Recommendations
57	Are an appropriate number of parking spaces designated for disabled persons, and are they properly designed, constructed, and signed?	X				
58	Are accessible routes to the building provided, and are at least half of the entrances accessible to disabled persons?	X				
59	Is signage provided at entrances, facilities, or other non-accessible services to direct disabled persons to entrances, facilities, or services that are accessible?	X				
60	Are stairways marked with striping as required to distinguish stair treads for the visually impaired?	X				
61	Are approved door closers provided for use by persons with disabilities involving limited manual dexterity?		X		4 - A - L	2013-067
62	Are doorways designed to facilitate the passage of wheelchairs?	X				
63	Are access ramps properly designed, constructed, and equipped with guardrails and non-slip surfacing?	X				
64	Are an appropriate number of restrooms designed to accommodate persons with disabilities?		X		4 - A - M 4 - A,B - L	2013-068 2013-069
65	Are stages and other multi-leveled areas accessible to persons in wheelchairs?		X		4 - A - L 4 - A - M	2013-070 2013-071
66	Are other fixtures and services accessible to persons with disabilities?		X		4 - A - M	2013-072
General Conditions – Other		Yes	No	NA	Priority	Recommendations
67	Is the site free of graffiti or other signs of vandalism?	X				
68	Are other general conditions free of apparent hazards or concerns?		X		3,5 - B,D - M 2,4 - B - H 5 - D - H 2,4 - A,C - M 4 - A - L 2,4 - C,D - H	2013-073 2013-074 2013-075 2013-076 2013-077 2013-078

GENERAL CONDITIONS RECOMMENDATIONS

Exterior Areas

3. Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?

Recommendation Number: 2013-001

Observations:

- Some of the sidewalk areas were raised and/or offset. This condition poses trip/fall hazards.

Recommendations:

- The sidewalks should be repaired so that the walking surface is smooth and level. If tree roots or other ground issues are causing this condition, further corrective action should be considered to prevent ongoing damage.

Locations:

- Outside of Rooms D117 and E108

Standards:

- California Code of Regulations, Title 8, Section 3273, Access, Work Space, and Work Areas



Recommendation Number: 2013-002**Observations:**

- Some of the paved areas had minor deterioration that, if left unrepaired, could worsen and result in trip/fall hazards.

Recommendations:

- The pavement condition should be closely monitored and repairs made as needed.

Locations:

- Outside of Building B

Standards:

- California Code of Regulations, Title 8, Section 3273, Access, Work Space, and Work Areas



Building Conditions

7. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

Recommendation Number: 2013-003

Observations:

- Some of the light fixtures were missing diffusers.
- Light diffusers reduce glare, protect the light bulbs from damage, and reduce the hazards created by broken glass should bulbs break.

Recommendations:

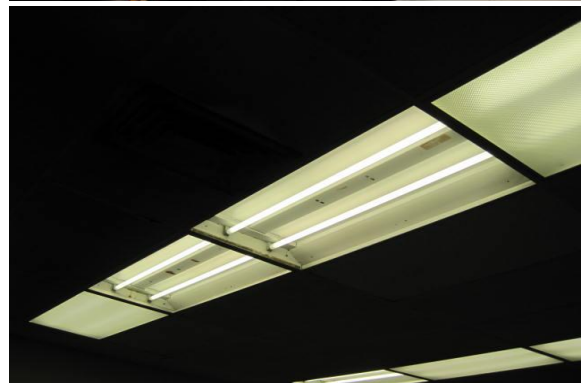
- Missing light diffusers should be replaced.
- Specially designed plastic sleeves may be used in place of light diffusers for fluorescent light bulbs.

Locations:

- Hallway outside of Men's Basketball Locker Room in Building G; Women's Basketball Locker Room; Hallway outside of Student Life in Building J; Room L117; and Administrative Office Area in Building W

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions
- California Electric Code, Article 410, Luminaires



Recommendation Number: 2013-004**Observations:**

- Some light fixture covers/diffusers were loose. This increases the likelihood of the diffuser falling and/or the bulbs becoming damaged.

Recommendations:

- Fixture covers and/or diffusers should be re-aligned and/or secured as needed. Repairs should be made as necessary.

**Locations:**

- Rooms R109 and R219

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions
- California Code of Regulations, Title 8, Section 3317, Illumination
- California Electric Code, Article 410, Luminaires

8. Do building structures and finish materials appear to be in good condition and free of visible deterioration?

Recommendation Number: 2013-005

Observations:

- The paint was peeling in some areas.
- Peeling paint can lead to accelerated building wear and poses an attractive nuisance.

Recommendations:

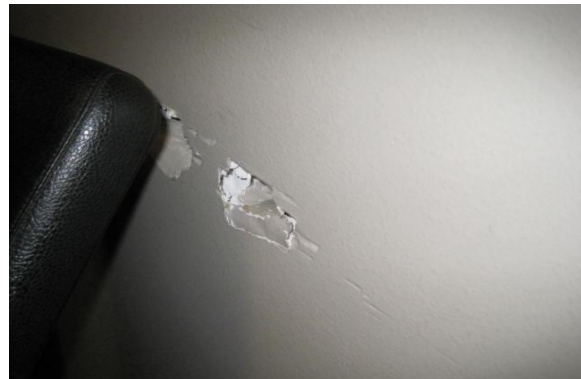
- Peeling and flaking paint should be removed and the surfaces repainted to prevent accelerated building wear.

Locations:

- Pool Pump Room and Room U221-1

Standards:

- California Code of Regulations, Title 24, Section 3401.2, Maintenance



Recommendation Number: 2013-006**Observations:**

- The walls or wall coverings were damaged and/or peeling.
- The damaged areas pose an attractive nuisance and invite more damage.

Recommendations:

- Any damage to the walls or wall coverings should be repaired.

**Locations:**

- Building G Weight Room, Rooms H105 and H110, and Cafeteria U208

Standards:

- California Code of Regulations, Title 24, Section 3401.2, Maintenance
- California Code of Regulations, Title 8, Section 3362, Sanitation, General Requirements
- Good Loss Prevention Practices

10. Do doors, windows, and glass appear to be of an appropriate type and condition?**Recommendation Number: 2013-007****Observations:**

- Safety glass was not installed in one or more areas where necessary to reduce the risk of property damage and/or personal injury.

Recommendations:

- Cabinets in areas prone to breakage or public traffic should be fit with safety glass, Plexiglas, or other material that will not shatter into hazardous shards when broken.
- Alternatively, safety/security film could be installed on these glass surfaces to reduce the risk of hazardous shattering if the glass is broken.

**Locations:**

- Library, Planetarium Foyer, and Rooms T201 and T210

Standards:

- Good Loss Prevention Practices

Recommendation Number: 2013-008**Observations:**

- Wedge style doorstops were in use. These types of doorstops pose trip hazards.

Recommendations:

- Wedges should not be used to prop open doors. Alternative doorstopping mechanisms should be used instead when appropriate.

Locations:

- Stairs near T209

Standards:

- Good Loss Prevention Practices



11. Was the building free of apparent leaks or other obvious water intrusion?**Recommendation Number: 2013-009****Observations:**

- Evidence of leaks and/or other water intrusion was present.
- Water intrusion and the presence of moisture in building materials can foster the growth of mold and mildew.

Recommendations:

- The source of the water intrusion should be determined and corrective action taken to prevent recurrence.
- Wall coverings, ceiling tiles, floor coverings, and wall and ceiling insulation should be inspected to identify the presence of damage or mold growth. Both exposed and concealed surfaces should be inspected.
- Damaged and contaminated materials should be removed and disposed of in a way that prevents their continued use.
- The entire damaged or contaminated area should be cleaned and disinfected with an effective fungicide prior to installing new materials.

**Locations:**

- Rooms H105, H110, L207, R219, and R302

Standards:

- California Code of Regulations, Title 8, Section 3362, Sanitation, General Requirements
- California Code of Regulations, Title 24, Section 3401.2, Maintenance

12. Do walls and ceilings appear to be of an appropriate type and condition?**Recommendation Number: 2013-010****Observations:**

- Loose suspended ceiling tiles were observed.
- These conditions pose falling object hazards that could result in personal injury.

Recommendations:

- All suspended ceiling tiles should be properly aligned to help ensure that they do not drop onto furnishings and persons.

**Locations:**

- B6

Standards:

- California Code of Regulations, Title 24, Section 3401.2, Maintenance
- Good Loss Prevention Practices

Recommendation Number: 2013-011**Observations:**

- Ceiling tiles were missing and/or loose.
- Loose ceiling tiles present falling object hazards.
- These ceiling tiles or their adhesive may contain asbestos. If the tiles or adhesive contain friable asbestos, they may also present an asbestos exposure hazard when conditions permit the release of the friable asbestos fibers.

Recommendations:

- The site Asbestos Management Plan should be reviewed to determine if the tiles or adhesive contain friable asbestos.
- Those damaged or loose tiles that do not contain asbestos should be removed and replaced.
- If the tiles or adhesive contain friable asbestos, those tiles should be removed in accordance with AHERA abatement requirements.

Locations:

- Rooms H110 and J119-1

Standards:

- Asbestos Hazard Emergency Response Act of 1986 (AHERA)
- California Code of Regulations, Title 24, Section 3401.2, Maintenance
- Good Loss Prevention Practices



Recommendation Number: 2013-012**Observations:**

- Some ceiling tiles were missing. The space left by the missing ceiling tiles may be adjacent to fire sprinklers, heat detectors, and/or smoke detectors, which could cause these systems to function improperly.
- Missing ceiling tiles compromise building fire safety and pose an attractive nuisance.

Recommendations:

- Missing ceiling tiles should be replaced and maintained in place.

Locations:

- First Floor Hallway in C Building; Hallway outside of C213; Elevator Room D111; Theatre Costume Lab; Rooms P106-2, R302, and R309; and Building S Custodial Closet

Standards:

- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies
- California Code of Regulations, Title 24, part 9, California Fire Code, Section 803, Interior Wall and Ceiling Finish and Trim in Existing Buildings



Recommendation Number: 2013-013**Observations:**

- Asbestos is present in some of the buildings.
- Warning signs to alert persons entering the area of the presence of asbestos were not posted at the entry to the affected areas; therefore, personnel may enter an area that requires personal protective equipment (PPE) before they are aware that PPE is required.

Recommendations:

- The required asbestos warning signs should be posted at all entry points to areas where there is an asbestos hazard.

Locations:

- Throughout Campus

Standards:

- 40 Code of Federal Regulations, Chapter I, Section 763, Subpart E, Asbestos Containing Materials in Schools
- California Code of Regulations, Title 8, Section 5208, Asbestos

13. Are floors and floor coverings of an appropriate type and condition?**Recommendation Number: 2013-014****Observations:**

- Some of the doormats were lightweight, residential-type doormats.
- These lightweight doormats can be moved or displaced and cause trip hazards.

**Recommendations:**

- Lightweight doormats should be replaced with heavy-duty commercial doormats equipped with nonslip backing.

Locations:

- Dance in Building G

Standards:

- California Building Code, Section 1124B.3, Carpet
- California Code of Regulations, Title 8, Section 3273, Working Area

Recommendation Number: 2013-015**Observations:**

- Some of the doormats were torn, curled, and/or damaged. This condition poses trip/fall hazards.

Recommendations:

- Damaged or curled doormats should be replaced with heavy-duty commercial doormats equipped with nonslip backing.

Locations:

- Room C105

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area

**Recommendation Number: 2013-016****Observations:**

- Some of the floor tiles were damaged.
- The damaged flooring presents slip/trip/fall hazards.

Recommendations:

- Missing and damaged floor tiles should be repaired and/or replaced to reduce trip/fall hazards.

Locations:

- Room K102 Upstairs

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area



14. Are stairs and ramps in good condition and equipped with handrails where required?

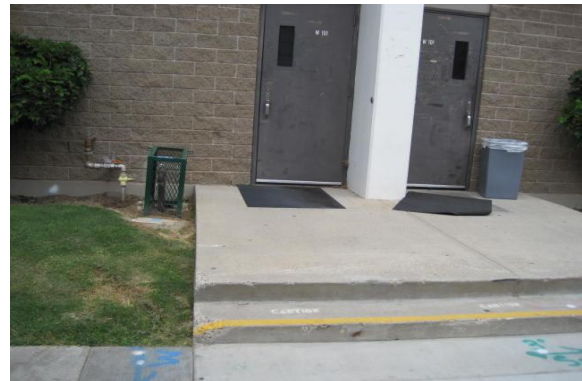
Recommendation Number: 2013-017

Observations:

- Handrails were not installed on all stairways as required.

Recommendations:

- Handrails should be installed on all stairways with two or more risers. The tops of handrails and handrail extensions should be between 34 and 38 inches above landings and the nosing of treads. The handrails should be continuous along the full length of the stairways.
- The hand gripping surface of handrails should be between 1.25 and 1.5 inches in cross sectional dimension, or the shape should provide an equivalent gripping surface.
- Stairways that are open on one or both sides are required to be equipped with guardrails.
- Handrails should be returned smoothly to the floor, wall, or post.



Locations:

- Theatre Black Box P100-35 and outside of W101

Standards:

- California Code of Regulations, Title 8, Section 3214, Stair Rails and Handrails
- California Code of Regulations, Title 24, Section 1009.10, Handrails

15. Are movable walls and partitions in good condition, properly inspected, and maintained?

Recommendation Number: 2013-018

Observations:

- Movable walls were present in some rooms.
- Difficulty opening and/or closing the walls could result in injury.

Recommendations:

- These walls should be inspected at minimum annually to ensure that they function properly.

Locations:

- Room R220 and Cafeteria U208

Standards:

- Good Loss Prevention Practices



Doors, Exits, and Means of Egress

16. Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?

Recommendation Number: 2013-019

Observations:

- Old style door closers pose an obstruction within the exit access.
- This condition poses an injury hazard.

Recommendations:

- The old style door closing mechanisms should be replaced with mechanisms that do not pose obstructions.
- The exit door should have a clear height of not less than 78 inches, measured vertically from the walking surface to the lowest projection from the top of the door.



Locations:

- Room H110

Standards:

- California Fire Code, Section 1003.3.1, Headroom

17. Are “EXIT” and “NOT AN EXIT” signs installed?**Recommendation Number: 2013-020****Observations:**

- Some exit signs were damaged and/or broken.

Recommendations:

- Damaged exit signs should be repaired.
- Exit signs should be equipped with light bulbs for all sockets, so that the signs are still illuminated even if one bulb fails.
- Illuminated exit signs should be installed above exits to ensure that exit routes are properly identified.
- Approved, self-luminous exit signs should be properly installed in areas accommodating 50 or more persons and/or in areas where a lack of windows creates darkness.

**Locations:**

- Diesel Shop J110

Standards:

- California Fire Code, Section 1011, Exit Signs

18. Is emergency lighting provided as required, and is it properly maintained?**Recommendation Number: 2013-021****Observations:**

- Exit signs and/or emergency lights were damaged.

Recommendations:

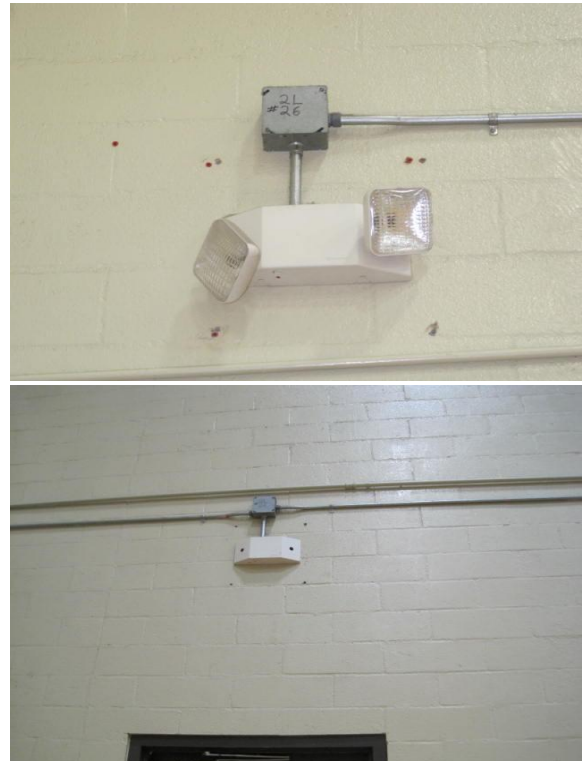
- Damaged exit signs and/or emergency lights should be repaired.
- Consideration should be given to installing approved protective metal grills over illuminated exit signs and emergency light installations that may be at risk of damage due to their location and/or the activity conducted in the room, such as in gymnasium and athletic activity rooms.

Locations:

- Building W Gym

Standards:

- California Code of Regulations, Title 24, Section 2702, Emergency and Standby Power Systems



Recommendation Number: 2013-022**Observations:**

- It was not determined whether the backup generator is inspected and tested on a regular basis.

Recommendations:

- A routine maintenance and operational testing program should be developed for all Emergency Power Supply Systems (EPSSes). The program should be based upon the recommendations and instruction manuals of the manufacturer and the requirements of the authority having jurisdiction (AHJ).
- Batteries used in connection with EPSSes should be inspected and maintained in accordance with the specifications of the manufacturer and the AHJ.
- A permanent record of the EPSS inspections, tests, exercising, operation, and repairs should be maintained and readily available. The permanent record should include the date, names of the service personnel, and an explanation of any unsatisfactory condition and the corrective action taken, including parts replaced.
- Consideration shall be given to temporarily providing a portable or alternative source of power whenever the emergency generator is out of service.

Locations:

- Buildings A and N

Standards:

- California Fire Code, Section 604, Emergency and Standby Power Systems
- California Electrical Code, Article 700, Emergency Systems
- NFPA 110-2002, Standard for Emergency and Standby Power Systems
- Good Loss Prevention Practices



Recommendation Number: 2013-023**Observations:**

- It was not determined whether the battery backup power system is tested or maintained on a regular basis.

Recommendations:

- The battery backup power system should be repaired as needed.
- An operational testing program should be developed for all Emergency Power Supply Systems (EPSSes). The program should be based upon the recommendations and instruction manuals of the manufacturer and the requirements of the authority having jurisdiction (AHJ).
- Operational testing of EPSSes should be performed at minimum weekly for a period of not less than 30 minutes and exercised under load at minimum monthly.
- Batteries used in connection with EPSSes should be inspected weekly and maintained in accordance with the specifications of the manufacturer.
- A permanent record of the EPSS inspections, tests, exercising, operation, and repairs should be maintained and readily available. The permanent record should include the date, names of the service personnel, and an explanation of any unsatisfactory condition and the corrective action taken, including parts replaced.
- Consideration shall be given to temporarily providing a portable or alternative source of power whenever the EPSS is out of service.

Locations:

- Theatre and Building U

Standards:

- California Code of Regulations, Title 24, Section 1006, Means of Egress Illumination
- NFPA 110-2002, Standard for Emergency and Standby Power Systems
- California Code of Regulations, Title 24, Section 2702, Emergency and Standby Power Systems

Recommendation Number: 2013-024**Observations:**

- It was not determined whether the emergency lighting systems and/or illuminated exit signs are inspected on a regular basis.
- Regular inspections and maintenance will help ensure that they function properly in an emergency.

Recommendations:

- The emergency lighting systems and/or illuminated exit signs should be tested at minimum monthly in accordance with the manufacturer's instructions and the Authority Having Jurisdiction (AHJ).
- Consideration should be given to developing a preventive maintenance program that would include replacement of the batteries and light bulbs on a scheduled basis versus replacement when they no longer function.
- The directional placement of the emergency lights should also be checked to ensure that they are properly positioned to provide lighted paths to the exits.
- The inspections should be documented and the documentation should be maintained for a minimum of one year.

Locations:

- Rooms C104, C106, C207, D106, and E102; throughout Buildings F and R; Building G and W Gyms; Building, Hallway; Building N Custodial Area; P100-35; Theatre; Machine Shop T107; and Weight Room

Standards:

- California Code of Regulations, Title 24, Part 9, Section 1027.5, Illumination Emergency Power
- California Code of Regulations, Title 8, Section 2571.4, Tests and Maintenance
- California Code of Regulations, Title 24, Section 1006, Means of Egress Illumination

Assembly Areas

23. Are stages free of idle storage or inappropriate use, and is the edge of the stage readily visible to prevent fall incidents?

Recommendation Number: 2013-025

Observations:

- The edge of the stage may be difficult to discern in some lighting conditions.
- This condition increases the risk of fall incidents.

Recommendations:

- The edges of stages should be taped with reflective tape or some other warning method to reduce the risk of fall incidents.
- To discourage persons from disabling it, the application used should not be visible to the audience.



Locations:

- Theatre and Black Box P100-35

Standards:

- Good Loss Prevention Practices

24. Are items, such as stage smoke vents, ropes, and cables, in good condition and regularly inspected and serviced, and are spotlights equipped with secondary restraints to prevent them from falling?

Recommendation Number: 2013-026

Observations:

- It was not determined whether the stage ropes and cables are inspected and/or maintained on a regular basis.

Recommendations:

- A qualified person should inspect rope access equipment each day before and after use to determine whether the equipment is safe for its intended use. The manufacturer's recommendations for use, care, inspection, and maintenance of rope access equipment should be followed.
- Damaged or defective rope, cables, or other equipment should be immediately removed from service.
- Stage ropes, cables, pulleys, and related equipment should be inspected annually or more frequently if needed by qualified personnel to ensure that they are free of hazardous conditions.
- A more comprehensive inspection should be conducted at intervals not greater than five years. The person or company conducting the inspection should possess expertise in the maintenance and installation of theater rigging.
- Inspections should be documented and maintained in a service log. The documentation should include the name of the inspector, the date of the inspection, and the nature of any repairs. The information should be maintained for a minimum of five years.

Locations:

- Theatre

Standards:

- Good Loss Prevention Practices

Emergency Action Equipment & Systems

26. Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?

Recommendation Number: 2013-027

Observations:

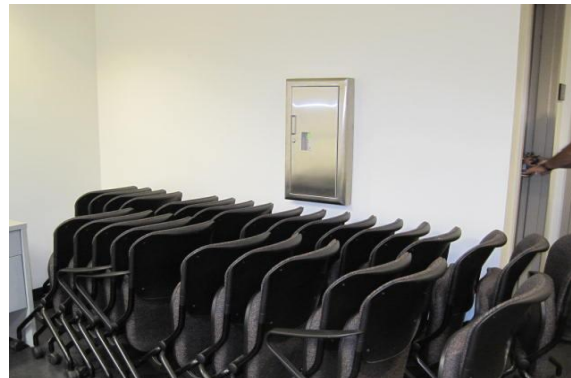
- Fire extinguishers were obstructed. Obstructing fire response equipment delays or prevents access in an emergency.

Recommendations:

- Fire extinguishers should not be obstructed. A clear path to fire extinguishers should be maintained.
- Approved fire extinguishers should be mounted, located, and identified so that they are readily accessible to employees at all times.

Locations:

- J121-1 Custodial Closet; outside of Building J next to Garage Doors; Rooms C106E, J128, K101, L117, and W106; L222 Hallway; Theatre P102-2 Backstage; and Maintenance Break Room in Building Z Maintenance and Operations



Standards:

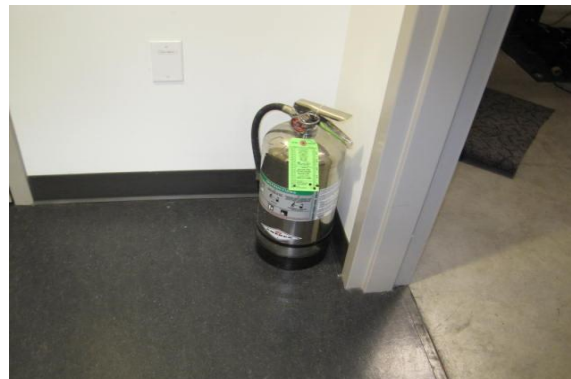
- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials, and Assemblies
- California Code of Regulations, Title 19, Section 3.24, Maintenance of Equipment
- California Code of Regulations, Title 24, Section 906.6, Unobstructed and Unobscured

Recommendation Number: 2013-028**Observations:**

- Fire extinguishers were not properly wall mounted in some areas.
- This exposes the fire extinguishers to damage and can cause a delay in finding them in an emergency.

Recommendations:

- A fire extinguisher that weighs 40 pounds or less should be mounted so that the top is no higher than five feet above the floor.
- Fire extinguishers intended to be mounted in cabinets should be maintained in their designated service areas.
- A fire extinguisher that weighs more than 40 pounds, but less than 75 pounds, should be installed so the top is no higher than three and one-half feet above the floor.
- A fire extinguisher that weighs more than 75 pounds should be secured to an approved, wheeled fire extinguisher cart.

**Locations:**

- Rooms C201, C210, H110, L126; Building D Elevator Room D111, T207, and T 209; Building H Elevator Room; Building J Auto Tool Room; Theatre Costume Lab P106-2; Building R Electrical Room; Building S Interdistrict Delivery; and Building T Electrical Room 112

Standards:

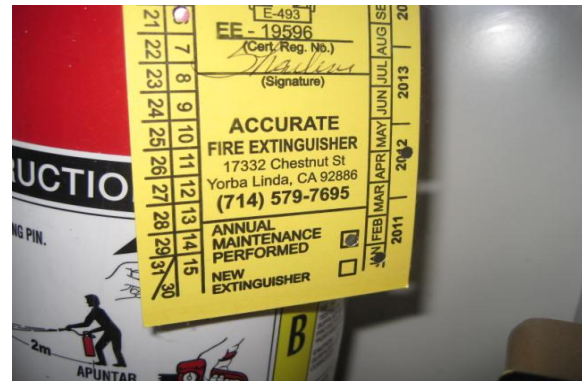
- California Fire Code Section 567, Distribution of Fire Extinguishers
- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Fire Code, Section 906.9, Height Above Floor

Recommendation Number: 2013-029**Observations:**

- Some fire extinguishers were not serviced during the last annual service.

Recommendations:

- The units that were not inspected should be replaced with fully charged and recently inspected fire extinguishers.
- Consideration should be given to numbering each fire extinguisher location and developing a map to show each fire extinguisher location to reduce the potential for overlooking one of the fire extinguishers during the servicing process.
- In addition, the annual fire extinguisher service provider should be required to annually change the color of the inspection tags. The difference in tag color would increase the ease of identifying overlooked fire extinguishers.

**Locations:**

- Rooms D213-1, E108, J112, H205, K101, and S128; Building L Elevator Room; and Softball Field Concession Stand

Standards:

- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 906, Portable Fire Extinguishers
- California Code of Regulations, Title 19, Section 574.1, Frequency of Inspection

Recommendation Number: 2013-030**Observations:**

- The pressure gauges of some fire extinguishers indicated a lack of adequate pressure.
- Gauges showing low pressure may indicate that the extinguishers were discharged, not fully recharged when serviced, or are losing pressure.

**Recommendations:**

- These fire extinguishers should be inspected and recharged or replaced as necessary.

Locations:

- Room B18

Standards:

- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 906, Portable Fire Extinguishers

Recommendation Number: 2013-031**Observations:**

- One or more fire extinguishers were missing their annual inspection tags.

Recommendations:

- These fire extinguishers should be replaced with fully charged, recently inspected, and properly tagged fire extinguishers.
- The fire extinguishers without tags should be inspected and serviced prior to placing them back into service.

**Locations:**

- Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies
- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Code of Regulations, Title 19, Section 574.1, Frequency of Inspection

Recommendation Number: 2013-032**Observations:**

- Monthly fire extinguisher inspections are not being conducted.

Recommendations:

- The fire extinguishers should be inspected on a monthly basis to ensure that:
 - they are properly wall mounted;
 - the seals and pull pins are still intact; and
 - the units are fully charged and ready for use.
- The monthly inspection should be documented with the inspector's initials on the back of the annual inspection tag.

Locations:

- Throughout Campus

Standards:

- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies
- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Code of Regulations, Title 19, Section 574.1, Frequency of Inspection

28. Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?

Recommendation Number: 2013-033

Observations:

- Fire alarm pull stations were obstructed. Obstructing fire response equipment delays or prevents access in an emergency.

Recommendations:

- Fire alarm pull stations should not be obstructed. A clear path to fire alarm pull stations should be maintained.

Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 6184, Employee Alarm Systems
- California Code of Regulations, Title 19, Section 3.24, Maintenance of Equipment
- California Fire Code, Section 901.6, Inspecting, Testing and Maintenance
- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies



Recommendation Number: 2013-034**Observations:**

- The fire alarm control panel indicated system trouble.
- The audible alarm had been silenced.
- A malfunction of the fire alarm system could delay egress in the event of a fire.

Recommendations:

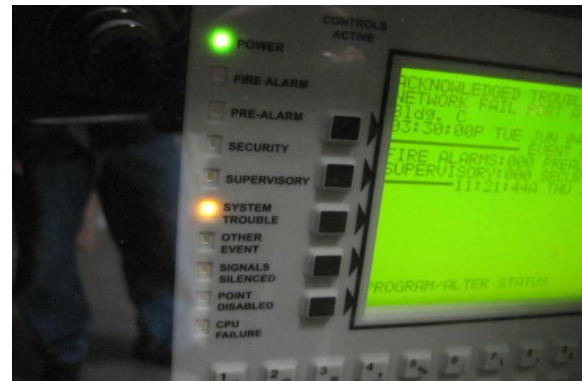
- The maintenance department or other proper authorities should be notified as soon as a malfunction in the fire alarm system is discovered.
- Qualified maintenance personnel should respond to and correct the problem when it is reported.
- Until the fire alarm system is functioning properly, staff should be placed on alert and regular fire patrols should be conducted.

Locations:

- Room C103 and Theatre Electrical Room

Standards:

- California Code of Regulations, Title 19, Section 3.24, Maintenance of Equipment
- California Fire Code, Section 901.6, Inspecting, Testing and Maintenance
- California Code of Regulations, Title 8, Section 6184, Employee Alarm Systems



Recommendation Number: 2013-035**Observations:**

- A fire alarm strobe was damaged and wires were exposed.
- This condition posed fire and shock hazards, and could impede the function of the alarm system.

Recommendations:

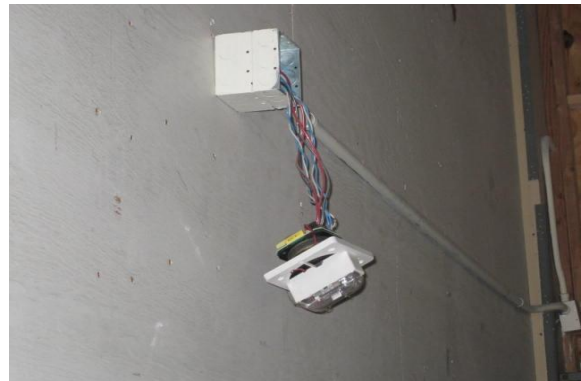
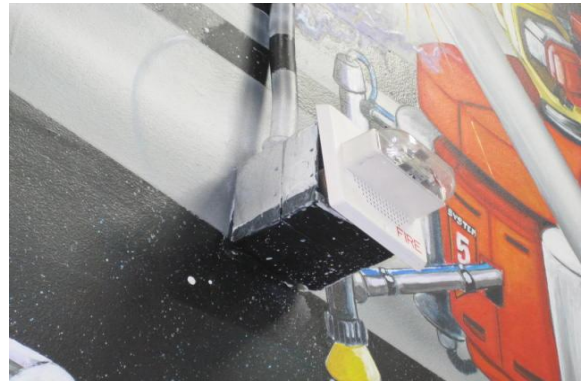
- The fire alarm strobe and system should be inspected, repaired as necessary, and tested to ensure proper function.

Locations:

- Weld Shop K104E and Diesel Shop K104W

Standards:

- California Fire Code, Section 901.6, Inspecting, Testing and Maintenance
- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies



29. Are fire hoses and standpipe systems properly inspected, maintained, and unobstructed?

Recommendation Number: 2013-036

Observations:

- Some fire hoses did not bear an inspection tag or stamp indicating the last date of service.
- The hoses had been removed from some boxes.
- The standpipe system may have been abandoned and replaced with portable fire extinguishers.



Recommendations:

- An investigation should be conducted to determine if the standpipe system at this location is still active.
- If the system is still active, any used hoses should be replaced; the new hoses should be properly hung and tagged with a current inspection tag. The standpipe system should be inspected and maintained in accordance with the California Fire Code and California Code of Regulations, Title 19.
- If the system is not active, the hoses should be removed and replaced with appropriate portable fire extinguishers. A letter of approval for the abandonment of the standpipe system should be obtained from the local Fire Marshal. That letter should be stored in a location that would permit easy retrieval should an inspector request to view it.

Locations:

- Throughout Buildings D, G, N, P, R, T, and U

Standards:

- California Fire Code, Section 901.7, Systems Out of Service
- California Code of Regulations, Title 8, Section 2571.4, Tests and Maintenance
- California Code of Regulations, Title 8, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies
- California Code of Regulations, Title 19, Section 574.1, Frequency of Inspection

Recommendation Number: 2013-037**Observations:**

- The window glass was broken in one or more of the fire extinguisher cabinets.

Recommendations:

- Broken glass should be removed from the fire extinguisher cabinets.
- The broken glass should be disposed of in a manner that reduces the risk of injury.

Locations:

- Room T201

Standards:

- California Code of Regulations, Title 8, Section 6151, Portable Fire Extinguishers
- California Fire Code, Section 901.6, Inspecting, Testing and Maintenance
- California Fire Code, Section 901, Fire Protection System Maintenance Standards
- California Fire Code, Section 703.1, Maintenance



Mechanical and Utility Systems

32. Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?

Recommendation Number: 2013-038

Observations:

- Electric panelboards and switchboards were obstructed with stored materials and/or furnishings.
- Obscuring and obstructing electric panelboard cabinets and/or switchboards delays or prevents access in an emergency.

Recommendations:

- All stored materials and/or furnishings around and over electric panelboard cabinets and/or switchboards should be removed to ensure that their locations are clearly visible.
- A clearance of 36 inches should be maintained horizontally around electric panelboard cabinets and/or switchboards.
- The area between the floor to a height of 30 inches above electric panelboard cabinets and/or switchboards should be kept clear of obstructions.



Locations:

- Rooms B18, B20, B22 L106-1, L204, T209, R220, and S106-2; Diesel Shop J110 and J112-1; Weld Shop K101; and Building G Athletic Training Room

Standards:

- California Code of Regulations, Title 8, Section 2340.16, Work Space About Electric Equipment
- California Code of Regulations, Title 19, Section 3.01, Basic Electrical Regulations
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 605.3, Working Space and Clearance

Recommendation Number: 2013-039**Observations:**

- Tape was placed over circuit breakers.
- This practice prevents circuit breakers from functioning properly, can overload circuits, and poses fire and electrical shock hazards.

Recommendations:

- The practice of taping circuit breakers should be discontinued.
- If circuits must remain energized, an alternative means should be used to protect the circuits against tampering, such as locking breaker covers or panel doors.
- If circuit breakers are taped because of a malfunction, the electrical system should be evaluated and repaired as necessary by a qualified electrician.

**Locations:**

- Theatre Backstage and U208 Kitchen

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions

Recommendation Number: 2013-040**Observations:**

- Open slots were left in unused panelboard cabinet breaker holders.
- This condition exposes personnel to an increased risk of electric shock.

Recommendations:

- Unused or removed circuit breaker holders should be covered with protective plates, blanks, or non-functional switches to ensure that exposed wiring is properly enclosed.

**Locations:**

- U208 Kitchen

Standards:

- California Electrical Code, Section 408.7, Unused Openings

33. Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?

Recommendation Number: 2013-041

Observations:

- Electrical junction boxes were missing their covers.
- The exposed wiring poses electric shock and fire hazards.

Recommendations:

- Missing covers should be replaced.
- All exposed wiring junctions should be properly covered.



Locations:

- Pool Chemical Storage Room

Standards:

- California Code of Regulations, Title 8, Section 2473.1, Conductors Entering Boxes, Cabinets, or Fittings
- California Fire Code, Section 605.6, Unapproved Conditions

Recommendation Number: 2013-042

Observations:

- Open junction boxes were observed where clocks had been removed.
- The exposed wiring poses the risk of tampering and electric shock.

Recommendations:

- The missing clocks should be replaced or covers should be installed. All exposed wiring should be covered with appropriate materials.



Locations:

- Building G Gym

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions

34. Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?

Recommendation Number: 2013-043

Observations:

- Extension cords were used as permanent power supplies. These cords are designed and intended for temporary use only.

Recommendations:

- Extension cords used in place of permanent wiring should be removed.
- Extension cords should be unplugged and properly stored after each use, or permanent wiring should be installed in accordance with the National Electric Code requirements.

Locations:

- Room A110-1; J121-1 Custodial Closet; P106-2 Costume Lab; P100-35 Theatre Backstage; Pool Equipment Room; Baseball Batting Cage; and Building Z Maintenance and Operations Garage

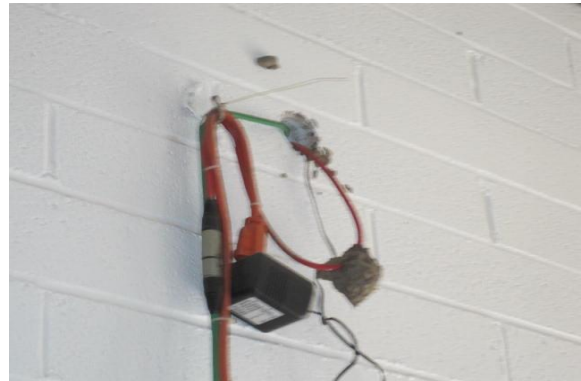
Standards:

- California Code of Regulations, Title 8, Section 2500.8, Uses Not Permitted
- California Electrical Code, Section 400.8, Uses Not Permitted



Recommendation Number: 2013-044**Observations:**

- Extension cords, power cords, and/or communication cords were placed through walls and/or ceilings.
- The use of extension cords in place of permanent wiring is not permitted.
- Whenever electrical wiring penetrates a wall or ceiling, it must be encased in a rigid conduit and the annular opening properly fire-stopped.

**Recommendations:**

- All extension cords used in place of permanent wiring should be removed.
- All power and communication cords should be properly installed and the annular openings properly fire-stopped.

Locations:

- Pool Equipment Room

Standards:

- California Code of Regulations, Title 8, Section 2500.8, Uses Not Permitted

Recommendation Number: 2013-045**Observations:**

- One or more damaged power cords were observed.
- The use of damaged power cords increases the risk of electric shock incident and fire.

Recommendations:

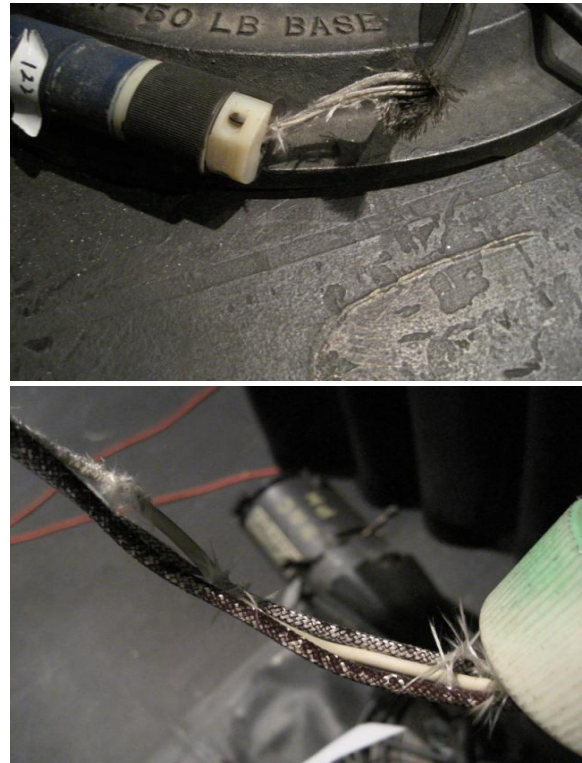
- Damaged power cords should be taken out of service.
- Extension cords and power supply cords should be maintained in good condition without splices, deterioration, or damage.
- If power cords or extension cords are discarded, the plugs should be removed to reduce the risk of future use.

Locations:

- Backstage Spotlights in Theatre

Standards:

- California Fire Code, Section 605.5.3, Maintenance

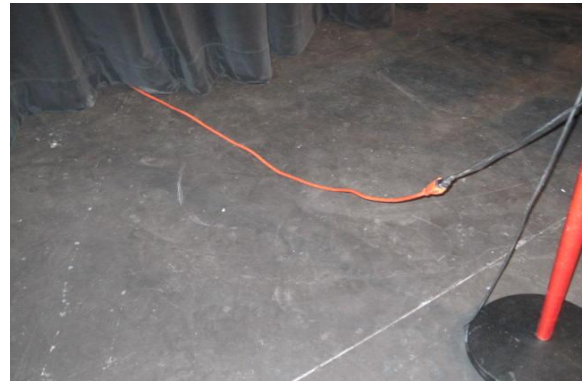


Recommendation Number: 2013-046**Observations:**

- Extension cords and/or power cords were placed across pedestrian aisles.
- This practice poses trip/fall hazards and exposes the cords to damage.

Recommendations:

- Electrical cords should not be placed across aisles. If possible, furnishings should be rearranged or permanent wiring should be installed.
- If electrical cords must be placed across aisles, electrical cord covers should be utilized to protect the cords and reduce trip hazards.

**Locations:**

- Theatre Backstage and Building Z Maintenance and Operations Garage

Standards:

- California Code of Regulations, Title 8, Section 3273, Access, Work Space, and Work Areas
- California Fire Code, Section 605.5, Extension Cords

Recommendation Number: 2013-047**Observations:**

- Lightweight, ungrounded, two-wire (household) extension cords were in use. These cords are inappropriate for grounded fixtures and appliances, and they may be inadequately sized for the amount of current they would carry in a commercial setting.

**Recommendations:**

- The ungrounded, two-wire (household) extension cords should be removed.
- Single three-wire, grounded extension cords or power strips should be used instead.
- Extension cords should be unplugged and properly stored after each use, or permanent wiring should be installed in accordance with the National Electric Code requirements.

Locations:

- Theatre Black Box P100-35

Standards:

- California Code of Regulations, Title 8, Section 2500.7, Uses Permitted
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 605.5, Extension Cords

35. Are electrical fixtures properly installed, properly protected, and free of damage?**Recommendation Number: 2013-048****Observations:**

- Exterior electric outlets and/or switches were missing their weatherproof caps.
- This condition exposes the fixtures to contamination and damage and increases the risk of electric shock.

Recommendations:

- Missing covers should be replaced, or the fixtures should be replaced as needed with appropriately rated outlets and/or switches.

Locations:

- Room C104, outside of Pool Pump Room, and Building J, Near Building K, Welding

Standards:

- California Fire Code, Section 605.1, Abatement of Electrical Hazards



Recommendation Number: 2013-049**Observations:**

- One or more electrical outlets observed near sinks did not appear to be equipped with ground-fault circuit interrupter receptacles.
- The use of unprotected receptacles near wet areas increases the risk of electric shock incidents.

**Recommendations:**

- Electrical outlets near sinks or other moisture sources should be equipped with ground-fault circuit interrupter (GFCI) receptacles to reduce the risk of electric shock incidents.
- GFCI receptacles should be inspected at minimum monthly or as specified by the manufacturer to ensure that they are functional.

Locations:

- Rooms C106, C101-3, D110, D434-N, H210, and U120, and throughout Science Labs in Building R

Standards:

- California Electric Code, Article 406, Receptacles, Cord Connectors, and Attachment Plugs
- Good Loss Prevention Practices

Recommendation Number: 2013-050**Observations:**

- Tape was placed over an electric receptacle.
- This practice poses fire hazards.

Recommendations:

- The practice of taping receptacles should be discontinued.
- The situation should be investigated to determine why the receptacle is taped.
- If it is taped to prevent water or dust from entering, the receptacle should be replaced with a ground fault circuit interrupter equipped receptacle that is also equipped with a weather resistant, spring-loaded cover.
- If it is taped to prevent overloading the circuit, a qualified electrician should inspect the circuit to determine what changes should be made to repair the circuit.
- If it is taped because the circuit is damaged, the circuit should be properly repaired by qualified personnel.

**Locations:**

- Room R111

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions

Recommendation Number: 2013-051**Observations:**

- Some electric receptacles were scorched. These receptacles may be damaged and/or defective.
- The use of damaged receptacles increases the risk of injury and fire incidents.

Recommendations:

- The scorched receptacles should be inspected and replaced if necessary. The circuit should be de-energized and locked out until repairs are made.

**Locations:**

- Rooms R218 and R305

Standards:

- California Fire Code, Section 605.6, Unapproved Conditions

Recommendation Number: 2013-052**Observations:**

- The practice of placing tape over wall switches was observed.
- This practice prevents the switch from functioning properly and poses fire/shock hazards.

Recommendations:

- The practice of taping switches should be discontinued.
- If it is imperative that the switch remains turned on, consideration should be given to providing an alternative means to protect the switch against tampering, such as installing a locking cover or key operated switch to the critical area.
- If the switches are being taped because of malfunction, the electrical system should be evaluated and repaired as necessary by a qualified electrician.

Locations:

- Ceramics Glaze Room C105-2

Standards:

- California Code of Regulations, Title 8, Section 2340.27, Location of Control and Protective Devices
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 605.1, Abatement of Electrical Hazards
- California Code of Regulation, Title 24, Section 3401.2, Maintenance



36. Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?

Recommendation Number: 2013-053

Observations:

- Some air compressors did not have the current Permit to Operate posted.

Recommendations:

- Compressors requiring a Permit to Operate should be inspected by a qualified inspector at intervals as prescribed by the Division of Occupational Safety and Health.
- Permits should be obtained and posted under glass in a conspicuous place on or near the air tank or in a weatherproof container secured to the unit.

Locations:

- Room T102

Standards:

- California Code of Regulations, Title 8, Section 461, Permits to Operate

Recommendation Number: 2013-054

Observations:

- Some air compressors were not equipped with signage as required warning against automatic start-up.

Recommendations:

- Signage warning against automatic start-up should be conspicuously posted on or near the compressor.

Locations:

- Room T102

Standards:

- California Code of Regulations, Title 8, Section 3320, Warning Signs

38. Are boilers and water heaters in apparently good condition, strapped or anchored to prevent horizontal displacement during earthquakes, and equipped with properly installed relief valves?

Recommendation Number: 2013-055

Observations:

- Some water heaters observed were not properly secured to prevent displacement due to earthquake motion.
- In seismic design categories C, D, E, and F, water heaters should be anchored or strapped to resist horizontal displacement due to earthquake motion.

Recommendations:

- Strapping should be installed at points within the upper one-third and lower one-third of the water heater's vertical dimensions. At the lower point, a minimum distance of four inches (102 mm) is required to be maintained between the controls with the strapping above them.
- The securing straps or anchors should be fastened to the concrete floor, wall studs, or floor joists.
- The manner of securing the water heaters should be acceptable to the Authority Having Jurisdiction (AHJ).

Locations:

- Building H Custodial Closet Next to Gym and Building W Custodial Closet

Standards:

- California Code of Regulations, Title 24, Part 5, California Plumbing Code, Section 508.2, Protection from Seismic Damage



Recommendation Number: 2013-056**Observations:**

- The posted boiler "Permit to Operate" was expired.

Recommendations:

- The current permit for the boiler, as required by the Division of Occupational Safety and Health, should be obtained.
- The current permit and fees paid statement should be posted under glass in vicinity of the boiler.
- Consideration should be given to maintaining a copy of the current permit or fees paid statement in a central recordkeeping location.
- A qualified boiler inspector should inspect boilers at minimum annually.

Locations:

- Building F

Standards:

- California Code of Regulations, Title 8, Section 770, Boilers Subject to Annual Inspection

42. Are elevators and/or access lifts in good condition, free of hazards, and permitted and maintained?**Recommendation Number: 2013-057****Observations:**

- A current Permit to Operate was not posted in the elevator.

Recommendations:

- The elevator should be inspected by the California Division of Occupational Safety and Health, and a current Permit to Operate should be obtained from the Division.
- The permit or a copy thereof should be posted conspicuously and securely in the elevator car.

Locations:

- Buildings C, D, H, L, R, and S

Standards:

- California Code of Regulations, Title 8, Section 3001, Permit to Operate

Chemicals and Chemical Storage

43. Are hazardous chemicals properly stored?

Recommendation Number: 2013-058

Observations:

- Some of the cleaning chemicals were stored on overhead shelves.
- This storage practice poses the risk of eye injury incidents.

Recommendations:

- Bleach, cleaning chemicals, and/or other corrosive materials should be stored at or below waist level to reduce the risk of accidental splashing of chemicals in the face or eyes.



Locations:

- Building W Custodial Closet

Standards:

- California Code of Regulations, Title 8, Section 5164, Storage of Hazardous Substances
- Good Loss Prevention Practices

44. Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?

Recommendation Number: 2013-059

Observations:

- Chemicals were stored in beverage bottles.

Recommendations:

- Once a substance is removed from its original container, the container that it is transferred to must be labeled with the substance's name, major hazard warning, and precautionary statements. Any conflicting labels should be removed.
- Consideration should be given to conducting refresher Hazard Communication Training for all staff members.



Locations:

- Ceramics Glazing Room C105-2

Standards:

- California Code of Regulations, Title 8, Section 5164, Storage of Hazardous Substances
- California Code of Regulations, Title 8, Section 5194, Hazard Communication
- California Fire Code, Chapter 27, Hazardous Materials - General Provisions
- Good Loss Prevention Practices

Recommendation Number: 2013-060**Observations:**

- Spray bottles and/or other secondary chemical containers were unlabeled or inadequately labeled.

Recommendations:

- Once a substance is removed from its original container, the secondary container should be labeled with the substance name, a major hazard warning, and other necessary precautionary statements. Inaccurate labels should be removed.

**Locations:**

- Rooms A228 and B22

Standards:

- California Code of Regulations, Title 8, Section 5194, Hazard Communication

45. Are pesticides properly applied by authorized personnel?**Recommendation Number: 2013-061****Observations:**

- Consumer grade aerosol pesticides were stored and/or improperly used.
- These pesticides appeared to be improperly stored and applied by unauthorized personnel.
- It was not determined whether the required notices and postings were completed prior to their application.

**Recommendations:**

- Pesticides should be stored and applied in accordance with the California Code of Regulations, Title 3 and the Healthy Schools Act of 2000. Consumer-grade pesticides should be removed and properly disposed of.
- All pesticide application must be performed in accordance with the District's Integrated Pest Management Plan and the Healthy Schools Act of 2000.
- Only trained and authorized employees should be permitted to use and apply pesticides on campus.
- Consideration should be given to conducting annual employee refresher training regarding the District's Integrated Pest Management Plan, Hazard Communication Program, and other District policies regarding chemical handling and storage.

Locations:

- Room M102

Standards:

- California Education Code, Section 17608-17613, Healthy Schools Act of 2000
- California Code of Regulations, Title 3, Division 6, Pesticides and Pest Control Operations
- California Food and Agricultural Code, Section 13180-13188, Healthy Schools Act of 2000

Housekeeping and Storage Practices

50. Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?

Recommendation Number: 2013-062

Observations:

- Fluorescent light bulbs were stored in an unsecured manner. This storage practice could subject the bulbs to damage.
- Broken lamps can release mercury to the air and water. This includes fluorescent tubes, lamps, metal halide lamps, and vapor lamps.

Recommendations:

- Fluorescent light bulbs should be stored in special containers designed for this purpose or in a manner that protects the bulbs from damage.
- Discarded fluorescent bulbs should be stored and disposed of as universal hazardous waste in accordance with California Code of Regulations, Title 22.

Locations:

- Building Z Maintenance and Operations Electrician Shop, Rooms A102-3 and A111, and D215 Custodial Closet

Standards:

- California Code of Regulations, Title 22, Section 66273.33, Universal Waste Management Requirements



Recommendation Number: 2013-063**Observations:**

- Stored items were stacked to the ceiling in some areas.
- Some of the items stored overhead were not secured.

Recommendations:

- Items should not be stacked to the ceiling; a 24-inch clearance should be maintained between the top of stored items and the ceiling.
- The minimum clearance between sprinklers and the stored material below should be 18 inches.
- Stored material should not create a hazard. It should be limited in height and piled, stacked, or racked in a manner designed to prevent it from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and sheets should be used where necessary to make the storage arrangements stable.

Locations:

- Rooms A107-14, A128-1B, C101-3, L106-1, L117, and N434; Building F Athletic Equipment Room; Building G Athletic Training Room; and Tool Room in Building J Auto Shop

Standards:

- California Code of Regulations, Title 8, Section 3241, Live Loads
- California Code of Regulations, Title 24, Part 9, Section 315.2.1, Ceiling Clearance



Recommendation Number: 2013-064**Observations:**

- Metal ladders were stored next to/against electrical panels. This practice poses electric shock hazards.

Recommendations:

- The ladders should be removed. Ladders should be stored on wall hooks or otherwise secured to prevent them from falling.
- A minimum 36-inch clearance should be maintained around the electric panels at all times.

**Locations:**

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 3278 - 3280, Portable Ladders
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 605.3, Working Space and Clearance

Recommendation Number: 2013-065**Observations:**

- One or more of the ladders observed was unsecured and leaning against the wall.
- These ladder storage practices pose falling object hazards.

Recommendations:

- Ladders should be stored on wall hooks or secured with ropes, straps, or chains to prevent them from falling if struck or during seismic activity.

**Locations:**

- Pool Pump Room; Building D Electrical Room near D214; Batting Cage; and Rooms L117, L123, M102, N114, T107, and T209

Standards:

- California Code of Regulations, Title 8, Section 3241, Live Loads

Recommendation Number: 2013-066**Observations:**

- Some areas were cluttered and overcrowded.
- Either no aisles were present or the aisles were too narrow to permit safe passage.
- One or more items must be removed to access other items.
- The cluttered and overcrowded conditions posed injury and property damage hazards.

Recommendations:

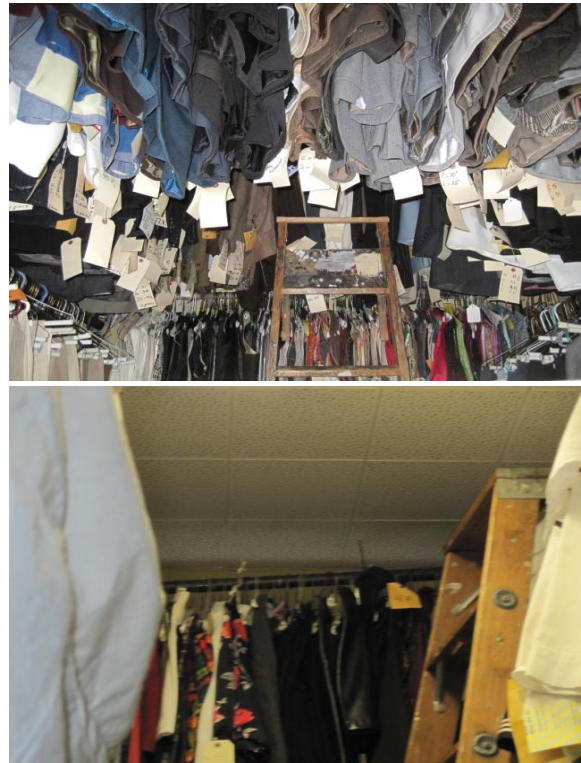
- The number of stored items should be reduced if necessary to provide adequate passage through each area. Obsolete and unneeded items should be discarded.
- The remaining materials should be organized to provide adequate pathways to exit doors and passage through each area.

Locations:

- Costume Lab P106-2 and Theatre Costume Storage P106-3

Standards:

- California Code of Regulations, Title 8, Section 3241, Live Loads
- California Code of Regulations, Title 8, Section 3362, Sanitation, General Requirements
- California Code of Regulations, Title 19, Section 3.19, Housekeeping
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 315.2, Storage in Buildings



Disabled Access

61. Are approved door closers provided for use by persons with disabilities involving limited manual dexterity?

Recommendation Number: 2013-067

Observations:

- Some of the door handles and locking mechanisms were difficult to open for persons with disabilities involving limited manual dexterity.



Recommendations:

- Latching and locking doors that are hand activated should be equipped with door opening hardware that does not require grasping, such as lever-type hardware, panic bars, push-pull activating bars, or other hardware designed to provide passage without requiring the ability to grasp the opening hardware.
- The District should review the Americans with Disabilities Act Transition Plan for this site to determine when this condition is scheduled for correction.
- If the District must phase in the installation of appropriate door handles, it should begin with the doors most frequently used by the public and those doors that are located within the accessible path of travel.

Locations:

- Buildings H and R

Standards:

- California Code of Regulations, Title 24, Chapter 10, Section 1008.1, Doors

64. Are an appropriate number of restrooms designed to accommodate persons with disabilities?

Recommendation Number: 2013-068

Observations:

- Some of the accessories, such as the toilet tissue and other dispensers, were mounted above the grab bars in the accessible water closets.

Recommendations:

- Toilet tissue dispensers should be located on the wall within 12 inches (305 mm) of the front edge of the toilet seat, mounted below the grab bar, at a minimum height of 19 inches (485 mm), and 36 inches (914 mm) maximum to the far edge from the rear wall.
- An appropriate number of restrooms should be properly modified to accommodate persons with physical disabilities.



Locations:

- Buildings A, D, J, R, and U

Standards:

- California Code of Regulations, Title 24, Section 1115B.8.4, Toilet Tissue Dispensers

Recommendation Number: 2013-069

Observations:

- Not all lavatory drain piping and traps in accessible restrooms were wrapped with insulating material to prevent contact with the knees of persons in wheelchairs.
- This condition poses an injury risk from contact with the hot drainage piping or assemblies with sharp edges.

Recommendations:

- Hot water and drainpipes accessible under lavatories should be insulated or otherwise covered. There should be no sharp or abrasive surfaces under lavatories.



Locations:

- Buildings D, J, and L

Standards:

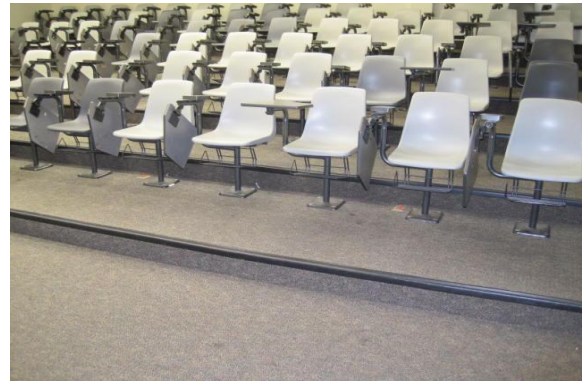
- California Code of Regulations, Title 24, Section 1115B.4.3, Accessible Lavatories

65. Are stages and other multi-leveled areas accessible to persons in wheelchairs?**Recommendation Number: 2013-070****Observations:**

- One or more rooms had tiered floors or raised daises.
- These areas are not accessible to persons in wheelchairs.

Recommendations:

- The District should review its Americans with Disabilities Act Transition Plan to ensure it has planned to implement adequate access to all required areas.

**Locations:**

- Rooms A128, C104, D105-5, D106-5, and N114

Standards:

- California Code of Regulations, Title 24, Section 1106B, Accessibility for Group E Occupancies

Recommendation Number: 2013-071**Observations:**

- There was no access to the stage for persons in wheelchairs.

Recommendations:

- The stage should be outfitted with a wheelchair lift, ramp, or other approved means of access for use by persons in wheelchairs.

Locations:

- Building P Theatre Stage

Standards:

- California Code of Regulations, Title 24, Chapter 11B, Section 1104B.3, Auditoriums, Assembly Halls, Theaters and Related Facilities

66. Are other fixtures and services accessible to persons with disabilities?**Recommendation Number: 2013-072****Observations:**

- The water fountains were not accessible to persons with disabilities.
- One or more of the water fountains protruded more than four inches into pedestrian walkways and were not protected by barriers. This condition poses an obstruction hazard for the visually impaired.

**Recommendations:**

- Lowered fountains or “hi-low” fountains with clearance underneath should be provided for disabled persons in wheelchairs and persons who have difficulty bending or stooping.
- Water fountains should be located completely within alcoves or otherwise positioned so that they do not encroach into pedestrian walkways.
- When placing water fountains within alcoves would create a hardship, one of the following steps should be taken to make the water fountains identifiable to the visually impaired:
 - The surface of the path of travel should be textured, so that a blind person using a cane can clearly identify it. The minimum textured area should extend from the wall supporting the water fountain to one foot beyond the front edge of the water fountain and should extend one foot beyond each side of the water fountain.
 - Or, guardrails (wing walls) should be provided on each side of the water fountain. The guardrails should project out from the supporting wall at least as far as the water fountain and to within 6 inches of the surface of the path of travel. There should be a minimum clearance of 32 inches between the guardrails to facilitate wheelchair access to the fountain.

**Locations:**

- Buildings C, D, H, N, R, and S and Administrative Office in Building W

Standards:

- California Code of Regulations, Title 24, Section 1117B.1, Accessible Drinking Fountains

General Conditions – Other

68. Are other general conditions free of apparent hazards or concerns?

Recommendation Number: 2013-073

Observations:

- The roof access ladder was obstructed with stored items.
- This practice impedes quick access to the roof in an emergency.

Recommendations:

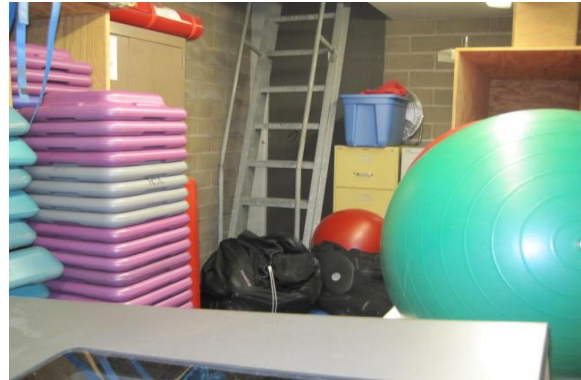
- Stored items should be removed and relocated to provide access to the ladder.
- A clear aisle should be maintained to fixed access ladders at all times.

Locations:

- Gym Storage Room in Building W

Standards:

- Good Loss Prevention Practices



Recommendation Number: 2013-074**Observations:**

- Rodent droppings and/or insects were present in some areas.
- The presence of vermin poses property damage and health hazards.
- The Healthy Schools Act of 2000 requires the District to make changes according to the issues itemized in the Act and to make building alterations as necessary to prevent the entry of pests.

**Recommendations:**

- The extent of rodent and/or insect infestation should be determined and an appropriate abatement program should be implemented.
- The local Vector Control Agency should be contacted for assistance in developing and implementing this program.
- Any pesticide application should be performed in accordance with California Code of Regulations, Title 3 and the Healthy Schools Act of 2000.
- The District is encouraged to make changes according to the issues itemized in the Act and to make building alterations as necessary to prevent the entry of pests.

Locations:

- Building E Electrical Room

Standards:

- California Code of Regulations, Title 3, Division 6, Pesticides and Pest Control Operations
- California Food and Agricultural Code, Section 13180-13188, Healthy Schools Act of 2000
- California Code of Regulations, Title 8, Section 3362, Sanitation, General Requirements

Recommendation Number: 2013-075**Observations:**

- An obstruction was observed overhanging one or more of the pedestrian ways.
- The obstruction poses strike against hazards.

Recommendations:

- The overhanging obstruction should be removed.
- Any obstruction that overhangs a pedestrian's way shall be a minimum of 80 inches above the walking surface as measured from the bottom of the obstruction.

Locations:

- Room H110 and Building U Hallway

Standards:

- California Code of Regulations, Title 24, Section 1133B.8.2, Overhanging Obstructions



Recommendation Number: 2013-076**Observations:**

- Some buildings were designed with rooftop skylights.
- The strength and design features of the skylights were not determined.

Recommendations:

- The District should ensure that the skylights meet design and strength requirements prescribed in section 2405 of the California Building Code. If they do not, substantial protective grills should be installed over the skylights.
- The District should ensure that personnel who may work on rooftops are protected against fall exposures by taking appropriate steps in accordance with Section 3212 of the California Code of Regulations, Title 8, General Industry Safety Orders.
- A written Roof Access Control Plan should be developed. The plan should:
 - identify those roof areas where openings, such as skylights and ventilation shafts or weakened structures, may contribute to injury incidents;
 - specify how these areas should be guarded;
 - specify how roof access will be restricted, which should include posting warning signs and maintaining locked access doors;
 - identify personnel who have authorization to access the roofs;
 - specify the procedures to provide the proper authorization and appropriate warnings to contractors who must access the roofs; and
 - specify what training should be provided to exposed employees.

Locations:

- Building F Hallway

Standards:

- California Code of Regulations, Title 8, Section 3212, Floor Openings, Floor Holes, and Roofs
- California Code of Regulations, Title 24, Section 2405, Sloped Glazing and Skylights

Recommendation Number: 2013-077**Observations:**

- Asbestos is present in some of the mechanical rooms.
- Warning signs to alert persons entering the area of the presence of asbestos were not posted at the entry to the affected areas; therefore, personnel may enter an area that requires personal protective equipment (PPE) before they are aware that PPE is required.

Recommendations:

- The required asbestos warning signs should be posted at all entry points to areas where there is an asbestos hazard.

Locations:

- Building R

Standards:

- 40 Code of Federal Regulations, Chapter I, Section 763, Subpart E, Asbestos Containing Materials in Schools
- California Code of Regulations, Title 8, Section 5208, Asbestos

Recommendation Number: 2013-078**Observations:**

- Some personnel store and/or use filtering facepiece respirators on a volunteer basis. These employees are not included in a Respiratory Protection Program.

Recommendations:

- A survey and any necessary atmospheric monitoring should be conducted to determine what activities pose exposure hazards and to identify which of its employees should be included in a Respiratory Protection Program.
- If exposure monitoring and surveys determine that a comprehensive Respiratory Protection Program is not needed, but filtering facepieces are provided and used, the guidelines in California Code of Regulations, Title 8, Section 5144, Respiratory Protection, Appendix D, should be followed.

Locations:

- U208 Kitchen

Standards:

- California Code of Regulations, Title 8, Section 5144, Respiratory Protection, Appendix D



CLASSROOMS AND OFFICES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4 - C,D - M	2013-079
2	Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?		X		4,5 - A,B,C,D - M	2013-080
3	Are tall bookshelves and cabinets secured to the wall or floor to prevent them from tipping over?	X				
4	Are valuable electronic devices, such as computers and televisions, engraved or otherwise permanently marked, and serial numbers recorded for security purposes?	X				
5	If food preparation is permitted in classrooms or offices, are appliances acceptable, and is food handled and stored appropriately?		X		5 - D - L	2013-081
6	Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?		X		3,4 - A,C,D - M 3,4 - D - M 3,4 - B,C,D - M 3,4,5 - A,D - M 3,4 - A,B,C,D - H	2013-082 2013-083 2013-084 2013-085 2013-086

7	If applicable, are toys and playthings in good condition and regularly sanitized?	X			
8	Are classrooms and offices otherwise free of apparent hazards or concerns?		X		2,3,4,5 - C - H 2013-087 3,4,5 - C,D - M 2013-088 4 - B - M 2013-089 2,4,5 - A,B,D - H 2013-090 2,4,5 - C - L 2013-091 5 - B,D - O 2013-092 4 - A - L 2013-093 2,5 - B - M 2013-094

CLASSROOMS AND OFFICES RECOMMENDATIONS

Classroom and Office Section

1. Are classroom decorations displayed in a safe and acceptable manner?

Recommendation Number: 2013-079

Observations:

- Decorative curtains were not properly labeled with information regarding flame-retardant treatment.

Recommendations:

- Decorative curtains should be noncombustible or treated with a flame-retardant application and labeled accordingly.
- The label should identify the person or company that provided the treatment and the date of treatment or the manufacture date if it is inherently flame-retardant. The label should be legible and filled out in its entirety.
- The curtains should be re-treated as needed in accordance with the recommendations of the fabric manufacturer or the applicant of the fire-retardant solution or process. Curtains should also be re-treated whenever they are cleaned.
- Several years after the flame-retardant treatment, consideration should be given to performing a flame spread field test of the curtain fabric in accordance with §1311 of the California Code of Regulations, Title 19, the California Fire Code. The fabric may benefit from re-treatment depending upon the outcome of the flame spread test.



Locations:

- Room H110

Standards:

- California Fire Code, Section 807, Decorative Materials
- California Code of Regulations, Title 19, Section 3.08, Decorative Materials

2. Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?

Recommendation Number: 2013-080

Observations:

- Lightweight and/or round stepstools were in use. These types of stools can be unstable and cause fall incidents.

Recommendations:

- These stepstools should be replaced with heavy-duty commercial stepstools or stepladders that meet the requirements of Cal/OSHA and the American National Standards Institute (ANSI).
- The stools or ladders should be rated Class I or Class II for either commercial or industrial use.

Locations:

- Auto Shop Tool Room J112 and Rooms B2, H210, L106-1, R109, R201, R218, R219, R309, and R314-1

Standards:

- California Code of Regulations, Title 8, Section 3278 - 3280, Portable Ladders
- Good Loss Prevention Practices



5. If food preparation is permitted in classrooms or offices, are appliances acceptable, and is food handled and stored appropriately?

Recommendation Number: 2013-081

Observations:

- Personal appliances and equipment were observed.
- Some of the appliances were stacked on top of counters and/or each other.
- The appliances were not secured to prevent them from falling during seismic activity.

Recommendations:

- Personal appliances should be secured to the wall studs or floors.

Locations:

- Room B18

Standards:

- Good Loss Prevention Practices



6. Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?

Recommendation Number: 2013-082

Observations:

- Extension cords were used as permanent power supplies. These cords are designed and intended for temporary use only.

Recommendations:

- Extension cords used in place of permanent wiring should be removed.
- Extension cords should be unplugged and properly stored after each use, or permanent wiring should be installed in accordance with the National Electric Code requirements.

Locations:

- Rooms A119B, A-217, D213-S, T212, L202, U221, and W101

Standards:

- California Code of Regulations, Title 8, Section 2500.8, Uses Not Permitted
- California Electrical Code, Section 400.8, Uses Not Permitted



Recommendation Number: 2013-083**Observations:**

- The use of ungrounded plug adapters was observed.
- The use of ungrounded adapters increases the risk of electric shock incident and fire.

Recommendations:

- The adapters should be removed.
- A surge protection device should be used.
- Ungrounded, two-prong receptacles should be replaced with grounded receptacles installed in accordance with applicable electric codes.

Locations:

- Room R309-1

Standards:

- California Code of Regulations, Title 8, Section 2395, Grounding
- California Fire Code, Section 605.6, Unapproved Conditions
- Good Loss Prevention Practices



Recommendation Number: 2013-084**Observations:**

- Lightweight, ungrounded, two-wire (household) extension cords were in use. These cords are inappropriate for grounded fixtures and appliances, and they may be inadequately sized for the amount of current they would carry in a commercial setting.

**Recommendations:**

- The ungrounded, two-wire (household) extension cords should be removed.
- Single three-wire, grounded extension cords or power strips should be used instead.
- Extension cords should be unplugged and properly stored after each use, or permanent wiring should be installed in accordance with the National Electric Code requirements.

Locations:

- Room C207

Standards:

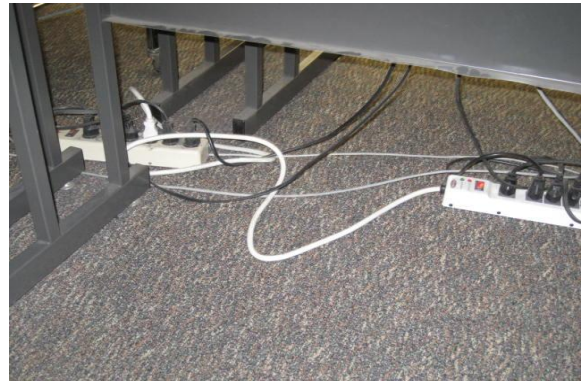
- California Code of Regulations, Title 8, Section 2500.7, Uses Permitted
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 605.5, Extension Cords

Recommendation Number: 2013-085**Observations:**

- Extension cords and/or power strip devices were piggybacked together.
- This practice increases the risk of fire.

Recommendations:

- The practice of piggybacking extension cords and/or power strip devices should be discontinued.
- Equipment should be connected directly to the electrical supply or, if this is not possible, an approved extension cord or an approved power strip device may be used.
- Power strip devices with longer cords should be provided where needed to cover the distance between the equipment and the receptacle.
- When used, extension cords should be used with a single portable appliance only.
- If power strips are used, the device should be equipped with overcurrent protection such as a circuit breaker.

**Locations:**

- Rooms D110 and U221

Standards:

- California Code of Regulations, Title 8, Section 2500.8, Uses Not Permitted
- California Electrical Code, Section 400.8, Uses Not Permitted
- California Fire Code, Section 605.4.1, Power Tap Design
- California Fire Code, Section 605.5.1, Power Supply

Recommendation Number: 2013-086**Observations:**

- Extension cords and/or power cords were placed through doors, walls, and/or ceilings. These practices subject the cords to damage and are not permitted.

Recommendations:

- Extension cords and power cords should not be:
 - used as a substitute for permanent wiring;
 - run through holes in walls or structural ceilings;
 - concealed by walls, floors, or ceilings or located above suspended or dropped ceilings;
 - subjected to physical damage; or
 - wrapped around structures.

**Locations:**

- Room U120

Standards:

- California Code of Regulations, Title 8, Section 2500.8, Uses Not Permitted
- California Electrical Code, Section 400.8, Uses Not Permitted

8. Are classrooms and offices otherwise free of apparent hazards or concerns?**Recommendation Number: 2013-087****Observations:**

- Mercury thermometers were present in the science laboratories.
- These thermometers pose health and environmental concerns if broken.

Recommendations:

- Consideration should be given to replacing mercury thermometers with alcohol, digital, or other thermometers that use less hazardous materials.

**Locations:**

- Room E108

Standards:

- California Health and Safety Code, Section 25214.8.1-25214.8.6, Mercury-Added Thermostats, Relays, Switches, and Measuring Devices
- Good Loss Prevention Practices

Recommendation Number: 2013-088**Observations:**

- Space heaters were in use.
- Some older space heaters do not turn off when tipped over.
- Improper use of personal space heaters increases the risk of fire.

Recommendations:

- Consideration should be given to instructing employees to remove any personal space heaters from the site.
- HVAC system modifications should be made if needed to eliminate the need for space heater use.
- If permitted, consideration should be given to managing the use of personal space heaters by requiring the following items:
 - registration of space heaters with site or District administration;
 - inspection of space heaters by District maintenance personnel;
 - specifying the number and types of space heaters permitted;
 - requiring a safe clearance from combustibles; and
 - requiring that space heaters be attended while in use.

**Locations:**

- Room H110

Standards:

- California Fire Code, Section 305.1, Clearance from Ignition Sources
- Good Loss Prevention Practices

Recommendation Number: 2013-089**Observations:**

- Some of the first aid supply cabinets were not adequately stocked.

Recommendations:

- First aid supplies should be inspected periodically and kept appropriately stocked.
- Expired or degraded materials should be properly disposed of and replaced.

Locations:

- Room R305 and Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- Good Loss Prevention Practices

**Recommendation Number: 2013-090****Observations:**

- Paper cutters were missing blade guards, spring guards, and/or safety latches.
- Some of the paper cutter blades were not properly adjusted to prevent the blades from slamming down when released.

Recommendations:

- All paper cutters should be inspected to ensure that they are fully guarded and functioning properly.
- All missing safety latches, blade guards, and spring guards should be replaced.
- The blades should be kept securely latched to prevent unexpected movement.
- Blade tension should be adjusted so the blades will remain in an upright position when released. If the tension cannot be properly adjusted, the paper cutters should be dismantled and safely disposed of.

**Locations:**

- Room A217

Standards:

- California Code of Regulations, Title 8, Section 4002, Moving Parts of Machinery or Equipment

Recommendation Number: 2013-091**Observations:**

- Some of the products stored in the first aid kits were name brand or proprietary products.
- It was not determined whether these items were approved by a consulting physician.

Recommendations:

- Remove all unauthorized products from the first aid kits. Other than items approved by Cal/OSHA, only those products that are approved by the employer's consulting physician should be stocked in the first aid kits.

**Locations:**

- Theatre Backstage Room P102-2

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services

Recommendation Number: 2013-092**Observations:**

- Germicidal, ultraviolet storage cabinets were used for the sanitizing and storage of safety glasses and goggles. The District is commended for providing these storage facilities for personal protective equipment (PPE).

Recommendations:

- All germicidal, ultraviolet storage cabinets should be inspected and cleaned on a regular basis as recommended by the manufacturer. Cabinets should be repaired as needed.

**Locations:**

- Room B22

Standards:

- California Code of Regulations, Title 8, Section 3380, Personal Protective Devices

Recommendation Number: 2013-093**Observations:**

- Faucet-mounted eyewash stations were provided in some areas. These types of units may not be approved eyewashes.
- It was not determined whether approved eyewashes are required in these areas.

**Recommendations:**

- Emergency eyewash units and/or emergency showers that meet the requirements of ANSI Z358.1 should be installed and maintained in areas where injurious corrosive chemicals are stored, used, and/or otherwise handled and exposure is possible.
- Portable squeeze bottles of eyewash solution, handheld drench showers, and similar units are satisfactory for emergency use but permitted only as a supplement to approved stations.
- Squeeze bottles of eyewash solution should be inspected periodically and replaced when the seal is broken or the shelf life is exceeded.

Locations:

- Rooms B22 and U120

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Recommendation Number: 2013-094**Observations:**

- Some of the electric receptacles in the kindergarten/preschool/special ed classrooms were accessible to tampering.
- This poses an attractive nuisance and exposes workers to electric shock hazards.

Recommendations:

- Outlet shields or tamper resistant wallplates should be installed on all the receptacles in rooms occupied by childcare, kindergarten, and/or special education classrooms.

Locations:

- Room V508

Standards:

- Good Loss Prevention Practices

HOME ECONOMICS KITCHEN AND CLASSROOM

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Sanitation		Yes	No	NA	Priority	Recommendations
1	Are kitchen tools, equipment, fixtures, floors, and working surfaces maintained in a clean and sanitary condition?	X				
2	Are kitchen areas apparently free of insect and vermin infestation?	X				
3	Are kitchen areas free of evidence of unauthorized pesticide applications?	X				
4	Are food storage areas and chemical storage areas segregated, and is food stored off of the floor?	X				
Tools, Equipment, and Machinery		Yes	No	NA	Priority	Recommendations
5	Are electrical outlets located away from pedestrian traffic aisles, and are electrical outlets near moisture sources equipped with ground fault circuit interrupters?	X				
6	Are knives properly stored in racks, blocks, and/or sheathes, and are they secured against unauthorized access or tampering?	X				

7	Does equipment appear to be properly installed, maintained, and vented where applicable?	X				
8	Are coolers and freezers equipped with thermometers for monitoring temperatures and preventing food spoilage?	X				
Fire Protection and Emergency Response		Yes	No	NA	Priority	Recommendations
9	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?	X				
10	Are fire blankets provided and properly wall-mounted in cooking areas where an open flame is present?		X		5 - A,B - L	2013-095
11	Are gas shutoff valves identified and unobstructed, and are personnel familiar with shutoff locations and procedures?		X		3,5 - A,B,D - M	2013-096
Home Economics Kitchen - Other		Yes	No	NA	Priority	Recommendations
12	Are floors kept free of slip, trip, and fall hazards?	X				
13	Are Home Economics areas otherwise free of hazards or concerns?	X				

HOME ECONOMICS KITCHEN AND CLASSROOM RECOMMENDATIONS

Fire Protection and Emergency Response

10. Are fire blankets provided and properly wall-mounted in cooking areas where an open flame is present?

Recommendation Number: 2013-095

Observations:

- Gas stoves were observed, but a fire blanket was not present and properly installed.

Recommendations:

- Due to the presence of an open flame, a fire blanket should be provided.
- The blanket should be stored in an approved container and installed in a visible and accessible location in accordance with the recommendations of the manufacturer.

Locations:

- Room T212

Standards:

- Good Loss Prevention Practices

11. Are gas shutoff valves identified and unobstructed, and are personnel familiar with shutoff locations and procedures?

Recommendation Number: 2013-096

Observations:

- The location of the natural gas shutoff valve was not readily apparent in the kitchen.

Recommendations:

- If the kitchen is not equipped with a shutoff valve, one should be installed.
- The shutoff valve location should be clearly labeled.
- Access to the shutoff valve should be kept clear and free of obstructions at all times.
- Any special tool needed to shut off the gas should be kept in the vicinity of the shutoff valve to help facilitate a quick response during an emergency.
- Workers should receive instruction regarding how and when to shut off the gas.

Locations:

- Room T212

Standards:

- Good Loss Prevention Practices

CHEMISTRY SCIENCE CLASSROOMS AND LABORATORIES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Chemicals and Chemical Storage		Yes	No	NA	Priority	Recommendations
1	Are storerooms and chemical storage areas labeled, orderly, and uncluttered?	X				
2	Are chemicals labeled with their complete name and the date they were first received and opened?	X				
3	Are chemicals stored according to recognized acceptable storage patterns, and are incompatible chemicals segregated?	X				
4	Are large containers of acids stored on lower shelves, and are acids stored in approved acid storage cabinets or in polyethylene trays to contain spills?	X				
5	Is food consumption prohibited in lab and storeroom areas; and are food products intended for lab experiments clearly labeled "NOT FOR HUMAN CONSUMPTION?"	X				

6	Are chemical storage refrigerators labeled to identify their designated use, such as “LABORATORY STORAGE ONLY - NO FOOD ITEMS?”	X				
7	Are Material Safety Data Sheets on file and readily available for all chemicals used in the science laboratories?	X				
8	Are suitable chemical spill kits provided, and are personnel trained in proper spill response measures?	X				
9	Are waste materials properly stored and labeled?	X				
Laboratory Facilities		Yes	No	NA	Priority	Recommendations
10	Is appropriate personal protective equipment (PPE), such as goggles, gloves, and aprons, provided and required in science laboratories; and is PPE stored and maintained in a sanitary condition?		X		2,4,5 - C,D - H	2013-097
11	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - B,C,D - O	2013-098
12	Are fire blankets provided and properly wall-mounted in laboratories where experiments involving open flames are possible?	X				
13	Are laboratory fume hoods tested for airflow velocity on an annual basis; are inspection and service records maintained; and is the hood sash and/or jamb marked to indicate the maximum opening at which the hood face velocity will meet a minimum level of 100 linear feet per minute?		X		2,4 - A,B,C - M	2013-099
14	Are gas shutoff valves identified and unobstructed, and are personnel familiar with shutoff locations and procedures?	X				
15	Are desktop gas jets labeled, and is the gas turned off when the jets are not in use?	X				
16	Are electrical outlets located near moisture sources equipped with ground fault circuit interrupters?		X		2,4,5 - A - M	2013-100

Science – Other		Yes	No	NA	Priority	Recommendations
17	Are the appropriate safety and warning signs posted in all chemical storage areas and laboratories?	X				
18	Are biological specimens properly handled, preserved, labeled, and stored?	X				
19	Are science laboratories and classrooms otherwise free of hazards or concerns?	X				

CHEMISTRY SCIENCE CLASSROOMS AND LABORATORIES RECOMMENDATIONS

Laboratory Facilities

10. Is appropriate personal protective equipment (PPE), such as goggles, gloves, and aprons, provided and required in science laboratories; and is PPE stored and maintained in a sanitary condition?

Recommendation Number: 2013-097

Observations:

- The personal protective equipment (PPE) was not stored in a sanitary manner.

Recommendations:

- Personal protective equipment (PPE) should be stored and maintained in a clean and sanitary condition in accordance with California Code of Regulations, Title 8. It should be sanitized after each use and stored in a manner to maintain its sanitary condition.
- PPE should be inspected before and after each use to ensure the absence of any defects.

Locations:

- Rooms R305 and R314

Standards:

- California Code of Regulations, Title 8, Section 3380, Personal Protective Devices



11. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-098

Observations:

- It was not determined whether emergency eyewash stations and emergency showers are inspected or tested as required.
- Properly functioning emergency eyewash stations and emergency showers may reduce the severity of chemical exposure injuries.

Recommendations:

- Emergency showers should have weekly checks to flush lines and verify proper operation.
- All emergency eyewash stations should be tested and flushed weekly to verify proper operation. Plumbed units should be flushed for a minimum of three minutes.
- All inspection information should be documented and maintained for a minimum of one year.

Locations:

- Throughout Chemistry Labs

Standards:

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment



13. Are laboratory fume hoods tested for airflow velocity on an annual basis; are inspection and service records maintained; and is the hood sash and/or jamb marked to indicate the maximum opening at which the hood face velocity will meet a minimum level of 100 linear feet per minute?

Recommendation Number: 2013-099

Observations:

- It was not determined whether the laboratory fume hoods were tested to ensure the minimum required airflow velocity is present.

Recommendations:

- The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested after initial installation, alterations, or maintenance and at minimum annually by means of a pitot traverse of the exhaust duct or equivalent measurements. Records of these tests should be retained for a minimum of five years.
- The exhaust system should be tested in accordance with the methods prescribed in California Code of Regulations, Title 8, to ensure that it provides the minimum required face velocity with the sash fully opened.
- Where the required velocity can be obtained by partly closing the sash, the sash and/or jamb should be marked to show the maximum opening at which the hood face velocity will meet these requirements.

Locations:

- Throughout Chemistry Labs

Standards:

- California Code of Regulations, Title 8, Section 5143, General Requirements of Mechanical Ventilation Systems
- California Code of Regulations, Title 8, Section 5154.1, Ventilation Requirements for Laboratory-Type Hood Operations



16. Are electrical outlets located near moisture sources equipped with ground fault circuit interrupters?

Recommendation Number: 2013-100

Observations:

- One or more electrical outlets observed near sinks did not appear to be equipped with ground-fault circuit interrupter receptacles.
- The use of unprotected receptacles near wet areas increases the risk of electric shock incidents.

Recommendations:

- Electrical outlets near sinks or other moisture sources should be equipped with ground-fault circuit interrupter (GFCI) receptacles to reduce the risk of electric shock incidents.
- GFCI receptacles should be inspected at minimum monthly or as specified by the manufacturer to ensure that they are functional.

Locations:

- Throughout Chemistry Labs

Standards:

- California Electric Code, Article 406, Receptacles, Cord Connectors, and Attachment Plugs
- Good Loss Prevention Practices

BIOLOGY SCIENCE CLASSROOMS AND LABORATORIES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Chemicals and Chemical Storage		Yes	No	NA	Priority	Recommendations
1	Are storerooms and chemical storage areas labeled, orderly, and uncluttered?	X				
2	Are chemicals labeled with their complete name and the date they were first received and opened?	X				
3	Are chemicals stored according to recognized acceptable storage patterns, and are incompatible chemicals segregated?	X				
4	Are large containers of acids stored on lower shelves, and are acids stored in approved acid storage cabinets or in polyethylene trays to contain spills?	X				
5	Is food consumption prohibited in lab and storeroom areas; and are food products intended for lab experiments clearly labeled "NOT FOR HUMAN CONSUMPTION?"	X				

6	Are chemical storage refrigerators labeled to identify their designated use, such as “LABORATORY STORAGE ONLY - NO FOOD ITEMS?”	X				
7	Are Material Safety Data Sheets on file and readily available for all chemicals used in the science laboratories?	X				
8	Are suitable chemical spill kits provided, and are personnel trained in proper spill response measures?	X				
9	Are waste materials properly stored and labeled?	X				
Laboratory Facilities		Yes	No	NA	Priority	Recommendations
10	Is appropriate personal protective equipment (PPE), such as goggles, gloves, and aprons, provided and required in science laboratories; and is PPE stored and maintained in a sanitary condition?		X		2,4,5 - C,D - H	2013-101
11	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - B,D - M 2,4,5 - A,B - H	2013-102 2013-103
12	Are fire blankets provided and properly wall-mounted in laboratories where experiments involving open flames are possible?	X				
13	Are laboratory fume hoods tested for airflow velocity on an annual basis; are inspection and service records maintained; and is the hood sash and/or jamb marked to indicate the maximum opening at which the hood face velocity will meet a minimum level of 100 linear feet per minute?		X		2,4 - A,B,C - M	2013-104
14	Are gas shutoff valves identified and unobstructed, and are personnel familiar with shutoff locations and procedures?	X				
15	Are desktop gas jets labeled, and is the gas turned off when the jets are not in use?	X				
16	Are electrical outlets located near moisture sources equipped with ground fault circuit interrupters?		X		2,4,5 - A - M	2013-105

Science – Other		Yes	No	NA	Priority	Recommendations
17	Are the appropriate safety and warning signs posted in all chemical storage areas and laboratories?	X				
18	Are biological specimens properly handled, preserved, labeled, and stored?	X				
19	Are science laboratories and classrooms otherwise free of hazards or concerns?	X				

BIOLOGY SCIENCE CLASSROOMS AND LABORATORIES RECOMMENDATIONS

Laboratory Facilities

10. Is appropriate personal protective equipment (PPE), such as goggles, gloves, and aprons, provided and required in science laboratories; and is PPE stored and maintained in a sanitary condition?

Recommendation Number: 2013-101

Observations:

- The personal protective equipment (PPE) was not stored in a sanitary manner.

Recommendations:

- Personal protective equipment (PPE) should be stored and maintained in a clean and sanitary condition in accordance with California Code of Regulations, Title 8. It should be sanitized after each use and stored in a manner to maintain its sanitary condition.
- PPE should be inspected before and after each use to ensure the absence of any defects.

Locations:

- Room R220

Standards:

- California Code of Regulations, Title 8, Section 3380, Personal Protective Devices



11. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-102

Observations:

- It was not determined whether emergency eyewash stations are inspected and tested on a regular basis.

Recommendations:

- All emergency eyewash stations should be tested and flushed weekly to verify proper operation. Plumbed units should be flushed for a minimum of three minutes.
- All inspection information should be documented and maintained for a minimum of one year.



Locations:

- Biology Science Labs

Standards:

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Recommendation Number: 2013-103

Observations:

- The dust covers of some of the eyewash spray heads were missing or damaged.
- This condition may permit foreign matter to accumulate in the spray head openings.

Recommendations:

- The missing or damaged eyewash spray head dust covers should be replaced.



Locations:

- Throughout Biology Labs

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

13. Are laboratory fume hoods tested for airflow velocity on an annual basis; are inspection and service records maintained; and is the hood sash and/or jamb marked to indicate the maximum opening at which the hood face velocity will meet a minimum level of 100 linear feet per minute?

Recommendation Number: 2013-104

Observations:

- It was not determined whether the laboratory fume hoods were tested to ensure the minimum required airflow velocity is present.



Recommendations:

- The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested after initial installation, alterations, or maintenance and at minimum annually by means of a pitot traverse of the exhaust duct or equivalent measurements. Records of these tests should be retained for a minimum of five years.
- The exhaust system should be tested in accordance with the methods prescribed in California Code of Regulations, Title 8, to ensure that it provides the minimum required face velocity with the sash fully opened.
- Where the required velocity can be obtained by partly closing the sash, the sash and/or jamb should be marked to show the maximum opening at which the hood face velocity will meet these requirements.

Locations:

- Throughout Biology Labs

Standards:

- California Code of Regulations, Title 8, Section 5143, General Requirements of Mechanical Ventilation Systems
- California Code of Regulations, Title 8, Section 5154.1, Ventilation Requirements for Laboratory-Type Hood Operations

16. Are electrical outlets located near moisture sources equipped with ground fault circuit interrupters?

Recommendation Number: 2013-105

Observations:

- One or more electrical outlets observed near sinks did not appear to be equipped with ground-fault circuit interrupter receptacles.
- The use of unprotected receptacles near wet areas increases the risk of electric shock incidents.



Recommendations:

- Electrical outlets near sinks or other moisture sources should be equipped with ground-fault circuit interrupter (GFCI) receptacles to reduce the risk of electric shock incidents.
- GFCI receptacles should be inspected at minimum monthly or as specified by the manufacturer to ensure that they are functional.

Locations:

- Throughout Biology Labs

Standards:

- California Electric Code, Article 406, Receptacles, Cord Connectors, and Attachment Plugs
- Good Loss Prevention Practices

AUTO AND AUTO DIESEL WORKSHOP

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?	X				
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?		X		4 - A,B - O 3 - A,B - M	2013-106 2013-107
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4 - B - H 2,4 - A,B - M	2013-108 2013-109

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?	X				
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?		X		5 - A,D - L	2013-110
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?	X				
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?	X				
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?		X		2,3,4 - B - H	2013-111
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?	X				
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?		X		4 - C - M	2013-112
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?	X				
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?	X				

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X			
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?		X		4 - A,B - H 2013-113
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - B,D - M 2013-114
Workshops – Other		Yes	No	NA	Priority Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?		X		4 - C - M 2013-115

AUTO AND AUTO DIESEL WORKSHOP RECOMMENDATIONS

Tools and Equipment

4. Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?

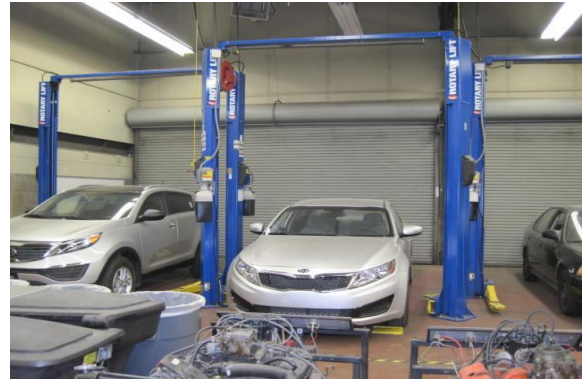
Recommendation Number: 2013-106

Observations:

- It was not determined whether the lift system was included in a preventative maintenance program.

Recommendations:

- Hydraulic and mechanical automotive lift systems should be operated, inspected, and serviced in accordance with procedures recommended by the manufacturer.



Locations:

- Auto Shop J110

Standards:

- California Code of Regulations, Title 8, Section 3542, General
- ANSI/ALI ALOIM-2000, Safety Requirements for Operation, Inspection and Maintenance

Recommendation Number: 2013-107

Observations:

- Some compressors were dirty and greasy, indicating a lack of preventative maintenance.

Recommendations:

- Damaged compressors should be properly inspected and repaired by a qualified technician.



Locations:

- Diesel Shop J107

Standards:

- California Code of Regulations Title 8, Section 3328, Machinery and Equipment

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?

Recommendation Number: 2013-108

Observations:

- The work rests were missing or were not properly adjusted on one or more of the grinders.

Recommendations:

- All grinders should be inspected and repaired or adjusted to meet the following requirements:
 - tongue guards attached and adjusted to within 1/4 inch of the grinding wheel;
 - work rests adjusted to within 1/8 inch of the grinding wheel, and which should be adjusted as needed to compensate for wheel wear;
 - safety shields over the grinding wheels and/or brushes;
 - safety shields equipped with light fixtures should have light bulbs in place; and
 - worn or deformed work rests should be redressed if possible or replaced in accordance with the specifications of the manufacturer.



Locations:

- Diesel Shop J110 and Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Sections 3575-3583, Use, Care, and Protection of Abrasive Wheels
- California Code of Regulations, Title 8, Section 3303, Flying Particles or Substances

Recommendation Number: 2013-109**Observations:**

- The chucks on the metal lathes were not properly guarded.
- These conditions pose injury risks to the machine operator.

Recommendations:

- Chuck guards should be installed on metal lathes.
- The manufacturer should be contacted to determine if chuck guards are available and/or to obtain their permission to install guards on the lathes.
- If guards must be fabricated, they should be constructed from substantial materials in accordance with accepted engineering practices.
- Removable or adjustable guards should be interlocked to prevent machine use when unguarded.

**Locations:**

- Auto Shop J110

Standards:

- California Code of Regulations, Title 8, Section 4002, Moving Parts on Machinery or Equipment
- Good Loss Prevention Practices

7. Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?

Recommendation Number: 2013-110

Observations:

- Safety zones were not identified around each piece of stationary machinery. The safety zone is the area around the machine that should be occupied only by the operator when the equipment or machinery is in operation.
- The application of safety zones can reduce the risks of injury.

Recommendations:

- Safety zones, using painted lines or another appropriate application, should be identified around all power equipment and machinery.
- Only the machine or equipment operator should be permitted inside the safety zone when the machine or equipment is in use.

Locations:

- Diesel Shop Room J110

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

Hazardous Materials and Waste

11. Are compressed gas cylinders properly stored, segregated, labeled, and secured?

Recommendation Number: 2013-111

Observations:

- Compressed gas cylinders were not properly secured.

Recommendations:

- Compressed gas cylinders should be secured in an upright position with strong securing devices in a manner to prevent them from creating a hazard by tipping. Tall cylinders should be secured at the top and bottom.



Locations:

- Diesel Shop K104W

Standards:

- California Fire Code, Chapter 30, Compressed Gases

13. Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?

Recommendation Number: 2013-112

Observations:

- It was not determined whether Material Safety Data Sheets (MSDSes) were readily available for all hazardous materials used.

Recommendations:

- MSDSes for all hazardous materials should be kept readily available in the areas in which the materials are utilized and/or stored.

Locations:

- Diesel Shop J110 and Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Section 5194, Hazard Communication
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 2703.4, Material Safety Data Sheets

Personal Protective Equipment; Emergency Response and Preparedness

17. Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?

Recommendation Number: 2013-113

Observations:

- First aid kits were not readily apparent in the arts, crafts, and industrial arts workshops.

Recommendations:

- First aid kits should be supplied in the arts, crafts, and industrial arts workshops.
- The first aid kits should be checked periodically and kept appropriately stocked.

Locations:

- Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- Good Loss Prevention Practices

18. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-114

Observations:

- It was not determined whether emergency eyewash stations are inspected and tested on a regular basis.

Recommendations:

- All emergency eyewash stations should be tested and flushed weekly to verify proper operation. Plumbed units should be flushed for a minimum of three minutes.
- All inspection information should be documented and maintained for a minimum of one year.



Locations:

- Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Workshops – Other

19. Are other workshop conditions free of apparent hazards or concerns?

Recommendation Number: 2013-115

Observations:

- Some employees are involved in servicing tire rims and/or wheels.
- Employers with employees involved in these operations must meet certain training requirements. It was unable to be determined whether these requirements are being met.



Recommendations:

- An investigation should be performed to determine whether the required employee training is conducted and documented.
- A training program should be established which includes, at a minimum, the elements specified in the Accident Prevention Program of California Code of Regulations, Title 8, Section 3203 (a).
- Documented employee training should be conducted as required. Training records should be retained for a minimum of one year.
- Each employee should understand, demonstrate, and maintain the ability to service rims or wheels safely and be able to safely perform the following tasks:
 - the demounting of tires (including deflation);
 - the inspection and identification of the rim wheel components;
 - mounting of the tire (including inflation with a restraining device or other safeguard required by this section);
 - the use of other required equipment;
 - inflation of the tire when a single piece rim wheel is installed on a vehicle;
 - an understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation; and
 - the installation and removal of rim wheels from the vehicle.

Locations:

- Auto Shop J112

Standards:

- California Code of Regulations, Title 8, Section 3326, Servicing Single, Split and Multi-Piece Rims or Wheels

WELDING WORKSHOPS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?	X				
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?	X				
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4 - B - H 2,4 - B,D - I	2013-116 2013-117

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?	X				
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?		X		5 - A,D - L	2013-118
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?		X		3,4,5 - B,C - O	2013-119
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?	X				
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?	X				
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?		X		3,4 - B,C,D - H	2013-120
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?	X				
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?	X				
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?	X				

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X			
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?	X			
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		2,4 - B - O 2013-121
Workshops – Other		Yes	No	NA	Priority Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?		X		5 - A - L 2013-122 2,4 - A - M 2013-123 2,3,4 - B - H 2013-124

WELDING WORKSHOPS RECOMMENDATIONS

Tools and Equipment

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?

Recommendation Number: 2013-116

Observations:

- One or more of the grinders had one or more of the following conditions:
 - the chip shields were missing;
 - light bulbs were missing from the chip shields equipped with light bulb sockets;
 - the tongue guards were missing or were not properly adjusted;
 - the work rests were missing or were not properly adjusted; and/or
 - the work rest was worn; a "U" shape was cut into the edge.



Recommendations:

- All grinders should be inspected and repaired or adjusted to meet the following requirements:
 - tongue guards attached and adjusted to within 1/4 inch of the grinding wheel;
 - work rests adjusted to within 1/8 inch of the grinding wheel, and which should be adjusted as needed to compensate for wheel wear;
 - safety shields over the grinding wheels and/or brushes;
 - safety shields equipped with light fixtures should have light bulbs in place; and
 - worn or deformed work rests should be redressed if possible or replaced in accordance with the specifications of the manufacturer.

Locations:

- Weld Shop K101

Standards:

- California Code of Regulations, Title 8, Sections 3575-3583, Use, Care, and Protection of Abrasive Wheels
- California Code of Regulations, Title 8, Section 3303, Flying Particles or Substances

Recommendation Number: 2013-117**Observations:**

- The table saw blades were unguarded. The exposed blades pose injury hazards.
- No splitter or spreader was provided to reduce the likelihood of kickback when performing ripping or crosscutting.

Recommendations:

- All table saws should be properly guarded with a hood which adjusts itself to the thickness of the material being cut at the point where the stock encounters the saw blade.
- Except when crosscutting, grooving, dadoing, or rabbeting, a spreader should be provided and fastened securely to the saw.
- All blade guards should be replaced when blade adjustments, servicing, and repairs are completed.
- Table saw blades should be retracted into the table after use.

**Locations:**

- Weld Shop K101

Standards:

- California Code of Regulations, Title 8, Section 4300.1, Table Saws - Manual Feed (Class B)

7. Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?

Recommendation Number: 2013-118

Observations:

- Safety zones were not identified around each piece of stationary machinery. The safety zone is the area around the machine that should be occupied only by the operator when the equipment or machinery is in operation.
- The application of safety zones can reduce the risks of injury.

Recommendations:

- Safety zones, using painted lines or another appropriate application, should be identified around all power equipment and machinery.
- Only the machine or equipment operator should be permitted inside the safety zone when the machine or equipment is in use.

Locations:

- Weld Shop K101

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

9. Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?

Recommendation Number: 2013-119

Observations:

- It was not determined whether the mechanical exhaust/ventilation systems are inspected, cleaned, and maintained on a regular basis.

Recommendations:

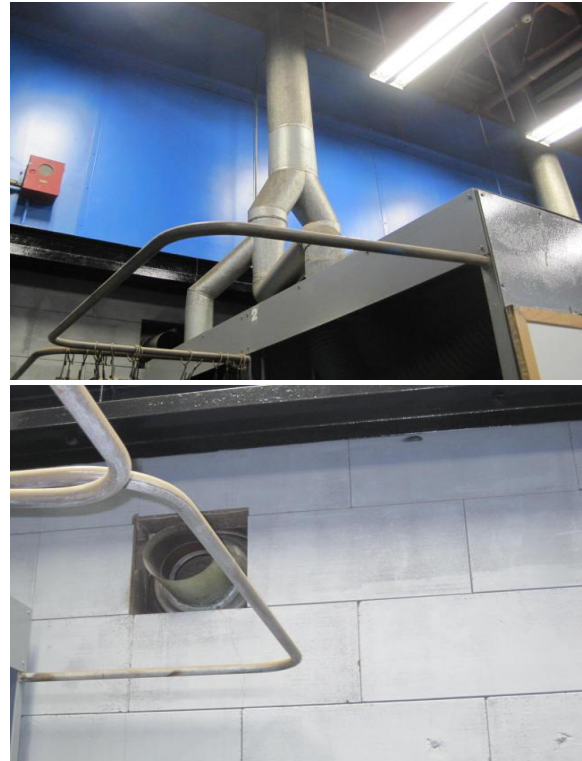
- A preventive maintenance program should be developed to ensure that all mechanical ventilation systems are inspected, cleaned, and maintained on a regular basis in accordance with the manufacturer's instructions.
- The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested after initial installation, alterations, or maintenance and at minimum annually by means of a pitot traverse of the exhaust duct or equivalent measurements.
- A log should be maintained to record the date, activity, and name of the inspector or service provider. The service records and maintenance logs should be retained for a minimum of five years.

Locations:

- Weld Shop K101

Standards:

- California Code of Regulations, Title 8, Section 5143, General Requirements of Mechanical Ventilation Systems



Hazardous Materials and Waste

12. Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?

Recommendation Number: 2013-120

Observations:

- The metal waste can was overflowing with soiled rags at the time of the audit.

Recommendations:

- Oily rags should be kept in approved storage containers with self-closing lids.
- Oily rag containers should be emptied each night or more frequently as needed to prevent excessive accumulation.
- Oily rags should be properly disposed of as hazardous material or recycled as required by the Authority Having Jurisdiction (AHJ).



Locations:

- Weld Shop K101

Standards:

- California Fire Code, Section 304.3.1, Spontaneous Ignition
- California Code of Regulations, Title 8, Section 5177, Spontaneously Combustible Material

Personal Protective Equipment; Emergency Response and Preparedness

18. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-121

Observations:

- Self-contained eyewashes were provided in some areas.
- Depending upon the activities conducted, exposure to injurious corrosive chemicals could be possible.
- Emergency eyewash units in chemical use and storage areas allow prompt and proper first aid response.



Recommendations:

- Emergency eyewash units and/or emergency showers that meet the requirements of ANSI Z358.1 should be provided in areas where injurious corrosive chemicals are stored, used, and/or otherwise handled and exposure is possible.
- The eyewashes should be installed and maintained in accordance with the recommendations of the manufacturer.

Locations:

- Weld Shop Yard

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Workshops – Other

19. Are other workshop conditions free of apparent hazards or concerns?

Recommendation Number: 2013-122

Observations:

- Fire blankets were not present and properly wall-mounted in one or more areas where an open flame is likely to be present. Examples include, but are not necessarily limited to, the weld shop.

Recommendations:

- Due to the presence of an open flame, a fire blanket should be provided.
- The blanket should be stored in an approved container and installed in a visible and accessible location in accordance with the recommendations of the manufacturer.

Locations:

- Weld Shop K101

Standards:

- Good Loss Prevention Practices

Recommendation Number: 2013-123

Observations:

- Toeboards were not installed on elevated areas to prevent objects from falling on persons below.
- Toeboards are required on all elevated platforms, runways, or ramps that are 6 feet or more above places where employees normally work or pass, and the lack of a toeboard increases the risk of injury from falling tools, material, or equipment.



Recommendations:

- Standard toeboards should be constructed and installed.
- Toeboards should be constructed of wood, concrete, metal, or other suitable material. The top of the toeboard should be not less than 3 ½ inches above the platform or working level and the bottom clearance should not exceed ¼-inch.

Locations:

- Weld Shop K102

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

Recommendation Number: 2013-124**Observations:**

- Not all lockers were secured to the walls or floors.
- The lockers could fall and cause injuries or block exits.

Recommendations:

- All lockers should be secured to the walls or anchored to the floors to prevent falling.

Locations:

- Weld Shop Yard

Standards:

- California Code of Regulations, Title 8, Section 3241, Live Loads
- California Government Code, Section 835
- Good Loss Prevention Practices

CERAMICS WORKSHOPS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?	X				
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?		X		4,5 - B - O 3 - A,B - M 2,3,4 - A,B - H	2013-125 2013-126 2013-127
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4 - B,D - I 2,4 - B - H 2,4 - A,B - I	2013-128 2013-129 2013-130

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?	X				
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?		X		5 - A,D - L	2013-131
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?		X		3,4,5 - B,C - O	2013-132
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?	X				
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?			X		
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?	X				
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?		X		4 - C - M	2013-133
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?	X				
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?		X		2,4,5 - C,D - H 2,4 - C,D - H	2013-134 2013-135

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X			
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?	X			
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - A - L 2013-136
Workshops – Other		Yes	No	NA	Priority Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?		X		2,4 - C,D - M 2013-137 3,5 - D - H 2013-138 5 - A - M 2013-139

CERAMICS WORKSHOPS RECOMMENDATIONS

Tools and Equipment

4. Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?

Recommendation Number: 2013-125

Observations:

- It was not determined whether there is a preventive maintenance program for the kiln.
- Improperly functioning kilns pose fire hazards, risks of explosion during light-off operations (gas-fired), and potential exposure to insulation material.



Recommendations:

- The kiln and related equipment should be inspected and serviced as necessary by a qualified person.
- All inspection and service activities should be documented. The documentation should, at a minimum, include the name of the inspector and/or service provider, the date of the activities, and a description of the activities. All inspection and service records should be maintained.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- California Code of Regulations, Title 8, Section 3328, Machinery and Equipment
- Good Loss Prevention Practices

Recommendation Number: 2013-126**Observations:**

- Some compressors were dirty and greasy, indicating a lack of preventative maintenance.

Recommendations:

- Damaged compressors should be properly inspected and repaired by a qualified technician.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- California Code of Regulations Title 8, Section 3328, Machinery and Equipment

**Recommendation Number: 2013-127****Observations:**

- Some air compressors were not equipped with signage as required warning against automatic start-up.

Recommendations:

- Signage warning against automatic start-up should be conspicuously posted on or near the compressor.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

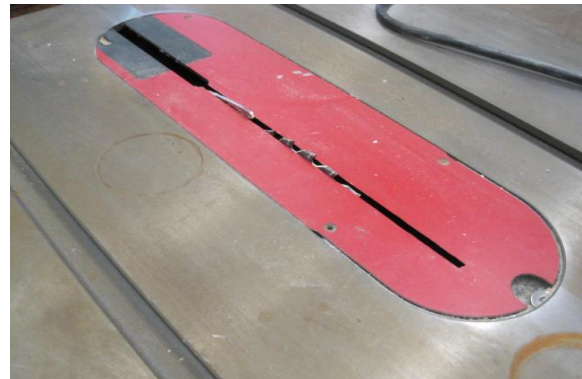
- California Code of Regulations, Title 8, Section 3320, Warning Signs

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?

Recommendation Number: 2013-128

Observations:

- The table saw blades were unguarded. The exposed blades pose injury hazards.
- No splitter or spreader was provided to reduce the likelihood of kickback when performing ripping or crosscutting.



Recommendations:

- All table saws should be properly guarded with a hood which adjusts itself to the thickness of the material being cut at the point where the stock encounters the saw blade.
- Except when crosscutting, grooving, dadoing, or rabbeting, a spreader should be provided and fastened securely to the saw.
- All blade guards should be replaced when blade adjustments, servicing, and repairs are completed.
- Table saw blades should be retracted into the table after use.

Locations:

- Ceramics Room C106

Standards:

- California Code of Regulations, Title 8, Section 4300.1, Table Saws - Manual Feed (Class B)

Recommendation Number: 2013-129**Observations:**

- One or more of the grinders had one or more of the following conditions:
 - the chip shields were missing;
 - light bulbs were missing from the chip shields equipped with light bulb sockets;
 - the tongue guards were missing or were not properly adjusted;
 - the work rests were missing or were not properly adjusted; and/or

**Recommendations:**

- All grinders should be inspected and repaired or adjusted to meet the following requirements:
 - tongue guards attached and adjusted to within 1/4 inch of the grinding wheel;
 - work rests adjusted to within 1/8 inch of the grinding wheel, and which should be adjusted as needed to compensate for wheel wear;
 - safety shields over the grinding wheels and/or brushes;
 - safety shields equipped with light fixtures should have light bulbs in place; and
 - worn or deformed work rests should be redressed if possible or replaced in accordance with the specifications of the manufacturer.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- California Code of Regulations, Title 8, Sections 3575-3583, Use, Care, and Protection of Abrasive Wheels
- California Code of Regulations, Title 8, Section 3303, Flying Particles or Substances

Recommendation Number: 2013-130**Observations:**

- The wood lathes were not guarded to protect the operators.

Recommendations:

- Lathes used for turning long pieces of wood stock held only between the two centers should be equipped with long curved guards extending over the tops of the lathes in order to prevent the work pieces from being thrown out of the machines.
- Lathes should be equipped with hoods enclosing the cutter blades completely except at the contact points while the stock is being cut. A hinged shield permits adjustments when needed.

**Locations:**

- Ceramics Room C106

Standards:

- California Code of Regulations, Title 8, Section 4319, Automatic Lathes

7. Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?**Recommendation Number: 2013-131****Observations:**

- Safety zones were not identified around each piece of stationary machinery. The safety zone is the area around the machine that should be occupied only by the operator when the equipment or machinery is in operation.
- The application of safety zones can reduce the risks of injury.

Recommendations:

- Safety zones, using painted lines or another appropriate application, should be identified around all power equipment and machinery.
- Only the machine or equipment operator should be permitted inside the safety zone when the machine or equipment is in use.

Locations:

- Ceramics Room C106

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

9. Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?

Recommendation Number: 2013-132

Observations:

- It was not determined whether the mechanical exhaust/ventilation systems are inspected, cleaned, and maintained on a regular basis.

Recommendations:

- A preventive maintenance program should be developed to ensure that all mechanical ventilation systems are inspected, cleaned, and maintained on a regular basis in accordance with the manufacturer's instructions.
- The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested after initial installation, alterations, or maintenance and at minimum annually by means of a pitot traverse of the exhaust duct or equivalent measurements.
- A log should be maintained to record the date, activity, and name of the inspector or service provider. The service records and maintenance logs should be retained for a minimum of five years.

Locations:

- Outdoor Ceramics Patio Paint Booth C106E and Ceramics Glaze Room C105-2

Standards:

- California Code of Regulations, Title 8, Section 5143, General Requirements of Mechanical Ventilation Systems



Hazardous Materials and Waste

13. Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?

Recommendation Number: 2013-133

Observations:

- It was not determined whether Material Safety Data Sheets (MSDSes) were readily available for all hazardous materials used.

Recommendations:

- MSDSes for all hazardous materials should be kept readily available in the areas in which the materials are utilized and/or stored.

Locations:

- Ceramics Glaze Room C105-2

Standards:

- California Code of Regulations, Title 8, Section 5194, Hazard Communication
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 2703.4, Material Safety Data Sheets

Personal Protective Equipment; Emergency Response and Preparedness

15. Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?

Recommendation Number: 2013-134

Observations:

- The personal protective equipment (PPE) was not stored in a sanitary manner.

Recommendations:

- Personal protective equipment (PPE) should be stored and maintained in a clean and sanitary condition in accordance with California Code of Regulations, Title 8. It should be sanitized after each use and stored in a manner to maintain its sanitary condition.
- PPE should be inspected before and after each use to ensure the absence of any defects.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- California Code of Regulations, Title 8, Section 3380, Personal Protective Devices



Recommendation Number: 2013-135**Observations:**

- Some personnel store and/or use filtering facepiece respirators on a volunteer basis. These employees are not included in a Respiratory Protection Program.

Recommendations:

- A survey and any necessary atmospheric monitoring should be conducted to determine what activities pose exposure hazards and to identify which of its employees should be included in a Respiratory Protection Program.
- If exposure monitoring and surveys determine that a comprehensive Respiratory Protection Program is not needed, but filtering facepieces are provided and used, the guidelines in California Code of Regulations, Title 8, Section 5144, Respiratory Protection, Appendix D, should be followed.

Locations:

- Ceramics Room C106 and Glaze Room C105-2

Standards:

- California Code of Regulations, Title 8, Section 5144, Respiratory Protection, Appendix D



18. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-136

Observations:

- Faucet-mounted eyewash stations were provided in some areas. These types of units may not be approved eyewashes.
- It was not determined whether approved eyewashes are required in these areas.



Recommendations:

- Emergency eyewash units and/or emergency showers that meet the requirements of ANSI Z358.1 should be installed and maintained in areas where injurious corrosive chemicals are stored, used, and/or otherwise handled and exposure is possible.
- Portable squeeze bottles of eyewash solution, handheld drench showers, and similar units are satisfactory for emergency use but permitted only as a supplement to approved stations.
- Squeeze bottles of eyewash solution should be inspected periodically and replaced when the seal is broken or the shelf life is exceeded.

Locations:

- Ceramics Room C106

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Workshops – Other

19. Are other workshop conditions free of apparent hazards or concerns?

Recommendation Number: 2013-137

Observations:

- Powdered clay and glazes were observed.
- Use of these materials exposes persons to respiratory hazards.

Recommendations:

- Only pre-moistened clays and glazes should be used to reduce respiratory hazards associated with dry powdered materials.
- Glazes or other materials containing lead and/or cadmium should be removed and properly disposed of as hazardous waste materials.
- If employees or students are exposed to airborne respiratory hazards, appropriate controls should be used to limit their exposure to acceptable limits.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- California Education Code, Section 32060 et seq., Toxic Art Supplies in Schools
- California Code of Regulations, Title 8, Section 5144, Respiratory Protection
- California Code of Regulations, Title 8, Section 5155, Airborne Contaminants



Recommendation Number: 2013-138

Observations:

- The gas shutoff valve was obstructed.

Recommendations:

- Access to the gas shutoff valve should be kept free and clear at all times.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- Good Loss Prevention Practices



Recommendation Number: 2013-139**Observations:**

- Gas kilns were equipped with rigid gas supply lines.
- This condition could result in fire and/or explosion during earthquakes.

Recommendations:

- Gas kilns should be equipped with coated flexible lines from the gas supply to the kilns.

Locations:

- Outdoor Ceramics Patio C106E

Standards:

- Good Loss Prevention Practices

THEATRE CRAFT WORKSHOPS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?	X				
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?	X				
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4,5 - B,D - I 2,4 - B - H	2013-140 2013-141

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?	X				
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?	X				
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?	X				
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?	X				
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?			X		
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?	X				
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?	X				
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?	X				
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?	X				

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X			
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?	X			
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - A,B - O 2013-142
Workshops – Other		Yes	No	NA	Priority Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?	X			

THEATRE CRAFT WORKSHOPS RECOMMENDATIONS

Tools and Equipment

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?

Recommendation Number: 2013-140

Observations:

- The table saw was left in the raised position.

Recommendations:

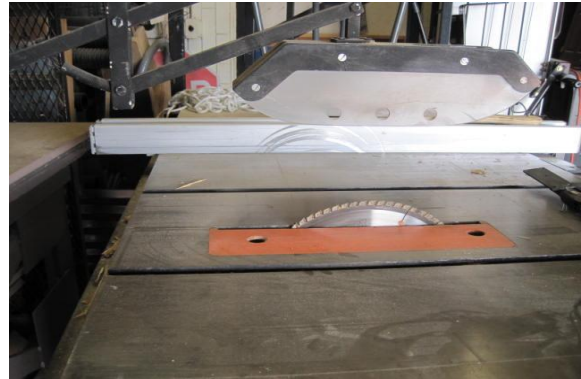
- Table saw blades should be retracted into the table after use.

Locations:

- Backstage Theatre Stagecraft Area

Standards:

- Good Loss Prevention Practices



Recommendation Number: 2013-141**Observations:**

- The tongue guards were missing from or were not properly adjusted on one or more of the grinders.

Recommendations:

- All grinders should be inspected and repaired or adjusted to meet the following requirements:
 - tongue guards attached and adjusted to within 1/4 inch of the grinding wheel;
 - work rests adjusted to within 1/8 inch of the grinding wheel, and which should be adjusted as needed to compensate for wheel wear;
 - safety shields over the grinding wheels and/or brushes;
 - safety shields equipped with light fixtures should have light bulbs in place; and
 - worn or deformed work rests should be redressed if possible or replaced in accordance with the specifications of the manufacturer.

**Locations:**

- Backstage Theatre Stagecraft Area

Standards:

- California Code of Regulations, Title 8, Sections 3575-3583, Use, Care, and Protection of Abrasive Wheels
- California Code of Regulations, Title 8, Section 3303, Flying Particles or Substances

Personal Protective Equipment; Emergency Response and Preparedness

18. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-142

Observations:

- Portable squeeze bottle eyewash stations were provided.
- Some of the squeeze bottles were leaking, the seals had been broken, or the solution was expired.



Recommendations:

- Emergency eyewash units and/or emergency showers that meet the requirements of ANSI Z358.1 should be provided to areas where injurious corrosive chemicals are stored, used, and/or otherwise handled and exposure is possible.
- Portable squeeze bottles of eyewash solution and handheld drench showers are satisfactory for emergency use but permitted only as a supplement to approved stations.
- Squeeze bottles of eyewash solution should be inspected periodically and replaced when the seal is broken or the shelf life is exceeded.
- If portable eyewash stations are provided, they should be installed and maintained in accordance with the manufacturer's recommendations.

Locations:

- Backstage Theatre Stagecraft Area

Standards:

- California Code of Regulations, Title 8, Section 3400, Medical Services
- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

MACHINE WORKSHOPS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?		X		5 - A,B,D - H	2013-143
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?	X				
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4 - A,B - M	2013-144

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?	X				
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?		X		5 - A,D - L	2013-145
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?		X		3,4,5 - B,C - O	2013-146
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?	X				
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?			X		
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?		X		3,4 - B,C,D - H 2,4 - B,D - H	2013-147 2013-148
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?		X		4 - C - M	2013-149
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?		X		3,4 - A,B - M	2013-150
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?	X				

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X				
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?	X				
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?	X				
Workshops – Other		Yes	No	NA	Priority	Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?	X				

MACHINE WORKSHOPS RECOMMENDATIONS

Housekeeping

1. Are tools and equipment properly stored?

Recommendation Number: 2013-143

Observations:

- An air hose was left on the ground.
- Air hoses pose a trip/fall hazard when left on the floor.

Recommendations:

- Air hoses should be picked up and properly stored after each use to eliminate trip/fall hazards.
- Consideration should be given to mounting air hoses on retractable reels to facilitate the proper storage of the air hoses.



Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

Tools and Equipment

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?

Recommendation Number: 2013-144

Observations:

- The chucks on the metal lathes were not properly guarded.
- These conditions pose injury risks to the machine operator.

Recommendations:

- Chuck guards should be installed on metal lathes.
- The manufacturer should be contacted to determine if chuck guards are available and/or to obtain their permission to install guards on the lathes.
- If guards must be fabricated, they should be constructed from substantial materials in accordance with accepted engineering practices.
- Removable or adjustable guards should be interlocked to prevent machine use when unguarded.



Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 4002, Moving Parts on Machinery or Equipment
- Good Loss Prevention Practices

7. Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?

Recommendation Number: 2013-145

Observations:

- Safety zones were not identified around each piece of stationary machinery. The safety zone is the area around the machine that should be occupied only by the operator when the equipment or machinery is in operation.
- The application of safety zones can reduce the risks of injury.

Recommendations:

- Safety zones, using painted lines or another appropriate application, should be identified around all power equipment and machinery.
- Only the machine or equipment operator should be permitted inside the safety zone when the machine or equipment is in use.

Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

9. Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?

Recommendation Number: 2013-146

Observations:

- It was not determined whether the mechanical exhaust/ventilation systems are inspected, cleaned, and maintained on a regular basis.

Recommendations:

- A preventive maintenance program should be developed to ensure that all mechanical ventilation systems are inspected, cleaned, and maintained on a regular basis in accordance with the manufacturer's instructions.
- The face air velocity of every mechanical ventilation system used to prevent harmful exposure should be tested after initial installation, alterations, or maintenance and at minimum annually by means of a pitot traverse of the exhaust duct or equivalent measurements.
- A log should be maintained to record the date, activity, and name of the inspector or service provider. The service records and maintenance logs should be retained for a minimum of five years.

Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 5143, General Requirements of Mechanical Ventilation Systems

Hazardous Materials and Waste

12. Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?

Recommendation Number: 2013-147

Observations:

- The metal waste can was overflowing with soiled rags at the time of the audit.

Recommendations:

- Oily rags should be kept in approved storage containers with self-closing lids.
- Oily rag containers should be emptied each night or more frequently as needed to prevent excessive accumulation.
- Oily rags should be properly disposed of as hazardous material or recycled as required by the Authority Having Jurisdiction (AHJ).



Locations:

- Machine Shop T107

Standards:

- California Fire Code, Section 304.3.1, Spontaneous Ignition
- California Code of Regulations, Title 8, Section 5177, Spontaneously Combustible Material

Recommendation Number: 2013-148**Observations:**

- Excessive accumulation of metal scraps and/or turnings was present around metalworking machines.

Recommendations:

- Metal scraps and/or turnings should be immediately cleared from the work area and properly disposed of.

Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 3273, Access, Work Space, and Work Areas

***13. Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?*****Recommendation Number: 2013-149****Observations:**

- It was not determined whether Material Safety Data Sheets (MSDSes) were readily available for all hazardous materials used.

Recommendations:

- MSDSes for all hazardous materials should be kept readily available in the areas in which the materials are utilized and/or stored.

Locations:

- Machine Shop T107

Standards:

- California Code of Regulations, Title 8, Section 5194, Hazard Communication
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 2703.4, Material Safety Data Sheets

14. Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?

Recommendation Number: 2013-150

Observations:

- Secondary containment was not provided for all of the hazardous material or waste containers.

Recommendations:

- Secondary containment, such as spill pallets, double-walled tanks, or a bermed dike, should be provided for interior and exterior storage areas to capture any spills that may occur during material transfer or storage operations.



Locations:

- Machine Shop T107

Standards:

- California Fire Code, Section 2704.2, Spill Control and Secondary Containment
- Good Loss Prevention Practices

ATHLETIC FACILITIES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Track and Field Facilities		Yes	No	NA	Priority	Recommendations
1	Are track surfaces free of hazardous conditions?	X				
2	Are athletic field surfaces free of hazardous conditions?	X				
3	Are structures such as fencing, backstops, and batting cages in good repair?	X				
4	Are other field facilities and equipment otherwise in apparent good condition and free of hazardous conditions?	X				
Exterior Athletic Courts Facilities		Yes	No	NA	Priority	Recommendations
5	Are athletic court surfaces free of hazardous conditions?	X				
6	Are exterior basketball hoops and nets, volleyball nets, tennis court nets, and similar facilities in good repair?	X				
7	Are athletic courts and related facilities otherwise in apparent good condition and free of hazardous conditions?	X				

Seating Facilities		Yes	No	NA	Priority	Recommendations
8	Are bleachers and other seating structures inspected and maintained as required?	X				
9	Are bleachers and other seating structures in good condition with no visible damage?	X				
10	Are bleachers and other seating structures anchored and secured as recommended?		X		5 - A - L	2013-151
11	Are the spaces between the structural members, such as seat boards and foot boards, appropriate?	X				
12	Are elevated seating structures equipped with protective railings on the backs and sides as required?		X		2,4,5 - A,B - H	2013-152
13	Are bleachers and other seating structures otherwise free of apparent concerns?	X				
Gymnasiums & Activity Rooms		Yes	No	NA	Priority	Recommendations
14	Is flooring in gymnasiums and other athletic rooms free of hazardous conditions?	X				
15	Are facilities such as ropes and pegboards in satisfactory condition?		X		2,4,5 - C,D - M	2013-153
16	Are movable walls, partitions, and movable basketball goals regularly inspected and maintained?	X				
17	Are activity rooms and storerooms uncluttered and properly organized?	X				
18	Are weight room machines and equipment properly maintained?	X				
19	Are athletic mats and weight room machines properly sanitized?	X				
20	Are various signs provided to gymnasiums, activity rooms, and other athletic areas as appropriate?	X				
21	Are wall mirrors protected in areas where they would be subjected to breakage hazards?		X		5 - B - M	2013-154
22	Are gymnasiums and activity rooms otherwise free of apparent concerns?	X				
Locker Room Facilities		Yes	No	NA	Priority	Recommendations
23	Are showers, bathrooms, and related fixtures free of apparent concerns?		X		3 - B - L	2013-155
24	Are lockers free of damage and apparent concerns?	X				

25	Are locker room facilities otherwise free of hazardous conditions or concerns?	X				
Emergency Preparedness and Response		Yes	No	NA	Priority	Recommendations
26	Are first aid supplies provided when appropriate?	X				
27	Are personnel trained in basic first aid and Bloodborne Pathogens (BBP) Exposure Control?	X				
Athletic Facilities - Other		Yes	No	NA	Priority	Recommendations
28	Are athletic facilities otherwise free of apparent concerns?	X				

ATHLETIC FACILITIES RECOMMENDATIONS

Seating Facilities

10. Are bleachers and other seating structures anchored and secured as recommended?

Recommendation Number: 2013-151

Observations:

- The understructure of the bleachers is open and accessible to unauthorized persons.
- This condition poses an attractive nuisance.

Recommendations:

- Consideration should be given to providing a fence or other barrier to prevent unauthorized persons from entering the area under the bleachers. This should only be performed with permission from the local fire authority and/or other Authority Having Jurisdiction (AHJ).
- If enclosed, the area should be made accessible to service personnel by providing a locking gate or other access feature.



Locations:

- Softball Field

Standards:

- Good Loss Prevention Practices

12. Are elevated seating structures equipped with protective railings on the backs and sides as required?

Recommendation Number: 2013-152

Observations:

- Some of the bleachers did not have side or back railings to prevent falls from the structures.

Recommendations:

- Perimeter guardrails or enclosing walls or fencing shall be equipped on all portions of elevated seating facilities that are more than 30 inches above grade or floor.
- Consideration should be given to equipping all bleachers that have three or more tiers with side railings beginning at the third tier to reduce the likelihood of falls.
- Consideration should be given to applying the recommendations published by the United States Consumer Product Safety Commission (CPSC).



Locations:

- Pool Deck

Standards:

- National Fire Protection Association (NFPA) 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures
- United States Consumer Product Safety Commission (CPSC), Publication 330, Guidelines for Retrofitting Bleachers

Gymnasiums & Activity Rooms

15. Are facilities such as ropes and pegboards in satisfactory condition?

Recommendation Number: 2013-153

Observations:

- A climbing rope was present next to the batting cage.
- The rope was not in active use at the time of the inspection; therefore, it could not be determined whether mats are utilized as fall protection when the rope is in use.
- The climbing rope poses injury potential resulting from falls.

Recommendations:

- A written safety program detailing the use of the rope should be implemented.
- The program should include the following:
 - requirements, if any, for using personal fall arrest systems or impact attenuating mats under the rope;
 - posting of safe use rules and instructions for proper climbing technique; and
 - types and frequency of preventive maintenance.

Locations:

- Between Softball and Baseball Fields next to Batting Cage

Standards:

- Good Loss Prevention Practices

21. Are wall mirrors protected in areas where they would be subjected to breakage hazards?

Recommendation Number: 2013-154

Observations:

- The mirror was broken in one or more of the athletic rooms.

Recommendations:

- The broken mirror should be removed and replaced.
- The broken glass should be disposed of in a manner that reduces the risk of injury.

Locations:

- Fitness Room E102 and Building W Dance Room

Standards:

- Good Loss Prevention Practices



Locker Room Facilities

23. Are showers, bathrooms, and related fixtures free of apparent concerns?

Recommendation Number: 2013-155

Observations:

- Some of the shower plumbing fixtures were leaking.
- The shower tiles were broken.

Recommendations:

- The necessary plumbing repairs should be made.
- The shower tiles should be repaired.



Locations:

- Men's Basketball Locker Room in Building G Gym

Standards:

- California Code of Regulations, Title 24, Section 3401.2, Maintenance
- California Code of Regulations, Title 8, Section 3362, Sanitation, General Requirements

SWIMMING POOL FACILITIES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Pool Facilities		Yes	No	NA	Priority	Recommendations
1	Is proper and legible informational and warning signage, including diving restrictions, lifeguard warnings, and occupancy capacity, posted at swimming pool facilities?		X		4 - A,B - M	2013-156
2	Are pool decking and coping surfaces in satisfactory condition and slip resistant, with no obvious hazardous deterioration?		X		2,3 - A - M	2013-157
3	Is there appropriate ingress and egress to both the pool and the surrounding areas; are items such as ladders and stairs appropriate and do they appear to be in good condition?	X				
4	If diving boards, starter blocks, and/or slides are present, are they regularly inspected and do they appear to be in good condition?		X		5 - B - M 2,5 - A,B - O	2013-158 2013-159
5	Do swimming pool depths appear to be appropriate for any diving boards, starter blocks, and/or slides that may be present?	X				

6	If present, do starter blocks appear to be of an appropriate type and condition, and do they appear to be installed at an appropriate height?	X				
7	Are drinking fountains, restrooms, showers, and changing facilities available, and is tempered water provided as required?	X				
Chemicals Management		Yes	No	NA	Priority	Recommendations
8	Are pool chemicals properly stored?		X		3,4 - A,B - M	2013-160
9	Are Material Safety Data Sheets (MSDSs) maintained for swimming pool chemicals?		X		4 - C - M	2013-161
10	Are records of water quality testing and chemical treatment maintained?	X				
11	Is the swimming pool drained and refilled in accordance with applicable regulations regarding discharge into the sanitary sewer or storm water collection system?	X				
Pool Mechanical and Utility Equipment		Yes	No	NA	Priority	Recommendations
12	Are pool mechanical equipment rooms and pump rooms free of obvious hazards; and do pool and/or spa drains comply with the Virginia Graeme Baker Pool and Spa Safety Act?	X				
13	Are confined spaces such as tanks and pits signed, protected, and included in a formal Confined Space Entry Control Program?			X		
Emergency Equipment		Yes	No	NA	Priority	Recommendations
14	Are eyewashes and emergency showers properly installed, maintained, and free of obstructions?		X		4 - B,C,D - O	2013-162
15	Is the swimming pool area equipped with a rescue hook and life preserver?		X		4,5 - B,D - H	2013-163
Swimming Pool Facilities - Other		Yes	No	NA	Priority	Recommendations
16	If the swimming pool is used at night, is adequate lighting provided so that there are no blind spots?	X				
17	Are swimming pools and related facilities accessible to persons with disabilities?	X				

18	Do swimmers refrain from swimming alone or unsupervised?	X			
19	Are swimming pool facilities and related areas otherwise free of apparent hazards?	X			

SWIMMING POOL FACILITIES RECOMMENDATIONS

Pool Facilities

1. Is proper and legible informational and warning signage, including diving restrictions, lifeguard warnings, and occupancy capacity, posted at swimming pool facilities?

Recommendation Number: 2013-156

Observations:

- The maximum occupancy capacity was not posted in the swimming pool area.

Recommendations:

- The maximum occupancy of the pool area should be determined. The occupant capacity for a swimming pool is generally one bather for every 20 square feet of pool surface area. The local environmental health or public health agency should be contacted for assistance in determining the maximum pool occupancy.
- A sign stating the maximum occupant capacity should be posted in letters a minimum of 4 inches high.
- All signs should be legible and posted in a conspicuous place.

Locations:

- Pool Deck

Standards:

- California Code of Regulations, Title 24, Section 3119B.1, Occupant Load Sign

2. Are pool decking and coping surfaces in satisfactory condition and slip resistant, with no obvious hazardous deterioration?

Recommendation Number: 2013-157

Observations:

- The swimming pool deck is cracked.
- This condition poses trip/fall hazards and leads to further deterioration of the pool deck.

Recommendations:

- The deck should be repaired.

Locations:

- Pool Deck

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area



4. If diving boards, starter blocks, and/or slides are present, are they regularly inspected and do they appear to be in good condition?

Recommendation Number: 2013-158

Observations:

- It was not determined whether there is a preventive maintenance or inspection program in place for the swimming pool diving boards.
- Regular inspection would permit the prompt detection of any deficiencies and correction of the deficiencies.



Recommendations:

- The diving boards should be inspected on an at minimum monthly basis when they are in use.
- Preventive maintenance, such as cleaning and lubricating the moving parts, should be done on an annual basis or in accordance with the manufacturer's recommendations.
- The inspection and preventive maintenance should be documented in writing.
- Inspection and preventive maintenance documentation should include the name of the inspector(s), the date of the inspection, and note any problems found and/or repairs made.

Locations:

- Pool

Standards:

- Good Loss Prevention Practices

Recommendation Number: 2013-159**Observations:**

- It was not determined whether there is a preventive maintenance or inspection program in place for the swimming pool starting platforms.
- Regular inspection would permit the prompt detection of any deficiencies and correction of the deficiencies.

Recommendations:

- The starting platforms should be inspected on an at minimum monthly basis when they are in use.
- The inspection and preventive maintenance should be documented in writing.
- Inspection and preventive maintenance documentation should include the name of the inspector(s), the date of the inspection, and note any problems found and/or repairs made.

Locations:

- Pool

Standards:

- Good Loss Prevention Practices

Chemicals Management

8. Are pool chemicals properly stored?

Recommendation Number: 2013-160**Observations:**

- Secondary containment was not provided for all of the hazardous material or waste containers.

Recommendations:

- Secondary containment, such as spill pallets, double-walled tanks, or a bermed dike, should be provided for interior and exterior storage areas to capture any spills that may occur during material transfer or storage operations.

Locations:

- Pool Chemical Storage

Standards:

- California Fire Code, Section 2704.2, Spill Control and Secondary Containment
- Good Loss Prevention Practices



9. Are Material Safety Data Sheets (MSDSs) maintained for swimming pool chemicals?**Recommendation Number: 2013-161****Observations:**

- It was not determined whether Material Safety Data Sheets (MSDSes) were readily available for all hazardous materials used.

Recommendations:

- MSDSes for all hazardous materials should be kept readily available in the areas in which the materials are utilized and/or stored.

Locations:

- Pool Pump Room

Standards:

- California Code of Regulations, Title 8, Section 5194, Hazard Communication
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 2703.4, Material Safety Data Sheets

Emergency Equipment

14. Are eyewashes and emergency showers properly installed, maintained, and free of obstructions?

Recommendation Number: 2013-162

Observations:

- It was not determined whether emergency eyewash stations and emergency showers are inspected or tested as required.
- Properly functioning emergency eyewash stations and emergency showers may reduce the severity of chemical exposure injuries.



Recommendations:

- Emergency showers should have weekly checks to flush lines and verify proper operation.
- All emergency eyewash stations should be tested and flushed weekly to verify proper operation. Plumbed units should be flushed for a minimum of three minutes.
- All inspection information should be documented and maintained for a minimum of one year.

Locations:

- Pool Pump Room and outside of Pool Chemical Storage Room

Standards:

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

15. Is the swimming pool area equipped with a rescue hook and life preserver?**Recommendation Number: 2013-163****Observations:**

- The rescue equipment was obstructed in the swimming pool area.

Recommendations:

- A life preserver and rescue hook should be hung in a conspicuous and accessible location in the swimming pool area.
- A clear path to the rescue equipment should be maintained at all times to ensure a quick response to emergencies.

Locations:

- Pool Deck

Standards:

- Good Loss Prevention Practices



KITCHEN FACILITIES

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Sanitation		Yes	No	NA	Priority	Recommendations
1	Are kitchen tools, equipment, fixtures, floors, and working surfaces kept in a clean and sanitary condition?	X				
2	Are kitchen areas apparently free of insect and vermin infestation?	X				
3	Are kitchen areas free of evidence of unauthorized pesticide application?	X				
4	Do kitchen personnel wear hairnets and sanitary gloves when preparing, handling, and serving food; are safe food handling practices observed?	X				
5	Are food storage areas and chemical storage areas segregated, and is food stored off of the floor?	X				
Tools, Equipment, and Machinery		Yes	No	NA	Priority	Recommendations
6	Are electrical outlets located away from pedestrian traffic aisles, and are electrical outlets near moisture sources equipped with ground fault circuit interrupters?	X				

7	Are knives properly stored in racks, blocks, and/or sheathes?	X				
8	Are compressed gas cylinders properly stored, labeled, and secured?			X		
9	Does equipment appear to be properly installed and maintained?	X				
10	Are machines such as slicers and mixers equipped with guards?			X		
11	Are coolers and freezers equipped with thermometers for monitoring temperatures and preventing food spoilage?	X				
12	Are walk-in freezers equipped with firefighter's axes where required, and are the axes mounted in accessible locations with the sharp edges of the blades protected against accidental contact?		X		4 - B - L	2013-164
13	Are walk-in coolers and freezers equipped with emergency door releases that open from the inside even when the doors are locked?	X				
Fire Protection and Emergency Response		Yes	No	NA	Priority	Recommendations
14	Are cooking areas properly ventilated; are ventilation hoods equipped with approved grease removal devices; and are hoods and filters kept free of accumulated cooking residue?	X				
15	Are automatic fire suppression systems properly installed and maintained, and are pull actuators unobstructed?	X				
16	Are fire extinguishers that are listed for kitchen use provided?	X				
17	Are fire blankets provided and properly wall-mounted in cooking areas where an open flame is present?		X		5 - B - L	2013-165
18	Are gas shutoff valves identified and unobstructed, and are personnel familiar with shutoff locations and procedures?	X				
Signage and Permits		Yes	No	NA	Priority	Recommendations
19	Are required signs posted, such as hand washing requirements, smoking prohibition, life saving procedures, etc.?	X				

20	Are required permits and certificates current and posted in a conspicuous location?		X		4 - A - M	2013-166
Kitchen – Other		Yes	No	NA	Priority	Recommendations
21	Are floors kept free of slip, trip, and fall hazards?		X		2,4 - A,B - M	2013-167
22	Are kitchen areas otherwise free of hazards or concerns?	X				

KITCHEN FACILITIES RECOMMENDATIONS

Tools, Equipment, and Machinery

12. Are walk-in freezers equipped with firefighter's axes where required, and are the axes mounted in accessible locations with the sharp edges of the blades protected against accidental contact?

Recommendation Number: 2013-164

Observations:

- A firefighter's ax was not observed in the walk-in freezer.

Recommendations:

- A firefighter's ax should be wall mounted near the door of the walk-in freezer where there is a possibility of the door freezing shut.
- The sharp edge of the ax should be adequately protected to prevent injury from unintentional contact.

Locations:

- U208 Kitchen

Standards:

- California Code of Regulations, Title 8, Section 3249, Cold Storage, Processing, and Manufacturing Rooms

Fire Protection and Emergency Response

17. Are fire blankets provided and properly wall-mounted in cooking areas where an open flame is present?

Recommendation Number: 2013-165

Observations:

- Some fire blankets were not properly installed.
- This condition could delay finding the fire blanket in an emergency.

Recommendations:

- The blankets should be stored in an approved container and installed in a visible and accessible location in accordance with the recommendations of the manufacturer.

Locations:

- U208 Kitchen

Standards:

- Good Loss Prevention Practices

Signage and Permits

20. Are required permits and certificates current and posted in a conspicuous location?

Recommendation Number: 2013-166

Observations:

- The current Permit to Operate from the County Department of Health was not posted.

Recommendations:

- If necessary, the County Department of Health should be contacted to obtain a current permit.
- A photocopy of the permit should be kept in a secure location.
- The original should be conspicuously posted in the kitchen area.

Locations:

- U208 Kitchen

Standards:

- California Retail Food Code, Section 114381, Permits, Fees, and Posting

Kitchen – Other

21. Are floors kept free of slip, trip, and fall hazards?

Recommendation Number: 2013-167

Observations:

- No floor mats were observed at the sink or stove areas.
- These areas can become slippery from the accumulation of water and/or cooking residue on the floor.

Recommendations:

- Nonslip surfacing or floor mats should be provided at the sink and stove areas to reduce the risk of slip/fall incidents.



Locations:

- U208 Kitchen

Standards:

- California Code of Regulations, Title 8, Section 3272, Aisles, Walkways, and Crawlways
- California Code of Regulations, Title 8, Section 3273, Working Area

MAINTENANCE WORKSHOPS

Contact: Greg Chamness, Maintenance

Auditor: Lisa Harvey, ARM-P, CPSI

Member District: Rancho Santiago Community College District

JPA Client: ASCIP

Inspection Concluded: June 4, 2013

Hazard Type

- 1 – Egress Issue
- 2 – Injury Hazard
- 3 – Property Loss
- 4 – Regulatory or Legal Issue
- 5 – Accepted Best Practices

Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
- C – Policy and/or Procedures
- D – Employee Practices

Hazard Urgency

- I – Immediate
- H – High
- M – Medium
- L – Low
- O – Ongoing / Preventative

Housekeeping		Yes	No	NA	Priority	Recommendations
1	Are tools and equipment properly stored?		X		2,4 - B,D - H	2013-168
2	Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?	X				
3	Are dust collection systems effective and regularly maintained, and are workshop areas and overhead structures free of hazardous dust accumulation?	X				
Tools and Equipment		Yes	No	NA	Priority	Recommendations
4	Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?		X		2,3,4 - A,B - H 3,4 - A,B - L	2013-169 2013-170
5	Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?		X		2,4 - B,D - I 2,4 - B - H	2013-171 2013-172

6	Are machines that are designed for a fixed location securely anchored to prevent walking or moving?		X		2,4 - B - H	2013-173
7	Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?		X		5 - A,D - L	2013-174
8	Are machines equipped with visible, signed, and unobstructed emergency shutoff switches?	X				
9	Are mechanical ventilation systems, such as paint booths, welding stations, etc., permitted as required and regularly inspected and maintained to ensure effective removal of contaminants?	X				
Hazardous Materials and Waste		Yes	No	NA	Priority	Recommendations
10	Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?		X		3,5 - B,D - M 4 - B - M	2013-175 2013-176
11	Are compressed gas cylinders properly stored, segregated, labeled, and secured?		X		2,3,4 - B - H	2013-177
12	Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?		X		3,4 - B,C,D - H	2013-178
13	Are Material Safety Data Sheets on file and readily available for all hazardous materials used in the workshops?	X				
14	Is hazardous waste properly labeled, stored, and disposed of; are storage areas protected from weather contamination and equipped with secondary containment features, such as a bermed/diked area or spill pallets?	X				
Personal Protective Equipment; Emergency Response and Preparedness		Yes	No	NA	Priority	Recommendations
15	Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?		X		4 - B,D - M	2013-179

16	Are safety signs specifying the appropriate personal protective equipment (PPE) and restrictions regarding the use of the equipment conspicuously posted around each piece of machinery, and are other warning signs posted as required?	X			
17	Are first aid kits provided and readily accessible in the workshops, and are employees trained in first aid response?	X			
18	Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?		X		4 - B,D - M 2013-180
Workshops – Other		Yes	No	NA	Priority Recommendations
19	Are other workshop conditions free of apparent hazards or concerns?		X		4 - C - M 2013-181 3,4 - C,D - M 2013-182

MAINTENANCE WORKSHOPS RECOMMENDATIONS

Housekeeping

1. Are tools and equipment properly stored?

Recommendation Number: 2013-168

Observations:

- At least one of the ladders observed was unsecured and leaning against the wall.
- These ladder storage practices pose falling object hazards.

Recommendations:

- Ladders should be stored on wall hooks or secured with ropes, straps, or chains to prevent them from falling if struck or during seismic activity.



Locations:

- Custodial Hallway in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3241, Live Loads

Tools and Equipment

4. Are tools and equipment in good condition; do they receive regular, documented inspections; and are they inspected each day before use?

Recommendation Number: 2013-169

Observations:

- Some air compressors were not equipped with signage as required warning against automatic start-up.

Recommendations:

- Signage warning against automatic start-up should be conspicuously posted on or near the compressor.



Locations:

- Near Garage in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3320, Warning Signs

Recommendation Number: 2013-170**Observations:**

- Some air compressors did not have the current Permit to Operate posted.

Recommendations:

- Compressors requiring a Permit to Operate should be inspected by a qualified inspector at intervals as prescribed by the Division of Occupational Safety and Health.
- Permits should be obtained and posted under glass in a conspicuous place on or near the air tank or in a weatherproof container secured to the unit.

Locations:

- Near Garage in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 461, Permits to Operate

5. Are appropriate guards in place to protect points of operation, belts and pulleys, and nip points?**Recommendation Number: 2013-171****Observations:**

- The table saw blades were unguarded. The exposed blades pose injury hazards.
- Splitter or spreader was provided to reduce the likelihood of kickback when performing ripping or crosscutting. However, the guard is not placed on the table saw.

**Recommendations:**

- All table saws should be properly guarded with a hood which adjusts itself to the thickness of the material being cut at the point where the stock encounters the saw blade.
- Except when crosscutting, grooving, dadoing, or rabbeting, a spreader should be provided and fastened securely to the saw.
- All blade guards should be replaced when blade adjustments, servicing, and repairs are completed.
- Table saw blades should be retracted into the table after use.

Locations:

- Carpentry Shop in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 4300.1, Table Saws - Manual Feed (Class B)

Recommendation Number: 2013-172**Observations:**

- One or more of the grinders had one or more of the following conditions:
 - the chip shields were missing;
 - light bulbs were missing from the chip shields equipped with light bulb sockets;
 - the tongue guards were missing or were not properly adjusted;
 - the work rests were missing or were not properly adjusted; and/or
 - the work rest was worn; a "U" shape was cut into the edge.

**Recommendations:**

- All grinders should be inspected and repaired or adjusted to meet the following requirements:
 - tongue guards attached and adjusted to within 1/4 inch of the grinding wheel;
 - work rests adjusted to within 1/8 inch of the grinding wheel, and which should be adjusted as needed to compensate for wheel wear;
 - safety shields over the grinding wheels and/or brushes;
 - safety shields equipped with light fixtures should have light bulbs in place; and
 - worn or deformed work rests should be redressed if possible or replaced in accordance with the specifications of the manufacturer.

Locations:

- Plumbing and Carpentry Shops in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Sections 3575-3583, Use, Care, and Protection of Abrasive Wheels
- California Code of Regulations, Title 8, Section 3303, Flying Particles or Substances

6. Are machines that are designed for a fixed location securely anchored to prevent walking or moving?

Recommendation Number: 2013-173

Observations:

- Some of the equipment and machinery was not secured to prevent movement.

Recommendations:

- Machinery and equipment designed for a fixed location should be restrained so as to prevent movement from its location.

Locations:

- Carpentry Shop in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3328, Machinery and Equipment

7. Are fixed machines equipped with visible safety use zones around them in which only the machine operator is permitted?

Recommendation Number: 2013-174

Observations:

- Safety zones were not identified around each piece of stationary machinery. The safety zone is the area around the machine that should be occupied only by the operator when the equipment or machinery is in operation.
- The application of safety zones can reduce the risks of injury.

Recommendations:

- Safety zones, using painted lines or another appropriate application, should be identified around all power equipment and machinery.
- Only the machine or equipment operator should be permitted inside the safety zone when the machine or equipment is in use.

Locations:

- Carpentry Shop in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3273, Working Area
- Good Loss Prevention Practices

Hazardous Materials and Waste

10. Are flammable and combustible liquids properly stored in appropriate containers, cabinets, and/or rooms; are containers properly labeled; and is bonding/grounding to prevent static buildup performed when required?

Recommendation Number: 2013-175

Observations:

- A flammable liquid cabinet was stored in a place exposed to direct sunlight.
- These storage conditions increase fire hazards.

Recommendations:

- Flammable liquid storage cabinets should be kept in shaded, sheltered areas. The storage cabinets and containers should not be exposed to direct or intense sunlight, heat generating equipment, or any other source of ignition.



Locations:

- Yard at Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 19, Section 3.14, Fire Hazard
- Good Loss Prevention Practices

Recommendation Number: 2013-176**Observations:**

- Some warning signage was not posted in the fuel dispensing areas.

Recommendations:

- Warning signs should be conspicuously posted within sight of each dispenser in the fuel-dispensing area and should state the following:
 - Shut off motor.
 - Discharge your static electricity before fueling by touching a metal surface away from the nozzle.
 - To prevent static charge, do not reenter your vehicle while gasoline is pumping.
 - If a fire starts, do not remove nozzle - back away immediately.
 - It is unlawful and dangerous to dispense gasoline into unapproved containers.
 - No filling of portable containers in or on a motor vehicle. Place container on ground before filling.

**Locations:**

- Yard at Maintenance and Operations Building Z

Standards:

- California Fire Code, Section 2205.6 Warning Signs

11. Are compressed gas cylinders properly stored, segregated, labeled, and secured?**Recommendation Number: 2013-177****Observations:**

- Compressed gas cylinders were not properly secured.

Recommendations:

- Compressed gas cylinders should be secured in an upright position with strong securing devices in a manner to prevent them from creating a hazard by tipping. Tall cylinders should be secured at the top and bottom.

**Locations:**

- HVAC Shop in Maintenance and Operations Building Z

Standards:

- California Fire Code, Chapter 30, Compressed Gases

12. Is waste, such as wood scraps and oily rags, properly stored and removed at sufficiently frequent intervals to prevent excessive accumulation?**Recommendation Number: 2013-178****Observations:**

- The metal waste can was overflowing with soiled rags at the time of the audit.

Recommendations:

- Oily rags should be kept in approved storage containers with self-closing lids.
- Oily rag containers should be emptied each night or more frequently as needed to prevent excessive accumulation.
- Oily rags should be properly disposed of as hazardous material or recycled as required by the Authority Having Jurisdiction (AHJ).

**Locations:**

- Garage in Maintenance and Operations Building Z

Standards:

- California Fire Code, Section 304.3.1, Spontaneous Ignition
- California Code of Regulations, Title 8, Section 5177, Spontaneously Combustible Material

Personal Protective Equipment; Emergency Response and Preparedness

15. Is appropriate personal protective equipment (PPE), such as safety glasses, gloves, and aprons, provided and required in workshops; and is PPE stored and maintained in a sanitary condition?

Recommendation Number: 2013-179

Observations:

- Disposable respirators were stored in an unsanitary manner.

Recommendations:

- Respirators should be stored in a manner that maintains their sanitary condition.
- Disposable respirators should not be reused. They should be properly disposed of after use.



Locations:

- Garage in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3380, Personal Protective Devices

18. Are approved safety showers and/or emergency eyewash stations provided and maintained where exposure to injurious corrosive chemicals is possible?

Recommendation Number: 2013-180

Observations:

- It was not determined whether emergency eyewash stations are inspected and tested on a regular basis.

Recommendations:

- All emergency eyewash stations should be tested and flushed weekly to verify proper operation. Plumbed units should be flushed for a minimum of three minutes.
- All inspection information should be documented and maintained for a minimum of one year.



Locations:

- Throughout Workshops in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment

Workshops – Other

19. Are other workshop conditions free of apparent hazards or concerns?

Recommendation Number: 2013-181

Observations:

- Some employees are involved in servicing tire rims and/or wheels.
- Employers with employees involved in these operations must meet certain training requirements. It was unable to be determined whether these requirements are being met.



Recommendations:

- An investigation should be performed to determine whether the required employee training is conducted and documented.
- A training program should be established which includes, at a minimum, the elements specified in the Accident Prevention Program of California Code of Regulations, Title 8, Section 3203 (a).
- Documented employee training should be conducted as required. Training records should be retained for a minimum of one year.
- Each employee should understand, demonstrate, and maintain the ability to service rims or wheels safely and be able to safely perform the following tasks:
 - the demounting of tires (including deflation);
 - the inspection and identification of the rim wheel components;
 - mounting of the tire (including inflation with a restraining device or other safeguard required by this section);
 - the use of other required equipment;
 - inflation of the tire when a single piece rim wheel is installed on a vehicle;
 - an understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation; and
 - the installation and removal of rim wheels from the vehicle.

Locations:

- Garage in Maintenance and Operations Building Z

Standards:

- California Code of Regulations, Title 8, Section 3326, Servicing Single, Split and Multi-Piece Rims or Wheels

Recommendation Number: 2013-182**Observations:**

- Batteries were not properly stored.
- Personal protective equipment (PPE) was not provided to the area.
- Secondary containment was not provided to capture spills.

Recommendations:

- Battery charging installations should be located in areas designated for that purpose.
- When racks are used for batteries, they should be nonconductive materials.
- Secondary containment, such as spill pallets or a bermed area, should be provided for battery storage areas to capture spills that may occur. Protection from weather elements should be provided when batteries are stored in an exterior area.
- Appropriate mechanical lifting and material handling devices or equipment should be provided for handling batteries.
- Gloves, chemical splash goggles, and other personal protective equipment (PPE) should be provided as required in areas where battery charging is performed. Exposed staff members should be trained in the proper use, cleaning, and storage of PPE.
- Approved facilities for quick drenching or flushing of the eyes and body should be provided in areas where battery charging is performed unless the batteries are located in a compartment or other location that precludes employee exposure.
- When eyewashes and/or emergency showers are required, they should meet the requirements of ANSI Z358.1.
- Portable squeeze bottles of eyewash solution and handheld drench showers are satisfactory for emergency use but permitted only as a supplement to approved stations. Squeeze bottles of eyewash solution should be inspected periodically and replaced when the seal is broken or the shelf life is exceeded.

**Locations:**

- Yard at Maintenance and Operations Building Z

Standards:

- California Code of Regulations Title 19, Section 2701.3.3.4, Spill Mitigation
- Good Loss Prevention Practices

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