### Cabrillo College: Quarterly Focus & Status of Accomplishments [May 1, 2013 to July 30, 2013]

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<thead>
<tr>
<th>Focus</th>
<th>Execution Process</th>
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</table>
| **Hand & Power Tool Safety Program** | - Discuss Hand & Power Tool Safety w/ M&O contacts  
- Review safety hazards & exposure risks  
- Follow-up discussion w/M&O contacts  
- Identify needs and scope of training  
- Identify target audience  
- Contact contractor, discuss scope of work  
- Review proposal and identify contractor  
- Schedule training, reserve room  
- Provide update to DOF & Asst. DOF  
- Coordinate day of activities w/personnel  
- Provide training  
- Regulatory recordkeeping | Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  |
| **Confined Space Entry Program** | - Discuss regulatory requirements w/M&O contacts  
- Review existing program  
- Work with contractor to update existing program  
- Review and discuss annual training requirements  
- Discuss risks and locations of campus wide confined spaces  
- Contact contractor, request proposal for annual training  
- Identify risks and locations of campus wide confined spaces  
- Meet w/Contractor to delineate scope of work  
- Follow-up w/M&O contacts  
- Provide update to DOF & Asst. DOF  
- Schedule training, reserve room & coordinate with District contacts  
- Provide training  
- Regulatory recordkeeping | Complete  
Complete  
In progress  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  
Complete  |
| **Aerial-Scissor Lift Operator Safety Program** | - Discuss regulatory requirements w/M&O contacts  
- Review training archives & department needs  
- Review equipment make, model and usage | Complete  
Complete  
Complete |
## Cabrillo College: Quarterly Focus & Status of Accomplishments [May 1, 2013 to July 31, 2013]

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| **Aerial-Scissor Lift Operator Safety Program** [Continued] | - Review equipment make, model and usage  
- Review and discuss work schedules  
- Identify target audience  
- Work w/Contractor, identify scope of work  
- Send Aerial-Scissor Lift specifications to Contractor  
- Schedule training, coordinate activities w/M&O contacts  
- Reserve room  
- Provide update to DOF & Asst. DOF  
- Provide training  
- Regulatory Recordkeeping  
- Distribute individual certification cards to M&O staff | - Complete  
- Complete  
- Complete  
- Complete  
- Complete  
- Complete  
- Complete – June 24, 2013  
- Complete  
- Complete |
| **Heat Stress Prevention Program** | - Meet w/ M&O contacts  
- Review regulatory requirements and annual training requirements  
- Review written program  
- Update written program as needed  
- Follow-up discussion with District personnel  
- Identify/discuss hazards & exposure  
- Discuss preventative strategies, PPE needs and clothing  
- Discuss employer obligations regarding breaks, shade requirements and access to water  
- Review training archives and identify target audience  
- Schedule training and coordinate with M&O contacts  
- Provide update to DOF & Asst. DOF  
- Provide training  
- Regulatory Recordkeeping | - Complete  
- Complete  
- Complete  
- In progress  
- Complete  
- Complete  
- Complete  
- Complete  
- Complete – May 15, 2013  
- Complete |
| **Hearing Conservation Program** | - Meet w/M&O contacts  
- Review regulatory requirements and annual training requirements | - Complete  
- Complete |
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| **Hearing Conservation Program** [Continued] | ▪ Review training archives  
▪ Discuss needs, staffing schedules, contractor availability  
▪ Review written program  
▪ Update written program  
▪ Define scope of services  
▪ Contact Contractors discuss needs  
▪ Schedule training and individual hearing exams  
▪ Reserve room and location for van access  
▪ Identify risks, exposures & Personal Protective Equipment  
▪ Schedule personal noise exposure sampling for high hazard individuals  
▪ Schedule audiometric testing w/Contractor as needed  
▪ Distribute Medical Questionnaire to applicable personnel  
▪ Provide medical surveillance clearance for each applicable individual  
▪ Provide update to DOF & Asst. DOF  
▪ Provide training  
▪ Regulatory recordkeeping | ▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete |
| **Injury & Illness Prevention Program** | ▪ Discuss regulatory requirements with Human Resources  
▪ Review/discuss District IIPP w/District Personnel  
▪ Discuss current process for employee access to IIPP w/HR  
▪ Discuss updating IIPP with HR and DOF  
▪ Update IIPP for posting to intranet  
▪ Schedule a live IIPP training for all supervisors/managers in addition to the aforementioned web-based training when the District gives approval | ▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ Complete  
▪ TBD |

- **Web-Based Training**
- **Live Training**
- ✔ Carry-over item
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<tr>
<td><strong>Ergonomics Program</strong></td>
<td>Review/discuss requests from Human Resources</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Schedule ergonomic evaluations with employees</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Meet w/employees to perform ergonomic evaluations</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Conduct repetitive motion awareness injury prevention training</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Review/discuss risks, exposure, design &amp; prevention</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Review new design schematic layouts for workstations and departments, as requested</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Provide summary with observations &amp; recommendations</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Identify equipment needs</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Request quotes, as necessary</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Coordinate vendor/employee appointments</td>
<td>On-going</td>
</tr>
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<td></td>
<td>Meet or consult with vendor</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Conduct follow-up visits, as necessary or upon request</td>
<td>On-going</td>
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<td></td>
<td><strong>On-going</strong></td>
<td></td>
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<tr>
<td><strong>Medical Waste Management Program</strong></td>
<td>Review Health &amp; Safety Codes-Medical Waste Management Act</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Review and discuss generation, storing, labeling and disposal of sharps and red bag waste</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Monitor selection of sharps, red bag and Pharmaceutical storage containers</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Provide updated information on regulatory requirements as applicable</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Conduct random walk-through of generating departments</td>
<td>On-going</td>
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<td></td>
<td>Communicate with department contacts regarding pick-up schedule as needed</td>
<td>On-going</td>
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<tr>
<td></td>
<td>Monitor medical waste small quantity generator status, review permit obligations as needed</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Provide consult as needed</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Communicate with County of Santa Cruz Environmental Health Department as needed</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td><strong>On-going</strong></td>
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| Monthly Site Specific Inspections | ▪ Meet with Custodial Supervisor as needed  
  ▪ Review requirements for monthly inspections  
  ▪ Conduct walk-through of various areas, conduct random inspections of tags  
  ▪ Monitor compliance, work with department to maintain compliance and make adjustments as needed | On-going  
  On-going  
  On-going  
  On-going |
| ▪ AEDs  
 ▪ Eye Wash Stations  
 ▪ Fire Extinguishers |  |  |
| Workplace EH&S Updates with Director of Facilities & Plant Operations, Asst. DOF, District Custodial Supervisor, District Grounds Supervisor | ▪ Meet with Director of Facilities, Asst. Director of Facilities, Custodial Supervisor, Grounds Supervisor as needed  
  ▪ Review & discuss safety concerns, risk, exposure and preventative measures  
  ▪ Conduct site-inspections & provide recommendations  
  ▪ Assist in identifying safety training topics  
  ▪ Assist in identifying appropriate PPE as requested  
  ▪ Schedule, coordinate & provide safety trainings | On-going  
  On-going  
  On-going  
  On-going  
  On-going  
  On-going |
| EH&S Updates w/Director of Purchasing, Contracts and Risk Management | ▪ Meet to review risks, exposure, near misses, incidents and EH&S issues as requested  
  ▪ Review and discuss loss drivers as needed  
  ▪ Review and discuss strategies for promoting a safe & healthful work environment at the District  
  ▪ Provide consulting as requested  
  ▪ Keep Director of PCRM updated on activities related to Environmental Health & Safety compliance as needed | On-going  
  On-going  
  On-going  
  On-going  
  On-going |
| Risk Improvement Action Plan [RIAP] | ▪ Review loss control data, discuss findings with District personnel  
 ▪ Coordinate RIAP activities with Keenan LCC as requested | On-going  
  On-going |
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| District – Safety Committee Meetings | ▪ Discuss health & safety topics with personnel  
▪ Provide consulting, as requested  
▪ Attend meetings, as requested | ▪ On-going  
▪ On-going  
▪ On-going |