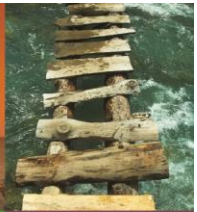




# Poms & Associates

*Risk Services*



## ASCIP

### Mount San Antonio College

#### *Loss Control & Safety Audit*



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## EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Mount San Antonio College. The audit was conducted on March 20, 2018, on behalf of ASCIP, at the request of Mount San Antonio College.

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 Duetta Langevin, Director of Safety and Risk Management, and the staff of Mount San Antonio 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:** Duetta Langevin, Director of Safety and Risk Management

**Auditor:** Ignacio Barrios, OHST, CPSI, CEAS

**Member District:** Mount San Antonio College

**JPA Client:** ASCIP

**Inspection Concluded:** March 20, 2018

### 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 - M 2,4 - A,B - M	2018-001 2018-002
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				
<b>Building Conditions</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
7	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X		2,4 - B - M	2018-003
8	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - L	2018-004
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		1,4 - B - M 3,5 - A,B - M	2018-005 2018-006
11	Was the building free of apparent leaks or other obvious water intrusion?		X		3,4 - B - M	2018-007
12	Do walls and ceilings appear to be of an appropriate type and condition?	X				
13	Are floors and floor coverings of an appropriate type and condition?		X		2,4 - A,B - M	2018-008
14	Are stairs and ramps in good condition and equipped with handrails where required?	X				
15	Are movable walls and partitions in good condition, properly inspected, and maintained?			X		
<b>Doors, Exits, and Means of Egress</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
16	Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		X		1,4 - D - I 1,4 - C,D - I	2018-009 2018-010
17	Are "EXIT" and "NOT AN EXIT" signs installed?	X				
18	Is emergency lighting provided as required, and is it properly maintained?	X				
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				
<b>Assembly Areas</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
21	Is the occupancy limit conspicuously posted and strictly observed in each assembly area?		X		1,4 - A - H	2018-011

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		
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		
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				
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		3,4 - B - M	2018-012
29	Are fire hoses and standpipe systems properly inspected, maintained, and unobstructed?			X		
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	2018-013
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				
34	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?	X				
35	Are electrical fixtures properly installed, properly protected, and free of damage?	X				
36	Are HVAC systems and compressors in good condition, properly maintained, and permitted as required?		X		4,5 - B,C - M	2018-014
37	Are plumbing systems and fixtures in good condition and free from damage or leaking?		X		2,3,4 - B - M	2018-015
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				
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				
Chemicals and Chemical Storage		Yes	No	NA	Priority	Recommendations
43	Are hazardous chemicals properly stored?	X				



44	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?	X				
45	Are pesticides properly applied by authorized personnel?		X		4,5 - C,D - M	2018-016
46	Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?		X		4 - C,D - L	2018-017
47	Are employees familiar with the location and use of Safety Data Sheets?	X				
48	Are flammable liquids properly stored?	X				
49	Are compressed gases properly stored?			X		
<b>Housekeeping and Storage Practices</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
50	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X		2,3,4 - B,D - H 2,3,4 - C,D - M 2,4 - B,D - H	2018-018 2018-019 2018-020
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				
<b>Disabled Access</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
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			
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 2018-021
65	Are stages and other multi-leveled areas accessible to persons in wheelchairs?	X			
66	Are other fixtures and services accessible to persons with disabilities?	X			
<b>General Conditions – Other</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b> <b>Recommendations</b>
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		5 - B - L 2018-022

## GENERAL CONDITIONS RECOMMENDATIONS

### Exterior Areas

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

##### **Recommendation Number: 2018-001**

##### **Observations:**

- One or more paved areas had cracks, holes, and/or loose gravel that pose trip/fall hazards.

##### **Recommendations:**

- Pavement repairs should be made as needed to provide a smooth and level walking surface.

##### **Locations:**

- Outside of Building 26 Administration Office and Between Buildings 26 and 28

##### **Standards:**

- California Code of Regulations, Title 8, Section 3273, Working Area
- IPMC, Section 302 - Exterior Property Areas



##### **Recommendation Number: 2018-002**

##### **Observations:**

- The painted stair striping on some of the exterior steps was faded and difficult to see.
- These conditions increase the risk of slip/fall incidents.

##### **Recommendations:**

- Faded stair striping should be repainted.

##### **Locations:**

- South of Building 26

##### **Standards:**

- California Code of Regulations, Title 8, Section 3273, Working Area
- IPMC, Section 302 - Exterior Property Areas



## Building Conditions

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

**Recommendation Number: 2018-003**

**Observations:**

- The illumination in some areas was dim due to burned out light bulbs.

**Recommendations:**

- The burned out light bulbs should be replaced.

**Locations:**

- Rooms 212 and 328 in Building 28

**Standards:**

- California Code of Regulations, Title 8, Section 3317, Illumination
- 29 CFR 1915.82, Subpart General Working Conditions - Lighting



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

**Recommendation Number: 2018-004**

**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:**

- Wellness Center

**Standards:**

- California Code of Regulations, Title 24, Section 3401.2, Maintenance
- IPMC, Section 304 - Exterior Structure



***10. Do doors, windows, and glass appear to be of an appropriate type and condition?*****Recommendation Number: 2018-005****Observations:**

- One or more broken door closure mechanisms were observed.
- Doors that do not close properly increase the risk of crime and the rapid spread of fire.
- Doors that open too rapidly can cause the user to lose his or her balance and fall.

**Recommendations:**

- Broken door closure mechanisms should be repaired to ensure that they will self-close and open properly.
- Properly functioning doors will reduce the risk of crime and injury.

**Locations:**

- Room 204 in Building 28

**Standards:**

- California Code of Regulations, Title 24, Part 9, Section 1010.1, Doors
- Good Loss Prevention Practices

**Recommendation Number: 2018-006****Observations:**

- Some of the doors did not close and/or lock properly.
- This condition posed an attractive nuisance and compromised the security of the premises.

**Recommendations:**

- The doors and locking mechanisms should be repaired so that they close and lock securely.

**Locations:**

- Room 79-2230 in Building 13

**Standards:**

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



**11. Was the building free of apparent leaks or other obvious water intrusion?****Recommendation Number: 2018-007****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:**

- Front of Building 28 Administration Office

**Standards:**

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

***13. Are floors and floor coverings of an appropriate type and condition?*****Recommendation Number: 2018-008****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:**

- Building 26

**Standards:**

- California Code of Regulations, Title 8, Section 3273, Working Area
- 29 CFR 1910.22 General Requirements - Walking-Working Surfaces



## 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: 2018-009**

**Observations:**

- One or more exit aisles, doors, and/or pathways were obstructed.
- These obstructions may prevent quick and safe egress in an emergency.

**Recommendations:**

- Obstructions should be removed.
- A minimum clearance that is equal to the width of the door and six feet deep must be maintained on both sides of an exit.
- An access route to this clear space must be maintained at all times.



**Locations:**

- Laboratory N1 in Building 28

**Standards:**

- California Code of Regulations, Title 8, Section 3225, Maintenance and Access to Exits
- California Code of Regulations, Title 19, Section 3.11, Exits, Aisles, Ramps, Corridors and Passageways
- California Code of Regulations, Title 24, Section 1028, Maintenance of the Means of Egress
- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans



**Recommendation Number: 2018-010****Observations:**

- One or more of the exit corridors were obstructed with stored materials.
- These obstructions prevent quick and safe egress in an emergency.

**Recommendations:**

- Obstructions should be removed. Exit corridors should not be used for storage.

**Locations:**

- Wellness Center

**Standards:**

- California Code of Regulations, Title 8, Section 3225, Maintenance and Access to Exits
- California Code of Regulations, Title 19, Section 3.11, Exits, Aisles, Ramps, Corridors and Passageways
- California Code of Regulations, Title 24, Section 1028, Maintenance of the Means of Egress
- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans



## Assembly Areas

### *21. Is the occupancy limit conspicuously posted and strictly observed in each assembly area?*

**Recommendation Number: 2018-011**

**Observations:**

- The required occupancy capacity posting was not apparent in one or more rooms that have unfixed seating for 50 or more people.

**Recommendations:**

- The maximum occupancy, based upon Table 1004.1.1 in the California Fire Code, should be determined, the limits clearly posted, and the rule strictly enforced.
- The occupant load and occupancy posting should be approved by the Authority Having Jurisdiction (AHJ).

**Locations:**

- Lecture Hall 212 in Building 28

**Standards:**

- California Code of Regulations, Title 19, Section 3.30, Posting of Room Capacity
- California Code of Regulations, Title 24, Part 9, California Fire Code, Section 1004.1.1, Design Occupant Load
- California Fire Code, Section 1004.3, Posting of Occupant Load
- IFC, Chapter 10 - Means of Egress

## Emergency Action Equipment & Systems

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

#### **Recommendation Number: 2018-012**

##### **Observations:**

- Some of the fire alarm pull stations were designed to accommodate a piece of clear plastic stock to indicate whether the alarm has been pulled.
- Some of these pull stations were missing their clear bars.

##### **Recommendations:**

- The missing bars should be replaced and the alarms checked to ensure that they are properly reset.
- The fire alarms should be inspected on a regular basis to ensure that they are intact. Any alarm stations that appear to have been tampered with should be inspected and reset.
- A supply of the clear bar material should be maintained and available to ensure that the pull stations are functional at all times. The material can be purchased precut or in bulk.

##### **Locations:**

- Building 28 next to Custodial 1

##### **Standards:**

- California Code of Regulations, Title 18, Section 3219, Maintenance of Fire Protection Equipment, Materials and Assemblies
- California Code of Regulations, Title 19, Section 3.24, Maintenance of Equipment
- IPMC, Section 704 - Fire Protection Systems



## 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: 2018-013**

**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:**

- Wellness Center

**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
- 29 CFR 1910, Subpart S - Electrical

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

**Recommendation Number: 2018-014**

**Observations:**

- Some of the ventilation registers were dirty.

**Recommendations:**

- Consideration should be given to completing a comprehensive inspection and possible cleaning of the HVAC systems. If a comprehensive cleaning is performed, guidelines of the U.S. EPA should be followed.
- Only qualified persons or companies should be permitted to perform ductwork cleaning.



**Locations:**

- Building 66

**Standards:**

- California Code of Regulations, Title 8, Section 5142, Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation
- Environmental Protection Agency Publication #402-K-97-002 (October 1997)

***37. Are plumbing systems and fixtures in good condition and free from damage or leaking?***

**Recommendation Number: 2018-015**

**Observations:**

- Dirty classroom sinks were observed.
- The drains may be partially clogged.
- These conditions increase the risk of injury.

**Recommendations:**

- The drains should be unclogged if necessary.
- The sinks should be kept clean.
- If the drains are leaking, the faucet should be taken out of service.



**Locations:**

- Building 28

**Standards:**

- California Code of Regulations, Title 8
- Good Loss Prevention Practices
- 29 CFR 1910.141 Sanitation

## Chemicals and Chemical Storage

***45. Are pesticides properly applied by authorized personnel?***

**Recommendation Number: 2018-016**

**Observations:**

- Pesticides are applied by untrained personnel.

**Recommendations:**

- Only trained and authorized employees should be permitted to use and apply pesticides.

**Locations:**

- Building 28 Administration Office

**Standards:**

- California Food and Agricultural Code, Section 13180-13188, Healthy Schools Act of 2000
- California Education Code, Section 17608-17613, Healthy Schools Act of 2000



***46. Are all chemicals reviewed prior to use, and do employees refrain from bringing in household chemicals?***

**Recommendation Number: 2018-017**

**Observations:**

- It appears that employees have been bringing chemicals and cleaning materials onto the site from home.
- Some of the chemicals and cleaning materials were hazardous and may not be approved for use.
- Staff members did not obtain permission to bring these products and they have not provided copies of the Safety Data Sheets (SDSes) for these products.

**Recommendations:**

- The practice of bringing chemicals onto the site without first obtaining written permission should be prohibited.
- The person requesting to bring the product should provide a copy of the product's SDS so it can be reviewed prior to use.
- The person requesting the use of the product should submit an explanation of its intended use.
- For consumer-packaged cleaning materials, a list of approved products employees are permitted to bring onto campus should be developed and distributed. Obtain SDSs for the products on the list and provide copies of SDSes to all SDS storage binders.

**Locations:**

- Building 28

**Standards:**

- California Code of Regulations, Title 8, Section 5194 Hazard Communication
- 29 CFR 1910, Subpart Z - Toxic and Hazardous Substances

## 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: 2018-018**

**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:**

- Wellness Center Storage

**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
- 29 CFR 1910, Subpart D - Walking-Working Surfaces



**Recommendation Number: 2018-019****Observations:**

- Some of the items stored overhead were not secured.

**Recommendations:**

- 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:**

- Building 26 Computer Lab

**Standards:**

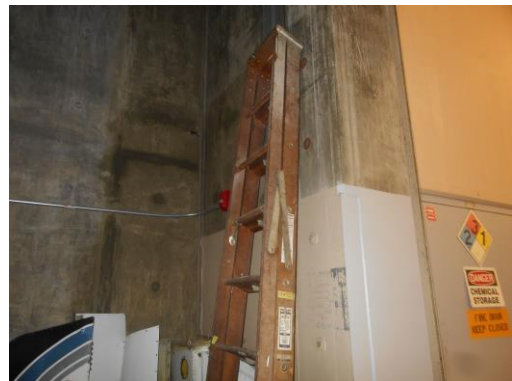
- California Code of Regulations, Title 8, Section 3241, Live Loads
- California Code of Regulations, Title 24, Part 9, Section 315.2.1, Ceiling Clearance
- 29 CFR 1910, Subpart N - Materials Handling and Storage

**Recommendation Number: 2018-020****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:**

- Aeronautics Mechanical Area

**Standards:**

- California Code of Regulations, Title 8, Section 3241, Live Loads
- 29 CFR 1910, Subpart D - Walking-Working Surfaces

## Disabled Access

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

**Recommendation Number: 2018-021**

**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 26 and 28

**Standards:**

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



## General Conditions – Other

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

**Recommendation Number: 2018-022**

**Observations:**

- Lines have been painted on the walking surface to indicate the safety zone (operating radius) around doors that open into outside walkways.
- Some of the lines were faded.

**Recommendations:**

- Lines that identify the operating radius should be repainted.

**Locations:**

- Building 28

**Standards:**

- Good Loss Prevention Practices



## CLASSROOMS AND OFFICES

**Contact:** Duetta Langevin, Director of Safety and Risk Management

**Auditor:** Ignacio Barrios, OHST, CPSI, CEAS

**Member District:** Mount San Antonio College

**JPA Client:** ASCIP

**Inspection Concluded:** March 20, 2018

### 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		3,5 - C,D - L 3,4,5 - C,D - M	2018-023 2018-024
2	Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?	X				
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		
6	Are electrical power cords and extension cords properly placed and free of inappropriate use or other apparent hazards?	X				

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		3,4,5 - C,D - M 2018-025

## CLASSROOMS AND OFFICES RECOMMENDATIONS

### Classroom and Office Section

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

**Recommendation Number: 2018-023**

**Observations:**

- Three-dimensional artwork was displayed. Three-dimensional artwork increases the risk of fire.

**Recommendations:**

- Three-dimensional artwork should not be displayed on walls unless it is constructed of noncombustible materials. Displayed combustible materials should be flat, two-dimensional, and firmly affixed directly to the wall so that there are no projecting surfaces, corners, or edges.



**Locations:**

- Room 1441 in Building 26

**Standards:**

- Good Loss Prevention Practices

**Recommendation Number: 2018-024****Observations:**

- Paper and/or other combustible materials were suspended from the ceilings or light fixtures. Suspending paper from ceilings can increase the spread of fire. Suspending paper from lights increases the fire hazard, as the lights are a potential ignition source.
- Hanging decorations may also trigger false alarms involving motion detection systems.

**Recommendations:**

- Paper, string, and/or other artwork hanging from light fixtures should be removed. If artwork is suspended from the ceiling, it should be of minimal volume so as to not create an additional fire spread hazard and it should be maintained 80 inches or higher from the floor.

**Locations:**

- Room 1441 in Building 26

**Standards:**

- California Code of Regulations, Title 8, Section 3224, Headroom
- California Fire Code, Section 1003.3.1, Headroom
- California Fire Code, Section 703.3, Ceilings
- IFC, Chapter 3 - General Precautions Against Fire

**8. Are classrooms and offices otherwise free of apparent hazards or concerns?****Recommendation Number: 2018-025****Observations:**

- Space heaters were in use.
- Some of the heaters were located within 36 inches of combustible material.
- 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 administration;
  - inspection of space heaters by maintenance personnel;
  - specifying the number and types of space heaters permitted;
  - requiring a safe clearance from combustible materials; and
  - requiring that space heaters be attended while in use.

**Locations:**

- Aeronautics Workshop Office

**Standards:**

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



## AERONAUTICS WORKSHOPS

**Contact:** Duetta Langevin, Director of Safety and Risk Management

**Auditor:** Ignacio Barrios, OHST, CPSI, CEAS

**Member District:** Mount San Antonio College

**JPA Client:** ASCIP

**Inspection Concluded:** March 20, 2018

### Hazard Type

- 1 – Egress Issue
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### Hazard Scope

- A – Facilities/Planning
- B – Custodial or Maintenance
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- D – Employee Practices

### Hazard Urgency

- I – Immediate
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- L – Low
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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		3,4 - B,C,D - H	2018-026
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				

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		3,4 - C,D - M	2018-027
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 - C,D - H	2018-028

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 2018-029
<b>Workshops – Other</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b> <b>Recommendations</b>
19	Are other workshop conditions free of apparent hazards or concerns?	X			

## AERONAUTICS WORKSHOPS RECOMMENDATIONS

### Housekeeping

***2. Are floors clear and free of trip/slip hazards; is obsolete material regularly removed to prevent excess accumulation; and is workshop housekeeping adequate?***

**Recommendation Number: 2018-026**

**Observations:**

- A chemical or oil was spilled on the floor.

**Recommendations:**

- Chemical/oil spills should be cleaned up promptly when discovered.
- Suitable chemical spill kits should be supplied in chemical storage and use areas to ensure the prompt and proper emergency response.



**Locations:**

- Next to Jet Engine

**Standards:**

- California Code of Regulations, Title 8, Section 5163, Spill and Overflow Control
- California Code of Regulations, Title 8, Section 5192, Hazardous Waste Operations and Emergency Response
- 29 CFR 1910.1450 App A - Toxic and Hazardous Substances - National Research Council Recommendations Concerning Chemical Hygiene in Laboratories
- California Fire Code, Section 407.4, Training

## Hazardous Materials and Waste

***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: 2018-027**

**Observations:**

- Batteries were not properly stored.
- 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 made of nonconductive materials.
- Secondary containment, such as spill pallets or a bermed area, should be provided for battery storage areas to capture spills. 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 should be inspected periodically and replaced when the seal is broken or shelf life is exceeded.



**Locations:**

- Battery Storage

**Standards:**

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

## 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: 2018-028**

**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:**

- Aeronautics Workshop

**Standards:**

- California Code of Regulations, Title 8, Section 5144, Respiratory Protection, Appendix D
- 29 CFR 1910, Subpart I - Personal Protective Equipment

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

**Recommendation Number: 2018-029**

**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:**

- Aeronautics Workshop

**Standards:**

- California Code of Regulations, Title 8, Section 5162, Emergency Eyewash and Shower Equipment
- 29 CFR 1910, Subpart K - Medical and First Aid

## SWIMMING POOL FACILITIES

**Contact:** Duetta Langevin, Director of Safety and Risk Management

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### Hazard Scope

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### Hazard Urgency

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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				
2	Are pool decking and coping surfaces in satisfactory condition and slip resistant, with no obvious hazardous deterioration?	X				
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	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				
<b>Chemicals Management</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
8	Are pool chemicals properly stored?			X		
9	Are Material Safety Data Sheets (MSDSs) maintained for swimming pool chemicals?			X		
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		
<b>Pool Mechanical and Utility Equipment</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
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		
<b>Emergency Equipment</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
14	Are eyewashes and emergency showers properly installed, maintained, and free of obstructions?			X		
15	Is the swimming pool area equipped with a rescue hook and life preserver?	X				
<b>Swimming Pool Facilities - Other</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Priority</b>	<b>Recommendations</b>
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			

**END OF DOCUMENT**