



REQUEST FOR PROPOSAL (RFP) NO. 25-06
BUILDING MANAGEMENT SERVICES

RFP PROPOSED SCHEDULE

RFP Posted	Wednesday, July 30, 2025
Advertisement	Wednesday, July 30, 2025 Wednesday, August 6, 2025
Mandatory Pre-Proposal Conference	Friday, August 15, 2025, from 9:30 am to 10:30 am PST
Questions regarding this RFP submitted to District by 2:00 pm PST	Wednesday, August 20, 2025
Questions and Answers posted to Website	Friday, August 22, 2025
Proposer Responses Due by 2:00 pm PST	Tuesday, September 2, 2025
Interviews with Proposers	Monday, September 22, 2025
Tentative Award Date	Wednesday, September 24, 2025
Board Date for Approval	Wednesday, October 8, 2025

Business Services - Procurement Unit
770 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017-3719

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1. INTRODUCTION

1.1. Purpose of Request For Proposal (RFP)

The purpose of this Request for Proposals (RFP) is to solicit offers from qualified Building Management companies to provide the Los Angeles Community College District ("LACCD" or "District") Building Management Services for its headquarters building located at 770 Wilshire Boulevard, Los Angeles, California.

LACCD's headquarters, referred to as its "Educational Services Center," is a nine-story, 98,136 square foot building located at the southeast corner of Wilshire Boulevard and Flower Street in downtown Los Angeles. The building, constructed in 1973, houses approximately 350 employees who provide support and centralized services to the District's nine colleges. LACCD is the sole occupant of the facility. The building includes a mezzanine between the first and second floors and a three-level subterranean parking garage with 113 spaces currently managed by an on-site attendant.

LACCD has occupied the property since 1996, first as a Lessee and in September 2004, took possession of the property through an eminent domain action. Upon taking possession, the District has continuously managed the property utilizing the services of private industry contractors.

Through this RFP, the District is seeking the services of a company to manage the 770 Wilshire property for an initial term of two years with three one-year options to renew annually for a total of five (5) years, provided that the District reserves the right to terminate and/or replace a relationship with any Proposer at the sole discretion of the district within sixty (60) days of notification to the Proposer. A more detailed description of the scope of work is presented in [Appendix A](#): Scope of Services for this RFP.

1.2. About the District

The District was organized in 1969 and is governed by an elected Board of Trustees and is part of the statewide California Community College system. Members of the Board of Trustees are elected at large to serve four-year terms. LACCD serves a highly diverse, multi-racial and multi-lingual geopolitical area of approximately five million people in 2024 in roughly 900 square miles of the County of Los Angeles, including 36 cities and unincorporated communities, including the City of Los Angeles. The District extends from the San Fernando Valley and Sylmar areas north of metropolitan Los Angeles, down to the Port of Los Angeles in the south; from the "west side" of Los Angeles, over to the eastern side of Los Angeles into Boyle Heights and the San Gabriel Valley.



The District's nine colleges provide comprehensive, lower-division general education (the traditional first two years of a four-year degree) for transfer; education pathways for two-year certificates or Associate's degrees; occupational education; credit and non-credit instructional programs and Adult Education to meet the needs of the surrounding communities; Career Education and Strong Workforce jobs training education; citizenship classes; and, in some instances, four-year Bachelor's degree programs and other lifelong learning opportunities. The colleges receive accreditation, subject to renewal, from the Accrediting Commission for Community and Junior Colleges (ACCJC). The nine colleges are: [Los Angeles City College](#), [East Los Angeles College](#), [Los Angeles Harbor College](#), [Los Angeles Mission College](#), [Los Angeles Pierce College](#), [Los Angeles Southwest College](#), [Los Angeles Trade-Technical College](#), [Los Angeles Valley College](#) and [West Los Angeles College](#) and all are fully accredited. The colleges range in size from about 22 acres (Los Angeles Trade-Technical College) to more than 450 acres (Los Angeles Pierce College). Facilities include newly constructed classroom and instructional laboratory buildings, learning resource centers (libraries with specialized learning/tutoring centers) as well as original instructional buildings, parking structures, maintenance yards, athletic fields and gymnasiums. Some of the colleges, like Trade-Technical, founded in 1925, pre-date the District and were brought into the District. Others were created and built as the District expanded to its current configuration.

The District's 2024-2025 Fiscal Year budget, found online, [here](#), is from all funds and sources is \$10.2 billion, of which \$8.3 billion is for the District's capital improvement and construction program, "BuildLACCD."

In Fall 2023 the District employed more than 6,000 full-and part-time personnel and served nearly 250,000 full-and part-time students in the 2023-24 academic year. More information about the District and its colleges can be found online, [here](#). The student population of the LACCD is ethnically diverse: In the 2023-24 academic year 55 percent of students were Hispanic/Latinx, 21 percent White, 9 percent African American, 5 percent Asian, and 2 percent Multi-Ethnic. More detailed information about LACCD students can be found online, [here](#). Nearly 36,000 awards to students were conferred by LACCD colleges in the 2023-24 academic year, including two-year degrees, degrees for transfer, and credit and non-credit certificates of achievement.



ANNUAL ENROLLMENT (HEADCOUNT) BY COLLEGE, 2023-2024			
LACC	30,599	LASC	11,702
ELAC	65,950	LATTC	22,890
LAHC	17,512	LAVC	30,226
LAMC	21,814	WLAC	20,452
LAPC	28,499		
Total Enrollment Headcount: 249,644			

The District maintains an active free-tuition program, the Los Angeles College Promise (LACP), available to all first-time, full-time students, regardless of age, race/ethnicity or demographic background. Since its inception in 2017, over 35,000 students have participated in this program and about 10,000 LACP students were enrolled in LACCD colleges in the 2023-2024 academic year.

LACCD welcomes a diverse pool of proposers to respond to the Request for Proposal as outlined below in the Scope of Services Section, this includes those firms that have received LGBTQIA certification by recognized municipal agencies.

2. GENERAL GOALS AND SCOPE OF SERVICES

2.1. General Goals

It is the intent of the Los Angeles Community College District ("the district") to enter into an agreement with a Proposer to provide Building Management Services for the building known as the "Educational Services Center" located at 770 Wilshire Blvd, Los Angeles, CA 90017. The agreement would be for a term of two years with three one-year options to renew annually for a total of five (5) years, provided that the District reserves the right to terminate and/or replace a relationship with any Proposer at the sole discretion of the district within sixty (60) days of notification to the Proposer. The first year of the contract would have an anticipated start date of November 2025, subject to change, with a renewal option for each year thereafter. Request for Proposals for this program may be requested at any time should the services or costs become unacceptable or unwarranted.



2.2. Scope of Services

Please refer to [Appendix A: Scope of Services](#).

2.3. Term of Contract

As noted above, the District anticipates entering into an agreement for up to five (5) years with a vendor who meets the criteria outlined in this RFP. The exercise of any option years will be upon the satisfactory performance and by written consent at the absolute and sole discretion of the District.

2.4. Mandatory Pre-Proposal Conference and Tour of Building

The Mandatory Pre-Proposal Conference is on **Friday, August 15, 2025 from 9:30 a.m. to 10:30 p.m. PST** and will be held in the 1st Floor Hearing Room. Attendees should enter through the Wilshire Boulevard entrance on the north side of the building. The meeting will include a tour of the property conducted by the District Staff. This will be the only opportunity for Proposers to inspect the property. Minutes or other record of the conference will not be disseminated, except where material changes to this RFP are made by LACCD or answers to questions are deferred and later communicated as part of an addendum to this RFP.

All times noted above and elsewhere in this RFP are in Pacific Daylight Saving Time (PDT).

Potential proposers that do not attend the Mandatory Pre-proposal Conference will not be allowed to submit a proposal to the District for consideration. The District will not be responsible for any traffic or parking delays that prevent a potential proposer from attending the Mandatory Pre-Proposal Conference.

3. GENERAL INFORMATION AND GUIDELINES

3.1. District Contact Person

Ramona Divinagracia
Procurement Specialist
Los Angeles Community College District
Procurement Unit, 6th Floor
770 Wilshire Boulevard
Los Angeles, CA 90017-3719
TEL: 213.891.2421
email: divinarf@laccd.edu



3.2. Internet Access to this RFP

All materials related to the RFP are available on the internet, and can be found [here](#).

A Proposer who chooses to download an RFP solicitation will be responsible for checking the aforementioned website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve Proposer from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your Proposal.

Note: There may be multiple clarifications and/or addenda. Any harm to the Proposer resulting from such failure shall not be valid grounds for a protest against award(s) made under the solicitation.

All Proposers are solely responsible for obtaining all RFP materials.

3.3. Unauthorized Communications

Proposers shall not, prior to approval of the Award of Contract by the District Board of Trustees, contact or communicate, either verbally or in writing, with any of the following persons (other than the person named above) for the purpose of discussing the requirements of the RFP Documents or the RFP process: (1) any trustee, officer, employee, or representative of the District; or (2) any consultant, or employee of a consultant, providing the District with assistance, advice, or professional services relating to the matters covered by the RFP Documents or who is involved in any aspect of the RFP evaluation or scoring processes. Unauthorized communication by a Proposer in violation of the foregoing may result in disqualification.

3.4. Interested Parties

Proposers who are advisors to the District in respect to the RFP process are not allowed to submit, or participate in submission of, Proposals. A Proposer shall not participate in, or be "interested in," more than one Proposal. For purposes of this paragraph, "interested in" means having a managerial or financial interest in another Proposer or a Subcontractor to another Proposer. Notwithstanding the foregoing, a Subcontractor may be proposed as a subcontractor to more than one Proposer.

3.5. Proposer Clarifications

Without limitation to the District's rights relating to the conduct and content of Negotiations, the District reserves the right, but assumes no obligation to, at any point in the RFP process to contact a Proposer directly, without notice to other Proposers, for purpose of obtaining clarifications of, or to address minor irregularities, informalities, or apparent clerical



mistakes in, a Proposal ("Proposer Clarifications"). Where the District determines that there is a need and justification for seeking Proposer Clarifications, the District may request Proposer Clarifications from some Proposers and no other Proposers. If Proposer Clarifications are sought from all Proposers, the questions asked maybe different for each Proposer.

3.6. False Information

In addition to and without limitation upon any other requirements of the RFP Documents, the District reserves the right, but assumes no obligation, to disqualify any Proposer and reject any Proposal should District determine that any information submitted by the Proposer is false, incorrect, or materially incomplete.

3.7. District Confirmation

The District reserves the right, but assumes no obligation, to confirm through any means available to the District the truth, accuracy, or completeness of any information contained within the resumes or other information submitted by a Proposer or communicated by a Proposer or a Subcontractor during face-to-face communications with the District or its representatives or consultants administering the RFP process.

3.8. No Joint Offers Accepted

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime/subcontractor basis rather than as a joint venture or informal team. For this engagement, District intends to contract with individual provider(s) and not with multiple providers doing business as a joint venture. Accordingly, where two or more providers desire to join in preparing and submitting Proposals, they should do so on a prime-subcontractor basis, rather than as a joint venture or informal team. The provider acting as the "prime", if it receives the Award, will enter into the Agreement with the District.

3.9. District Determinations

The District shall have the right to make all determinations and interpretations relating to the RFP Documents or the RFP process, including, without limitation, any Proposer's compliance with the RFP Documents or its qualifications to participate in the RFP process, and all such determinations shall be final and binding.



4. INSTRUCTIONS AND GENERAL CONDITIONS

This RFP contains the instructions and conditions governing the requirements for a proposal to be submitted by an interested Proposer, the format in which the proposal is to be submitted, the material to be included therein, and the requirements that must be met. Each Proposer should carefully examine the entire RFP and be fully aware of the nature and quality of the services sought by District as well as the conditions for providing such services.

PROPOSALS MAY BE REJECTED AS NON-RESPONSIVE IF THE PROPOSER FAILS TO FULLY COMPLY WITH ANY OR ALL OF THE INSTRUCTIONS OR CONDITIONS SET FORTH IN THIS RFP.

4.1. RFP Schedule

RFP SCHEDULE	
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Anticipated Board Date for Approval	Wednesday, October 8, 2025

***Please reserve this date on your calendars as the District will not provide additional notification of the interview date.**

The District reserves the right, at any time to make adjustments in the form of additions, modifications or deletions to the RFP schedule. Such adjustments, if any shall be made by RFP Addendum. References in the RFP Documents to the RFP Schedule or to date in the RFP Schedule shall mean the RFP Schedule as so adjusted.



4.2. Proposal Submission

The proposer shall submit to the District one (1) printed original and seven (7) copies of its proposal, together with one (1) copy of a USB drive containing an electronic version of the proposal in Microsoft Word format, addressing each of the items in this RFP and must be received by the District no later than **2:00 p.m. PST on Tuesday, September 2, 2025**. Proposals are to be enclosed in a sealed package displaying the proposer's name, California Secretary of State Certificate of registration/Entity File number, and the words:

"PROPOSAL RESPONDING TO RFP 25-06: "BUILDING MANAGEMENT SERVICES".

Mail or deliver proposals to:

Los Angeles Community College District

770 Wilshire Blvd, 6th Floor

Los Angeles, California 90017

ATTN: Ramona Divinagracia, Procurement Specialist

Submittals not conforming to the specifications of this RFP may be deemed non-responsive or result in points being deducted during evaluation.

Proposals must be received by 2:00 p.m., PST on Tuesday, September 2, 2025.

Any proposals received after the time and date above may at the District's sole and absolute discretion of the District, be returned unopen or set aside without consideration.

Delivery of the proposal by the specified deadline is the sole responsibility of the Proposer to ensure that its proposal is delivered on time. If hand delivered, ample time should be scheduled for delays caused by downtown Los Angeles area traffic and parking.

District does not provide parking accommodations to proposers submitting proposals.

The District shall not be responsible for, nor accept as a valid excuse for late proposal receipt, any delay in mail service or other method of delivery used by the Proposer except where it can be established that the District was the sole cause of the late receipt.

Proposals submitted via fax, telephone or email will not be accepted.

All proposals must be provider offers subject to acceptance by District and may not be withdrawn for a period of 180 calendar days following the Proposal Submission Deadline. Proposals may not be amended once submitted to District, except as permitted by District.

4.3. Meeting RFP Specifications Identified in Scope of Services



The services offered by the Proposer must meet the specifications as described in this RFP. The District reserves the right to reject as non-responsive any proposal that does not meet the specifications as described in this RFP.

4.4. Proposed Information to be Accurate, Complete and Valid

The Proposer must provide information including, but not limited to, fees for all offered services based on the scope of services, which is set forth in [Appendix A: Scope of Services](#).

Failure to do so may invalidate the proposal. The price must be accurate, complete, and valid for the term of the agreement. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for error or fee increases that the Proposer later alleges are retroactively applicable.

4.5. Authorized Signatures

Exhibits A through K (Exhibit H and J excluded) must all be signed by the Proposer's authorized signatory and must be submitted by the Proposer in the sealed envelope along with its proposal. The District is unable to accept any proposal submitted without these statements completed and signed by the Proposer's authorized signatory.

4.6. Authorization to Do Business

All Proposers must be authorized to do business in California. If a Proposer is a sole proprietorship or partnership, the Proposer should furnish with its proposal a copy of a current business license issued in California. If the Proposer is a corporation, it must be approved by the California Secretary of State to do business in California as shown by it having an "**ACTIVE**" status listed on the California Secretary of State website as of the date of submission of the proposal. The Proposer shall provide the corporate number issued by the Secretary of State with its proposal.

Each Proposer is required to possess at the time of submitting its Proposal, and at all times during the RFP process (and, in the case of the Proposer that receives award, at the time of award, upon execution of the Agreement, and at all times during performance of the Agreement) any licenses required by Applicable Law for the performance of the Agreement.

4.7. Requirements

The Proposer shall be responsible for becoming familiar with the scope of services required by the District as set forth on pages of this RFP, and shall rely solely upon his or her own independent judgment, and not upon any statements or representations made by the District, whether express or implied. The failure or omission of any Proposer to acquaint



himself or herself with the service requirements of the District shall in no way relieve any Proposer from any obligation with respect to this proposal or to the resulting agreement. The submission of a proposal shall be taken as *prima facie* evidence of compliance with this section.

4.8. Questions about RFP

Questions are to be submitted in writing by email to Ramona Divinagracia, at email address: divinarf@laccd.edu on or before 2:00 p.m. Pacific Time, Wednesday, August 13, 2025. Please include "RFP 25-06 – Questions for Building Management Services in the subject line.

Proposers are asked to submit all questions in writing by the deadline for questions. LACCD shall not be obligated to answer any questions received after the above deadline or submitted in a manner other than as instructed above.

Written responses will be posted on the Los Angeles Community College's website, [here](#).

Proposers are instructed not to contact District board members, personnel or its agents in any other manner concerning this RFP. Unauthorized contact, at LACCD's sole and absolute discretion, will be grounds for disqualification of a proposer.

4.9. RFP Addenda

If it becomes necessary for District to revise any part of this RFP or to provide clarification or additional information after the proposal documents are released, written addenda will be posted online, [here](#).

It shall be the responsibility of the Proposer to check the website or to appropriately inquire with District for any addenda issued. All addenda issued by DISTRICT shall become part of the RFP and the Proposer shall acknowledge, in writing, receipt and incorporation of all addenda and clarifications in its response. Specifically, Proposer's acknowledgement of the addenda must be declared in the proposal in Exhibit D.

Failure of the Proposer to receive addenda shall not relieve the Proposer from any obligation under its proposal as submitted. The Proposer shall identify and list in its proposal all addenda received and included in its proposal. The Proposer's failure to identify and list in its proposal all addenda received and included in its proposal may be asserted by the District as a basis for determining a proposal as non-responsive.



4.10. Interpretation of Documents

If any person contemplating submitting a proposal for the services proposed herein is in doubt as to the true meaning of any part of the proposal documents, or finds discrepancies in, or omissions from the documents, he/she may submit to the District a written request for an interpretation of correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the proposal documents will be made only by addendum duly issued and a copy of such addendum will be mailed or delivered to each person receiving a set of the proposal documents. No person is authorized to make any oral interpretation of any provision in the proposal documents to any Proposer, and no Proposer is authorized to rely on any such unauthorized oral interpretation.

4.11. Withdrawal/Proposal Irrevocable for 180 Days

A Proposer may withdraw its proposal at any time prior to the submittal deadline by sending the District a request in writing from the same person who signed the submitted proposal. As of the deadline for submittal, any proposal received by the District and not withdrawn becomes an irrevocable offer available for acceptance by the District immediately and for **one hundred and eighty (180) days** thereafter. The Proposer is responsible for the accuracy of the proposal submitted, and no allowance will be made for errors or price increases that the Proposer later alleges are retroactively applicable.

4.12. Exemption from Disclosure

Proposals will remain confidential in their entirety until the evaluation and analysis process is complete and a recommendation of an award has been approved by the LACCD Board of Trustees. All proposals submitted will become the property of the LACCD. The Proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the preparer claims are exempt from disclosure under the Public Records Act (California Government Code Section 6250 et seq.). Any Proposer claiming such an exemption must also state in the proposal that "the provider agrees to indemnify and hold harmless the Los Angeles Community College District, its Board of Trustees, Los Angeles City College, East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Pierce College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College, West Los Angeles College, and its officers, employees and agents, from any claims, liability, or damages against, and to defend any action brought against above said entities for their refusal to disclose such material, trade secrets, or other proprietary information by any party." Failure of a proposal to include such a statement will be deemed a waiver of any exemption from disclosure under the California Public Records Act. A blanket statement that all contents of the proposal are confidential or



proprietary will not be honored by the District. The Proposer's identification of a document as "proprietary" or "confidential" does not automatically confer exclusion from disclosure under the California Public Records Act.

4.13. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the Proposer to:

(1) Prepare its proposal in response to this RFP; (2) Submit that proposal to District; (3) Negotiate with District on any matters related to this RFP, including a possible contract; and (4) Engage in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Proposers. All expenses including, but not limited to, pre-contractual expenses incurred by the Proposer in preparing the proposal shall be borne and paid for solely by the Proposer and shall not be included in their offers.

4.14. Subcontractors

Proposers are permitted to provide for a portion of the Basic Services to be performed by one or more consultants or contractors retained by the Proposer (collectively, "subcontractor") provided that each subcontractor proposed to be used is identified in the Proposal by name, contact person, telephone number, email address, and a description of the portion of Basic Services to be performed by the subcontractor.

4.15. Immaterial Defect in Proposal

The District may waive any immaterial deviation or defect in a proposal. The District's waiver shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP if awarded the contract.

4.16. Oral Communications

Any oral communication by the District Contact Person or his/her designee regarding this RFP is not binding and shall in no way modify the RFP or the obligations of the District, Proposer and/or Contractor.

4.17. RFP as Part of Final Contract

At the District's discretion, the content of this RFP may be incorporated into the final contract.

4.18. Proposed Contract



The Proposer(s) selected for contract award(s) through this RFP shall be required to enter into a written agreement with the District. The Standard Agreement for professional services presented in Exhibit J of this RFP is the contract proposed for execution. It may be modified to incorporate other pertinent terms and conditions set forth in this RFP, including those added by addendum, and to reflect the Proposer's offer or the outcome of contract negotiations, if any.

Exceptions and requested changes to the terms and conditions of the Standard agreement, or the Proposer's inability or unwillingness to comply with any of the provisions of the Standard Agreement, must be declared in the proposal and will be considered as part of the proposal evaluation process.

4.19. Exceptions/Deviations

Any exceptions to, deviations from, or inability to comply with the requirements set forth in this RFP, or the terms and conditions contained in the Professional Services Agreement, must be declared in writing in Exhibit K within the proposal; and failure to do so will prevent Proposer from asserting its inability to comply with the terms or conditions later on. **Such exceptions or deviations must be segregated as a separate element of the proposal under Exhibit K - "Exceptions and Deviations to Professional Services Agreement."** The District will make a good faith effort to consider contractual issues identified by providers and District requires all proposing providers to similarly make a good faith effort to comply with the District's sample agreement terms and conditions.

Proposals that mandate the use of provider standard services contract, rather than utilizing the District's standard services contract will result in those providers' proposals being judged non-responsive and these proposals will be rejected.

Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.

Section 5	Term of Agreement
Section 12	Waiver of Damages; Indemnity
Section 14	Family Educational Rights Privacy Act (FERPA)
Section 18	Governing Law
Section 19	Non-Discrimination
Section 22	Board Authorization
Section 27	Requirements for Federally-Funded Contracts
Section 28	Accessibility Requirements



Exceptions or deviations which are in conflict with the District's terms and conditions may render the proposal non-responsive. In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

4.20. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit District to award a contract. District expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one provider concurrently, or to cancel all or part of this RFP.

4.21. No Agreement Until Signed

No agreement with the District is effective until both parties have signed a contract and the District's Board of Trustees has authorized the contract.

4.22. News Releases

News releases pertaining to any award resulting from this RFP may not be made without the prior written approval of the District.

4.23. Use of District Employee's Names

The successful Proposer must agree not to use the names, office phone numbers, email addresses, and/or addresses of District employees for any purpose not directly related to this RFP.

4.24. Adjustments to Contract

All adjustments shall be proposed in writing by the District for approval prior to becoming effective. All required contract amendment(s) shall be issued by the District.

4.25. Contractor Evaluation

Contractors (and their subcontractors, if applicable) will be evaluated periodically regarding their performance.

4.26. Termination or Cancellation



The District reserves the right to terminate any contract awarded through this RFP by providing thirty (30) days' written notice to the Contractor.

4.27. Protests

Any Proposer that has not been disqualified, whose Proposal or other actions taken have not been determined to be non-responsive to the requirements of the RFP Documents, and who under the terms of the RFP Documents had the right to participate in, and in fact fully participated in the second and third phases of the RFP process, may file a protest challenging the Award to another proposer, provided that the proposer filing the protest complies with the District's Business Operations and Policy Procedures, PP-04-09, Bid Protests and Appeals, as provided in Exhibit H and located [here](#).

In order to be considered, all protests must be in writing and filed with and received by District, not more than five (5) business days following the date of issuance of the District's Notice of Intent to Award with the contact below. **Protests received by District after this date will be returned to the sender.**

The protest letter must state the basis for the protest and the remedy sought and should be addressed to:

Valencia M. Moffett
Director of Business Services or designee
Los Angeles Community College District
770 Wilshire Blvd, 6th Floor
Los Angeles, CA 90017

Failure to timely file the proposal protest shall constitute grounds for the District to deny the proposal protest without further consideration of the grounds stated therein.

4.28. Other District Rights

The rights, powers, and discretion expressly conferred upon the District under the RFP Documents are not intended to be exclusive but are cumulative and in addition to, and not a substitute for, every other right, power, or discretion existing or available to the District under the RFP Documents or Applicable Laws.

5. PROPOSAL FORMAT AND CONTENT

5.1. General



The proposal should provide a straightforward, concise description of the proposer's ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the RFP instructions, on responsiveness to the RFP requirements, and on completeness and clarity of the proposal's content.

This RFP and the selected proposal response will become a part of any Agreement that is executed as a result of this RFP between the District and the Contractor. Any proposal attachments, documents, letters, and materials submitted by the proposer shall be binding and may be included as part of any final Agreement.

Each provider submitting a proposal must follow the instructions contained in this RFP in preparing and submitting its proposal. The proposing provider is advised to thoroughly read and follow all instructions. A proposal must contain all of the information in the order and format indicated below. All terms and conditions set forth in this RFP will be deemed to be incorporated by reference in their entirety into any response submitted by your provider.

Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

All proposals received and any information contained therein, are subject to disclosure in accordance with the California Education Code. Interested providers must respond to all of the questions listed below.

5.2. Required Format of Proposals

In order to adequately compare and evaluate proposals objectively, all proposals **must** be submitted in accordance with the format below.

Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

In your proposal, please respond to each question by repeating the question at the top of the section and referring to the question by the numbers used in this RFP.

- 5.2.1. Proposals are to be submitted in 8 1/2" x 11" size, typed in a font size no less than 12 and submitted in paper form, single-sided, bound with a simple method of fastening. Lengthy narrative is discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material.



5.2.2. Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise, and well organized.

5.2.3. Supplemental technical information, product literature, and other supporting materials that further explain or demonstrate Provider's capabilities may also be included as addenda to a submitted proposal.

5.2.4. Proposers should use the following outline in organizing the contents of their proposals. (See details in [Section 5.3](#))

- A. Cover Page
- B. Transmittal Letter
- C. Table of Contents
- D. Specifications of Scope of Services
- E. References
- Appendices
- F. Appendix A – Cost Proposal
- G. Appendix B – Supporting Documents
- H. Appendix C – Personnel
- I. Appendix D – Mandatory Documents

- Sections should be separated by labeled tabs.
- Failure to comply with the rules/format set forth herein may result in rejection of the RFP response.

5.3. Required Content of Proposals

5.3.1. Cover Page. A cover page with the Proposer's name, the title, "RFP 25-06: Building Management Services" and submission due date and time. The Proposer should provide the corporate number issued by the California Secretary of State. (Please see Section 4.6 Authorization to Do Business)

5.3.2. Transmittal Letter. The letter of transmittal must, at a minimum, contain the following:



- Identification of the offering vendor(s), including name, address email address and telephone number;
- An acknowledgement of RFP addendum and/or addenda, if any;
- Name, title, address, telephone number and email address of contact person during period of proposal evaluation
- A statement that the proposal shall remain valid for a period of not less than six (6) months, (180 days), from the due date for submittal
- Identification of any information contained in the proposal which the proposer deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the California Public Records Act

A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by the District.

- Signature of a person authorized to bind the offering provider to the terms of the proposal
- Name and address of operating provider, names of owners or principals of provider. Also include a completed W-9.

5.3.3. Table of Contents. Immediately following the transmittal letter include a complete table of contents for material included in the proposal, including page numbers.

5.3.4. Response to Specifications to Scope of Services

A. Qualifications

This section should establish the ability of the proposer to satisfactorily perform the required scope of work / services by reasons of: demonstrated competence in the services to be provided; nature and relevance of similar work recently completed for other clients; record of meeting schedules and deadlines on other projects; competitive advantages over other firms in the same industry; strength and stability as a business concern; and supportive client references.

Specifically include:



- Background information about your firm, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), number and location of offices, principal lines of business, number of employees and other pertinent data. Disclose any conditions (e.g., bankruptcy or other financial problems, pending litigation, planned office closures, impending merger) that may affect your firm's ability to perform contractually. Certify that the firm and its principals are not debarred, suspended, or otherwise declared ineligible to contract by any federal, state, or local public agency, or declare and explain any such status.
- Identify the professional staff person(s) who would be assigned as your Project Manager, Account Manager and key personnel, and provide resumes. The proposal should indicate the abilities, qualifications, licenses, certifications, length of employment with the company and experience of these individuals (See Appendix C - Personnel).
- Detail the Firm's experience including each team member's experience in providing the services listed in the RFP including Project Name, and Client Organization within the last five (5) years.
- Noteworthy qualifications for providing the required services to LACCD. Specifically highlight those qualifications that distinguish you from your competitors.
- Financial information (such as last year-end Income Statement and Balance Sheet) that accurately describes the financial stability of your firm. Furnish as an appendix. (If financial statements are provided, their disclosure will be confined to those individuals involved in the evaluation of the proposals and award of ensuing contracts.)
- Describe other contracts (at least 3, but no more than 5) similar in scope, size or discipline to the required services described herein, performed or undertaken within the past five years.
- Provide references, including name, address and telephone number of a contact person for each project identified and described above. Indicate commencement dates, duration and type of operation. Also see [Section 4.14](#).
- Provide a list of your most recent higher education, large organization, or Community Colleges and/or Community College District clients in the State of California.



A.1 References

List of business clients, including community colleges and school districts to which your firm has provided similar services in the past 10 years. A minimum of three (3) references to be included with contact names and information are required. Also, each proposer shall provide copies of recent letters of reference from its current clients that are similar in size and scope to the services requested under RFP 25-06.

Specifically, the letters of reference should be on company letterhead, signed by an authorized representative, and include the following:

- The name, email address and phone number of the person capable of commenting on your firm's performance.
- Basic demographic information for each building managed, the approximate square footage, performance indicators (timeliness, responsiveness, cost control, and tenant satisfaction.), and a statement of client satisfaction and willingness to rehire.
- Description of services provided to include the contract duration and dates of service
- Contract duration and dates of service.
- Completed Reference Questionnaire (See Exhibit L)

References should not come from affiliated or parent companies and cannot be from individuals with financial interests in the proposer.

B. Proposed Staffing and Project Organization

This section should discuss the staff of the proposing firm who would be assigned to work for LACCD. Demonstrate that the firm has professional personnel, by identifying the key parties to perform under contract with LACCD and by providing their resumes. Please indicate years of experience both on a firm and an individual basis.

- Identify the key personnel from your firm who would be assigned to the District Include a brief description of their qualifications, professional certifications, job functions and office location(s). Designate a Senior-Level Account Executive or Project Manager who would be ultimately responsible for the District's account and an Account Manager who would provide day-to-day direction of the required work. Furnish brief resumes (not more than two



pages long) for all key personnel; include these as an appendix, not in the body of the proposal.

- Include a simple organization chart, which clearly delineates communication and reporting relationships among the project account staff.
- State the other lines of business in which your firm is engaged.

The evaluation will consider amongst other factors length of practice, education, training, relevant experience and longevity with the firm.

C. Work Plan and Project Approach

Refrain from submitting general marketing materials which do not explicitly respond to the questions below. Materials submitted shall specifically address the following topics.

- **Describe benefits and challenges.**

For the specific section of the scope and tasks outlined in this RFP [Scope of Services](#), provide a narrative describing the firm's understanding of the task and indicate the following:

- **Approach.**

Identify what you would need from the District to be successful in this effort. Any other issues or opportunities. What staff you would utilize for the work indicated: a Senior-level Account Executive or Project Manager administrative support.

Additional team members that are required; please explain their roles and responsibilities.

Briefly explain the key roles and responsibilities that each of the top members of your team will be undertaking.

Estimated time required in hours, broken down by subtasks and each team member's effort.

- **Why should the District select your firm?**

How do you differentiate your services from your competition?

How do you see yourself being a good fit for the District?

How would your firm efficiently and effectively deliver on the specific section(s) in this RFP?



- **Implementation Summary**

Provide a high-level description of the implementation process, including primary steps or phases, approximate timelines, Firm resources, staffing, work identified, and District resources necessary to launch the scope as defined in this RFP.

- **Innovative Ways the Firm has Used to Reduce Costs**

This section can include any recommended alternative cleaning models such as zone cleaning or on-call cleaning, centralized garbage collection, the feasibility of reduced pickup frequency. Additionally, this section can include possible opportunities to consolidate or reallocate tasks for greater efficiency.

5.3.5. Fees

Proposals must discuss and provide any necessary detail surrounding fees charged and outlined in [Appendix B: Cost Proposal](#).

5.4. Appendices to be Included in Proposal

1. Appendix A – Cost Proposal.

2. **Appendix B – Supporting Documents:** Furnish as appendices those supporting documents (e.g., certificates of insurance, staff resumes; include a completed W-9, Request for Taxpayer Identification Number) requested in the preceding instructions. Proposals shall be valid for a minimum of one hundred and eighty (180) days following submission.

3. Appendix C – Mandatory Documents to be Submitted in Response

- 1. Completed and signed Non-Collusion Affidavit (Exhibit A)**
- 2. Completed and signed Certificate of Non-Discrimination (Exhibit B)**
- 3. Completed Confidentiality Agreement (Exhibit C)**
- 4. Acknowledgement of all addenda issued by the District (Exhibit D)**
- 5. Completed and signed Russian Economic Sanctions Certification (Exhibit E)**
- 6. Completed and signed Small, Local, Emerging Disabled Veterans (Exhibit F)**



- 7. Completed and signed Levine Act Acknowledgment Form (Exhibit G)**
- 8. Bid Protests Procedures (Exhibit H)**
- 9. Verification (Exhibit I)**
- 10. Exceptions and Deviations to the Professional Services Agreement (Exhibit K)**
- 11. Reference Questionnaire (Exhibit L)**

Proposers are cautioned, however, that this does not constitute an invitation to submit large amounts of extraneous material; appendices should be relevant and brief.

GRACE PERIOD FOR MISSING OR INCORRECT FILING OF EXHIBITS "A" THROUGH "L":

In the event that a Provider fails to submit all or any part of items (A) through (L) above with its submission or if any submitted item is incomplete or incorrect, the Procurement Unit will notify the Provider and the Provider shall have an additional three (3) business days to submit the missing item to the Procurement Unit. Failure to submit the missing item will result in the disqualification of the Provider if the mandatory item is missing entirely. Failure to complete or correct a mandatory item will result in the Provider's Proposal being considered in the form in which it was originally submitted. Failure to submit mandatory items after the grace period will result in the proposal being deemed non-responsive.

6. PROPOSAL EVALUATION AND CONTRACT AWARD

6.1. Evaluation Process

The process for evaluation, scoring, and selection on the Building Management Services Provider shall proceed in three phases hereafter described

6.1.1. First Phase

The first phase of the RFP process ("First Phase") shall commence with issuance and advertisement by the District of the RFP inviting interested firms to submit Proposals to provide Building Management Services to the District. Subject to the District's discretionary right to disqualify any firm that is not responsive to the requirements of the RFP Documents, any and all interested firms are invited to respond to the RFP and to participate in the First Phase of the RFP process.

Upon receipt by the District, Proposals shall be delivered to a panel of evaluators appointed by the District ("Proposal Evaluation Panel") consisting of appropriate District staff and possibly outside consultants. The Proposal Evaluation Panel will evaluate and



score the subjective scoring areas of the Proposals according to the criteria listed below. Objective areas, such as costs, shall be scored in accordance with mathematical formulae pre-established by LACCD. The results of the Proposal Evaluation Panel's scoring of the Proposals will be submitted to the Procurement Unit where appropriate techniques of averaging, as directed by the District scoring guidelines, determine the total score to be received by each Proposer.

Based on the total scores for the First Phase, a short list of two or more most-highly rated proposers will be established who would then be invited to participate in the Second Phase of the RFP process as described hereafter. If three or fewer firms have submitted Proposals as part of the First Phase, they will (subject to any determination of disqualification) all be invited to participate in the Second Phase.

6.1.2. Second Phase

In the second phase of the RFP process ("Second Phase"), interviews will be conducted of the Short-Listed Proposers and may or may not include, at the option of the District exercised in its sole and absolute discretion, interviews of References ("Reference Interviews").

Interviews shall be conducted by a panel of evaluators appointed by the District ("Interview Evaluation Panel"), which may be comprised of those same persons who served as evaluators on the Proposal Evaluation Panel or may include or be wholly comprised of other persons appointed by the District. The Interview Evaluation Panel will conduct, evaluate, and score the Interviews.

The score(s) received by each Short-Listed Proposers participating in the Second Phase will be submitted to the Procurement Specialist, who will average the scores of the evaluators in the manner provided for in the District's scoring guidelines and then weight and add the total scores received from the First and Second Phase in order to arrive at a single, overall total score for each Short-Listed Proposer for the First and Second Phases.

Weighting of scores for the First Phase and Second Phase shall be as follows: 70% for First Phase, and 30% for Second Phase. More detailed information on weighting of Evaluation Criteria for each Phase is set forth in Sections 6.2 - 6.3 Evaluation Criteria below.

Based on these final, weighted scores for the First and Second Phases, the Short-Listed Proposers will be ranked from highest to lowest (highest score being the first in rank) and the resulting ranking announced to all Proposers who submitted Proposals.



6.1.3.Third Phase

Award or Negotiate. After evaluation and scoring of the First and Second Phases are complete the District will either (a) immediately accept the Proposal submitted by the highest-ranked Proposer or (b) conduct negotiations for the purpose of establishing agreed terms relative to pricing, staffing, and scope of services that are fair and reasonable to the District ("Negotiations") or (c) engage in contemporaneous negotiations with any one of the three (3) highest scored responsive and responsible proposer. The District may, at its sole discretion, substitute any pricing included in the Proposer's response with pricing for equivalent equipment and/or services the Proposer has on any existing contract the District may use as a State agency in the County and City of Los Angeles.

As part of the Negotiations, the District may, but assumes no obligation to, engage in give and take in regard to the terms of a Proposer's Proposals, including, without limitation, staffing, personnel, price, hourly rates, or scope of services. If the District selects option (b) above, the District will first attempt to negotiate an agreement with the highest-ranked Proposer. If the District is unable to do so, the District will formally terminate Negotiations with that Proposer and undertake Negotiations with the next highest-ranked Proposer, continuing that process until an agreement is reached. If the District is unable to reach an agreement with any of the Short-Listed Proposers, the District shall then have the option, in the exercise of its sole and absolute discretion, of repeating the Second Phase and Third Phase in the manner herein provided for all of those Proposers who were not short-listed.

Any selection and contract award is subject to review by the District's Chancellor or designee and authorization by the District's Board of Trustees.

Request for Additional Information

During the evaluation the District may require supplemental information in order to fairly evaluate a Proposer's offer. For this purpose, the District may request such information, including a best and final offer, from the Proposer after the initial submittal. If such information is required, the Proposer will be notified and be permitted a reasonable period of time to submit the information.



6.2. Evaluation Criteria for Written Proposals. Proposals will be evaluated in accordance with your response to the criteria outlined in Appendix A: Scope of Services. Specifically, scores will be granted based upon the criteria listed on the chart below. **The following criteria will be used in the evaluation of written proposals. The relative weights of the criteria are based on a 1000-point scale, as listed below,**

6.2.1. Scoring Criteria for First Phase:

EVALUATION CRITERIA FOR FIRST PHASE	TOTAL POSSIBLE PONTs
Qualifications, Experience, References, Financial Capacity	350
Staffing, Project Organization	250
Work Plan and Technical Approach	200
Cost and Fees	100
SLEDV	100
TOTAL POSSIBLE POINTS	1000 pts

6.3. Evaluation Criteria for Interview / Presentations

If interviews/presentations are conducted, these will be evaluated by the LACCD Selection Committee against the factors specified below. The relative weights of the criteria are based on a 1000-point scale and are listed below.



EVALUATION CRITERIA FOR SECOND PHASE INTERVIEW/ PRESENTATION	TOTAL POSSIBLE PONTs
Interview / Presentation (including responses to scripted questions, if any)	300
Overall Demonstrated Knowledge and presentation of work samples	300
Overall Communication / Interpersonal Skills	200
Overall Performance	200
TOTAL POSSIBLE POINTS	1000 pts

The District reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, to request additional information from proposing organization and to change the evaluation process described above if circumstances are in the best interests of District to do such.

In the event a proposal(s) is rejected or the proposal's offer is not rejected but does not result in a contract award, District shall not be liable for any costs incurred by the proposer in connection with the preparation and submittal of the proposal. By requesting proposals, the District is in no way obligated to award a contract or pay expenses of the proposing institution in connection with the preparation or submission of a proposal.

For further details on the evaluation criteria, please refer to Appendix A: Scope of Work.

6.4. Contract Award

It is the intent of the District to award a single contract to one firm. However, the District reserves the right to apportion the requirements of this RFP among multiple service providers or to apportion all the services described in this RFP to a single provider if this is determined to be in its best interests. The District reserves the sole right to make this determination. Any contract issued to a successful proposer is subject to authorization by the District Board of Trustees. No agreement with the District shall be in effect until a contract has been approved by the Board of Trustees of the Los Angeles Community



College District and has been signed by both parties.

In the event there is a tie-score among one or more proposals, the contract award shall be made based on the proposal that offers the greatest overall value to the organization, as determined by a secondary evaluation of key criteria such as cost, experience, and responsiveness to the scope of work.



Appendix A: Scope of Services

I. SCOPE OF SERVICES

Scope of the Proposal

It is the intent of the Los Angeles Community College District ("the District") to enter into an agreement with a Proposer to provide Building Management Services for the building known as the "Educational Services Center" located at 770 Wilshire Blvd, Los Angeles, CA 90017. The agreement would be for a term of two (2) years with the District option to renew annually for up to three (3) additional one-year (1) contract extensions, for a total of five (5) years, provided that the District reserves the right to terminate and/or replace a relationship with any Proposer at the sole discretion of the district within sixty (60) days of notification to the Proposer. The first year of the contract would have an anticipated start date of November 1, 2025, subject to change, with a renewal option for each year thereafter. Request for Proposals for this program may be requested at any time should the services or costs become unacceptable or unwarranted.

Proposer Minimum Requirements for Participation in the Proposal Process

The District will accept and evaluate proposals only from Proposers which meet ALL of the following four (4) requirements:

1. Location: Manages Los Angeles services from an office within the City of Los Angeles.
2. All Services: Provides both core services –Building Management; and construction management – itself, not through outsourcing or subcontracting to another corporate entity. It is understood that these services may be provided by separate divisions/units within the Proposer's company. Note: This requirement refers to the both core services, not to individual functions that are customarily performed by contract agencies/employees, such as engineering, janitorial or security services.
3. Building Management: Manages a minimum of 1,500,000 rentable square feet of industry standard Class A or B commercial office space within the



City of Los Angeles, including at least five (5) office buildings of at least 150,000 rentable square feet each.

4. Construction Management: Within the last twelve (12) months, has provided construction management for at least five (5) tenant improvement build-outs of at least 5,000 rentable square feet each, AND has completed at least three (3) capital improvement projects (roof, elevator, HVAC systems, etc.) of at least \$250,000 each.

Additionally, the District would consider it a plus if Proposer's management portfolio includes buildings where the owner is also a significant occupant. This is not a requirement for participation in the proposal process, but will be a factor in the District's evaluation.

Description and Uses of the Property

Constructed in 1973, the 770 Wilshire high rise unit is a nine-story steel frame and concrete office building encompassing 98,136 rentable square feet of space, including a mezzanine between the first and second floors. The property includes a three-level subterranean parking garage with 113 parking spaces managed by an on-site attendant (through building management services). The building occupies 100% of a rectangular lot, approximately 87' x 156' in area, and is bound by Wilshire Boulevard on the north, an alley on the east, an abutting building on the south, and Flower Street on the west.

The 770 Wilshire building is occupied by approximately 350 employees and contract personnel, who provide support and centralized services to the District's nine colleges and the Educational Services Center. The ground floor houses LACCD's Board of Trustees functions, including offices and public meeting rooms, as well as two public lobbies. On the second floor are the District's central data-processing facility, equipment and software on which the outlying locations rely for enterprise financial transactions, personnel and payroll processing and student records management, as well as the districtwide courier mail operation and the ESC's reprographics and material receiving functions.

The remainder of the building is devoted to common administrative uses, such as offices, conference and training rooms, libraries, break and lunch facilities, restrooms and storage. A summary of current uses and rentable square footage is presented below.

**770 Wilshire Uses and Area**

Floor	Uses	Rentable Square Footage
Ground / First Floor	Lobbies, office, Board facilities	9,293
Mezzanine	Records/equipment storage	2,682
Second	Office, data center, mail processing, copy center, receiving	10,906
Third	Office	11,432
Fourth	Office	11,419
Fifth	Office	11,428
Sixth	Office	11,340
Seventh	Office	11,321
Eighth	Office, conference, training	11,334
Ninth	Executive Offices	6,981
Total		98,136

As a public agency, LACCD opens portions of its Educational Services Center to the public during regular business hours, 8 am to 5 pm, Monday-Friday, except for holidays. Monthly Board of Trustee meetings, periodic Board committee meetings and biweekly Personnel Commission meetings, all held on the ground floor, are, by law, open to anyone from the public without security screening by the District. The public agendas for such meetings are posted in the main lobby of the building and the public is provided access to view the agendas.

Also because of its public agency status, LACCD is subject to State of California public works construction laws, prevailing wage determinations, District Project Labor Agreement and other construction- related



regulations promulgated by the State of California. The implication for the manager of the 770 Wilshire property is that most real property improvements must be performed in accordance with these regulations.

On-Site Personnel

On-site personnel needed to operate and maintain the 770 Wilshire property will be divided between the Property Manager-controlled staff and District employees. For its part, the Property Manager shall hire, directly or through subcontractors, and assign the following on-site personnel during the specified hours:

Property Manager-Furnished On-Site Personnel

Description	Specifications
Day Porter	1 day porter, 8:00 am-5:00 pm, M-F
Engineer-HVAC/Gen Bldg. Fire Safety Director	1 1-man plant IUOE 501 engineer, 7 am-5pm, M-F (8 hours per day with time flexibility)
Parking-Garage	1 parking attendant, 6 am-6 pm, M-F
Security-Lobby	1 unarmed security guard, 24 hours a day plus weekends, holidays
Janitorial	1 lead cleaner, 2 cleaners, 4 pm-12:30 am, M-F

LACCD will furnish the following on-site personnel during the specified hours.

Contracted On-Site Personnel

Description	Specifications
Owner's representative	1 Office Supervisor, 8 am-4:30 pm, M-F



Management Services and other Requirements

At a minimum, the Property Manager ("Agent"), for the benefit of LACCD ("Owner"), shall perform the following services and meet the following requirements in the management of the property located at 770 Wilshire Boulevard, Los Angeles, California ("Property").

Specifically, Agent shall:

1. In a manner and to the standards customary for comparable commercial properties in Downtown Los Angeles, use its best skill and efforts to furnish all services required for administration and management of the Property and supervise all labor required for its operation and maintenance; and report to Owner promptly any conditions at, on or about the Property which, in the opinion of Agent, require Owner's attention. Agent's Account/Portfolio Manager shall visit and inspect the Property not less frequently than twice per week.
2. Except as otherwise specified herein, take sole, entire and exclusive charge of the Property and execute the services specified herein as primary representative of Owner. Agent may install reasonable signage designating property manager name and emergency contact information in consultation with the District. The Agent should provide 24-hour emergency service, including telephone numbers for the Agent's representatives and capacity to respond to problems 24 hours a day, seven days a week.
3. Prepare an annual operating budget and submit it for Owner's approval not less than 90 days prior to the start of each fiscal year beginning July 1. The initial budget, for the eight-month period in Fiscal Year 2025-2026, shall be submitted to Owner within 30 days of contract commencement. As noted earlier in this document, we anticipate this contract beginning November 1, 2025.
4. Prepare and submit for Owner's approval, within 30 days of contract commencement and with the annual operating budget thereafter, a rolling five-year capital budget reflecting Agent's recommendations to upgrade and improve the property.
5. Deferred maintenance/upkeep required to bring the High Rise Unit up to and/or maintain the building at Class A standards. Items will include but will not necessarily be limited to paint, carpet, landscaping, and the following:
 - Daily integrated waste management routines (include sorting, segregating, recycling at various points of generation) for;
 - Wood
 - Paper



- Cardboard
- Cans and bottles
- Plastics
- Metal
- Food waste and other organics

– Daily verification of emergency egress routes clear and exit doors and roof hatches unobstructed (including elevator door hatches in alley);

– Daily review the work order system (BIMGenie) by the building engineer and parking attendant;

– Weekly flammable storage cabinets inspections, secondary containment systems; and

– Weekly sprinkler header isolation valve position verification.

– Monthly integrated waste shipments (recycling pickups)

– Monthly fire extinguisher inventory, inspection and sign-off;

– Monthly storage area inspections (housekeeping and storage practices); and

– Monthly facilities inspections and document.

– Quarterly garage mechanical and storage rooms inspections and document;

– Quarterly electrical and telephone mechanical rooms (including Custodial Closets);

– Quarterly check to label all electrical circuit breaker cabinets and arc flash postings as required by NFPA 70E;

– Quarterly verification to label all mechanical / plumbing systems;

– Quarterly Building key inventory and document; and

– Quarterly HVAC register and exhaust cover cleaning.

– Semi-Annual inspections on all fixed ladders, portable ladders, platform handrails, guardrails, mechanical system machine guards, and fall protection systems, which include safety harnesses and other personal protective equipment (PPE); and

– Semi-Annual inspections on security systems and physical barriers that support building and personnel safety and security and document.

– Annual garage maintenance housekeeping (blowdown overheads);



- Annual pressure wash of wall and floor surfaces;
- Annual clarifier service (assist); and
- Annual hazardous waste disposal service (assist) and permit renewal
- Annual Fire Permit and Fire Chief's Reg. 4 testing for High Rise Units

<https://www.lafd.org/fire-prevention/chiefs-regulation-4>

High Rise Unit: lafdhr@lacity.org Hydrants and Access Unit:
lafdhydrants@lacity.org

- Annual Floor Warden Training and Fire Safety Director Recertification; and
- Complete responsibility over the Building Emergency Procedures Manual for High Rise Units under the general direction of the Safety and Emergency Services Manager; and
- Five Year HVAC system (entire) inspection and document (likely due now- an OSHA requirement).

6. Subject to Owner's approval, and except as noted above regarding on- site personnel to be furnished by Owner, employ, train, supervise, pay, direct and discharge all on-site employees deemed by Agent to be necessary for the operation and maintenance of the Property; all such employees conclusively shall be deemed to be employees of Agent or Agent's subcontractors pursuant to agreement with Owner and in no event the employees of Owner. For on-site employees approved by Owner, Agent shall contract with the firms specified herein, which shall be subcontractors to Agent. Agent and its subcontractors shall comply with all legal, state and federal laws and regulations, including minimum wage laws, applicable to any employees.

7. In the name of Owner, make or cause to be made all repairs and alterations; purchase all materials, utilities, fuel, supplies, furniture, fixtures and equipment deemed reasonably necessary by Agent for the operation and maintenance of the Property provided always, that Agent shall obtain Owner's prior approval on all expenditures in excess of One Thousand Dollars (\$1,000.00) for any one item except monthly or recurring operating charges which are approved budget items, and except emergency repairs if Agent deems such repairs necessary to protect persons or property from damage.

8. Procurement of all goods and services required for the management and operation of the building, using competitive bidding processes for Proposer evaluation and selection.



9. Management/administration of contracts with Proposers, utility companies, and others as required.
10. Make, supervise and terminate contracts as Owner's agent for such services as Agent shall deem advisable for the operation of the Property, with Owner's prior written consent to the terms and conditions thereof; such contracts shall not be written so as to extend beyond the termination of this Agreement. Utilize competitive bid/proposal procedures for procuring new services or renewing existing ones.
11. Perform background checks and conduct conflict of financial checks on all sub-contractors.
12. Perform all fire/life safety functions in compliance with federal, state and local regulations, including testing of building emergency systems, testing, refueling, and diesel fuel inventory associated with the emergency diesel generator and conducting and participating in evacuation drills.
13. SCAQMD permit fees and logs for emergency diesel generator.
14. Pay from Owner's funds out of any trust account and/or disbursement trust account established pursuant to the agreement between Owner and Agent all operating expenses and all other expenses of the Property including Agent's compensation and all of Agent's expenses related to the Property previously approved by Owner. Property and liability insurance and real estate taxes shall be paid only if Agent receives the invoices for the same in a timely manner; Agent shall not be responsible for late charges or other penalties for untimely payment of any expenses unless Agent has received invoices for the same at least 10 days prior to the payment due date and there are sufficient funds in Owner's accounts to make such payments.
15. Notwithstanding any other term herein, incur expenses on behalf of Owner only in accordance with operating and capital budgets previously approved in writing by Owner, or following Owner's written consent as an exception to such budgets, except in the event of an emergency.
16. As applicable, contract for services in accordance with prevailing wage determinations issued by the State of California and regulations contained in the California Labor Code, Education Code, Public Contract Code and other government codes. Services may also be subject to public works, California Field Act, State of California Department of Industrial Relations regulations, District Project Labor Agreement and California open-meeting laws and regulations. Agent shall comply with all such applicable requirements.



17. Cause all of Agent's employees other than on-site property employees who handle or are responsible for revenues from the Property, or disbursements on behalf of Owner, to be bonded by fidelity bond with corporate surety, at Agent's expense.
18. Not commingle any of the receipts or revenues from the Property or Owner's other funds with Agent's own funds, but to deposit same in a trust account in any bank authorized to do business in the state of California. Any interest accruing to the account shall belong to Owner, provided, however, that Agent may receive other benefits from the combined balance of all such accounts which benefits are considered as acceptable additional compensation. Agent shall not be responsible for investing Owner's funds in separate bank accounts or other instruments, including monitoring balances in excess of \$100,000 for compliance with FDIC insurance limits, except as directed by Owner in writing.
19. Monthly, on or before the fifteenth day following the close of books, deliver to Owner a financial statement, to include an executive summary of operational activity, an accounting of the Property's receipts, expenses, disbursements and reserves during the preceding month, variances to the budget, general ledger, balance sheet, budget comparison report, check register and bank reconciliation report. The financial statement shall be accompanied by a monthly narrative report summarizing activities for the month.
20. Perform other optional services as requested by Owner and as agreed upon by Agent.

Owner's Obligations

Owner agrees to:

1. Pay Agent each month as compensation for the management and operation of the Property the fixed fee indicated in the Agreement. Said fee does not include: postage, facsimile, and copying costs for special requests by Owner; time and materials provided to facilitate the sale or refinancing of the Property (including preparation, circulation and finalization of estoppel certificates); long distance phone calls other than to Owner or to Property; supplies used exclusively for the Property; and any other costs for services provided outside the scope of this Agreement. These other services may be provided by Agent for additional fees as agreed to by Owner.
2. At all times maintain sufficient funds in the Property account to enable Agent to pay all obligations of the Property in a timely manner. If collections are projected to be insufficient or will not be received in time to satisfy this requirement, Owner shall promptly provide Agent with the necessary funds in advance. If Owner has not



provided said funds within seven (7) days after Agent's request for them, Agent may, at Agent's sole option, terminate this Agreement. Should Agent make a payment for Owner's account and should a deficit occur therein, upon notification by Agent, Owner shall immediately remit to Agent sufficient funds to remove the deficit. Agent shall not be required to advance funds for Owner's account.

3. Upon termination of this Agreement, permit any of Owner's funds received by Agent following termination to be used to pay any outstanding invoices. All invoices for which there are not sufficient funds shall be forwarded to the Owner and Owner shall be solely responsible to pay said invoices.
4. Carry and maintain in full force and effect during the term of this Agreement, at its own expense, commercial general liability insurance, including coverage for bodily injury and personal injury, non-owned auto and property damage, for five million dollars (\$5,000,000.00) combined single limit coverage along with an excess liability policy of an additional five million dollars (\$5,000,000.00). Owner shall furnish to Agent certificates evidencing the existence of such insurance within thirty (30) days of the commencement of this Agreement. Agent assumes no responsibility or liability for the adequacy, kinds, and amounts of any insurance placed by the Owner or by Agent on Owner's behalf and, unless otherwise agreed in writing by Owner and Agent, Agent shall not be responsible for obtaining such insurance on behalf of Owner. Agent agrees that Owner's self-insurance shall be deemed to satisfy the above- specified insurance.

Other requirements are included with this RFP as Attachment 1 and 2 in their current versions and any updates while the contract is in effect.



Appendix B: Cost Proposal

Provide pricing in accordance with the District's current requirements, as set forth in this RFP including Appendix A: Scope of Services. It is the proposer's responsibility to understand the complexity of this service as well as the complexity of the proposed work and to submit a cost accordingly using the form below.

Description of Services	Monthly Cost	Annual Cost
Building Manager (to include any fees associated with monthly building management services [i.e., accounting services])		
Security Personnel		
Parking Garage Personnel		
Janitorial / Porter Services		
Trash & Recycling Services		
Outsourcing Fees – if any		



Exhibit A: Non-Collusion Affidavit

(TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH IT'S PROPOSAL)

(Name) _____, being first duly sworn, disposes and says that he or she is (Title) _____ of (Provider) _____ the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that proposer has not in any manner, directly, or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusion or sham proposal.

IN WITNESS WHEREOF, the undersigned has executed this Non-Collusion Affidavit this

_____ Day of _____, 2025

PROPOSER _____
(Type or Print Complete Legal Name of Provider)

By _____ (Signature)

Name _____ (Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



Exhibit B: Certificate of Non-Discrimination

(TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH ITS PROPOSAL)

Proposer hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical handicap, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this

_____ day of _____ 2025

PROPOSER _____

(Type or Print Complete Legal Name of Provider)

By _____
(Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



Exhibit C: Completed Confidentiality Agreement

The undersigned, a duly authorized officer of

_____, does hereby represent,
warrant and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Date: _____
Name of Proposer

By: _____
Authorized Officer (Signature)



Exhibit D: Acknowledgement of All Addenda Issued By The District

The Proposer shall signify receipt of all Addenda, if any, here:

ADDENDUM NO.	DATE RECEIVED	SIGNATURE

If necessary, please print and sign additional pages.

PROPOSER _____
(Type or Print Complete Legal Name of Provider)

By _____
(Signature)

Name _____
(Type or Print)

Title _____

Address _____

City _____ State _____ Zip _____



Exhibit E: Russian Economic Sanctions Certification

I, an owner or officer of the Proposer named below, hereby certify as follows:

1. I am duly authorized to execute this certification on behalf of the Proposer identified below.
2. The Proposer is not a Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
3. The Proposer has not proposed in its Proposal submitted with this certification to enter into any contract for services related to the RFP that is the subject of this certification, with any Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
4. If Proposer is selected for the award of a contract with the District, the Proposer shall fully comply with all applicable requirements of Executive Order N-6-22 signed by the Governor of the State of California on March, 4, 2022 and all other state and federal requirements related thereto (including, without limitation, if the contract awarded to Proposer has a total value of more than \$5 million, all notification and reporting requirements thereof), including the execution by Proposer and its Subconsultants of such additional certifications or other documents as the District may determine, in its sole and absolute discretion, are confirmatory of the Proposer's and its Subconsultants' compliance and continuing compliance with the foregoing.

Proposer Name (print): _____

Owner/Officer Name (print): _____

Owner/Officer Signature: _____

Date: _____



Exhibit F: Certification of Small, Local, Emerging, And Disabled Veteran Business (SLEDV)

The undersigned, a duly authorized officer of _____, does hereby certify, represent and warrant the following statement(s) below: (Please check all statement boxes that apply.)

- ☐ A. Proposer is a "Small" business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal agency or a California public agency as a small business enterprise.
- ☐ B. Proposer is a "Local" business has its principal place of business in the County of Los Angeles.
- ☐ C. Proposer is an "Emerging" business that has been in business in its substantially current form for only up to five (5) years.
- ☐ D. Proposer is a "Disabled Veteran Owned" business that is fifty-one-percent (51%) owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.
- ☐ E. Does not apply

Date: _____

Name of Proposer

By: _____
Authorized Officer (Signature)

Title: _____



Exhibit G: Levine Act Campaign Contribution Notice

California Government Code §84308, commonly referred to as the "Levine Act," precludes an Officer of a local government agency from participating in the award of a contract if he or she receives political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for 12 months following the final decision, from a person or company applying for the contract.

Effective January 1, 2025, the contribution threshold will increase to \$500.

This prohibition applies to contributions to the Officer, or received by the Officer on behalf of any other Officer, or on behalf of any candidate for office or on behalf of any committee. The Levine Act also requires disclosure of such contributions by a party to be awarded a specified contract. Please refer to the attachment for the complete statutory language.

LACCD's Board of Trustees are considered "Officers" under the Levine Act and are subject to its campaign contribution restrictions. For your reference, current members of the Board of Trustees can be found here: <https://www.laccd.edu/board>.

By signing below and submitting your proposal or other response to this solicitation you affirm and acknowledge that under the Levine Act, you are prohibited from making political contributions to any Trustee for a period of 12 months following the Board's final decision regarding an award of the contract.

Proposer acknowledges as the authorized representative for the firm submitting to this solicitation that Proposer is has read the statements above and is fully informed of the requirements and obligations set forth by the Levine Act.

DATE: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

TYPE OR WRITE NAME AND TITLE: _____

TYPE OR WRITE NAME OF COMPANY: _____



CALIFORNIA GOVERNMENT CODE SECTION 84308

*PLEASE NOTE AS OF JANUARY 1, 2025, THE AMOUNT REFERENCED IS NO LONGER \$250 AS THE SUBJECT CAMPAIGN CONTRIBUTION BUT \$500

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer



accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d) (1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2) (A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e) (1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars



(\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

For more information, contact the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5660.



Exhibit H: PP-04-09 Bid Protests and Appeals

I. OVERVIEW

It is the intent of the District to provide an efficient administrative process to bidders and proposers (including in the District's Bond Program) that have participated in a competitive procurement process and believe that the intended award of a contract does not comply with the procurement's terms, conditions, and/or applicable law.

This section also establishes the rules and procedures for vendors and/or suppliers to protest a recommended award resulting from requests for quotes, requests for qualifications, invitations for bids, requests for proposals and other formal procurements. (This section does not apply to non-competitive or informal purchases.) Bidders, proposers, vendors and suppliers are collectively referred to hereinafter as "Bidders."

The District previously had separate procedures for protests relating to Bond Program procurements and for non-Bond Program purchases. This procedure replaces both prior procedures, providing a single process for general procurements above the statutory bid threshold and for contracts procured through the Bond Program.

These procedures extend to bids that are deemed non-responsive and Bidders that are deemed to be non-responsive. Different rules and procedures apply to procurements below and above the statutory bid threshold.

Since most procurements below the statutory bid threshold are delegated to the colleges and procurement regions and are transacted informally, the corresponding protest procedures are abbreviated and college-based. Because procurements equal to or above the bid threshold are transacted in a more formal manner, with resulting contracts requiring approval from the Board of Trustees prior to award, the protest process is correspondingly more formal.

Compliance with these protest procedures is mandatory for all challenges to District awards. Bidders who do not strictly follow these procedures waive any right to challenge the contract award.

II. PROCESS

A. Procurements and purchases above statutory bid threshold

1. Application

This section applies to solicitations that are either (1) estimated to equal or exceed the statutory bid threshold or (2) issued by the Bond



Program (Measures A, AA, CC, and/or J)

2. Filing of protest

A Bidder that has timely submitted a bid to the District under a solicitation and wishes to file a protest against an intended award shall comply with the following:

- a. Submit the protest in writing to either:
 - (i) If the solicitation was issued by the Bond Program, then to the Chief Facilities Executive at the District's offices at 770 Wilshire Boulevard, Los Angeles, California 90017 (District Office), with a copy to the Program Management Office, at 1055 Corporate Center Drive, Monterey Park, CA 91754; or
 - (ii) If the solicitation was issued by District's Procurement Unit, then to the Director of Business Services at the District Office at 770 Wilshire Boulevard, Los Angeles, California 90017 .
 - (iii) If the solicitation was issued by the District's Facilities Planning and Development Office, then to the Director of Facilities Planning and Development at the District Office at 770 Wilshire Boulevard, Los Angeles, California 90017.
- b. Protests must be received by the District within five (5) business days of notification to the Bidder in writing of any of the following: 1) of the proposed award 2) that the bid is nonresponsive 3) that the bidder has been determined to be non-responsible or 4) that the bid has or will otherwise be rejected, whichever occurs earlier. In the event that there is no notification then the protest must be submitted within five (5) business days prior to the Board's action approving the award.
 - (i) If District staff determines or intends to recommend that the Board determine a Bidder to be not responsible, then the Bidder shall be given written notice containing the reason(s) for the proposed non-responsibility finding prior to the award of the contract. If a bidder submits a protest of such a proposed non-responsibility finding and requests a hearing on the Bidder's responsibility, it must be submitted within five (5) business days of such notice. District staff shall review any such protest and if a hearing is required, it shall be



subject to the hearing procedures set forth in District Administrative Regulation B-29.

- c. The protest must state in writing the basis for the protest, all facts and information in support thereof, and the remedy sought. The protest must be signed under penalty of perjury under the laws of the State of California, and be accompanied by any documents that support the basis of the protest.
- d. The protest must include the e-mail address where further correspondence and notice regarding the protest shall be sent.

3. Initial action on protest

- a. The Chief Facilities Executive or Director of Business Services (whichever is applicable to the procurement) must take one of the following actions within ten (10) business days of timely receipt of a protest:
 - (i) Cancel the notice of intended award and refer the matter back the unit handling the procurement for further action;
 - (ii) Cancel the procurement; or (iii) Reject the protest.
- b. Unless the Chief Facilities Executive or Director of Business Services extends to the time to take action, a failure to act within the time shall be deemed a rejection of the protest at the close of business on the tenth business day.
- c. The Chief Facilities Executive or Director of Business Services may, but shall not be obligated to, request additional information from the protestor or request a response or information from the intended awardee prior to taking action on the protest, in which case the time for acting on the protest shall be extended to ten (10) business days from receipt of the requested information.

4. Appeal

- a. If the action is to reject the protest, the protestor may file a written appeal within three (3) business days from notice of the rejection



or the failure to take action on the protest. The appeal must be filed at the same location as the initial protest, and must clearly reference the underlying protest and the request for an appeal hearing.

- b. At any time prior to the appeal hearing, the Chancellor may cancel the notice of intended award or refer the matter back the unit handling the solicitation for further proceedings or cancel the solicitation.

5. Appeal hearing

- a. Notice of the hearing date and time and place of the appeal shall be given in writing within fifteen (15) business days from the date of receipt by the District of a timely written appeal. The hearing shall occur no earlier than five (5) business days after the date that notice of the hearing is given.
- b. The intended awardee shall also be given notice of the hearing and a copy of the protest and shall have the opportunity to attend the hearing and to submit evidence prior to or at the hearing.
- c. The hearing shall be set before either (1) a designated hearing officer, or (2) a standing committee or subcommittee of the Board ("Hearing Officer"). The designation of the Hearing Officer is within the discretion of the Chancellor.
- d. All evidence and testimony supporting the protest and appeal shall be provided at the hearing. The Hearing Officer shall make a determination, which shall be forwarded to the Board.
- e. The Board may uphold or reject the protest or take any other action, in its sole discretion. The Board shall take action within 30 days of receiving the Hearing Officer's determination.

B. Procurements below statutory bid threshold

1. Filing of protest

A Bidder that has submitted a quote or proposal to a college for an amount less than the statutory bid threshold who desires to protest an award must file a protest in writing to the Vice President of



Administrative Services (“Vice President”) of the college to issue the procurement. The protest must be submitted within five (5) business days of notification of the proposed award, and the protest must state the basis for the protest and the remedy sought, and contain any documentation supporting the protest. If no notification of proposed award is given, then the protest must be submitted within five (5) business days of the award. The protest must be signed under penalty of perjury under the laws of the State of California.

Upon receipt of a protest, the Vice President will:

- a. Notify the bidder recommended for award about the protest by providing a copy of the protest; and
- b. Invite such bidder to submit to the Vice President and the protestor, within five (5) business days of receipt of the bid protest, any information in support of the award.

2. Determination of protest

The Vice President may deny or uphold the protest by issuing a written determination to the protestor and the proposed awardee. Alternatively, the Vice President may declare the college’s intention to: (a) award to another supplier; (b) cancel the solicitation; or (c) take any other action that is appropriate and/or required by applicable law. An action to cancel the solicitation or otherwise not award the contract will be deemed final and not subject to appeal.

3. Appeal

The protestor may, within five (5) business days of notice, appeal the decision in writing to the President of the college to whom the bid was submitted. The appeal shall include the same information as required for the original protest. The determination of the appeal will be handled in the same manner as the protest. The College President’s decision on the appeal will be conveyed in writing and shall be final.

4. District Office transactions

If the protested transaction is for the District Office, the initial protest described above will be directed to the Director of Business Services and the appeal will be to the Deputy Chancellor, whose decision in the matter will be final. In the event the Deputy Chancellor position is vacant, the Chancellor may designate an alternate to handle the appeal.



The procedures in this section shall also govern the timing and determination of the protest.

III. TERMS AND CONDITIONS

1. Compliance with these protest procedures is mandatory and is a condition precedent to the filing of any court action. A protestor's failure to raise an issue or basis for relief in the protest process shall be deemed a failure to exhaust its administrative remedies on that issue.
2. The filing of a California Public Records Act request will not extend the five (5) business day deadline within which a protest must be filed.
3. The filing of a protest will not automatically suspend an award. The District retains its discretion to move forward with the intended award as permitted by law. The District may, nonetheless, choose to suspend an intended award while a protest is pending.
4. Any protest filed after the required deadline will not be considered, except in the District's sole discretion.
5. The District may in its sole discretion, but is not obligated to, notify any other Bidders about the institution of protest proceedings and/or allow any other Bidders to participate in the protest proceedings. Notification to a Bidder, or a Bidder's actual participation in protest proceedings, shall not constitute a waiver of the District's right to raise the defense that the Bidder failed to exhaust its administrative remedies by not filing a timely protest/appeal or otherwise complying with this procedure.
6. If any other public entity and/or authority provides funding to a specific procurement subject to this procedure, and mandates protest procedures different from those stated herein as a condition for providing such funding, then these Procedures may be modified to include such requirements, subject to the sole discretion of the District.
7. A true and accurate summary of the rules and procedures for filing a protest as described herein should be included in full or by reference in all requests for bids or requests for proposals and if not, is hereby deemed incorporated therein by reference.



Exhibit I: Verification

STATE OF CALIFORNIA, COUNTY OF _____

I have read the RFP and submitted the Proposal (including, without limitation all attached or accompanying pages) titled _____ submitted by _____ [name of Proposer] to which this Verification is attached or with which this Verification is being submitted ("Proposal") and know its/their contents.

The matters stated in the Proposal are true of my own knowledge except as to those matters which are stated on information and belief, and to those matters I believe them to be true.

I am an _____ officer, _____ a partner, _____ a member, _____ sole proprietor of _____ a _____, and am authorized to make this verification for and on its behalf, and I make this verification for that reason.

I am informed and believe and on that ground allege that the statements made in the Proposal are true.

The matters stated in the Proposal are true of my own knowledge except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

Executed on _____ (date), at _____ (city), California.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____

Date: _____

Print Name: _____



Exhibit J: Professional Services Agreement

PROFESSIONAL SERVICES AGREEMENT

PARTIES:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
("District")

770 Wilshire Boulevard
Los Angeles, CA 90017
Attn: _____

Attn: _____
("Contractor")

DATE:

TERM OF AGREEMENT:

From:

To:

Any reference in the header information set forth in the upper right corner on the front page of this Agreement, to "Contract Amount" and to dates identified as "Start Date" and "End Date," specifically indicates only those provisions made, or the intent thereof, to fully fund the Agreement for scheduled payments due hereunder during the current fiscal year, and is not to be construed as a reference to the intended or actual contract period, or to the full sum of payments that have been made or are still to be made under this Agreement.

RECITALS

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the Contractor is specially licensed, trained, experienced and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:

AGREEMENT

1. SERVICES. The Contractor shall perform the Services set forth in Exhibit "A" (the "Services") in compliance with specifications and standards set forth in that Exhibit.



The District shall have the right to order, in writing, changes in the scope of services or under the Services to be performed with any applicable version of the compensation paid hereunder agreed upon by the District and the Contractor. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.

2. **WARRANTIES.** The Contractor warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The Contractor warrants that Services (and any goods in connection therewith) furnished hereunder will conform to the requirements of this agreement (including all descriptions, specifications and drawings made a part hereof) and in the case of goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the District, free from defects in design. The District's approval of designs or specifications furnished by the Contractor shall not relieve the Contractor of its obligations under this warranty. All warranties, including special warranties specified elsewhere herein, shall inure to the District, its successors, assigns, and users of the goods or services.
3. **FEES.** The District shall pay the Contractor the fees set forth in Exhibit B, in accordance with the terms and conditions of this Agreement. The Contractor represents that such fees do not exceed the Contractor's customary current price schedule. The District shall pay all applicable taxes; excepting, however, the federal excise tax, and all state and local property taxes, as college districts are exempt therefrom. Payment shall be made by the District's Accounts Payable Office upon submittal of invoice(s) approved by the Vice-President of Administration, or designee, at the College.
4. **EXPENSES.** The Contractor shall assume all expenses incurred in connection with performance except as otherwise provided in this agreement.
5. **TERM OF AGREEMENT.** This agreement shall be for the term set forth above, unless sooner terminated pursuant to the terms hereof.
6. **TERMINATION OF AGREEMENT.** This agreement may be terminated by the District by providing sixty (60) days' prior written notice to the Contractor or immediately upon breach of this agreement by the Contractor.
7. **DOCUMENTATION.** The Contractor agrees to provide to the District, at no charge, a sufficient number of nonproprietary manuals and other printed materials, as used in connection with the Services, and updated versions thereof, which are necessary or useful to the District in its use of the Services provided hereunder.
8. **RIGHTS IN DATA.** All technical communications and records originated or prepared by the Contractor pursuant to this agreement including papers, reports, charts, computer programs, and other documentation, but not including the Contractor's administrative communications and records relating to this agreement shall be



delivered to and shall become the exclusive property of the District and may be copyrighted by the District. The ideas, concepts, know-how, or techniques relating to data processing, developed during the course of this agreement by the Contractor or jointly by the Contractor and the District can be used by either party in any way it may deem appropriate. All inventions, discoveries or improvements of the computer programs developed pursuant to this agreement shall be the property of the District. During the term of this agreement, certain information which the District deems confidential ("Confidential Information") might be disclosed to the Contractor. The Contractor agrees not to divulge, duplicate or use any Confidential Information obtained by the Contractor during the Contractor's engagement. Such Confidential Information may include, but is not limited to, student and employee information, computer programs, and data in the District's written records or stored on the District's computer systems.

- 9. CONTRACTOR ACCOUNTING RECORDS.** Records of the Contractor's directly employed personnel, other consultants and reimbursable expenses pertaining to the work and records of account between the District and the Contractor shall be maintained on an accounting basis acceptable to the District and shall be available for examination by the District or its authorized representative(s) during regular business hours within one (1) week following a request by the District to examine such records. Failure by the Contractor to permit such examination within one (1) week of a request shall permit the District to withhold all further payments until such examination is completed unless an extension of time for examination is authorized by the District in writing.
- 10. RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the Contractor is an independent contractor and not an officer, agent, partner, joint venturer, or employee of the District. The Contractor shall not, at any time, or in any manner, represent that it or any of its agents or employees is in any manner agents or employees of the District.
- 11. DISTRICT REPRESENTATIVE.** The contact person set forth above or his or her designee shall represent the District in the implementation of this agreement.
- 12. WAIVER OF DAMAGES; INDEMNITY.** The Contractor hereby waives and releases the District from any claims the Contractor may have at any time arising out of or relating in any way to this agreement, except to the extent caused by the District's willful misconduct. Notwithstanding the foregoing, the parties agree that in no event shall the District be liable for any loss of the Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages. This shall constitute the District's sole liability to the Contractor and the Contractor's exclusive remedies against the District. Except for the sole negligence or willful misconduct of the District the Contractor shall indemnify, hold harmless and defend the District and its Board of Trustees, officers, employees, and agents from any liability, losses, costs, damages, claims, and obligations relating to or arising from this



agreement.

Without limiting the foregoing, the Contractor shall indemnify and hold harmless the District, and its Board of Trustees, officers, employees, and agents from all liability, losses, costs, damages, claims, and obligations of any nature or kind, including attorney's fees, costs, and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance, registered or unregistered trademark, service mark, or tradename, furnished or used in connection with this agreement. The Contractor, at its own expense, shall defend any action brought against the District to the extent that such action is based upon a claim that the goods or software supplied by the Contractor or the operation of such goods infringes a patent, trademark, or copyright or violates a trade secret.

- 13. INSURANCE.** Without limiting the Contractor's indemnification of the District and as a material condition of this agreement, the Contractor shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and conditions at least as broad as set forth in this section. The Contractor shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the Contractor or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the Contractor shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum thirty-days' notice to the District prior to cancellation of or a material change in coverage.

The Contractor shall provide the following insurance:

- a. Commercial General Liability Insurance, "occurrence" form only, to provide defense and indemnity coverage to the Contractor and the District for bodily injury and property damage. Such insurance shall name the District as an additional named insured and shall have a combined single limit of not less than two million dollars (\$2,000,000) per occurrence; four million dollars (\$4,000,000) aggregate. The policy so secured and maintained shall include personal injury, contractual or assumed liability insurance; independent contractors; premises and operations; products liability and completed operation; broad form property damage; broad form liability; and owned, hired and non-owned automobile insurance. The policy shall be endorsed to provide specifically that any insurance carried by the District which may be applicable to any claim or loss shall be deemed excess and non-contributory, and the Contractor's insurance primary, despite any provisions in the Contractor's policy to the contrary.
- b. Professional liability insurance in an amount not less than one million dollars (\$1,000,000) per incident.



- c. Workers' Compensation Insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of not less than one million dollars (\$1,000,000) per accident.
- d. **SEXUAL ABUSE AND MOLESTATION (SAM).** If the work will include contact with minors, and the CGL policy referenced above is not endorsed to included affirmative coverage for sexual abuse or molestation. Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than One Million Dollars \$1,000,000 per occurrence or claim; two Million Dollars (\$2,000,000) aggregate.

Failure to maintain the insurance and furnish the required documents may terminate this agreement without waiver of any other remedy the District may have under law.

14. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. Vendor, its employees, agents or representatives may be provided access to Student Information during its performance of this Agreement. Vendor acknowledges that it is subject to and will fully comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act. 20 U.S. C. SS 1232g; 34 C.F. R. Part 99, as amended (FERPA), for the handling of such information. Company will not disclose or use any Student Information except to the extent necessary to carry out its obligations under this Agreement and as permitted expressly by FERPA. Company shall implement and maintain administrative, physical and technical safeguards (Safeguards), at its expense, that prevent any collection, use or disclosure of, or access to, Student Information that this agreement does not expressly authorize, including without limitation, an information security program and/or protocols that meet the standards of industry practice to safeguard such Student Information.

15. HIPAA Compliance. The parties agree that, to the extent required by Legal Requirements, the services provided under this Agreement will comply in all material respects with all federal and state-mandated regulations, rules, or orders applicable to the services provided herein, including but not limited to regulations promulgated under Title II, Subtitle F of the Health Insurance Portability and Accountability Act (Public Law 104-91) ("HIPAA").

16. AMENDMENTS. This agreement is the entire agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations, or agreements between the parties, whether written or oral, with respect thereto. This agreement may be amended only in a writing signed by both parties.

17. ASSIGNMENT. This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the Contractor without prior written consent of the other.

18. GOVERNING LAW. This agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties



hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.

- 19. NONDISCRIMINATION.** The Contractor hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The Contractor shall comply with applicable federal and California anti-discrimination laws, including but not limited to, the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code, the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. The Contractor agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.
- 20. EQUAL OPPORTUNITY EMPLOYER.** The Contractor, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
- 21. ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this agreement, each party shall bear its own attorneys' fees and costs, regardless of which party prevails.
- 22. BOARD AUTHORIZATION.** The effectiveness of this agreement is expressly conditioned upon approval by the District's Board of Trustees.
- 23. SEVERABILITY.** The Contractor and the District agree that if any part, term, or provision of this agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
- 24. TERMINATION FOR NON-APPROPRIATION OF FUNDS.** If the term of this agreement extends into fiscal years subsequent to that in which it is approved, such continuation of the agreement is contingent on the appropriation and availability of funds for such purpose, as determined in good faith by the District. If funds to affect such continued purpose are not appropriated or available as determined in good faith by the District, this agreement shall automatically terminate and the District shall be relieved of any further obligation.



- 25. NOTICE.** Any notice required to be given pursuant to the terms of this agreement shall be in writing and served personally or by deposit in the United States mail, postage and fees fully prepaid, addressed to the applicable address set forth above. Service of any such notice if given personally shall be deemed complete upon delivery, and if made by mail shall be deemed complete on the day of actual receipt or at the expiration of 2 business days after the date of mailing, whichever is earlier.
- 26. CONFLICTS OF INTEREST.** The Contractor agrees not to accept any employment or representation during the term of this agreement which is or may likely make the Contractor financially interested. (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the Contractor has been retained pursuant to this agreement.
- 27. REQUIREMENTS FOR FEDERALLY FUNDED CONTRACTS.**
- A. If this Agreement is funded by the District, in whole or in part, from revenues received from the Federal Government, then the following additional provisions shall apply. It shall be the Contractor's responsibility to ascertain if Federal funds are involved.
 - B. Contractor, and any subcontractors at any tier, shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 - C. No contract, or any subcontract at any tier, shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold (currently \$100,000) shall provide the required certification regarding its exclusion status and that of its principal employees.
- 28.** Vendor hereby warrants that the products and services to be provided under this Agreement will comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794d) and its implementing regulations set forth at Title 36, Code of Federal Regulations, parts 1193 and 1194. Vendor agrees to test and validate its product, and any related website or online content it produces, with sufficient regularity in order to ensure the product and associated content meet conformance with all applicable Revised 508 Standards and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards (see <https://www.w3.org/TR/WCAG21/>), in accordance with the required testing methods.



The vendor shall maintain and retain full documentation of the measures taken to ensure compliance with the applicable requirements stated above, including records of any testing or demonstrations conducted. Vendor shall provide the District with copies of all Accessibility Conformance Reports (ACR) and Supplemental Accessibility Conformity Reports (SACR) that are produced related to the product or service. Further, Vendor agrees to promptly respond to and fully resolve any complaint regarding accessibility of its products or services which is brought to its attention. All resolutions provided by the vendor in response to complaints regarding information and communications technology (ICT) accessibility of its product(s) shall meet conformance with established WCAG 2.1 Level AA requirements. Vendor further agrees to indemnify and hold harmless the Los Angeles Community College District, including any of its nine colleges using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds termination of this Agreement. Throughout the life of the agreement, the District reserves the right to independently perform any necessary testing on vendor's product or service to verify conformance or any representation of conformance made by the vendor with this section.

29. RUSSIAN ECONOMIC SANCTIONS CERTIFICATION. Contractor named below, hereby certifies the following:

- A. Contractor is not a Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
- B. Contractor has not proposed in its quotation submitted with this certification to enter into any contract for services related to this agreement that is the subject of this certification, with any Russian individual or entity that has been determined by the U.S. Government to be a target of economic sanctions pursuant to federal Executive Orders 14065, 13660, 13661, 13662, 13685 and 13849 or any other related federal or state orders, statutes, rules, or regulations.
- C. Contractor shall fully comply with all applicable requirements of Executive Order N-6-22 signed by the Governor of the State of California on March, 4, 2022 and all other state and federal requirements related thereto (including, without limitation, if the contract awarded to Proposer has a total value of more than \$5 million, all notification and reporting requirements thereof), including the execution by Contractor of such additional certifications or other documents as the District may determine, in its sole and absolute discretion, are confirmatory of the Contractor's compliance and continuing compliance with the foregoing.



29. DISTRICT AUTHORITY. The Chancellor, Deputy Chancellor, Director of Business Services, Contracts Manager, Chief Facilities Executive, Director of Facilities Planning and Development, College President or Vice President of Administrative Services have delegated authority from the District Board of Trustees to bind District contractually. Persons acting in positions not specified above or have specific delegated authority by the Board of Trustees and those in the capacity as project managers or consultants to District do not have authority to: (1) obligate or commit District to any payment of money; (2) obligate District to any modification to this Contract or the Contract Sum; (3) relieve Contractor of any of its obligations under this Contract; or (4) approve or order any Work to be done or materials, equipment or supplies to be delivered.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in Los Angeles, California, on the date set forth above.

CONTRACTOR

By: _____ Date: _____

Name: _____ Title: _____

By: _____ Date: _____

Name: _____ Title: _____

DISTRICT

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: THE BOARD OF TRUSTEES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____

Name: _____ Title: _____



Exhibit K: Exceptions and Deviations to the Professional Services Agreement

- A. The Proposer acknowledges that it has read and reviewed the Professional Services Agreement in Exhibit J and attests to the following:
- B. Certain exceptions and deviations may deem the proposal non-responsive and result in rejection of the proposal.
1. Proposals that mandate the use of provider standard services contract, rather than utilizing the District's standard services contract.
 2. Proposals that reject the following integral provisions of the District's contract terms and conditions will be treated as a rejection of the District's contract and these proposals will be rejected.

Section 5	Term of Agreement
Section 12	Waiver of Damages; Indemnity
Section 14	Family Educational Rights Privacy Act (FERPA)
Section 18	Governing Law
Section 19	Non-Discrimination
Section 22	Board Authorization
Section 27	Requirement for Federally-Funded Contracts
Section 28	Accessibility Requirements

In the event that exceptions and deviations to the Professional Services Agreement are requested after the contract has been awarded, the District may deem the proposal non-responsive and may disqualify the proposal at its discretion.

- ☐ **We have no exceptions or deviations to the Professional Services Agreement**
- ☐ **We have the following or the attached exceptions and/or deviations to the Professional Services Agreement.**

PROPOSER _____
(Type or Print Complete Legal Name of Provider)

By _____ Date _____
(Signature)

Name _____ Title _____

Address _____

City _____ State _____ Zip _____



Exhibit L: Reference Questionnaire

1 = Unknown, 2 = Unsatisfactory, 3 = Marginal, 4 = Satisfactory, 5 = Very Good, 6 = Exceptional
Please place an "X" in the appropriate box under rating.

Reference For (insert name of Proposer) _____

Person Providing Reference: _____

Telephone Number of Reference: _____

Count	Question	Rating						Comments from Reference
		1	2	3	4	5	6	
1	How satisfied were tenants with the property manager's communication and responsiveness to maintenance requests							
2	Were tenant concerns addressed promptly and effectively?							
3	Did the property manager actively work to maintain positive tenant relations?							
4	Were repairs completed within budget and to a high standard?							
5	Did the property manager effectively manage vendor relationships for maintenance services?							
6	How accurate and timely were the financial reports provided to you as the property owner?							
7	Were operating expenses managed efficiently?							
8	Did the property manager provide clear explanations of financial statements?							
9	Did the property manager ensure compliance with all applicable building codes and regulations?							
10	Were necessary inspections conducted regularly?							

ATTACHMENT 1

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES CENTER**

**INJURY AND ILLNESS
PREVENTION PROGRAM**

LACCD ESC IIPP

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM**

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**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM**

Part 1: Administrative Requirements

Program Responsibility

The Risk Manager, or designee, is overall responsible for matters pertaining to the office work environment and occupational safety and health at the Educational Services Center (ESC) under the general direction of the Director of Business Services. This individual, or designees, may be contacted at the following address and telephone numbers:

LOS ANGELES COMMUNITY COLLEGES
770 Wilshire Blvd.
Los Angeles, CA 90017
ATTN.: Risk Manager

(213) 891-2231, *Risk Manager*
(213) 891-2422, *Occupational Safety and Health Specialist*
(213) 891-2448, *Floor Warden Coordinator*

The District's Director of Business Services is overall responsible for environmental and occupational safety and health matters on behalf of the Los Angeles Community Colleges under the general direction of the Senior Vice-Chancellor. In the absence of this individual, the Risk Manager shall assume this responsibility. The Director of Business Services, or designee, may be contacted at the following address and telephone numbers:

LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 Wilshire Blvd.
Los Angeles, CA 90017
ATTN.: Director of Business Services

(213) 891-2400
(213) 891-2386

Regulatory Commitment

The Educational Services Center Injury and Illness Prevention Program (ESC IIPP) shall be developed and implemented in accordance with Title 8, California Code of Regulations, Section 3203 (8 CCR §3203), as regulated by the Division of Occupational Safety and Health (DOSH or "Cal/OSHA"). A Cal/OSHA representative may be contacted at the following address and telephone number:

STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
320 West 4TH St., Ste. 850
Los Angeles, CA 90013
ATTN.: Duty Officer
(213) 576-7451

Program Compliance

Each administrator, manager, and onsite supervisor is responsible for ensuring that office facilities, operations, processes, instruction, and programs provide safe and healthful workplaces for employees under their direct supervision.

Program Compliance (Continued)

Program compliance is assured by office administration in:

- Communicating workplace hazards to employees;
- Encouraging employees to communicate workplace hazards to supervision and addressing those hazards within their ability to identify and abate;
- Initiating ESC Facilities Orders or Work Requests;
- Posting information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace;
- Training and retraining employees as required by occupational health standards;
- Recognizing good employee performance towards program development, compliance, and enhancement; and
- Correcting poor employee performance.

Employees are responsible for ensuring that safety and health rules are not compromised in the performance of their assigned duties. Program compliance is assured by employees in:

- Attending to workplace hazards communicated by supervision;
- Submitting safe work practice suggestions and communicating hazards to supervision, responsible committees, and/or employee designated representatives;
- Adhering to posted information that is pertinent to maintaining safe and healthful workplaces;
- Posting hazards and labeling hazardous substances found in the workplace; and
- Participating in training and retraining opportunities.

Sanctions and Enforcement

Sanctions and enforcement provisions of the IIPP are required in accordance with 8 CCR §3203 and are a regulatory commitment with Cal/OSHA in response to a previous inspection.

Awards Program

The Risk Manager may authorize discretionary funds, as available, for recognizing, honoring, and rewarding outstanding work performance by the use of pins, plaques, letters of appreciation or merit, and incentives, which are designed to inspire employees to utilize safe work practices and promote healthful workplaces. Employees, onsite supervisors, and managers are encouraged to consider engineering controls, administrative controls, and general work process enhancements that, when approved and implemented, prove to strengthen the health and safety program at the Educational Services Center, as it is being further developed. Onsite supervisors should forward recommendations for individuals or groups to their administrator for Senior Staff consideration.

Sanctions and Enforcement (Continued)

Monitoring / Coaching Program

Supervisors shall periodically monitor employees in the performance of their assigned duties in order to familiarize themselves to the hazards to which employees under their direct supervision are exposed. The monitoring program shall place importance on recognizing good performance when observed and on coaching or retraining employees to adhere to safe work practices whenever deficiencies or violations occur. The monitoring program observations may be used for topics of discussion at safety meetings, pre-job briefings, and/or to further develop safe work practices at the Educational Services Center.

Disciplinary Program

All disciplinary action shall be performed in accordance with the applicable collective bargaining agreement and District policies and procedures. In most cases, disciplinary action can be avoided by implementing an effective monitoring / coaching program and by maintaining a safe and healthful work environment. Disciplinary action against an employee for violating safe work practices should be considered pursuant to collective bargaining agreements and District policies and procedures under the following circumstances:

- The violation results in serious injury or illness, or death, to another person;
- The violation results in significant damage to facilities, district / campus assets, or to the environment;
- The violation results in coworker “lost time” from work or renders facilities unavailable for the routine business process to occur;
- The violation or deficient condition is a result of “horseplay”;
- The violation or deficient condition is a result of a California Penal Code violation;
- The violation or deficient condition is a result of an intentional act to disrupt the workplace or business process; or
- The violation or deficient condition is a result of the employee’s repeated failure to correct previously identified violations or deficiencies during monitoring / coaching sessions.

Identifying and Evaluating Workplace Hazards

Inspections

The Risk Manager, or designee, is responsible for developing a formal workplace inspection schedule to ensure that offices, rooms, and storage areas are inspected at least once annually. The Risk Manager may require workplace inspections to be formally documented on forms provided in Appendix A, or equivalent forms. Inspection results are utilized to enhance facility conditions and develop safe work practices, as indicated. Inspections are required:

- Upon initial implementation of this business plan;

Identifying and Evaluating Workplace Hazards (*Inspections – Continued*)

- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard;
- Whenever office administration is made aware of a new or previously unrecognized hazard;
- Whenever a facilities-related workplace injury or illness is known;
- Whenever incidents occur which, if uncorrected, could result in personal injury or illness;
- Monthly in normal work areas (8-hour occupancies); and
- All accessible areas of the ESC shall be inspected at least annually.

Identifying Workplace Hazards

All employees are encouraged to identify workplace hazards to the responsible supervisor and affected employees without fear of reprisal. Identification consists of reporting observations and applying interim protective measures that are effective in warning others of a perceived hazard.

Reporting Observations

Any facility condition or work practice that appears unsafe to the observer should be reported for evaluation, as appropriate. Employees may report an observation to:

- a) His/her immediate supervisor;
- b) The responsible administrator, manager, or supervisor;
- c) His/her designated representative;
- d) The Floor Warden Coordinator;
- e) The Security Desk or Chief Engineer; or
- f) Employees may submit a written Employee Safety Concern (*Appendix B*).

Applying Interim Protective Measures

Business Services Division and the Chief Engineer have materials that can be used to identify and post areas to warn others that a potential hazard exists.

- a) If an observation is made that poses a severe hazard to employees or the public, then red “DANGER” signs and barrier tapes are posted.
- b) If an observation is made that poses a minor hazard to employees or the public, then yellow “CAUTION” signs and barrier tapes are posted.
- c) An orange “WARNING” sign may be used to alert employees of a dynamic condition, such as may exist with equipment that starts automatically. The color orange depicts an intermediate hazard that is less severe than “DANGER”, but more hazardous than “CAUTION”.

Identifying and Evaluating Workplace Hazards

Identifying Hazards (Applying Interim Protective Measures – Continued)

- d) If the use of a specific tool or piece of equipment presents a hazard, then “DANGER”, “CAUTION”, or “DEFICIENCY” tags may be applied.
- e) In unusual situations, an effective protective measure may be to telephone for assistance and then guard the area until the matter is turned over to Security, the Chief Engineer, Property Manager, or Business Services Division.

Evaluating and Abating Workplace Hazards

Upon receipt of an observation, the Risk Manager or designee shall determine whether a perceived condition poses a risk to public and/or employee safety. Invalidated observations are preserved and maintained as required by the Risk Manager. Validated observations are categorized as deficiencies or violations. If an observation is validated, interim protective measures should be applied as soon as possible. The Risk Manager shall forward deficiencies and violations to Business Services Division for corrective action, as appropriate.

Abating Deficiencies

Deficiencies are considered as indirect hazards to employees or the public. A static condition may exist which, if not corrected, may pose a risk of injury or illness. Upon finding a deficiency, apply interim protective measures and inspect the facility for similar conditions within 30 days.

Example: A frayed extension cord that is not in use, but is stored in a supply closet is a “deficiency”. Submit the extension cord to Business Services Division. The cord will be tagged for repair or destroyed to prevent its use. Inspect supply closets and storage areas for similar conditions within 30 days.

Note: The “DEFICIENCY TAG” is shown in Appendix C.

Abating Violations

Violations are considered as direct hazards to employees or the public. A dynamic condition may exist which, if not corrected, may pose a significant or serious risk of injury or illness. Upon finding a violation, apply interim protective measures and inspect the building for similar conditions within five (5) days.

Example: A frayed extension cord that is in use and connected to a power supply is a “violation”. De-energize the load from its power source. Submit the extension cord to Business Services Division. The cord will be tagged for repair or destroyed to prevent its use. Inspect live portable service loads for similar conditions within five (5) days.

Deferred Maintenance

Occasionally, workplace deficiencies and violations cannot be abated immediately. If such is the case, interim protective measures shall remain in place until the hazard is eliminated. Remedial action is then planned, organized, approved, and scheduled for completion by way of deferred maintenance or project work (*Appendix D*). Where such corrective action applies, the Risk Manager may direct additional protective measures be provided or alternative process controls be applied.

Identifying and Evaluating Workplace Hazards (*Deferred Maintenance - Continued*)

On rare occasions, Business Services Division may recommend relocating employees away from the hazard, depending upon its severity. Such actions are intended to reduce the risk of injury or illness to employees and the public until a permanent repair or change is made or adopted.

Appealing Invalidated Observations

Where an employee is not satisfied with a response to the observation, the employee may appeal the decision by way of a designated representative, the organizational structure, or to Cal/OSHA.

Emergency Preparedness

Emergency Response Plans

Emergency procedures include a site-specific Emergency Action Plan, an Emergency Operations Plan, and various Department Contingency Plans pursuant to respective Board Rules and Administrative Regulations.

First-Aid Response and Emergency Kits

ESC designated employees share responsibility with the Property Manager, Chief Engineer, and Security by responding to various emergencies and utilizing first-aid techniques to the extent of their qualifications, knowledge, training, experience, and physical abilities. An emergency kit, first-aid kit, and a stretcher are provided on each floor. Emergency Action Plan, Fire Prevention Plan, and First-Aid Program Checklists are attached to each emergency kit. Emergency kits assigned to Business Services and Information Technologies are equipped with an automatic external defibrillator (AED). These kits may be identified by a red and white AED projection-type sign attached to the cabinet door.

First-aid kits are accessible to all employees without a key and contain supplies which are normally self-administered by the injured or ill person. First Responder Kits are locked within the Emergency Kit and are equipped with supplies with which an injured or ill person would need assistance.

Emergency Kit keys should be controlled by designated first aid responders, Security, Chief Engineer, and each administrator, manager, and supervisor. Each key will unlock all nine kits. Emergency Kits are normally inventoried and restocked on a quarterly basis, or as needed.

Floor Wardens

Floor Wardens are assigned to implement the Emergency Action Plan on their assigned floors. The Floor Warden Coordinator is assigned to Business Services Division (x2448). The Los Angeles Fire Department or Chief Engineer provides Floor Warden training that includes pertinent information on:

- The building's High-Rise and Floor Warden's Manuals;
- Portable fire extinguishers; and
- Community Emergency Response Teams (*CERT Training*).

Emergency Preparedness (Continued)

Training and Information

All ESC employees are required to receive information on their responsibilities under the various emergency response plans. Employee information and training may be provided by the:

- Employee's supervisor;
- Responsible Floor Warden;
- Floor Warden Coordinator;
- Chief Engineer; or
- Other knowledgeable supervisors, trainers, managers, or administrators may provide employees with Emergency Action Plan training.

Employee information and training on the Emergency Operations Plan may be provided by a person:

- Knowledgeable in the ESC Emergency Operations Plan; and
- The person must be formally trained or have equivalent knowledge and experience applying the Standardized Emergency Management System (SEMS) in accordance with Title 19 of the California Code of Regulations, and Section 2400 et seq.

An AED may only be used by authorized employees who are certified in the use of such "safe medical devices". The District's Public Access to Defibrillate EH&S Program Procedure details employee initial certification and continuing training requirements in accordance with Title 22 of the California Code of Regulations and Section 100033 et seq., and current American Red Cross standards, or equivalent standards. AED training may be provided by a person who:

- Is knowledgeable in the District's Public Access to Defibrillate Program; and
- The person must be a certified instructor for American Red Cross health and safety programs, or equivalent programs.

Fire Alarms, Portable Fire Extinguishers, and Evacuation Procedures

All ESC employees are responsible to know the locations of fire alarms, portable fire extinguishers, and evacuation procedures for each floor.

- Fire alarms may be activated at "pull stations" located near emergency evacuation stairwells and in other critical building locations. Fire alarm "pull station" locations are shown on evacuation route maps posted near stairwells and in elevator lobbies on each floor.
- Portable fire extinguishers may be utilized by employees who are trained in their proper use and limitations. A fire extinguisher is identified by a red and white self-adhesive label, typically on an adjacent or same wall on which the device is mounted. Portable fire extinguisher locations are also shown on evacuation route maps posted near stairwells and in elevator lobbies on each floor.

Emergency Preparedness (Continued)

Fire Drills

The Los Angeles Fire Department inspects the Educational Services Center pursuant to High-Rise Unit provisions of the Los Angeles Municipal Code. Under these provisions, the Chief Engineer acts as the Fire Safety Director and implements requirements of the Floor Warden's Manual. Fire drills must be conducted at least annually. The Director of Business Services normally submits the drill schedule to the Senior Vice-Chancellor for approval. Occasionally, the local Fire Marshal may require an unannounced drill to monitor and assess program effectiveness.

CAUTION: The Los Angeles City Fire Department has found that serious injury or loss of life may be mitigated, if not eliminated, by prompt response to evacuation alarms and/or orders.

All employees and visitors who are onsite at the time an evacuation is ordered shall evacuate the building. Persons needing assistance and who may be physically incapable of self-egress shall participate as directed by the responsible Floor Warden, the Floor Warden Coordinator, Chief Engineer, Security, or Los Angeles City Fire Department representative. No employee may be exempted.

General Employee Training, Instruction, and Notices

All regular employees shall be trained in the contents of this program upon initial implementation. Thereafter, all new regular employees shall be trained accordingly. Professional experts and temporary employees shall be provided information on how to obtain a copy of this or any related health and safety program, regulations, policies, supporting procedures, and operating instructions. Additional training and instruction shall be scheduled:

- For all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the administration is made aware of a new or previously unrecognized hazard; and
- For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Safety Meetings (Appendix E)

Supervisors are encouraged to hold quarterly safety meetings to familiarize themselves with employees' risk to safety and health hazards on the job. Such meetings shall normally satisfy the program's communication requirements. Supervisors may request information on safety meeting topics from the District's Occupational Safety and Health Specialist (x2422).

Labor Law Notice Boards

Various federal and state agencies require posting of certain information pertaining to employee rights and other information that is deemed important to make readily available to employees at all times. Business Services Division is responsible for the maintenance and upkeep of such notice boards, which are located in conspicuous areas in which employees frequent as follows:

General Employee Training, Instruction, and Notices (*Labor Law Notice Boards – Continued*)

- P1 Lower Level Elevator Lobby;
- 1ST Floor Board Room Lobby;
- 4TH Floor Elevator Lobby;
- 5TH Floor Payroll Office Counter;
- 6TH Floor Vending Machine Area outside of the Lunch Room; and
- 8TH Floor Lunch Room.

Reporting Occupational Injuries and Illnesses

<p><u>WARNING:</u> Filing a false or fraudulent workers’ compensation claim is a felony. The Third Party Administrator conducts lawful investigations to detect felonious acts and refers perpetrators to the District Attorney’s Office for prosecution.</p>
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All occupational injuries and illnesses, no matter how slight, must be reported to supervision as soon as practicable, but in any case prior to the end of the employee’s scheduled workday. After rendering first aid to the injured or ill person, the supervisor should direct the employee to the duty (Sheriff) Security Officer to initiate an incident report. If the Security Officer is not available, report the injury or illness to the Workers’ Compensation Office (*WCO - x2397*).

The WCO will initiate a Supervisor’s Report of Employee Injury or Illness (Appendix F) and, when appropriate, initiate State of California Form DWC-1, *Employee Claim for Workers’ Compensation Benefits* and Form 5020, *Employer’s Report of Occupational Injury or Illness*. The supervisor must complete the report and return it to the WCO as soon as possible and, in any case, no later than the posted due date.

Serious Injury or Illness

CAUTION: Activating the Emergency Medical System (EMS) utilizing NEC digital telephones via the private building exchange (PBX) returns a caller ID of “213-891-2000” to the “911” Dispatcher. If you select this contact method, the caller must dial “9 + 911” and leave your direct telephone number with the Dispatcher and you must remain available for a return call. However, only District extensions that begin with the number “2” can be reached directly from outside of the District Office. Therefore, exercising this option may delay care to an injured person or may unnecessarily delay evacuation.

Therefore, the preferred method to activate EMS is to allow the Sheriff Security Officer or Building Security to make the “911” call on your behalf.

If the employee has suffered a serious injury or illness, immediately contact Building Security at Ext. 2230 and direct Security to activate the Emergency Medical System. EMS is activated by:

- Notifying Building Security who will radio the duty Sheriff representative; or
- Notifying Building Security who will initiate the “911” telephone call from an independent line; or
- Activate EMS directly by calling “9 + 911” from a District PBX phone (i.e., standard office telephone).

Reporting Occupational Injuries and Illnesses (Continued)

Referral for Medical Treatment

Employees who are hurt on the job and require medical treatment or first-aid beyond that which is readily available at the ESC shall be directed to the current contracted provider of healthcare. The current healthcare provider is listed on the Labor Law Notice Boards. If the provider of healthcare is closed, the employee shall be directed to the nearest medical treatment center available. Where the employee cannot self-transport for medical treatment, the supervisor or administrator shall call for an ambulance to be dispatched, or activate EMS, as appropriate.

Notification of Serious Injury or Illness to Cal/OSHA (Appendix G)

In the event that a serious occupational injury or illness will likely result in hospitalization for more than 24-hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, or if the injury or illness results in death, the Risk Manager or higher level District Administrator shall immediately notify Cal/OSHA by telephone (i.e., as soon as possible but, in any case, no more than eight – (8) hours after it is known that the event occurred [Ref: 8 CCR §342, Labor Code §6302 and §6313].

NOTE: Serious injury or illness resulting from traffic accidents or penal code violations are not normally included towards mandatory notification consideration, except for violations of Penal Code §385, (*Tools, machinery, cranes, power shovels, etc., near high voltage overhead conductors; offense; posting notices; exceptions*). However, there are certain exceptions, as may apply in the case of serious injury or illness arising out of any one of three workplace violence event types:

1. Type 1 Workplace Violence Event; the assailant or perpetrator has no legitimate business relationship with the employee (e.g., such as armed robbery);
2. Type 2 Workplace Violence Event; the assailant or perpetrator is providing / receiving a service to / from the employee; and
3. Type 3 Workplace Violence Event; the assailant or perpetrator and victim(s) are employees.

Therefore, any death or serious injury or illness should be reported immediately to Cal/OSHA.

If the serious injury is as a result of a workplace violence event, observe the procedures and precautions provided in EH&S EP-02, *Workplace Violence Prevention Control Plan*, for preserving a crime scene. The required information shall be collected and made available at the time the telephone call is made by the Risk Manager or higher level District Administrator.

The information should be documented using the Telephone Notification to the Division of Occupational Safety and Health (Cal/OSHA) Checklist (*Appendix H*). Document the date, time, location from, and manager/administrator who made the required telephone notification to DOSH.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

General Requirements

All workplace accidents and occupational exposures to hazardous substances should be investigated in order to determine causal factors and take appropriate actions to prevent recurrence. For incidents involving occupational injury or illness, the WCO shall issue a Supervisor's Report of Employee Injury or Illness form to the appropriate supervisor or manager. For other accidents, exposures, or "near misses" that do not involve occupational injury or illness, a general inspection checklist or safe work practices inspection checklist (*Appendix A*) should be initiated. The Risk Manager should periodically review the results of such investigations and communicate program deficiencies to supervisors and managers.

Investigating Workplace Accidents and Occupational Exposures to Hazardous Substances

Investigation Procedure

- Record the site location, date, and time of the incident;
- List and interview all available witnesses, including injured workers, if possible;
- Record first aid actions and the names of persons who rendered first aid;
- Determine whether a “bloodborne pathogens exposure incident” may have occurred as a result of rendering first aid (LACCD EH&S EC-01, Bloodborne Pathogens Exposure Control Plan and LACCD EH&S RR-03, Reporting Occupational Injuries and Illnesses);
- Document all emergency response agencies that responded to the accident scene. If possible, list the names of emergency responders present;
- Inspect the site for “as found” facilities conditions (e.g., building deficiencies, tools, equipment);
- Consider other environmental affects which may have contributed to the accident or exposure (e.g., weather conditions, congestion, workspace clearance and configuration);
- Consider human factors which may have contributed to the accident or exposure;
- Review procedures, policies, operating instructions, and/or business plans that apply to the ongoing activities at the time of the accident or exposure, including any residual affects from recently concluded operations);
- Review accident prevention signs and postings, safety meeting notes, and/or pre-job briefings, tailgate meeting notes, or other pre-job planning documents as may apply;
- For hazardous substances, review applicable Material Safety Data Sheets and record personal protective equipment and/or special engineering controls established for the activity; and
- List the primary cause and any secondary casual factors that may have contributed to the accident or exposure.

Documentation Procedure

- Record all findings and attach all supporting documents and field notes;
- Determine appropriate actions to prevent recurrence; and
- Return the written investigation to the Risk Manager for review and approval.

Event Follow-up

The Risk Manager shall review the investigation and make recommendations to prevent recurrence. Such recommendations may include retraining, procedure revisions, postings, notices, safety alerts, maintenance actions, purchasing equipment, rescheduling of certain activities, or any other action determined necessary to reduce, if not eliminate, the risk of future accidents or exposures. Where a DWC-1 Form has been initiated, forward the investigation documents to the WCO.

Recordkeeping and District Program Procedures

The Los Angeles Community College District is exempt from maintaining records concerning the steps taken to implement the Injury and Illness Prevention Program under Title 8, California Code of Regulations, Section 3203(b), and Exception No. 4. However, other records must be preserved and maintained in accordance with any specific health and safety standard. Business Services Division is responsible to develop and provide specific program procedures. Occasionally, a regulatory agency may require a business plan to be established to prescribe certain safe work practices for a specific operation or process. The Director of Business Services, or Risk Manager, approves ESC safety and health operating instructions and procedures under the general direction of the Senior Vice-Chancellor.

NOTE: See Appendix G for a listing of District Environmental Health and Safety Program Procedures as they are being further developed.

**LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER
INJURY AND ILLNESS PREVENTION PROGRAM**

Part 2: Safe Work Practices

Security

All employees share responsibility in assisting Security Officers and law enforcement with workplace security. Employees and regular visitors shall prominently display their District-issued photo ID proximity cards at all times within the facility secure areas. Employees shall also:

- Sign into the Security / Visitor's Log in the Main Lobby on weekends, holidays, prior to and after normal business hours (6:00A – 6:00P), and as directed by Security. If an employee typically works beyond 6:00 PM, a good safe work practice is to notify Security (x2230), who will enter the employee's name and work location into the log.

NOTE: The Security Log is an essential component of Emergency Action Plan personnel accountability requirements in the event of fire or other unusual event in which the building must be evacuated.

- Direct visitors to the Security Desk and sign-in to the Security / Visitor's Log to receive a Visitor's Badge. If a visitor is escorted by an employee in possession of his/her District issued photo-ID proximity card, the Security Guard may waive the requirement for the visitor to receive a badge. If a visitor enters the P1 Lobby and elevator in the company of an ESC employee, stop the elevator car at the 1ST Floor and remind the visitor to report to the Security Desk.
- Notify Security if a visitor appears to be loitering in unauthorized areas (x2230). Visitors are only authorized access to areas and to personnel with whom they have an appointment to conduct legitimate business. General solicitation is discouraged. Restrooms and telephones are not intended for use by the general public, except for certain events, such as District Board Meetings open to the public.
- Use a Security-attended or "card-reader" door when exiting the building (e.g., the Main 1ST Floor Lobby or Garage P1 Elevator Lobby at any time, or the Boardroom Lobby when attended), unless evacuating the building under the Emergency Action Plan; and

CAUTION: Ventilation system startup may create an internal positive pressure relative to outdoor pressure, thereby disabling automatic door locks from latching closed. Report such a condition to Security (x2230), who will initiate increased surveillance of the door until the system stabilizes.

- Verify that card-reader doors close and lock behind you to preclude unauthorized access.

Underground Parking Structure

The underground parking structure is intended for ESC employees and visitors who are assigned a parking space. Business Services Division assigns employee parking spaces. Employees are advised to:

- Yield to pedestrian traffic when entering and exiting the parking structure. Learn to use the mirrors provided at intersections and at corners.
- Obey all postings.
 - a) The ESC is posted as a "smoke-free" building.
 - b) Drive slowly. The speed limit is posted at 5-mph.
 - c) Do not leave your vehicle in a traffic lane.

Underground Parking Structure (Continued)

- Park your vehicle in your assigned space within the painted lines.
- Do not give your space to another employee or visitor. Notify the Parking Attendant if you do not need your space for a certain time, such as when you are on vacation.
- If assigned to an outer tandem parking space, leave your key with the Parking Attendant.
- Park the vehicle in such a manner to prevent damaging an adjacent vehicle when opening a door.
- If you damage another vehicle or building property, notify the Parking Attendant immediately.
- Do not block an equipment room door.
- Do not discard trash or store any materials in traffic lanes or in parking spaces.

Corridors, Passageways, Aisles, and Working Space

CAUTION: Never block or prop-open a fire door.

Emergency egress (main) corridors and passageways shall be maintained clear of materials and furniture. The portals to such areas shall remain closed unless equipped with magnetic devices that automatically release self-closing doors during an emergency. Emergency kits equipped with castors are permitted in Elevator Lobbies. Cardboard boxes and bulk items of surplus property or trash may be placed in elevator lobbies at the end of normal business hours for custodial pickup.

- Maintain emergency egress (main) corridors and passageways at least 44-inches wide.
- Internal aisles shall be maintained at least 24-inches wide, excluding a doorway swing, a fully extended cabinet drawer, or a chair pushed away from a workstation.
- Internal aisles shall be maintained at least 36-inches wide, where needed to enable wheelchair or scooter access and egress.
- Do not block or otherwise obstruct doors, gates, and open portals to offices, cubicles, workstations, storerooms, machine rooms, or meeting rooms when occupied.
- Open restroom doors slowly to prevent injuring a person passing by.
- Maintain adequate access and working space to all building equipment, portable fire extinguishers, and all fixed fire suppression systems; at least 36-inch clearance.
- Where file cabinets or other stored materials may obstruct egress from main corridors during an emergency, the file cabinets or other stored materials shall be positively secured against tipping.
- The local Fire Marshal's approval is required to store any District materials in an Equipment Room, Machine Room, or other room that is dedicated to building physical plant components.

Offices and Cubicles

Avoid loose paper buildup in offices and cubicles.

Offices and Cubicles *(Continued)*

- Office papers for long-term storage should be maintained on metal shelves, inside cabinets, or in other rigid covered containers.
- Office papers for short-term storage should be bound or stored in suitable containers.

Arrange employee workstations to preclude excessive reaching, heavy lifting, or eyestrain. Follow appropriate ergonomic guidelines that may be applied or be directed by supervision (*Appendix A-5, A-6, and A-7 Checklists*). Do not overload shelves.

- Do not store materials above the height of an office partition.
- Avoid storing food in cubicles and file cabinet drawers for extended periods.

Electrical Safety

High-voltage areas shall be locked and posted.

- The Chief Engineer shall control access to all high-voltage areas.
- No portable tools or other materials may be stored in high-voltage areas.

Low-voltage distribution and telecommunications rooms shall be locked.

- Only authorized personnel are permitted access to such rooms.
- Portable tools and other approved materials may be stored in designated areas of such rooms.

All fixed and portable electrical appliances and tools shall be operated in accordance with the manufacturer's instructions.

- Do not modify extension cords equipped with a 3-prong plug to fit into a 2-prong electrical outlet.
- Do not remove an electrical outlet cover, except for maintenance.
- Do not overload electrical power strips.
 - a) The sum of the rated current of each individual component shall not exceed 15-amperes.
 - b) Refrigerators, coffee pots, and portable heaters should not share a common power strip.
- Do not allow excessive dust to accumulate in areas of electrical components.
- Certain portable electrical devices are thermostatically controlled and will cycle on-and-off. Such devices should be attended or de-energized.
- Employees must first receive supervisory approval prior to introducing a personal electrical appliance to the workplace. If approved, the supervisor should submit the item to Business Services Division for an electrical safety inspection prior to permitting employees to use any personal electrical appliance.

CAUTION: Wall partition electrical systems are not designed to handle most personal space heaters, refrigerators, and other thermostatically controlled devices.

Electrical Safety (Continued)

- Personal space heaters are generally prohibited.
- Business Services Division inspects and approves of all donated materials and equipment prior to use in the workplace. Donation forms are available from the Contracts Office (x2301).
- Do not establish water sources within six feet of an electrical outlet, unless the outlet is equipped with a ground fault circuit interrupter (GFCI) device. A GFCI device is normally identified by a red “Reset” switch located on the face of the outlet cover in between the two outlets.
- Certain foods contain oils that may spontaneously ignite while being heated in a microwave oven. Such food preparation should be attended.

General Storage Practices

Store all materials in a safe manner. Do not stack boxes and other materials in such a manner that could pose a risk of injury from falling objects.

Do not store any materials within 36-inches of the overhead structure or 18-inches from a fire suppression system sprinkler head, whichever is greater.

Store the heaviest materials on a bottom shelf or in a bottom cabinet drawer towards the rear end. Do not load file drawers in a manner that makes them top-heavy. To stack cardboard boxes, use a tier method (step increase per adjacent column or pyramid-like structure).

Cardboard file drawers are not normally equipped with a restraining device that limits outward travel. Take care not to pull such file drawers out quickly.

- Maintain adequate aisle space with file drawers in the open position.
- Do not leave file drawers in the open position, unless attended.

Storage space within the ESC is limited. Business Services Division encourages the use of paper source reduction techniques and storage options by:

- Utilizing the “2-sided copy” feature on copying machines, whenever possible;
- Converting hardcopy records and other documents into electronic equivalents, with the approval of the responsible Administrator;
- Obtaining approval for the destruction of records, as specified in Board Rules;
- Offering reusable office equipment and furniture to other departments and to the colleges prior to purchasing new equipment; and
- Planning for the disposal of surplus property in consultation with Business Services Division (x2448) and Facilities Planning and Development (x2480), as appropriate.

Certain areas of the ESC may be striped or otherwise posted and/or demarcated to prohibit storage. Employees must keep such areas clear at all times, with the exception of routine passage.

Lifting Techniques

NOTE: A professional service company may be required to move bulk materials or heavy objects.

Communication

- a) Make sure you **understand** the particular task or assigned work. Good communications can save time and prevent needless frustration that could result in personnel injury.
- b) **Clarify** your supervisor's instructions by repeating or summarizing the activity and desired outcome.
- c) Your supervisor will then **confirm** your understanding as being correct or will make adjustment, as necessary.

Tools and Equipment

- d) Know what **tools or special equipment** are available to you in order to lift and move the object(s) as short a distance as possible.
- e) **Consider the use** of ramps, elevators, lifts, hoists, dollies, hand trucks, etc.
- f) Consider **protective (leather) gloves or back support devices** where assignments are given that may involve repetitive lifting and when available.

Traffic Route

- g) Establish a **safe route** to move any heavy object.
- h) Verify the **route is free of slip and trip hazards**.
- i) Verify there is **adequate aisle or passage width** for you and the load. Consider your visibility during the move and securing other pedestrian or vehicular traffic, if necessary.

CAUTION: Never attempt a lift that approaches the limits of your present physical abilities.

How to Lift

- j) Size Up the Load
 - 1. Check for any sharp objects.
 - 2. Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.
 - 3. Consider the weight of the object.
- k) Do you need help? If so, STOP! Get help.
- l) Are you experiencing any muscle aches or cramps? If so, STOP! Get help.
- m) Take Position Over the Load
 - 1. Stand over the load with feet spread approximately shoulder width.
 - 2. Be sure of your footing.
 - 3. Bend at the knees and take hold of the load.
 - 4. Your arms and hands should be fully extended.
 - 5. The load should be as close to your body as possible.
 - 6. Your back should be locked by thrusting your buttocks outward.
 - 7. Your head and neck should stay aligned throughout the lift.
- n) Lift the Load
 - 1. Verify your position, footing, and posture. You should feel comfortable.
 - 2. Breathe in (*inhale*).
 - 3. Lift the load vertically in one smooth, continuous motion using your legs only. Exhale throughout the lift.

Lifting Techniques (Continued)

NOTE: During the lift, your back should not bend forward; your arms should not curl upward; your hips should not twist to the right or left; and your head and neck should come horizontal at the same time. Avoid any jerky movements.

- 4) Keep your balance. Walk with the load in the forward direction only, whenever possible. Keep the load as close to your body at all times.
- o) Set the Load
 - 1) Come to a full stop - maintain your erect posture and be sure of your footing.
 - 2) Breathe in (*inhale*).
 - 3) Lower the load vertically in one smooth, continuous motion using your legs only.
 - 4) Exhale throughout setting the load.

Preventing Slips, Trips, and Fall Accidents

- Employees should utilize handrails when climbing or descending stairs. Avoid carrying heavy objects while in stairwells, unless escorted by a second person who is capable of rendering assistance.
- Clean up liquid spills as soon as possible. If a large spill has occurred, notify Security and post or barricade the spill area.
- Maintain all corridors, passageways, and aisles clear of obstructions.
- Take care when handling or transporting materials around corners or in blind spots.
- Open doors carefully, always being aware that someone may be on the other side in the pathway of the door swing.
- Store all materials in such a manner to prevent them from tipping over.
- Load shelves and cabinets properly; the heavy items should be placed low to the floor and to the back/rear end of cabinets.
- Report any tears in the carpet or other uneven floor areas to the Chief Engineer.
- Secure temporary cables and wires so as not to create a trip hazard.

Chemicals, Vapors, Fumes, and Indoor Air Quality

Notify the District's Occupational Safety and Health Specialist (x2422) prior to introducing a chemical substance to the workplace. Employees who are exposed to hazardous substances shall be trained in accordance with LACCD EH&S EC-02, *Hazard Communication Plan*.

- Maintain the hazardous substance Material Safety Data Sheets (*MSDS*) accessible to the user. *MSDS* books are available in Reprographics, Business Services Division Office, Hazardous Material Storage Area Cage on P1 Lower Level, Security Desk, and a copy is retained by the Chief Engineer.
- For hazardous substances utilized by ESC employees, a copy of the *MSDS* shall be maintained with Business Services Division. Contractors performing maintenance activities are required to submit *MSDS* to the Chief Engineer; or

Chemicals, Vapors, Fumes, and Indoor Air Quality (Continued)

- The MSDS may be retained by Security while work is in progress.

Report any unusual odors to Security, the Chief Engineer, or to Business Services Division. The Risk Manager may specify industrial hygiene sampling in order to determine the type and source of nuisance and unusual odors in the workplace.

NOTE: Occasionally, nuisance odors originating from restroom floor drains have been reported. Most plumbing and drainage systems are equipped with “S-shaped” pipes that form loop (water) seals, thereby preventing odors from coming out of the system. The seals may be broken when the water evaporates or during certain maintenance activities. Pouring a small cup of water into the drain will restore the seals.

In the case that a perceived indoor air quality problem is present intermittently or when an airborne contaminant of unknown origin is detected, the Risk Manager may initiate a log in an attempt to determine the source pursuant to LACCD EH&S FC-06, Indoor Air Quality Plan.

Physical Plant Systems

Employees are generally prohibited from operating physical plant system equipment or components for which they have not been trained, except for standard electrical switches and outlets, water faucets, and other common utility distribution service components.

Certain physical plant system components are equipped with local and remote alarms, which alert the Engineer to system or component malfunction or may routinely alarm when the system is not in its normal operating mode. Report any system alarms to Security (x2230) or to the Chief Engineer.

NOTE: A physical plant system alarm warns the operator that the system or component may not be functioning properly or may not be functioning in its normal or preferred mode of operation. It does not mean that employee safety is at risk as a result of any specific hazard; nor is employee health compromised by such routine operational alarms.

Storm drains located on the Roof and Outdoor Patios are intended only for rain water. Do not pour any liquids or dispose of any bulk materials into ESC facility storm drains.

Waste Characterization

Waste materials are characterized as integrated wastes, universal wastes, or hazardous wastes. Integrated wastes are further subdivided as disposable, recyclable, or reusable.

- Disposable Integrated Waste Materials. These items are not recycled. Such waste materials include:
 - a) Personal hygiene wastes;
 - b) Packaging materials;
 - c) Bulk waste collected from restroom containers;
 - d) Food waste and food containers; and
 - e) Recyclable/Reusable waste materials contaminated by personal hygiene and/or food wastes.
- Recyclable Integrated Waste Materials. These items are recycled. Such materials include:
 - f) Newspaper;
 - g) Computer Paper;

Waste Characterization (Continued)

- h) Mixed Paper;
 - i) Cardboard;
 - j) Rinsed-clean and empty recyclable plastic bottles;
 - k) Toner cartridges; and
 - l) Other materials that may be identified by Business Services (x2422).
- Reusable Integrated Waste Materials. These items are offered as surplus materials for reutilization within the District or for sale by public auction, or donation in accordance with Board policies. Such materials include:
 - m) Chairs;
 - n) Office equipment;
 - o) Office furniture;
 - p) Certain office supplies;
 - q) Other materials that may be of value to other District locations or for commercial use; and
 - r) Other materials that may be identified by Facilities Planning and Development (x2480).
 - Universal Waste Materials. These items are dismantled for recycling of reusable materials and disposal of hazardous waste materials, as appropriate. Such materials include:
 - s) Intact fluorescent lamps;
 - t) Intact lamp ballasts;
 - u) Intact batteries;
 - v) Intact cathode ray tube devices;
 - w) Broken computers, calculators, cellular phones, and FAX machines;
 - x) Intact mercury switches and mercury-containing devices;
 - y) Other consumer electronic waste materials that exhibit a low toxicity hazard; and
 - z) Other materials that may be identified by Business Services (x2422).
 - Hazardous Waste Materials. These items exhibit waste characteristics that are flammable, reactive, toxic, carcinogenic, and include other materials that require special consideration as to handling, packaging, labeling, transporting, storing, treating, and disposing. Only a commercial licensed hauler can prepare and ship hazardous wastes, which are delivered to facilities that are licensed and permitted to treat, store, and/or dispose of them. Employees who have any questions regarding hazardous wastes may contact Business Services Division (x2422).

All employees share responsibility in protecting the environment against materials that may contain hazardous substances.

Certified Document Destruction

Certain documents and records may contain confidential information pertinent to employees, students, or visitors. Other documents may contain sensitive information, which the responsible Administrator and/or the Office of General Counsel determine that the documents are to be destroyed when no longer needed (e.g., security plans, surveillance media, and other documents). Submit such documents and records to Business Services for contracted, bonded, certified document destruction or the responsible Administrator shall ensure that the documents are destroyed. Shredded paper documents are recycled as integrated waste.

Waste Disposal

Dispose of integrated and universal wastes in appropriate containers established in various areas of the ESC. For more information, contact Business Services (x2448).

ROUTINE FACILITIES INSPECTION CHECKLIST FOR: _____
Month / Year

LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER
WEEKLY HAZARDOUS MATERIALS / HAZARDOUS WASTES INSPECTION CHECKLIST

APPENDIX A-3

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER MONTHLY FIRE EXTINGUISHER INVENTORY AND INSPECTION CHECKLIST

770 Wilshire-Flower Building Portable Fire Extinguishers Inspection For _____, 2006								Total Number of Extinguishers = _____	
Floor	Extinguisher Location	Characteristics		Extinguisher Tag Information			Are extinguishers in designated place, unobstructed, properly mounted or protected with proper markings, labels, and operating instructions?	Is container integrity verified, no corrosion, nozzle clear, pressure gage within its operational band, and all parts, fasteners, pins, diffuser horn, and appurtenance appear to be in operational condition?	Are extinguishers hefted, shaken, or weighed to verify fullness and inspection done pursuant to the owner's manual and Title 19, California Code of Regulations, Articles 4, 5, and 6?
		Type	Quantity	Tag Present (✓)	Service Date	Retest Date			
Roof				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Mezzanine				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P1 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P1 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P2 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P2 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P3 UL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
P3 LL				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Courier Mail Vans				<input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

REFERENCE: 19 CFR §574.2

Inspector Name: _____ Inspector Signature: _____ Comments: _____

LACCD EH&S ESC-IIPP-3 Rev. 10 01/07

APPENDIX A-4
(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT - EDUCATIONAL SERVICES CENTER MONTHLY FIRE EXTINGUISHER INVENTORY AND INSPECTION CHECKLIST

770 Wilshire-Flower Building Sprinkler Valves Inspection For _____, 2005

Valve Number	Valve Location	Area Controlled	As Found Condition			Was this valve closed since the last inspection?	Was an approved red tag system used to track the position of this valve?	Was this valve fully reopened and a 2-inch drain test performed prior to being locked or sealed?
			Open	Shut	Locked			
Main IBV #1	P2 Parking level along north wall adjacent to Wilshire Blvd	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #2	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
OS&Y#3	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #4	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #5	Fire Pump Room	Entire Bldg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #6	P1 Parking Level	P1 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
OS&Y#7	P2 Parking Level North	P2 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #8	P1 Parking Level South	P1 Lobby Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #9	P3 Parking Level	P3 Parking Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #10A #10B	1st Floor South Stairwell Mezzanine Stairwell	1st Floor Mezzanine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #11	2nd Floor South Stairwell	2nd Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #12	2nd Floor South Stairwell	Computer Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #13	3rd Floor South Stairwell	3rd Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #14	4th Floor South Stairwell	4th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #15	5th Floor South Stairwell	5th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #16	6th Floor South Stairwell	6th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #17	7th Floor South Stairwell	7th ^h Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #18	8th Floor South Stairwell	8th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IBV #19	9th Floor South Stairwell	9th Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

REFERENCE: 8 CCR§3203

Week 1: _____ Comments: _____ Week 2: _____ Comments: _____
Inspector Signature Inspector Signature

Week 3: _____ Comments: _____ Week 4: _____ Comments: _____
Inspector Signature Inspector Signature

Week 5: _____ Comments: _____
Inspector Signature

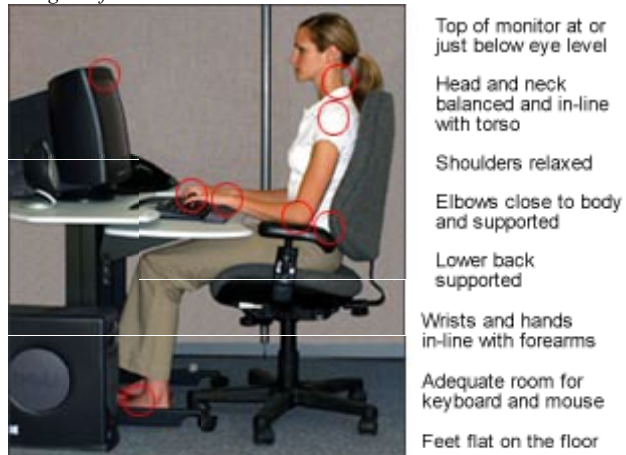
APPENDIX A-5

U.S. DEPARTMENT OF LABOR (FED/OSHA) ERGONOMICS INSPECTION MODEL

FACSIMILE

Page 1 of 2

Millions of people work with computers every day. This eTool* illustrates simple, inexpensive principles that will help you create a safe and comfortable computer workstation. There is no single "correct" posture or arrangement of components that will fit everyone. However, there are basic design goals, some of which are shown in the accompanying figure, to consider when setting up a computer workstation or performing computer-related tasks.



Even when the design of the workstations is correct and environmental factors are at their best, users can face risks from task organization which can intensify the impact of other risk factors, such as repetition. Additionally, failing to recognize early warning signs could allow small problems to develop into serious injuries. Addressing task organization factors and medical awareness can help minimize the risk of developing musculoskeletal disorders (MSDs) and stop the progression to injury.



High repetition tasks or jobs that require long periods of static posture may require several, short rest breaks (**micro breaks or rest pauses**). During these breaks users should be encouraged to stand, stretch, and move around. This provides rest and allows the muscles enough time to recover. However, maintaining static postures, such as viewing the monitor, for a prolonged period of time without taking a break can fatigue the muscles of the neck and shoulder that support the head.



H

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-5
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION MODEL
FACSIMILE

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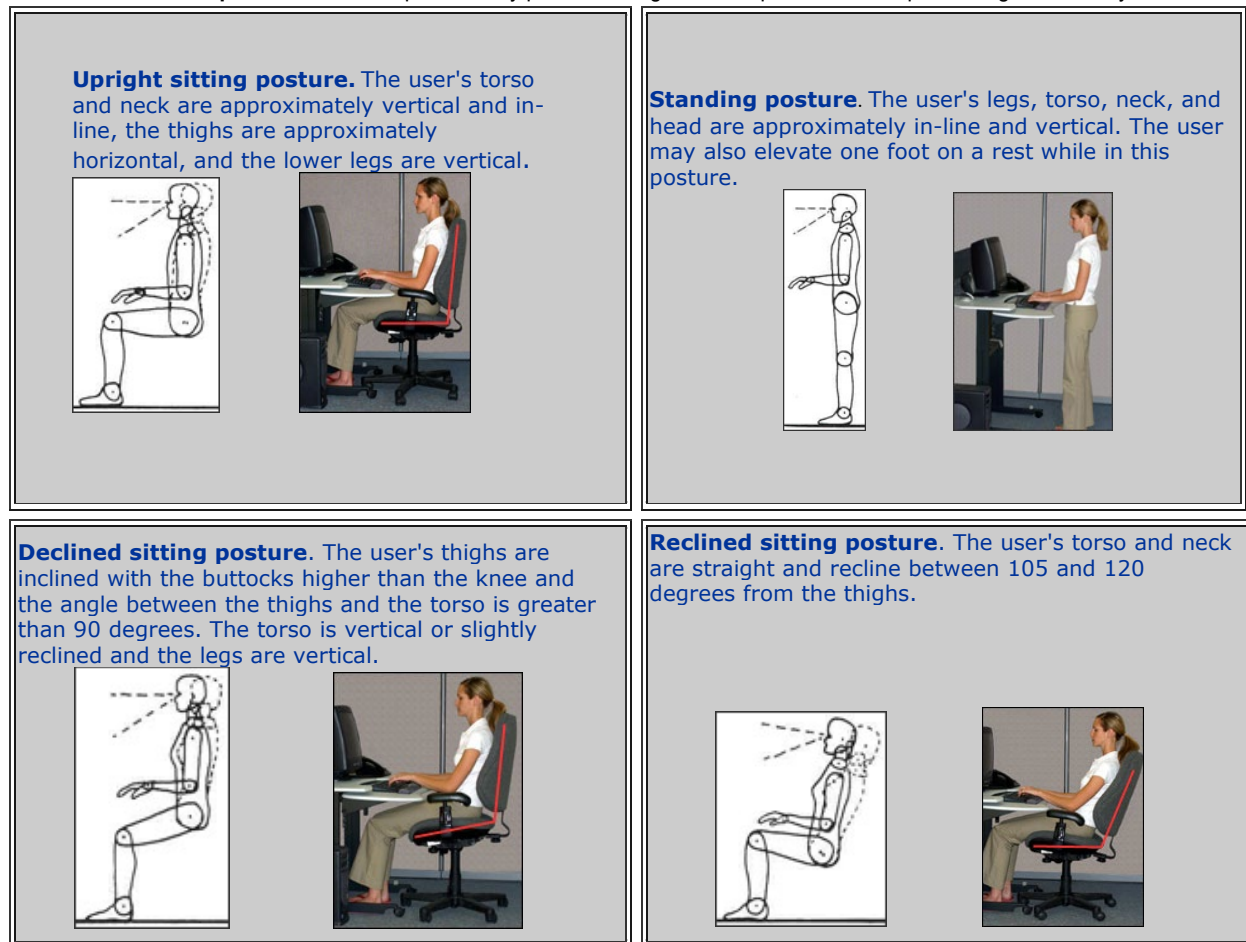
To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally, it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90-120°.
- Feet are fully supported by floor or footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

These four **reference postures** are examples of body posture changes that all provide neutral positioning for the body.



REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-6

U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION CHECKLIST

Page 1 of 2

WORKING POSTURES—The workstation is designed or arranged for doing computer tasks so it allows your	YES (√)	NO
1. Head and neck to be upright or in-line with the torso (not bent down/back). If "no" refer to <u>Monitors</u> , <u>Chairs</u> and <u>Work Surfaces</u> .		
2. Head, neck, and trunk to face forward (not twisted). If "no" refer to <u>Monitors</u> or <u>Chairs</u> .		
3. Trunk to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to <u>Chairs</u> or <u>Monitors</u> .		
4. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to <u>Chairs</u> .		
5. Upper arms and elbows to be close to the body (not extended outward). If "no" refer to <u>Chairs</u> , <u>Work Surfaces</u> , <u>Keyboards</u> , and <u>Pointers</u> .		
6. Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to <u>Chairs</u> , <u>Keyboards</u> , <u>Pointers</u> .		
7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger). If "no" refer to <u>Keyboards</u> , or <u>Pointers</u> .		
8. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to <u>Chairs</u> or <u>Work Surfaces</u> .		
9. Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to <u>Chairs</u> , <u>Work Surfaces</u> .		
SEATING—Consider these points when evaluating the chair: "No" answers to any of these questions should prompt a review of	YES (√)	NO
10. Backrest provides support for your lower back (lumbar area).		
11. Seat width and depth accommodate the specific user (seat pan not too big/small).		
12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).		
13. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).		
14. Armrests, if used, support both forearms while you perform computer tasks and they do not interfere with movement.		
KEYBOARD/INPUT DEVICE—Consider these points when evaluating the keyboard or pointing device. The key-board/input device is designed or arranged for doing computer tasks so the: ("No" answers to any of these questions should prompt a review of <u>Keyboards</u> , <u>Pointers</u> , or <u>Wrist Rests</u>)	YES (√)	NO (√)
15. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.		
16. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.		
17. Input device is easy to activate and the shape/size fits your hand (not too big/small).		
18. Wrists and hands do not rest on sharp or hard edges.		

REFERENCE: U.S. DOL OSHA

(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-6
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS INSPECTION CHECKLIST




Page 2 of 2

MONITOR—Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the: ("No" answers to any of these questions should prompt a review of <u>Monitors</u> or <u>Lighting/Glare</u>)	YES (✓)	NO (✓)
19. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.		
20. User with bifocals/trifocals can read the screen without bending the head or neck backward.		
21. Monitor distance allows you to read the screen without leaning your head, neck or trunk forward/backward.		
22. Monitor position is directly in front of you so you don't have to twist your head or neck.		
23. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.		
WORK AREA—Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the	YES (✓)	NO (✓)
24. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).		
25. Legs and feet have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.		
ACCESSORIES—Check to see if the: ("No" answers to any of these questions should prompt a review of <u>Work Surfaces</u> , <u>Document Holders</u> , <u>Wrist Rests</u> or <u>Telephones</u>)	YES (✓)	NO (✓)
26. Document holder, if provided, is stable and large enough to hold documents.		
27. Document holder, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.		
28. Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on your wrists.		
29. Wrist/palm rest, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.		
30. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.		
GENERAL: ("No" answers to any of these questions should prompt a review of <u>Chairs</u> , <u>Work Surfaces</u> , or <u>Work Processes</u>)	YES (✓)	NO (✓)
31. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.		
32. Computer workstation, components and accessories are maintained in serviceable condition and function properly.		
33. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.		

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE




Page 1 of 3

MONITORS	
1. Make sure the screen is large enough for adequate visibility. Usually a 15 to 20-inch monitor is sufficient. Smaller units will make it difficult to read characters and larger units may require excessive space.	
2. The angle and tilt should be easily adjustable.	
3. Flat panel displays take less room on the desk and may be more suitable for locations with limited space.	
KEYBOARDS AND TRAYS	
1. Split keyboard designs will allow you to maintain neutral wrist postures.	
2. Keyboards with adjustable feet will accommodate a wider range of keyboard positions and angles. Adjustable feet on the front as well as the back will further aid adjustments. Increased adjustability will facilitate neutral wrist postures.	
3. The cord that plugs into the CPU should be long enough to allow the user to place the keyboard and the CPU in a variety of positions. At least six feet of cord length is desirable.	
4. Consider a keyboard without a 10-key keypad if the task does not require one. If the task does require one occasionally, a keyboard with a separate 10-key keypad may be appropriate. Keyboards without keypads allow the user to place the mouse closer to the keyboard.	
5. Consider the shape and size of the keyboard if a keyboard tray is used. The keyboard should fit comfortably on the tray.	
6. Consider keyboards without built-in wrist rest, because separate wrist rests are usually better.	
7. Keyboards should be detached from the display screen if they are used for a long duration keying task. Laptop keyboards are generally not suitable for prolonged typing tasks.	
8. Keyboard trays should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse.	
9. If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) should be 22 inches to 28 inches from the floor.	
10. Keyboard trays should have adjustment mechanisms that lock into position without turning knobs. These are frequently over tightened, which can lead to stripped threads, or they may be difficult for some users to loosen.	
DESKS AND WORK SURFACES	
1. The desk area should be deep enough to accommodate a monitor placed at least 20 inches away from your eyes.	
2. Ideally, your desk should have a work surface large enough to accommodate a monitor and a keyboard. Usually about 30 inches is deep enough to accommodate these items.	
3. Desk height should be adjustable between 20 inches and 28 inches for seated tasks. The desk surface should be at about elbow height when the user is seated with feet flat on the floor. Adjustability between seated and standing heights is desirable.	
4. You should have sufficient space to place the items you use most often, such as keyboard, mouse, and monitor directly in front of you.	
5. There should be sufficient space underneath for your legs while sitting in a variety of positions. The minimum under-desk clearance depth should be 15 inches for your knees and 24 inches for your feet. Clearance width should be at least 20 inches.	
6. Purchasing a fixed-height desk may require the use of a keyboard tray to provide adequate height adjustment to fit a variety of users.	
7. Desktops should have a matte finish to minimize glare. Avoid glass tops.	
8. Avoid sharp leading edges where your arms come in contact with work surfaces. Rounded or sloping surfaces are preferable.	
9. The leading edge of the work surface should be wide enough to accommodate the arms of your chair, usually about 24 inches to 27 inches. Spaces narrower than this will interfere with armrests and restrict your movement. This is especially important in four-corner work units.	

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE





Page 2 of 3

CHAIRS	
1. The chair should be easily adjustable.	
2. The chair should have a sturdy five-legged base with good chair casters that roll easily over the floor or carpet.	
3. The chair should swivel 360 degrees so it is easier to access items around your workstation without twisting.	
4. Minimum range for seat height should be about 16 inches.	
5. Seat pan length should be 15 inches to 17 inches.	
6. Seat pan width should be at least as wide as the user's thighs. A minimum width of about 18 inches is recommended.	
7. Chair edges should be padded and contoured for support.	
8. Seat pan tilt should have a minimum adjustable range of about 5 degrees forward and backward.	
9. Avoid severely contoured seats as these limit seated postures and are uncomfortable for many users.	
10. Front edge of the seat pan should be rounded in a waterfall fashion.	
11. Material for the seat pan and back should be firm, breathable, and resilient.	
12. The seat pan depth should be adjustable. Some chairs have seat pans that slide forward and backward and have a fixed back. On others the seat pan position is fixed and the backrest moves horizontally forward and backward so the effective depth of the seat pan can be adjusted. Beware of chairs where the back only tilts forward and backward. These do not provide adequate adjustment for a wide range of users.	
13. The backrest should be at least 15 inches high and 12 inches wide and should provide lumbar support that matches the curve of your lower back.	
14. The backrest should widen at its base and curve in from the sides to conform to your body and minimize interference with your arms.	
15. The backrest should allow you to recline at least 15 degrees and should lock into place for firm support.	
16. The backrest should extend high enough to support your upper trunk and neck/shoulder area. If the backrest reclines more than about 30 degrees from vertical, a headrest should be provided.	
17. Armrests should be removable and the distance between them should be adjustable. They should be at least 16 inches apart.	
18. Armrest height should be adjustable between 7 inches and 10.5 inches from the seat pan. Fixed height armrests are not desirable, especially for chairs that have more than one user.	
19. Armrests should be large enough (in length and width) to support your forearm without interfering with the work surface.	
20. Armrests should be padded and soft.	
21. Most chairs are designed for weights under 275 pounds. If the user weighs more than 275 pounds, the chair must be designed to support the extra weight.	
DOCUMENT HOLDERS	
1. The document holder needs to be stable but easy to adjust for height, position, distance, and viewing angle.	
2. If the monitor screen is your primary focus, purchase a document holder that will sit next to the monitor at the same height and distance.	
3. If the task requires frequent access to the document (such as writing on the document) a holder that sits between the keyboard and monitor may be more appropriate.	
WRIST RESTS	
1. Wrist rest should match the front edge of the keyboard in width, height, slope, and contour.	
2. Pad should be soft but firm. Gel type materials are recommended.	
3. Wrist rest should be at least 1.5 inches deep (depth away from the keyboard) to minimize contact pressure on the wrists and forearm.	

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX A-7
U.S. DEPT. OF LABOR (FED/OSHA) ERGONOMICS PLANNING GUIDE

Page 3 of 3

MOUSE / POINTING DEVICES	
1. Choose a mouse/pointer based on the requirements of your task and your physical limitations. There really is no difference, other than preference, among a mouse, trackball, or other device.	
2. A mouse should match the contour of your hand and have sufficient cord length to allow its placement next to the keyboard.	
3. If you choose a trackball, avoid ones that require the thumb to roll the ball--they may cause discomfort and possible injury to the area around your thumb.	
4. A smaller mouse may be more appropriate especially if you have small hands. Caution should be taken if a mouse is used by more than one person.	
5. A mouse that has sensitivity adjustments and can be used with either hand is desirable.	
TELEPHONES	
1. If task requirements mandate extended periods of use or other manual tasks such as typing while using the phone, use a telephone with a "hands-free" headset.	
2. The telephone should have a speaker feature for "hands-free" usage.	
3. "Hands-free" headsets should have volume adjustments and volume limits.	
DESK LIGHTING	
1. Good desk lighting depends on the task you're performing. Use bright lights with a large lighted area when working with printed materials. Limit and focus light for computer tasks.	
2. The location and angle of the light sources, as well as their intensity levels, should be fully adjustable.	
3. The light should have a hood or filter to direct or diffuse the light.	
4. The base should be large enough to allow a range of positions or extensions.	
OTHER CONSIDERATION	

REFERENCE: U.S. DOL OSHA
(<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

APPENDIX B

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER EMPLOYEE SAFETY CONCERN

Page 1 of 2

SECTION I: Personal Information (Optional)

Employee Name	College / Department
Supervisor Name	Supervisor Telephone Number

SECTION II: Facility Location

College / Department	Building / Facility	
Other Identifying Location / Specifics		Date / Time

SECTION III: Facility Condition / Occurrence

SECTION IV: Safe Work Practice Observation / Recommendation

SECTION V: Procedure / Policy / Instruction Affected

SECTION VI: Submission

- | | |
|--|--|
| <input type="checkbox"/> Employee Suggestion Box | <input type="checkbox"/> Supervisor (Name): _____ |
| <input type="checkbox"/> Employee Safety Meeting | <input type="checkbox"/> Courier Mail: _____
Addressed to |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other (Name): _____ |

☐ Please check this box if you wish direct feedback - Section I above must be completed

REFERENCE: 8 CCR §3203

LACCD EH&S ESC IIPP-5 Rev. 10 01/07

APPENDIX B

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER EMPLOYEE SAFETY CONCERN

Page 2 of 2

SECTION III: VALIDATION (Required for reported deficiencies and violations)

COMMENT DESIGNATOR(s)	OK (√)	N/A (√)	ACTION / DISPOSITION	DISPOSITION DATE	VALIDATED BY: Risk Manager

SECTION IV: BUSINESS SERVICES APPROVAL (Required for Section III maintenance action recommendations)

COMMENT DESIGNATOR(s)	OK (√)	N/A (√)	ACTION / DISPOSITION	ABATEMENT DATE	CLOSURE APPROVED BY: Director – Business Services

REFERENCE: 8 CCR §3203


A copy of this completed form should be sent to the Risk Manager

APPENDIX C

F A C S I M I L E

LOS ANGELES COMMUNITY COLLEGE DISTRICT

HAZARD TAG / DEFICIENCY TAG

 LOS ANGELES COMMUNITY COLLEGE DISTRICT HAZARD / DEFICIENCY TAG H A Z A R D	
<input type="checkbox"/> Area / Location	<input type="checkbox"/> Tool / Equipment
Definition of Hazard: _____ _____ _____ _____	
Date: ____/____/____	Time: _____
Employee Name: _____	
Supervisor Name: _____	
Extension: _____	
Estimated Completion of Work Activity: _____	
Post each access point	Affix to tool/equipment
LACCD EH&S EP-01-1 (Rev. 01/07)	

F A C S I M I L E

APPENDIX D
LOS ANGELES COMMUNITY COLLEGE DISTRICT ABATEMENT PLAN
(Page 1 of 2)

SECTION I: ADMINISTRATIVE

☐ Continuation Sheet(s) Attached¹

Sheet _____ of _____

COMMUNITY COLLEGE (or District)		AREA/BUILDING (or other location)		CHECK ALL THAT APPLY
				<input type="checkbox"/> CITATION <input type="checkbox"/> VIOLATION
REGULATORY AGENCY (or Department)		INSPECTION NUMBER (or Work Order)		<input type="checkbox"/> DEFICIENCY <input type="checkbox"/> OBSERVATION
ENFORCEMENT OFFICER (or Inspector)		TELEPHONE NUMBER (or Extension)	() -	<input type="checkbox"/> SAFETY CONCERN <input type="checkbox"/> WORK REQUEST
				<input type="checkbox"/> OTHER

SECTION II: PROJECT: _____

REVISION: _____

DATE: _____ / _____ / _____

TASK#	DESCRIPTION / OBJECTIVE

REFERENCE: 8 CCR §3203

Continued on Reverse

APPENDIX D

LOS ANGELES COMMUNITY COLLEGE DISTRICT ABATEMENT PLAN

(Page 2 of 2)

SECTION III: SCHEDULE

REVISION: _____

DATE: ____/____/____

FISCAL YEAR: _____

TASK# ²	RESPONSIBLE PERSON	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	COMMENTS ³

REFERENCE: 8 CCR §3203

SUBMITTED BY: _____

Name / Title

APPROVED BY: _____

Name / Title

NOTES:

1. Use additional sheets if necessary or other equivalent continuation format.
2. Task numbers must correspond to one another front and backsides of this form.
3. Attach supporting documentation or correspondence as necessary.

LACCD EH&S ESC IIPP-6 Rev. 10 01/07

APPENDIX E
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ENVIRONMENTAL HEALTH & SAFETY
EMPLOYEE TRAINING AND ATTENDANCE RECORD

☐ ANNUAL ☐ SAFETY MEETING ☐ SAFETY CONFERENCE ☐ SPECIAL _____

TRAINER (Print Name)	TRAINER (Signature)	TRAINER (Title / <u>Qualifications</u>)
CAMPUS (or District)	LOCATION (or Facility)	DATE

TOPIC(S): _____ **EH&S PROCEDURE(S):** _____

ACCIDENT PREVENTION RULES DISCUSSED (from IIPP or job specific safe work practices - attach additional sheets as necessary)

ATTENDANCE RECORD

EMPLOYEE NAME (Print)	EMPLOYEE NAME (Signature)	EMPLOYEE NUMBER	SUPERVISOR	Telephone

REFERENCE: 8 CCR §3203

APPENDIX F

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS

Page 1 of 3
(Facsimile)

OSHA Inspection No.
OSHA Case No.

Incident No. (From Sheriff)
TPA Case No. (From TPA Files)

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS

Page 1 of 2

NOTE: This form should be completed and sent to the District Workers' Compensation Office within two- (2) days of the reported injury.

SECTION I: ADMINISTRATIVE

COLLEGE/LOCATION		DEPT. / DIV.	
EMPLOYEE NAME		POSITION CLASSIFICATION	
DATE AND TIME OF INJURY OR ILLNESS		DATE AND TIME SUPERVISOR KNEW OF EMPLOYEE INJURY OR ILLNESS	
INCIDENT LOCATION		Body Part(s)	

SECTION II: EMERGENCY TREATMENT

TYPE OF TREATMENT RENDERED (✓)	NAME(S) OF FIRST AID RESPONDERS, MEDICAL PROFESSIONALS, OR EMERGENCY TREATMENT PROVIDERS	BLOODBORNE PATHOGENS EXPOSURE INCIDENT? (✓) <input type="checkbox"/> NO <input type="checkbox"/> YES <u>IF YES, SPECIFY ROUTE OF ENTRY BELOW</u>	NAME(S) OF WITNESSES TO THE OCCUPATIONAL INJURY OR ILLNESS
<input type="checkbox"/> FIRST AID (SELF ADMIN)		<input type="checkbox"/> INGESTION	
<input type="checkbox"/> FIRST AID by EMPLOYEES or MEDICAL PROFESSIONAL		<input type="checkbox"/> INHALATION	
<input type="checkbox"/> TREATMENT by MEDICAL PROFESSIONAL		<input type="checkbox"/> PARENTERAL (Injection)	
<input type="checkbox"/> EMERGENCY TREATMENT by MEDICAL PROFESSIONAL		<input type="checkbox"/> ABSORPTION	

REFERENCE: 8CCR§3203

APPENDIX F

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS

Page 2 of 3

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS

Page 2 of 2

SECTION III: Type of Incident (check all that apply)

- ☐ Illness
- ☐ Injury
- ☐ Off Campus/Work Location
- ☐ Other: _____
Specify Other Type of Incident

SECTION IV: Cause of Injury or Illness

- ☐ Horseplay
- ☐ Unsafe work practice
- ☐ Machine or Equipment
- ☐ Housekeeping
- ☐ Ergonomics
- ☐ Lack of Training
- ☐ Ventilation Systems (Indoor Air Quality)
- ☐ Other: _____
Specify Other Cause

SECTION V: Corrective Action Taken to Prevent Recurrence

- ☐ Maintenance Service Request (Facilities Doc. Number)
- ☐ Procedure Revision
- ☐ Signage
- ☐ Remove Faulty Equipment/Furniture
- ☐ Ergonomic Assessment
- ☐ Employee/Staff Training
- ☐ Other: _____
Specify Other Corrective Actions

Notes / Description
Notes/Description
Notes/Description

REFERENCE: 8CCR§3203

SECTION VI: Additional Investigation Information (Attach additional sheets as necessary)

SECTION VII: Closure & Approval

Supervisor (Print Name)			Supervisor (Signature/Date)		
Supervisor (Telephone Number)		EXT.	Administrator (Signature/Date)		

LACCD EH&S RR-03-1 REV. 6 02/07

REFERENCE: 8CCR§3203

APPENDIX F
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY AND ILLNESS
Page 3 of 3

(Facsimile)

LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPERVISOR'S REPORT OF EMPLOYEE INJURY OR ILLNESS
CONTINUATION SHEET
(Optional)

Section Number	Notes/Description
I	
II	
III	
IV	
V	
VI	

REFERENCE: 8CCR§3203

APPENDIX G

LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER TELEPHONE NOTIFICATION TO THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (Cal/OSHA) CHECKLIST

(Page 1 of 2)

<input type="checkbox"/> (213) 576 - 7451 <i>Los Angeles Office</i> <i>ESC, Southwest, Trade-Technical, City, West</i>	<input type="checkbox"/> (310) 516 - 3734 <i>Torrance Office</i> <i>Harbor</i>	<input type="checkbox"/> (626) 256 - 7913 <i>Monrovia / Pico Rivera Office</i> <i>East</i>	<input type="checkbox"/> (818) 901 - 5403 <i>Van Nuys Office</i> <i>Mission, Pierce, Valley</i>
---	---	---	--

EMPLOYER NAME ADDRESS TELEPHONE NUMBERS	Los Angeles Community College District 770 Wilshire Boulevard Los Angeles, CA 90017 FAX: (213) 891-2490 TEL: (213) 891-2400 Director of Business Services TEL: (213) 891-2231 Risk Manager TEL: (213) 891-2422 Occup. Safety & Health Spec.	Site Event Name, Address, Telephone Number (or "District")
VIOLENCE EVENT TYPE (✓) If applicable	<input type="checkbox"/> TYPE I <input type="checkbox"/> TYPE II <input type="checkbox"/> TYPE III	EVENT <i>(Injury/Illness)</i> DATE / TIME <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div>
PERSON INITIATING FIRST REPORT OR NOTIFICATION OF EVENT <i>(Include Job Title, Organization, Employee Number, Badge Number, as applicable)</i>		<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Name Title </div> Employee / Badge Number: <div style="border-bottom: 1px solid black; width: 80%;"></div>
SITE CONTACT PERSON NAME / TITLE <i>(or "IC" if Incident Commander)</i>		<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Name Title </div>
INJURED EMPLOYEE NAME AND ADDRESS <i>(Use Reverse Side to List Additional Names)</i>		
Describe or List the Nature of Injury(ies)		
Describe the Event and Whether the Scene has been Altered		
Location(s) Where Injured Employee(s) Moved		
LAW ENFORCEMENT AGENCIES AT SCENE		
NOTIFICATION MADE BY <i>(Employee Name, Date, Time, and Location from which notification made)</i>		<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Name Date / Time Location </div>

REFERENCE: 8 CCR §342

APPENDIX G

LOS ANGELES COMMUNITY COLLEGE DISTRICT EDUCATIONAL SERVICES CENTER TELEPHONE NOTIFICATION TO THE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (Cal/OSHA) CHECKLIST

Page 2 of 2

<input type="checkbox"/> (213) 576 - 7451 <i>Los Angeles Office</i> <i>ESC, Southwest, Trade-Technical, City, West</i>	<input type="checkbox"/> (310) 516 - 3734 <i>Torrance Office</i> <i>Harbor</i>	<input type="checkbox"/> (626) 256 - 7913 <i>Monrovia / Pico Rivera Office</i> <i>East</i>	<input type="checkbox"/> (818) 901 - 5403 <i>Van Nuys Office</i> <i>Mission, Pierce, Valley</i>
---	---	---	--

Use Additional Sheets if necessary to List More Employees As Needed

Sheet _____ of _____

ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
Describe or List the Nature of Injury(ies)	
Describe the Event and Whether the Scene has been Altered	
Location(s) Where Injured Employee(s) Moved	
ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
Describe or List the Nature of Injury(ies)	
Describe the Event and Whether the Scene has been Altered	
Location(s) Where Injured Employee(s) Moved	
ADDITIONAL INJURED EMPLOYEE NAME AND ADDRESS	
Describe or List the Nature of Injury(ies)	
Describe the Event and Whether the Scene has been Altered	
Location(s) Where Injured Employee(s) Moved	

REFERENCE: 8CCR§342

APPENDIX H
ENVIRONMENTAL HEALTH & SAFETY PROGRAM MATRIX AND ORGANIZATION

SAFETY & HEALTH POLICIES

Board Rules

Code of Safe Work Practice Rules (SWP-100 series)

Board of Trustees

Administrative Regulations

(SWP-200 series)

Chancellor / Senior Vice-Chancellor / Presidents

Injury and Illness Prevention Programs

Corporate Safety Officer: Director of Business Services

Local Safety Officers: Vice-Presidents of Administration / Risk Manager

Emergency Preparedness Module <i>(SWP-300 series)</i> -Designated Employees -First Responders -Floor Wardens	Employee Training Module <i>(SWP-400 series)</i> -Managers -Supervisors -Leads	Exposure Controls Module <i>(SWP-500 series)</i> -Managers -Supervisors -Leads	Facilities Controls Module <i>(SWP-600 series)</i> -Managers -Supervisors -Leads	HAZMAT Controls Module <i>(SWP-700 series)</i> -Managers -Supervisors -Leads	Permitting Process Controls Module <i>(SWP-800 series)</i> -Managers -Supervisors -Leads	Records, Reports, and Notifications <i>(SWP-900 series)</i> -Managers -Supervisors -Leads
Accident Prevention Signs and Tags (EH&S EP-01)	Employee Communication and Information (EH&S ET-01)	Bloodborne Pathogens Exposure Control (EH&S EC-01) BSD / HRD	Facility Inspection Control Plan (EH&S FC-01) FACILITIES DIRECTORS	Medical Waste Management Plan (EH&S HM-01) HAZMAT COORDINATORS	MWMP Permitting Process (EH&S PP-01) FACILITIES DIRECTORS	Medical Records Management Program (EH&S RR-01) HRD / BSD
Workplace Violence Prevention Plan (EP-02)	Continuing Training Program (ET-02)	Hazard Communication Plan (EC-02) FACILITIES DIRECTORS	Facility Inspection Guide (FC-02) FACILITIES DIRECTORS	Hazardous Material Control Plan (HM-02)	DTSC Permitting Process (PP-02) FACILITIES DIRECTORS	EH&S Procedures (RR-02) BSD
Emergency Action/ Fire Prevention Plans (EP-03)	<i>Reserved</i>	Ergonomics Exposure Control Plan (EC-03) FACILITIES DIRECTORS	Facility Pest Control Plan (FC-03) GARDENING SUPERVISORS Confined Spaces (FC-04) FACILITIES DIRECTORS	Industrial Waste Water Quality Control Plan (HM-03) FACILITIES DIRECTORS	DPW Permitting Process (PP-03) FACILITIES DIRECTORS	Reporting Occupational Injury and Illness (RR-03) Focal Points
Standardized Emergency Management System (SEMS – EOPS) (EP-04) <i>Reserved</i>	<i>Reserved</i>	Chemical Hygiene Plan (EC-04) CHEMICAL HYGIENE OFFICER LAB TECHS Respiratory Protection and Industrial Hygiene (EC-05) INDUSTRIAL HYGIENIST	Energy Control Program (FC-05) ELECTRICAL SUPVR Indoor Air Quality (FC-06) LAB TECHS HVAC SUPVR	Storm Drain Water Quality Control Plan (HM-04) FACILITIES DIRECTORS	LARWQCB Storm Water Management Program Small MS-4 General Permit (PP-04) FACILITIES DIRECTORS	AED Records And Reports (RR-04) BSD / RM
First Aid Program (EP-05)	<i>Reserved</i>	Control of Select Carcinogens (EC-06) FACILITIES DIRECTORS (Occ-Med Coord) Hearing Conservation Program (EC-07) FACILITIES DIRECTORS HVAC SUPVR Heat Stress Guide (EC-08) ATHLETICS TRADES	Machine Guards (FC-07) TRADES APPLIED TECHNOLOGIES Powered Industrial Trucks (FC-08) FACILITIES DIRECTORS Safe Work Practices at Elevated Locations (FC-09) TRADES PERFORMING ARTS	Air Quality Control Plan (HM-05) FACILITIES DIRECTORS <i>Reserved</i>	SCAQMD Permitting Process (PP-05) FACILITIES DIRECTORS DOSH Permitting Process (PP-06) FACILITIES DIRECTORS	EH&S Program Audits (RR-05) BSD Integrated Waste Management (RR-06) RECYCLING COORDINATOR Reporting Communicable Diseases (RR-07) BSD/HRD VP/ADMIN

APPENDIX I

DEVELOPMENTAL RESOURCES AND REFERENCES

1. Title 8, California Code of Regulations, Section 342 and Section 3203
2. Title 19, California Code of Regulations, Section 574.2 and Section 2400
3. Title 22, California Code of Regulations, Section 66264.174
4. Labor Code, Section 6302 and Section 6313
5. Los Angeles Municipal Code, Section 57, *Fire Code*
6. Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, CS-1B, Rev. August 1995, Cal/OSHA Consultation Service
7. FM Global Workplace Inspection Protocol, November 2005
8. U.S. Department of Labor – Occupational Safety and Health Administration, “etools for Computer Workstations”, [www.osha.gov](http://www.osha.gov/SLTC/etools/computerworkstations/index.html) (<http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)

**LOS ANGELES COMMUNITY COLLEGE
DISTRICT**

(LACCD)

**ENVIRONMENTAL HEALTH AND SAFETY
PROGRAM**

(EH&SP)

DESCRIPTION AND SERVICES MANUAL

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

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LOS ANGELES COMMUNITY COLLEGE DISTRICT ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

PART 1: PROGRAM DESCRIPTION

Objectives

The Los Angeles Community College District (LACCD) is committed to providing safe and healthful workplaces for its employees while protecting the local environment, property, and facilities. The District Environmental Health and Safety (EH&S) Program is engineered to meet this objective by:

- Establishing a management system which maintains occupational and environmental regulatory compliance;
- Determining needs via independent studies and assessing recommendations from insurance carriers and the District's Workers' Compensation Third Party Administrator;
- Encouraging the active participation of all employees;
- Training, equipping, and coaching employees to maintain a code of safe work practices tailored to maintenance and operations at each campus and at the Educational Services Center; and
- Safe and healthful workplaces are achieved by inspecting, monitoring, and providing employees' positive feedback in order to enhance safe work practices and improve facility conditions.

EH&S Management System

The District EH&S program consists of a set of written manuals, procedures and operating instructions which comply with federal, state, and local laws to ensure a high degree of occupational safety and environmental health in providing public educational services at the following main campus locations, including their satellite facilities:

*Los Angeles City College
Los Angeles Harbor College
Los Angeles Pierce College
Los Angeles Valley College
West Los Angeles College*

*East Los Angeles College
Los Angeles Mission College
Los Angeles Southwest College
Los Angeles Trade-Technical College
Educational Services Center (District Office)*

General program construction follows the occupational safety and health standards adopted by Cal/OSHA. Environmental health and safety standards adopted by Cal/EPA are integrated within the OSHA program. The Board of Trustees / Chancellor's Office approves District EH&S Program policies. Program policies are implemented by College Presidents and the Senior Vice-Chancellor at the Educational Services Center.

Part I: Program Description

EH&S Management System (Continued)

The District's Corporate Safety Officer is the Director of Business Services who is assigned to the Educational Services Center. Local safety officers include the College Vice-Presidents of Administration and the District's Risk Manager, who have the authority and responsibility for implementing the EH&S program at their respective locations.

Each EH&S Program Module identifies the appropriate level manager or supervisor responsible for its local implementation. This provides for a complete management system that ensures employee compliance with safe and healthful work practices (*Figure 2*). All District officers, management and supervisory personnel share responsibilities in developing and maintaining safe and healthful work environments for their employees.

Injury and Illness Prevention Program Manual

The Injury and Illness Prevention Program (IIPP) complies with 8CCR§3203 and establishes all of the general requirements of the EH&S Program. The IIPP identifies the Vice President of Administration, or equivalent, under the general direction of the campus President, as the person with authority and responsibility for implementing the program on campus. At the Educational Services Center, the Risk Manager implements the program under the general direction of the Director of Business Services. The IIPP provides for a system of communicating with employees concerning occupational and environmental safety and health issues. Employees may inform supervision and management of safety and health concerns using a variety of methods without fear of reprisal. These methods are presented in order of preference and include:

- Communicating safety and health concerns directly to immediate supervision upon discovery;
- Participating in initial and continuing program training sessions and safety meetings;
- Participating in or submitting concerns to responsible committees, if established;
- Submitting concerns in writing via employees' safety suggestion boxes;
- Utilizing other established administrative channels; or
- Employees may contact the appropriate regulatory agency directly.

The IIPP establishes facility inspection schedules and procedures and includes provisions for abatement of unsafe practices and unhealthful workplace conditions, including the use of accident prevention signs and tags to post certain hazards and/or remove employees from imminent hazards. The program includes a procedure for investigating and reporting workplace accidents. The IIPP also includes provisions for employee training, improving facility conditions and safe work practices, and a formal documentation and retention process. This program empowers employees to recognize and correct workplace hazards in their areas of responsibility, but also provides a means for identifying deficiencies in other areas. Workplace health and safety is a collective responsibility of all employees.

Part I: Program Description

EH&S Program Modules

The District EH&S Program is grouped into seven modules as follows:

- Emergency Preparedness (EP);
- Employee Training (ET);
- Exposure Controls (EC);
- Facilities Controls (FC);
- Hazardous Material Controls (HM);
- Permitting Process Controls (PP); and
- Records, Reports and (RR) Notifications, which include continuing improvement assessments.

Emergency Preparedness Program Module

The Emergency Preparedness Program Module complies with Titles 8 and 19 of the California Code of Regulations and is intended to equip employees with the knowledge and procedures necessary to prepare and respond to, if not prevent, occupational injuries and illnesses and environmental incidents. These procedures provide guidelines for actions to be taken in the event of:

- The need to post areas with accident prevention signs and tags (LACCD EH&S EP-01);
- Workplace violence and criminal acts (LACCD EH&S EP-02);
- Earthquakes, fires, and other disasters, as applicable to each facility (LACCD EH&S EP-03);
- Standardized Emergency Management System (SEMS) for emergency response agencies (LACCD EH&S EP-04); and
- A first aid program (LACCD EH&S EP-05).

The program incorporates elements of the Standardized Emergency Management System (SEMS), as required by the California Emergency Services Act, for each campus and the Educational Services Center. Los Angeles County Sheriff and District Administration share responsibilities for implementing this program.

Additional program procedures may be added as required by responsible regulatory agencies.

Part 1: Program Description

Employee Training Program Module

The EH&S Employee Training Program Module provides instruction whenever:

- A new program or procedure is established;
- A previously unidentified hazard is discovered.
- New hazards are introduced into the workplace; and
- The employee is assigned to a job position classification for which previous training on workplace hazards has not been received.

Facilities maintenance supervisors are provided with additional training necessary to familiarize themselves with the hazards to which employees under their immediate supervision may be exposed. This module provides a method for ensuring that employees receive initial and continuing training and any other specific training determined necessary to enhance regulatory compliance and operational performance. Training methods include:

- Periodic safety meetings (LACCD ET-01);
- Pre-job meetings and safety lessons learned from previous jobs (LACCD ET-01);
- Safety conferences (LACCD ET-01); and
- Continuing training programs affecting job position classifications (LACCD ET-02).

Site Managers, Supervisors and Department Chairs are responsible for implementing this program. Site Managers include all personnel (*e.g., administrators, directors, and managers*) who exercise management oversight functions at any District location.

Exposure Controls Program Module

The Exposure Controls Program Module complies with various General Industry Safety Orders of Title 8 California Code of Regulations. This module identifies applicable regulated internal and external exposure hazards to employees. These include:

- Occupational exposure to bloodborne pathogens (LACCD EH&S EC-01);
- Occupational exposure to hazardous substances (LACCD EH&S EC-02);
- Ergonomics exposure controls (LACCD EH&S EC-03);
- Occupational exposure to hazardous chemicals in laboratories (LACCD EH&S EC-04);
- Respiratory protection program and industrial hygiene monitoring (LACCD EH&S EC-05);
- Select carcinogens and other hazardous substances (LACCD EH&S EC-06);
- Hearing conservation (LACCD EH&S EC-07); and
- Heat stress guidelines (LACCD EH&S EC-08).

Site Managers, Supervisors, and Department Chairs share responsibilities for implementing this program.

Part 1: Program Description

Facilities Controls Program Module

The Facilities Controls Program Module complies with various General Industry Safety Orders of Title 8 California Code of Regulations. The program focuses on Plant Facilities systems and components but also includes academic or student-related facilities, processes, and services. Supporting control plans include:

- Facilities inspection controls (LACCD EH&S FC-01);
- Facilities inspection guide (LACCD EH&S FC-02);
- Pest control plan (LACCD EH&S FC-03);
- Confined space entries (LACCD EH&S FC-04);
- Energy control program (LACCD EH&S FC-05);
- Indoor air quality factors (LACCD EH&S FC-06);
- Machine guards (LACCD EH&S FC-07);
- Powered industrial truck operations (LACCD EH&S FC-08); and
- Safe Work Practices for Elevated Locations (LACCD EH&S FC-09).

Facilities Managers implement this program module.

Hazardous Material Controls Program Module

The Hazardous Material Controls Program Module complies with the Medical Waste Management Act and Titles 8, 22, and 26 California Code of Regulations. The program is intended to minimize employee exposure to hazardous wastes, including any adverse affects of storage at each campus on the environment. This program module provides for:

- Medical waste management (LACCD HM-01);
- Hazardous material controls (LACCD HM-02);
- Industrial wastewater (LACCD HM-03);
- Storm water pollution prevention (LACCD HM-04); and
- Air quality management plans (LACCD HM-05).

Site Managers, Supervisors and Department Chairs share responsibilities for implementing this program.

Part 1: Program Description

Permitting Process Controls Program Module (Non-mandatory)

The Permitting Process Controls Program Module is intended as an administration tool for securing operational permits that may be required by federal, state and local agencies. Facilities management is responsible to maintain appropriate regulatory facilities permits.

Records, Reports and Notifications Program

The Records, Reports and Notifications Program Module complies with the various federal and state safety and health programs in order to establish:

- Medical records management (LACCD EH&S RR-01);
- EH&S procedures (LACCD EH&S RR-02);
- Occupational injury and illness reports (LACCD EH&S RR-03);
- Automatic External Defibrillator (AED) Records and Reports (LACCD EH&S RR-04);
- EH&S Audits (LACCD EH&S RR-05);
- CIWMB integrated waste management reports (LACCD EH&S RR-06); and
- DHS Reporting Communicable Diseases (LACCD EH&S RR-07).

District Business Services Division - Risk Management is responsible for this program module.

EH&S Program Matrix and Organization

The District EH&S Program Specific Matrix is may be found in the following Supplementary Information Section. The matrix illustrates program organization and identifies responsibilities. Code of Safe Work Practice references are provided in parentheses. New regulations may require additional program procedures to be developed and implemented at one or more District locations.

Summary

The District EH&S Program is a comprehensive integrated safety and health program which establishes the general occupational and environmental regulatory compliance guidelines for each campus and the Educational Services Center. The program is tailored to meet the needs of educational and operational processes and facilities located within the District. The intent of the programs and procedures is to equip employees with education, instruction, operational guidelines, and effective communication channels which should increase employee safety awareness and to maintain safe and healthful facilities in providing quality educational support services to the colleges.

PART 2: SUPPLEMENTARY INFORMATION

DISTRICTWIDE EH&S PROGRAM SERVICES

- 1. Audits (proposed)**
- 2. Consultation**
- 3. EH&S Equipment and Supplies Purchases (as funded)**
 - a. AED Batteries / Electrode Supplies
 - b. Confined Space Monitor Oxygen and Explosive Gas Sensors
 - c. Fall Protection Systems (proposed)
 - c. Hazardous Material Secondary Containment Systems
 - d. Industrial Hygiene Equipment
 - e. Labor Law Notices
 - f. Miscellaneous Signs, Tags, and Labels
 - g. Personal Protective Equipment
 - h. Respiratory Protection Systems
- 4. Facilities Inspections**
- 5. Initial / New EH&S Program Training**
- 6. Limited Asbestos Abatement (in-house)**
 - a. Less than 100 square feet of surfacing materials
 - b. Less than 25 linear feet of thermal system insulation
- 7. Personal / Professional Service Agreements**
 - a. First Aid Training (CO/PO 4500169450)
 - i. Adult / Child / Infant CPR
 - ii. AED Essentials
 - iii. CPR / AED for the Professional Rescuer
 - iv. Community First Aid Program
 - v. Workplace Violence
 - vi. Emergency Kit and First Aid Kit Supplies (CO/PO 4500162183)
 - b. Industrial Hygiene Analytical Services (CO/PO 4500162182)
 - i. Asbestos and Lead Bulk Construction Materials Assessments
 - ii. Exposure Assessments
 - iii. Storm Water Management Analytical Samples
 - iv. Industrial Sewer Analytical Samples
 - v. Hazardous Substance Spills / Overflows / Analytical Samples
 - vi. Certified Industrial Hygienist Consultation
 - c. Hazardous Waste Characterization, Packaging, Labeling, Shipping, and Disposal (CO/PO 4500176584 for Universal and 4500176585 for Hazardous)
 - i. Clarifier Maintenance and Testing
 - ii. Petroleum Fuel Storage Tank Routine Calibrations and Testing
 - iii. Storm Drain and Parking Lot Emergency Cleanup
 - iv. Lab Packs
 - v. Limited Waste Treatment
 - vi. Special Waste Streams
 - d. Occupational Medicine (CO/PO 4500176586)
 - i. HBV Vaccinations
 - ii. Audiograms
 - iii. Respirator Physicals
 - iv. TB Testing
 - v. Asbestos Screenings
 - vi. Toxic Exposure Evaluations
 - e. Industrial Shredding Personal Services (CO/PO 4500162181)
- 8. Workers' Compensation Program Ergonomics Evaluations**

Part 2: Supplementary Information

INDOOR AIR QUALITY SAMPLING PROTOCOL

The below step process model may be used to determine if an exposure assessment is indicated:

Reported or suspect indoor air quality problem?

If yes, go to Step 3. If no, stop ⇒ **No sample required.**

Is the facility's general or local exhaust ventilation adequate?

If yes, go to Step 7. If no, go to Step 5.

Provide adequate facility ventilation. Is the problem solved?

If yes, stop ⇒ **No sample required.** If no, go to Step 7.

Do sources or reservoirs of possible known air contaminants exist within the facility?

If yes, go to Step 9. If no, go to Step 11.

Is a known source within the facility the probable cause of the problem?

If yes, go to Step 17. If no, go to Step 11.

Do sources or reservoirs of possible known air contaminants exist external or adjacent to the facility?

If yes, go to Step 13. If no, go to Step 21.

Is a known source external to the facility the probable cause of the problem?

If yes, go to Step 15. If no, go to Step 21.

Secure ventilation or secure the external activity contributing to the problem. Is the problem solved?

If yes, stop ⇒ **No sample required.** If no, go to Step 21.

Sampling is indicated. Is an appropriate air contaminant screening method (i.e., grab samples utilizing colorimetric detector tubes) available?

If yes, go to Step 19. If no, go to Step 20.

Request HVAC or Chemistry/Life Sciences Technician to perform sample.

Request assistance from District Risk Management or vendor sample via District Contract.

Additional assistance is necessary. Notify District Risk Management.

Part 2: Supplementary Information

College Indoor Air Quality Sampling Capability

Gas Detection Colorimetric Tubes

Colorimetric gas detection tubes offer a rapid assessment of a multiple number of potentially harmful airborne contaminants. The workspace air is drawn into the detector tube using a calibrated pump. The target gas, if present, will react with the sample media causing a color change, which can be quantified as an airborne concentration in ppm, mg/m³, or percent. Gas detection tubes are $\pm 25\%$ accurate, which is normally reliable to determine if an exposure assessment is indicated. If the substance concentration in air approaches a specified action level or permissible exposure limit, then the workers' breathing zones should be sampled by way of an approved NIOSH method. Detector tubes are generally expensive and are assigned an expiration date. The shelf life is dependent upon the type of sample media and storage temperature. Therefore, the District will not normally purchase detector tubes without a likely possibility of having to use them. In any case, the District is capable of sampling for the following gases and vapors utilizing gas detector (colorimetric) tubes:

Acetic Acid	Ethyl Benzene	Styrene
Acetone	Ethyl Glycol Acetate	Nitric Acid
Acetylene	Ethylene Glycol	Nitrogen Dioxide
Acid Compounds in Air	Ethylene Oxide	n-Octane
Alcohol (methanol)		Oil Mist
Aliphatic Hydrocarbons	Fluorine	Oxygen
Ammonia	Formaldehyde	Ozone
Benzene	Formic Acid	Perchloroethylene
Bromine	n-Hexane	Phenol
n-Butane	Hydrocarbons	Phosgene
Carbon Dioxide	Hydrochloric Acid	Phosphoric Acid Esters
Carbon Monoxide	Hydrocyanic Acid	Propane
Chlorine	Hydrogen Fluoride	Pyridine
Chlorobenzene	Hydrogen Peroxide	Sulfur Dioxide
Chloroform	Hydrogen Sulfide	Sulfuric Acid
Cyclohexane	Mercaptan	Toluene
Diethyl Ether	Mercury Vapor	Toluene Diisocyanate
Dimethyl Formamide	Methane	Trichloroethane
Dimethyl Sulfate	Methyl Bromide	Triethylamine
Dimethyl Sulfide	Methyl Ethyl Ketone	Vinyl Chloride
Ethyl Acetate	Methylene Chloride	o-Xylene

Gas Detection Badges

Gas detection badges are similar to detector tubes except that, instead of drawing a known volume of air through the tube, the sample media cells are constantly exposed to the workplace atmosphere. The cells will react with the target air contaminant and display a color change over the sampling period (8-hours or longer). Colorimetric badges are available for detecting the following air contaminants:

Acetone	
Ammonia	
Carbon Monoxide	
Chlorine	
Formaldehyde	
	Methyl Ethyl Ketone
	Nitrogen Dioxide
	Ozone
	Sulfur Dioxide
Glutaraldehyde	
Hydrazine	
Hydrogen Sulfide	
Mercury	
Methanol	

Part 2: Supplementary Information

SAFETY MEETING FREQUENCY RECOMMENDATIONS

NOTE: The following table represents the minimum recommended frequencies for conducting safety meetings for District personnel.

Personnel Serving In (Or As)	Recommended Safety Meeting Frequency
Construction Activities	Bi-weekly
Facilities Maintenance (O&M)	Monthly
Technical Support	Monthly
	Monthly
Administrative Offices	Quarterly
Department Chairs	
Instructors	As necessary to familiarize themselves with the hazards to which employees and students under their direct supervision may be exposed
Instructional Assts.	
District Administrators	
Hourly Instructors	
Professional Experts	

Part 2: Supplementary Information
PRE-JOB BRIEF CHECKLIST
Page 1 of 2

☐ PREVENTIVE MAINTENANCE ☐ REPAIR ☐ ROUTINE OPERATIONS ☐ DEFERRED MAINTENANCE

JOB NUMBER: _____

JOB DESCRIPTION: _____

SUPERVISOR (Print Name)	SUPERVISOR (Signature)	SUPERVISOR (Title)	INITIALS
CAMPUS (or District)	LOCATION (or Facility)	DATE	
ACCESS AND JOB SITE REVIEW		YES	NO
SPECIAL KEYS REQUIRED?			
SPECIAL NOTIFICATION REQUIRED?			
ACCESS / EGRESS ROUTES SPECIFIED?			
CAN ANY PORTION OF THE WORK BE DONE IN A LESS HAZARDOUS AREA OR AWAY FROM THE PUBLIC?			
APPROPRIATE ACCIDENT PREVENTION SIGNS AND TAGS AVAILABLE TO ISOLATE THE WORK AREA?			
CATCH BAGS, TENTS, FME CONTROLS, OR OTHER CONTAINMENT DEVICES NEEDED?			
TRIP / FALL HAZARDS IDENTIFIED?			
ADMINISTRATIVE PERMISSION REQUIRED?			
JOB SITE MONITOR OR SAFETY MONITOR REQUIRED?			
ESCORT REQUIRED (Blind spots / Traffic Control)?			
WORK REVIEW		YES	NO
REVIEW JOB SCOPE AND EXPECTED OUTCOME			
ASSIGN NUMBER OF EMPLOYEES / CREATE INDIVIDUAL ASSIGNMENTS AND RESPONSIBILITIES			
ALL PARTS AVAILABLE?			
SPECIAL TOOLS NEEDED?			
SPECIAL EQUIPMENT NEEDED?			
SPECIAL QUALIFICATIONS / CERTIFICATIONS REQUIRED?			
RESPIRATORY PROTECTION EQUIPMENT REQUIRED?			
SPECIAL PERSONAL PROTECTIVE EQUIPMENT REQUIRED?			
WRITTEN PROCEDURE REQUIRED?			
WORK HISTORY REVIEWED/LESSONS LEARNED FROM PREVIOUS MISTAKES OR UNPLANNED CONDITIONS?			
HEAT STRESS CONSIDERATIONS?			
FALL PROTECTION REQUIRED?			
SPECIAL EMERGENCY RESPONSE PLAN NEEDED?			
FIRST AID READILY AVAILABLE?			
SPECIAL SERVICES / OPERATIONS		YES	NO
WELDING / HOTWORK (fire protection needs)?			
RADIOGRAPHY (extreme boundaries - adjacent business establishments)?			
CONFINED SPACE ENTRY (oxygen monitoring required or explosive / toxic gases present or anticipated)?			
WORK OR OPERATIONS IN PROGRESS IN RELATED OR ADJACENT AREAS?			
INSTRUCTIONAL ACTIVITIES IMPACTED - NOTIFICATIONS OR PERMISSION REQUIRED?			
OVERHEADS, SCAFFOLDS, OR WORK OVER WATER?			
HIGH VOLTAGE / LOW VOLTAGE SYSTEMS (lockout / tagout procedures identified, buddy system established)?			
EXCAVATION, TRENCHING, OTHER BELOW GROUND ACTIVITIES / HAZARDS?			
ASBESTOS / LEAD ABATEMENT, REGULATED CARCINOGENS, HAZARDOUS SUBSTANCES PRESENT?			
INDUSTRIAL HYGIENE SAMPLING - FREQUENCY / DURATION / TYPES?			
MANUAL OPERATOR STATION (emergency shutoffs or critical plant equipment)?			
STOP WORK OR HOLD POINTS IDENTIFIED?			

(Continued on Reverse)

REFERENCE: LACCD EH&S ET-01

LACCD EH&S ET-01-2 Rev. 2 10/03

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REFERENCE: LACCD EH&S ET-01

Part 2: Supplementary Information

CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

EH&S MODULE	Procedure	Topic	Recommended Frequency	TRAINING TYPE	Recommended Duration	Position Classification	Regulatory Commitment Designated Personnel
Emergency Preparedness	EP-01	Accident Prevention Signs And Tags	Initial and Periodic Review as necessary	Workshop and Safety Meeting	0.5-hr	Facilities / Operations	8 CCR 3340 8 CCR 3441
	EP-02	Workplace Violence Prevention	Initial and Periodic Review as necessary	Safety Meeting	0.5-hr	Facilities / Operations Onsite Supervisors	8 CCR 3203
	EP-03	Emergency Action and Fire Prevention	Initial and Annual Review for responders	Safety Meeting And Drills	1-hr	Initial for all regular Employees	8 CCR 3220 8 CCR 3221
	EP-04	Standardized Emergency Management System	Quarterly / Annual Review for responders	Workshop / Drill	1-hr	Designated Responders	19 CCR 2400
	EP-05	First Aid CPR and AED Essentials	Initial + 3 years Annual Re-certification	Workshop	4-hrs 6-hrs	Designated Responders	8 CCR 1512, -3400, -3421, -3439 American Red Cross, or equivalent
Employee Training	ET-01	Employee Communication And Information	Initial and Periodic Review, as necessary	Workshop and Safety Meeting	0.5-hr	Facilities / Operations Onsite Supervisors	8 CCR 3203
	ET-02	Continuing Training	Initial	Safety Meeting	0.5-hr	Onsite Supervisors	8 CCR 3203
Exposure Controls	EC-01	Bloodborne Pathogens	Initial + 3 years	Workshop and Safety Meeting	1-hr	Category 1 and 2 Personnel	8 CCR 5193
	EC-02	Hazard Communication	Initial + Annual Review Of Hazardous Substances Used in the workplace	Workshop and Safety Meeting	4-hrs	Facilities / Operations	8 CCR 5194 / MSDS Review
	EC-03	Ergonomics	Initial + Review for Reported Injuries	Workshop and Safety Meeting	0.5-hr	Onsite Supervisors and all Regular Employees	8 CCR 5110
	EC-04	Chemical Hygiene	Initial + Annual Plan Review	Workshop and Safety Meeting	4-hrs	Chemists / Laboratory Technicians	8 CCR 5191. Chemical Hygiene Officer
	EC-05	Respiratory Protection and Industrial Hygiene	Initial + Annual Review And Fit Testing	Workshop and Mobile Unit	1-hr	Employees assigned to Wear Respirators	8 CCR 5144. Safety Specialist or Trained Supervisor
	EC-06	Select Carcinogens	AHERA - Annual O&M Training - Annual	Workshop	2-hrs 8-hrs	Facilities / Operations Designated Trades	8 CCR 1529, -1532.1, 5200 et seq. Competent Person (AACS / REA)
	EC-07	Hearing Conservation	Initial + Annual	Workshop and Safety Meeting	0.5-hr	Facilities / Operations	8 CCR 5095 et seq.
Facilities Controls	FC-01	Facilities Inspections	Initial	Workshop / OJT	1-hr	Facility Observers	8 CCR 3203, Risk / Facilities Managers
	FC-02	Inspection Guide	Initial	Notification	N/A	Facility Observers	8 CCR 3203
	FC-03	Pest Control	Initial + Annual Review For Applicators	Workshop and Safety Meeting	1-hr	Operations - Sprayers	3 CCR 2300 et seq. 8 CCR 3453
	FC-04	Confined Spaces	Initial + Annual Review	Workshop and Safety Meeting	2-hrs	Facilities Trades/Supervisors	8 CCR 5156, -5157, -5158 Pre-job Brief
	FC-05	Energy Control	Initial + Annual Review	Workshop and Safety Meeting	0.5-hr	Facilities Trades/Supervisors	8 CCR 2300, -2700 et seq., -3314 Pre-job Brief
	FC-06	Indoor Air Quality	Initial + Periodic Review As Necessary	Safety Meeting	0.5-hr	HVAC / Plumbers	8 CCR 3203 8 CCR 5139 et seq.
	FC-07	Machine Guards	Initial + Annual Review	Safety Meeting and OJT	0.5-hr	Facilities Trades	8 CCR 4070
	FC-08	Powered Industrial Trucks	Initial + 3 years	Workshop and Safety Meeting And OJT	1-hr 1-hr	Facilities / Operations Designated Operators	8 CCR 3649 - 3668

REFERENCE: LACCD EH&S IIPP

Part 2: Supplementary Information
CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

EH&S MODULE	Procedure	Topic	Recommended Frequency	TRAINING TYPE	Recommended Duration	Position Classification	Regulatory Commitment Designated Personnel
Hazardous Material Controls	HM-01	Medical Waste	Initial + Annual	Workshop and Safety Meeting	1-hr	Designated Supervisors	8 CCR 5193 and HSC 25015 et seq.
	HM-02	Hazardous Materials Universal Wastes DOT Training	Initial Annual 3-years	Workshop Safety Meeting Safety Training	4-hrs 1-hr 1-hr	Designated Supervisors And Employees	22 CCR 66262.10 22 CCR 66273.1 22 CCR 66262.20
	HM-03	Industrial Wastewater	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
	HM-04	Storm Drains	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
	HM-05	Air Quality	Initial + Annual	Safety Meeting	1-hr	Designated Employees	Local Permit By Permit Holder
Permitting Process Controls	PP-01	Medical Wastes - DHS	Initial	Workshop and Safety Meeting	1-hr	Medical Waste Handlers	DHS Registration / Safety Officer
	PP-02	Toxics - DTSC	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-03	Public Works - DPW	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder / LAMC
	PP-04	Water Quality - LARWQCB	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-05	Air Quality - SCAQMD	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
	PP-06	Workplace Safety - DOSH	Initial	Safety Meeting	1-hr	Designated Supervisors	Local Permit By Permit Holder
Records and Reports	RR-01	Medical Records	Initial	Safety Training	1-hr	Designated Supervisors	8 CCR 3204
	RR-02	EH&S Procedures	Initial	Safety Training	1-hr	Designated Supervisors	EH&S RR-02
	RR-03	Reporting Occupational Injuries and Illnesses	Initial + Annual	Safety Training	2-hrs	Designated Focal Points	8 CCR 14000 et seq. 8 CCR 9700 et seq.
	RR-04	Automatic External Defibrillators (AED's)	Initial	Safety Training	2-hrs	Designated Supervisors	Manufacturer's Operating Instructions And American Red Cross or equivalent
	RR-05	EH&S Program Audits	Initial	Safety Training	2-hrs	Designated Supervisors	As Required by Risk Manager
	RR-06	Integrated Waste Management	Initial + Annual	Safety Training	4-hrs	Recycling Coordinators	PRC 42920 and CIWMB (AB75), 1999
	RR-07	Reporting Communicable Diseases	Initial	Safety Training	4-hrs	Designated Administrators	8 CCR 9700 et seq. As Required by Risk Manager
Injury and Illness Prevention Plan	IIPP	General Workplace Safety	Initial	Safety Meeting	1-hr	Regular Employees	8 CCR 3203 Safety Officer

REFERENCE: LACCD EH&S IIPP

Part 2: Supplementary Information
CONTINUING TRAINING MATRIX FOR ENVIRONMENTAL HEALTH AND SAFETY PROGRAMS

EH&S MODULE	Procedure	Topic	Recommended Frequency	TRAINING TYPE	Recommended Duration	Position Classification	Regulatory Commitment Designated Personnel
Construction Safety	Various	IIPP Asbestos Lead Excavation / Trenches Flaggers and Traffic Control Hoists Railings, Toe boards, Ramps, And Stairwells Access, Egress, Floors, Roofs, And Wall Openings Scaffolds Fall Protection Ladders Roofing Operations Demolition Oxygen, Acetylene, and Fuel Gas Electrical Requirements	Initial / Periodic Prior to Work	Pre-job Briefing or Safety Meeting	1-hr 0.25 – 1.00 hr	All Construction Employees or Designated Work Crew	8 CCR 1509 – 1511 -1529 -1532.1 -1540 et seq. -1599 -1604.1 et seq. -1620 – 1635 -1637 – 1667 -1669 – 1672 -1675 – 1678 -1723 – 1730 -1734 – 1737 -1740 – 1743 -1760
State Fire Marshal	EH&S EP-03 Floor Warden Manual and Local Plans	Portable Fire Extinguishers	Annual	Workshop	4-hrs	Designated Responders	Los Angeles County Fire Department 19 CCR 550 et seq. and LAMC §57
Additional Reference Material From Construction Safety Orders	Accident Prevention Program Plates	Plates A1 – C37	As Determined Necessary	re-Job Briefing or Safety Meeting	1-hr	Designated Work Crew	8 CCR 1938 Appendices

REFERENCE: LACCD EH&S IIPP

Part 2: Supplementary Information SAFETY VIDEO REFERENCE LIBRARY

(Video References Provided by Educational Services Center – Business Services Division)

Common Titles (All Locations)

*Aerial Lift Safety
Blood borne Pathogens
Confined Space Entry-1
*Confined Space Entry-2
DOT Training (HAZMAT / Manifests)
*Energized Electrical Work Permit
*Hand and Power Tool Safety
Laboratory Safety
*Ladder Safety
*Lockout / Tagout
Oxygen & Combustible Gas Sampling
*Personal Fall Protection
Safety Orientation
*Shock Proof: Qualified Employee
*Shock Proof: Unqualified Employee

* Not available at the ESC.

East Los Angeles College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Forklift Driving Skills
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles City College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Harbor College

Back Safety
Electrical Safety / Safe Work Practices
Eye Safety
Fire Extinguishers
Flammable Liquids
Housekeeping
Ladder Safety
Right-to-Know
Slips, Trips, and Falls

Los Angeles Mission College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Pierce College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Southwest College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Flammable Liquids
Heat Stress
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

Los Angeles Trade-Technical College

Electrical Safety / Safe Work Practices
Eye Safety
Flammable Liquids
Hand Safety
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Safety Attitude

Los Angeles Valley College

Back Safety
Eye Safety
Flammable Liquids
Forklift Safe Driving
Ladder Safety
Lockout / Tagout Procedures
Machine Guarding
Right-to-Know
Small Spill Containment (HAZMAT)

West Los Angeles College

Electrical Safety / Safe Work Practices
Fire Extinguishers
Fall Protection
Flammable Liquids
Forklift Safe Driving
Gas Cylinders
Lockout / Tagout Procedures
Right-to-Know
Small Spill Containment (HAZMAT)

Educational Services Center (ESC)

American Red Cross (ARC) First Aid
American Red Cross CPR
ARC CPR /AED for Professional Rescuers
American Red Cross AED
Asbestos Awareness
Carpal Tunnel
Forklift Load Capacity
Formaldehyde
Grinding
Hearing
MSDS
OSHA Recordables
Oxygen Administration
Stress Management
Toxics

Additional Titles Available

Part 2: Supplementary Information
ENVIRONMENTAL HEALTH & SAFETY PROGRAM MATRIX AND ORGANIZATION

SAFETY & HEALTH POLICIES						
Board Rules Code of Safe Work Practice Rules (SWP-100 series) <i>Board of Trustees</i>						
Administrative Regulations (SWP-200 series) <i>Chancellor / Senior Vice-Chancellor / Presidents</i>						
Injury and Illness Prevention Programs Corporate Safety Officer: Director of Business Services Local Safety Officers: Vice-Presidents of Administration / Risk Manager						
Emergency Preparedness Module (SWP-300 series) -Designated Employees -First Responders -Floor Wardens	Employee Training Module (SWP-400 series) -Managers -Supervisors -Leads	Exposure Controls Module (SWP-500 series) -Managers -Supervisors -Leads	Facilities Controls Module (SWP-600 series) -Managers -Supervisors -Leads	Hazmat Controls Module (SWP-700 series) -Managers -Supervisors -Leads	Permitting Process Controls Module (SWP-800 series) -Managers -Supervisors -Leads	Records, Reports, and Notifications (SWP-900 series) -Managers -Supervisors -Leads
Accident Prevention Signs and Tags (EH&S EP-01)	Employee Communication and Information (EH&S ET-01)	Bloodborne Pathogens Exposure Control (EH&S EC-01) BSD / HRD	Facilities Inspection Control Plan (EH&S FC-01) FACILITIES DIRECTORS	Medical Waste Management Plan (EH&S HM-01) HAZMAT COORDINATORS	MWMP Permitting Process (EH&S PP-01) FACILITIES DIRECTORS	Medical Records Management Program (EH&S RR-01) HRD / BSD
Workplace Violence Prevention Plan (EP-02)	Continuing Training Program (ET-02)	Hazard Communication Plan (EC-02) FACILITIES DIRECTORS	Facility Inspection Guide (FC-02) FACILITIES DIRECTORS	Hazardous Material Control Plan (HM-02)	DTSC Permitting Process (PP-02) FACILITIES DIRECTORS	EH&S Procedures (RR-02) BSD
Emergency Action/Fire Prevention Plans (EP-03)	<i>Reserved</i>	Ergonomics Exposure Control Plan (EC-03) FACILITIES DIRECTORS	Facility Pest Control Plan (FC-03) GARDENING SUPERVISORS Confined Spaces (FC-04) FACILITIES DIRECTORS	Industrial Waste Water Quality Control Plan (HM-03) FACILITIES DIRECTORS	DPW Permitting Process (PP-03) FACILITIES DIRECTORS	Reporting Occupational Injury and Illness (RR-03) Focal Points
Standardized Emergency Management System (SEMS – EOPS) (EP-04) <i>Reserved</i>	<i>Reserved</i>	Chemical Hygiene Plan (EC-04) CHEMICAL HYGIENE OFFICER LAB TECHS Respiratory Protection and Industrial Hygiene (EC-05) INDUSTRIAL HYGIENIST	Energy Control Program (FC-05) ELECTRICAL SUPVR Indoor Air Quality (FC-06) LAB TECHS HVAC SUPVR	Storm Drain Water Quality Control Plan (HM-04) FACILITIES DIRECTORS	LARWQCB Storm Water Management Program Small MS-4 General Permit (PP-04) FACILITIES DIRECTORS	AED Records And Reports (RR-04) BSD / RM
First Aid Program (EP-05)	<i>Reserved</i>	Control of Select Carcinogens (EC-06) FACILITIES DIRECTORS (Occ-Med Coord) Hearing Conservation Program (EC-07) FACILITIES DIRECTORS HVAC SUPVR Heat Stress Guide (EC-08) ATHLETICS TRADES	Machine Guards (FC-07) TRADES APPLIED TECHNOLOGIES Powered Industrial Trucks (FC-08) FACILITIES DIRECTORS Safe Work Practices at Elevated Locations (FC-09) TRADES PERFORMING ARTS	Air Quality Control Plan (HM-05) FACILITIES DIRECTORS <i>Reserved</i>	SCAQMD Permitting Process (PP-05) FACILITIES DIRECTORS DOSH Permitting Process (PP-06) FACILITIES DIRECTORS	EH&S Program Audits (RR-05) BSD Integrated Waste Management (RR-06) RECYCLING COORDINATOR Reporting Communicable Diseases (RR-07) BSD/HRD VP/ADMIN

Part 3: Cal/OSHA General Inspection and Hazard Assessment Checklist

HAZARD ASSESSMENT CHECKLIST

The following checklist can be used to identify and evaluate hazards in your workplace. This checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in this checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that apply to your workplace and work activities.

GENERAL WORK ENVIRONMENT

- ☐ Are all worksites clean and orderly?
- ☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ☐ Are all spilled materials or liquids cleaned up immediately?
- ☐ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ☐ Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- ☐ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ☐ Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- ☐ Are covered metal waste cans used for oily and paint-soaked waste?
- ☐ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- ☐ Are paint spray booths, dip tanks and the like cleaned regularly?
- ☐ Are the minimum number of toilets and washing facilities provided?
- ☐ Are all toilets and washing facilities clean and sanitary?
- ☐ Are all work areas adequately illuminated?
- ☐ Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT

- ☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ☐ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- ☐ Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- ☐ Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- ☐ Are hard hats provided and worn where danger of falling objects exists?
- ☐ Are hard hats inspected periodically for damage to the shell and suspension system?
- ☐ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- ☐ Are approved respirators provided for regular or emergency use where needed?
- ☐ Is all protective equipment maintained in a sanitary condition and ready for use?
- ☐ Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- ☐ Where special equipment is needed for electrical workers, is it available?
- ☐ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- ☐ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

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HAZARD ASSESSMENT CHECKLIST

WALKWAYS

- ☐ Are aisles and passageways kept clear?
- ☐ Are aisles and walkways marked as appropriate?
- ☐ Are wet surfaces covered with non-slip materials?
- ☐ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- ☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- ☐ Are spilled materials cleaned up immediately?
- ☐ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- ☐ Are changes of direction or elevations readily identifiable?
- ☐ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- ☐ Is adequate headroom provided for the entire length of any aisle or walkway?
- ☐ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- ☐ Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL

- ☐ Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ☐ Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- ☐ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- ☐ Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?
- ☐ Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- ☐ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- ☐ Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- ☐ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

- ☐ Are standard stair rails or handrails on all stairways having four or more risers?
- ☐ Are all stairways at least 22 inches wide?
- ☐ Do stairs have at least a 6'6" overhead clearance?
- ☐ Do stairs angle no more than 50 and no less than 30 degrees?
- ☐ Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
- ☐ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
- ☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ☐ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- ☐ Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
- ☐ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- ☐ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ☐ Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
- ☐ Is the vertical distance between stairway landings limited to 12 feet or less?

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HAZARD ASSESSMENT CHECKLIST

ELEVATED SURFACES

- ☐ Are signs posted, when appropriate, showing the elevated surface load capacity?
- ☐ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- ☐ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- ☐ Is a permanent means of access and egress provided to elevated storage and work surfaces?
- ☐ Is required headroom provided where necessary?
- ☐ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- ☐ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

- ☐ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ☐ Are the directions to exits, when not immediately apparent, marked with visible signs?
- ☐ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?
- ☐ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- ☐ Are exit doors side-hinged?
- ☐ Are all exits kept free of obstructions?
- ☐ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- ☐ Are there sufficient exits to permit prompt escape in case of emergency?
- ☐ Are special precautions taken to protect employees during construction and repair operations?
- ☐ Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- ☐ Are exit stairways which are required to be separated from other parts of a building enclosed by at least two hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
- ☐ When ramps are used as part of required exiting from a building, is the ramp slope limited to 1- foot vertical and 12 feet horizontal?
- ☐ Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- ☐ Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- ☐ Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- ☐ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
- ☐ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- ☐ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- ☐ Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- ☐ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ☐ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

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HAZARD ASSESSMENT CHECKLIST

PORTABLE LADDERS

- ☐ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- ☐ Are non-slip safety feet provided on each ladder?
- ☐ Are non-slip safety feet provided on each metal or rung ladder?
- ☐ Are ladder rungs and steps free of grease and oil?
- ☐ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- ☐ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- ☐ Are employees instructed to face the ladder when ascending or descending?
- ☐ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- ☐ Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- ☐ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?
- ☐ Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- ☐ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- ☐ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- ☐ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- ☐ Are metal ladders inspected for damage?
- ☐ Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS & EQUIPMENT

- ☐ Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?
- ☐ Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ☐ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ☐ Are worn or bent wrenches replaced regularly?
- ☐ Are appropriate handles used on files and similar tools?
- ☐ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ☐ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?
- ☐ Are jacks checked periodically to assure they are in good operating condition?
- ☐ Are tool handles wedged tightly in the head of all tools?
- ☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in dry, secure location where they won't be tampered with?
- ☐ Is eye and face protection used when driving hardened or tempered spuds or nails?

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HAZARD ASSESSMENT CHECKLIST

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- ☐ Are grinders, saws, and similar equipment provided with appropriate safety guards?
- ☐ Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- ☐ Are portable circular saws equipped with guards above and below the base shoe?
- ☐ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ☐ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ☐ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- ☐ Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?
- ☐ Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- ☐ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ☐ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- ☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- ☐ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ☐ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- ☐ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- ☐ Are bench and pedestal grinders permanently mounted?
- ☐ Are goggles or face shields always worn when grinding?
- ☐ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ☐ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ☐ Does each grinder have an individual on and off control switch?
- ☐ Is each electrically operated grinder effectively grounded?
- ☐ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ☐ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ☐ Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?
- ☐ Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

- ☐ Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
- ☐ Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
- ☐ Is each powder-actuated tool stored in its own locked container when not being used?
- ☐ Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- ☐ Are powder-actuated tools left unloaded until they are actually ready to be used?
- ☐ Are powder-actuated tools inspected for obstructions or defects each day before use?
- ☐ Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

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HAZARD ASSESSMENT CHECKLIST

MACHINE GUARDING

- ☐ Is there a training program to instruct employees on safe methods of machine operation?
- ☐ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ☐ Is there a regular program of safety inspection of machinery and equipment?
- ☐ Is all machinery and equipment kept clean and properly maintained?
- ☐ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
- ☐ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- ☐ Is there a power shut-off switch within reach of the operator's position at each machine?
- ☐ Can electric power to each machine be locked out for maintenance, repair, or security?
- ☐ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- ☐ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling?
- ☐ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- ☐ Are all emergency stop buttons colored red?
- ☐ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ☐ Are all moving chains and gears properly guarded?
- ☐ Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?
- ☐ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- ☐ Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- ☐ If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ☐ Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
- ☐ Do arbors and mandrels have firm and secure bearings and are they free from play?
- ☐ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- ☐ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- ☐ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- ☐ Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- ☐ Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- ☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT / BLOCKOUT PROCEDURES

- ☐ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- ☐ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- ☐ Are all equipment control valve handles provided with a means for locking-out?
- ☐ Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
- ☐ Are appropriate employees provided with individually keyed personal safety locks?
- ☐ Are employees required to keep personal control of their key(s) while they have safety locks in use?
- ☐ Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?
- ☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- ☐ Are the appropriate electrical enclosures identified?
- ☐ Is means provide to assure the control circuit can also be disconnected and locked out?

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HAZARD ASSESSMENT CHECKLIST

WELDING, CUTTING & BRAZING

- ☐ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- ☐ Do all operator have a copy of the appropriate operating instructions and are they directed to follow them?
- ☐ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- ☐ Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
- ☐ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- ☐ Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
- ☐ Are cylinders kept away from sources of heat?
- ☐ Is it prohibited to use cylinders as rollers or supports?
- ☐ Are empty cylinders appropriately marked their valves closed and valve-protection caps on?
- ☐ Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?
- ☐ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?
- ☐ Is care taken not to drop or strike cylinders?
- ☐ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- ☐ Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- ☐ Are liquefied gases stored and shipped valve-end up with valve covers in place?
- ☐ Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?
- ☐ Before a regulator is removed, is the valve closed and gas released from the regulator?
- ☐ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ☐ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ☐ Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- ☐ Under wet conditions, are automatic controls for reducing no-load voltage used?
- ☐ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ☐ Are electrodes removed from the holders when not in use?
- ☐ Is it required that electric power to the welder be shut off when no one is in attendance?
- ☐ Is suitable fire extinguishing equipment available for immediate use?
- ☐ Is the welder forbidden to coil or loop welding electrode cable around his body?
- ☐ Are wet machines thoroughly dried and tested before being used?
- ☐ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- ☐ Do means for connecting cables' lengths have adequate insulation?
- ☐ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- ☐ Are firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop?
- ☐ Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- ☐ When floors are wet down, are personnel protected from possible electrical shock?
- ☐ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- ☐ Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- ☐ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- ☐ Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?
- ☐ Is a check made for adequate ventilation in and where welding or cutting is preformed?
- ☐ When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

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HAZARD ASSESSMENT CHECKLIST

COMPRESSORS & COMPRESSED AIR

- ☐ Are compressors equipped with pressure relief valves, and pressure gauges?
- ☐ Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor?
- ☐ Are air filters installed on the compressor intake?
- ☐ Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- ☐ Are safety devices on compressed air systems checked frequently?
- ☐ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- ☐ Are signs posted to warn of the automatic starting feature of the compressors?
- ☐ Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- ☐ Is it strictly prohibited to direct compressed air towards a person?
- ☐ Are employees prohibited from using highly compressed air for cleaning purposes?
- ☐ If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- ☐ When using compressed air for cleaning, do employees use personal protective equipment?
- ☐ Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- ☐ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- ☐ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- ☐ When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- ☐ Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS

- ☐ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- ☐ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- ☐ Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- ☐ Are compressed air receivers periodically drained of moisture and oil?
- ☐ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- ☐ Is there a current operating permit issued by the Division of Occupational Safety and Health?
- ☐ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

- ☐ Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- ☐ Are cylinders legibly marked to clearly identify the gas contained?
- ☐ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- ☐ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?
- ☐ Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?
- ☐ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- ☐ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- ☐ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- ☐ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- ☐ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

Part 3: Cal/OSHA General Inspection and Hazard Assessment Checklist

HAZARD ASSESSMENT CHECKLIST

HOIST & AUXILIARY EQUIPMENT

- ☐ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- ☐ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- ☐ Is the rated load of each hoist legibly marked and visible to the operator?
- ☐ Are stops provided at the safe limits of travel for trolley hoist?
- ☐ Are the controls of hoists plainly marked to indicate the direction of travel or motion?
- ☐ Is each cage-controlled hoist equipped with an effective warning device?
- ☐ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave grooves?
- ☐ Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- ☐ Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
- ☐ Is it prohibited to use chains or rope slings that are kinked or twisted?
- ☐ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- ☐ Is the operator instructed to avoid carrying loads over people?
- ☐ Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

- ☐ Are only trained personnel allowed to operate industrial trucks?
- ☐ Is substantial overhead protective equipment provided on high lift rider equipment?
- ☐ Are the required lift truck operating rules posted and enforced?
- ☐ Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
- ☐ Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?
- ☐ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- ☐ Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- ☐ Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- ☐ Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
- ☐ Are industrial trucks with internal combustion engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

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HAZARD ASSESSMENT CHECKLIST

SPRAYING OPERATIONS

- ☐ Is adequate ventilation assured before spray operations are started?
- ☐ Is mechanical ventilation provided when spraying operation is done in enclosed areas?
- ☐ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- ☐ Is the spray area free of hot surfaces?
- ☐ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- ☐ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- ☐ Is approved respiratory equipment provided and used when appropriate during spraying operations?
- ☐ Do solvents used for cleaning have a flash point of 100E F or more?
- ☐ Are fire control sprinkler heads kept clean?
- ☐ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- ☐ Is the spray area kept clean of combustible residue?
- ☐ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- ☐ Are spray booth floors and baffles noncombustible and easily cleaned?
- ☐ Is infrared drying apparatus kept out of the spray area during spraying operations?
- ☐ Is the spray booth completely ventilated before using the drying apparatus?
- ☐ Is the electric drying apparatus properly grounded?
- ☐ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- ☐ Are the electric motors for exhaust fans placed outside booths or ducts?
- ☐ Are belts and pulleys inside the booth fully enclosed?
- ☐ Do ducts have access doors to allow cleaning?
- ☐ Do all drying spaces have adequate ventilation?

FIRE PROTECTION

- ☐ Do you have a fire prevention plan?
- ☐ Does your plan describe the type of fire protection equipment and/or systems?
- ☐ Have you established practices and procedures to control potential fire hazards and ignition sources?
- ☐ Are employees aware of the fire hazards of the material and processes to which they are exposed?
- ☐ Is your local fire department well acquainted with your facilities, location and specific hazards?
- ☐ If you have a fire alarm system, is it tested at least annually?
- ☐ If you have a fire alarm system, is it certified as required?
- ☐ If you have interior standpipes and valves, are they inspected regularly?
- ☐ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- ☐ Are fire doors and shutters in good operating condition?
- ☐ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ☐ Are fire door and shutter fusible links in place?
- ☐ Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- ☐ Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- ☐ Are sprinkler heads protected by metal guards, when exposed to physical damage?
- ☐ Is proper clearance maintained below sprinkler heads?
- ☐ Are portable fire extinguishers provided in adequate number and type?
- ☐ Are fire extinguishers mounted in readily accessible locations?
- ☐ Are fire extinguishers recharged regularly and noted on the inspection tag?
- ☐ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

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HAZARD ASSESSMENT CHECKLIST

ENTERING CONFINED SPACES

- ☐ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- ☐ Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
- ☐ Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- ☐ Is either natural or mechanical ventilation provided prior to confined space entry?
- ☐ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
- ☐ Is adequate illumination provided for the work to be performed in the confined space?
- ☐ Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?
- ☐ Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- ☐ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
- ☐ In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
- ☐ Are all rescuers appropriately trained and using approved, recently inspected equipment?
- ☐ Does all rescue equipment allow for lifting employees vertically from a top opening?
- ☐ Are there trained personnel in First Aid and CPR immediately available?
- ☐ Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
- ☐ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- ☐ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- ☐ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- ☐ If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- ☐ Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- ☐ Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
- ☐ Is the confined space checked for possible industrial waste, which could contain toxic properties?
- ☐ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

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HAZARD ASSESSMENT CHECKLIST

ENVIRONMENTAL CONTROLS

- ☐ Are all work areas properly illuminated?
- ☐ Are employees instructed in proper first aid and other emergency procedures?
- ☐ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
- ☐ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- ☐ Is employee exposure to chemicals in the workplace kept within acceptable levels?
- ☐ Can a less harmful method or product be used?
- ☐ Is the work area's ventilation system appropriate for the work being performed?
- ☐ Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- ☐ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- ☐ Are welders and other workers nearby provided with flash shields during welding operations?
- ☐ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- ☐ Has there been a determination that noise levels in the facilities are within acceptable levels?
- ☐ Are steps being taken to use engineering controls to reduce excessive noise levels?
- ☐ Are proper precautions being taken when handling asbestos and other fibrous materials?
- ☐ Are caution labels and signs used to warn of asbestos?
- ☐ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- ☐ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- ☐ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- ☐ Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?
- ☐ Is personal protective equipment provided, used and maintained wherever required?
- ☐ Are there written standard operating procedures for the selection and use of respirators where needed?
- ☐ Are restrooms and washrooms kept clean and sanitary?
- ☐ Is all water provided for drinking, washing, and cooking potable?
- ☐ Are all outlets for water not suitable for drinking clearly identified?
- ☐ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- ☐ Are employees instructed in the proper manner of lifting heavy objects?
- ☐ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- ☐ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- ☐ Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?
- ☐ Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
- ☐ Is equipment producing ultra-violet radiation properly shielded?

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HAZARD ASSESSMENT CHECKLIST

FLAMMABLE & COMBUSTIBLE MATERIALS

- ☐ Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
- ☐ Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
- ☐ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- ☐ Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- ☐ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- ☐ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- ☐ Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- ☐ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- ☐ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- ☐ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- ☐ Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?
- ☐ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- ☐ Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- ☐ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- ☐ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
- ☐ Class A: Ordinary combustible material fires.
- ☐ Class B: Flammable liquid, gas or grease fires.
- ☐ Class C: Energized-electrical equipment fires.
- ☐ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- ☐ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- ☐ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- ☐ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- ☐ Are employees trained in the use of fire extinguishers?
- ☐ Are extinguishers free from obstructions or blockage?
- ☐ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- ☐ Are all extinguishers fully charged and in their designated places?
- ☐ Is a record maintained of required monthly checks of extinguishers?
- ☐ Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- ☐ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- ☐ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
- ☐ Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?
- ☐ Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- ☐ Are all spills of flammable or combustible liquids cleaned up promptly?
- ☐ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- ☐ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- ☐ Are spare portable or butane tanks, which are used by industrial trucks stored in accord with regulations?

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HAZARD ASSESSMENT CHECKLIST

HAZARDOUS CHEMICAL EXPOSURES

- ☐ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- ☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols?
- ☐ Is employee exposure to chemicals kept within acceptable levels?
- ☐ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ☐ Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
- ☐ Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?
- ☐ Are flammable or toxic chemicals kept in closed containers when not in use?
- ☐ Are chemical piping systems clearly marked as to their content?
- ☐ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- ☐ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- ☐ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- ☐ Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- ☐ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ☐ Is personal protective equipment provided, used and maintained whenever necessary?
- ☐ Are there written standard operating procedures for the selection and use of respirators where needed?
- ☐ If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- ☐ Are the respirators NIOSH approved for this particular application?
- ☐ Are they regularly inspected and cleaned sanitized and maintained?
- ☐ If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- ☐ Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- ☐ Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
- ☐ Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?
- ☐ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- ☐ Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?
- ☐ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- ☐ Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?
- ☐ Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- ☐ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ☐ Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?
- ☐ Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

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HAZARD ASSESSMENT CHECKLIST

HAZARDOUS SUBSTANCES COMMUNICATION

- ☐ Is there a list of hazardous substances used in your workplace?
- ☐ Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and employee training?
- ☐ Who is responsible for MSDSs, container labeling, employee training?
- ☐ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- ☐ Is there a Material Safety Data Sheet readily available for each hazardous substance used?
- ☐ How will you inform other employers whose employees share the same work area where the hazardous substances are used?
- ☐ Is there an employee training program for hazardous substances?
- ☐ Does this program include:
 - ☐ An explanation of what an MSDS is and how to use and obtain one?
 - ☐ MSDS contents for each hazardous substance or class of substances?
 - ☐ Explanation of "Right to Know"?
- ☐ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
- ☐ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
- ☐ Details of the hazard communication program, including how to use the labeling system and MSDSs?
- ☐ How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

NOISE

- ☐ Are there areas in the workplace where continuous noise levels exceed 85 dBA? (To determine maximum allowable levels for intermittent or impact noise, see Title 8, Section 5097.)
- ☐ Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?
- ☐ Have you tried isolating noisy machinery from the rest of your operation?
- ☐ Have engineering controls been used to reduce excessive noise levels?
- ☐ Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?
- ☐ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- ☐ Is the training repeated annually for employees exposed to continuous noise above 85 dBA?
- ☐ Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- ☐ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- ☐ If you use ear protectors, are employees properly fitted and instructed in their use and care?
- ☐ Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?

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HAZARD ASSESSMENT CHECKLIST

ELECTRICAL

- ☐ Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?
- ☐ Do you specify compliance with Cal/OSHA for all contract electrical work?
- ☐ Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ☐ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ☐ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
- ☐ Are portable electrical tools and equipment grounded or of the double insulated type?
- ☐ Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- ☐ Do extension cords being used have a grounding conductor?
- ☐ Are multiple plug adapters prohibited?
- ☐ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- ☐ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- ☐ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- ☐ Are flexible cords and cables free of splices or taps?
- ☐ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?
- ☐ Are all cord, cable and raceway connections intact and secure?
- ☐ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- ☐ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?
- ☐ Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- ☐ Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- ☐ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- ☐ Are disconnecting means always opened before fuses are replaced?
- ☐ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- ☐ Are all electrical raceways and enclosures securely fastened in place?
- ☐ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- ☐ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- ☐ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- ☐ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- ☐ Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- ☐ Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?
- ☐ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- ☐ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- ☐ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- ☐ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
- ☐ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

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HAZARD ASSESSMENT CHECKLIST

FUELING

- ☐ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- ☐ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- ☐ When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?
- ☐ Are fuel tank caps replaced and secured before starting the engine?
- ☐ In fueling operations is there always metal contact between the container and fuel tank?
- ☐ Are fueling hoses of a type designed to handle the specific type of fuel?
- ☐ Is it prohibited to handle or transfer gasoline in open containers?
- ☐ Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?
- ☐ Is smoking prohibited in the vicinity of fueling operations?
- ☐ Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- ☐ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

- ☐ When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- ☐ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- ☐ When pipelines are identified by color painting, are all visible parts of the line so identified?
- ☐ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- ☐ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- ☐ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- ☐ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?
- ☐ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

- ☐ Is there safe clearance for equipment through aisles and doorways?
- ☐ Are aiseways designated, permanently marked, and kept clear to allow unhindered passage?
- ☐ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ☐ Are vehicles shut off and brakes set prior to loading or unloading?
- ☐ Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- ☐ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- ☐ Are trucks and trailers secured from movement during loading and unloading operations?
- ☐ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- ☐ Are hand trucks maintained in safe operating condition?
- ☐ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- ☐ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- ☐ At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.
- ☐ Are pallets usually inspected before being loaded or moved?
- ☐ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- ☐ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ☐ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ☐ Are Material Safety Data Sheets available to employees handling hazardous substances?

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HAZARD ASSESSMENT CHECKLIST

TRANSPORTING EMPLOYEES & MATERIALS

- ☐ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ☐ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- ☐ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
- ☐ When employees are transported by truck, are provision provided to prevent their falling from the vehicle?
- ☐ Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- ☐ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- ☐ Are employee transport vehicles equipped at all times with at least two reflective type flares?
- ☐ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- ☐ When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
- ☐ Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- ☐ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- ☐ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ☐ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- ☐ Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- ☐ Is adequate makeup air provided to areas where exhaust systems are operating?
- ☐ Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?
- ☐ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

- ☐ Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
- ☐ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- ☐ Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- ☐ Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?
- ☐ When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?
- ☐ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?
- ☐ When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

Part 3: Cal/OSHA General Inspection and Hazard Assessment Checklist

HAZARD ASSESSMENT CHECKLIST

TIRE INFLATION

- ☐ Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?
- ☐ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?
- ☐ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an inline hand valve and gauge?
- ☐ Does the tire inflation control valve automatically shut off the airflow when the valve is released?
- ☐ Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
- ☐ Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN

- ☐ Are you required to have an emergency action plan?
- ☐ Does the emergency action plan comply with requirements of T8CCR 3220(a)?
- ☐ Have emergency escape procedures and routes been developed and communicated to all employees?
- ☐ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- ☐ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- ☐ Are alarm systems properly maintained and tested regularly?
- ☐ Is the emergency action plan reviewed and revised periodically?
- ☐ Do employees know their responsibilities:
- ☐ For reporting emergencies?
- ☐ During an emergency?
- ☐ For conducting rescue and medical duties?

INFECTION CONTROL

- ☐ Are employees potentially exposed to infectious agents in body fluids?
- ☐ Have occasions of potential occupational exposure been identified and documented?
- ☐ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- ☐ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
- ☐ Are employees aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)
- ☐ Is personal protective equipment provided to employees, and in all appropriate locations?
- ☐ Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- ☐ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- ☐ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- ☐ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- ☐ Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- ☐ Training on universal precautions?
- ☐ Training on personal protective equipment?
- ☐ Training on workplace practices, which should include blood drawing, room cleaning, laundry handling, clean up of blood spills?
- ☐ Training on needlestick exposure/management?
- ☐ Hepatitis B vaccinations?

Part 3: Cal/OSHA General Inspection and Hazard Assessment Checklist

HAZARD ASSESSMENT CHECKLIST

ERGONOMICS

- ☐ Can the work be performed without eyestrain or glare to the employees?
- ☐ Does the task require prolonged raising of the arms?
- ☐ Do the neck and shoulders have to be stooped to view the task?
- ☐ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- ☐ Can the work be done using the larger muscles of the body?
- ☐ Can the work be done without twisting or overly bending the lower back?
- ☐ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- ☐ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- ☐ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

- ☐ Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
- ☐ Is the HVAC system inspected at least annually, and problems corrected?
- ☐ Are inspection records retained for at least 5 years?

CRANE CHECKLIST

- ☐ Are the cranes visually inspected for defective components prior to the beginning of any work shift?
- ☐ Are all electrically operated cranes effectively grounded?
- ☐ Is a crane preventive maintenance program established?
- ☐ Is the load chart clearly visible to the operator?
- ☐ Are operating controls clearly identified?
- ☐ Is a fire extinguisher provided at the operator's station?
- ☐ Is the rated capacity visibly marked on each crane?
- ☐ Is an audible warning device mounted on each crane?
- ☐ Is sufficient illumination provided for the operator to perform the work safely?
- ☐ Are cranes of such design, that the boom could fall over backward, equipped with boomstops?
- ☐ Does each crane have a certificate indicating that required testing and examinations have been performed?
- ☐ Are crane inspection and maintenance records maintained and available for inspection?