

CONTRA COSTA COMMUNITY COLLEGE DISTRICT HEALTH & SAFETY INCENTIVE PROGRAM 2011/2012

Program Requirements	Measure- ment	Event(s) Scheduled	Completed to Date	Completed
<p>1.Exposure Control Plan for Bloodborne Pathogens NEW!</p> <ul style="list-style-type: none"> • CCCSIG to provide an Exposure Control Plan template • Must be submitted to CCCSIG for review by 6/30/12 • Rationale: Cal OSHA Compliance: Employers are to establish, implement, and maintain an effective exposure control plan as required by the bloodborne pathogens regulation in <i>California Code of Regulations, Title 8 (8 CCR)</i>, Section 5193. This written plan is designed to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials. The plan is also consistent with the requirements of the Cal/OSHA Injury and Illness Prevention Program (<i>8 CCR 3203</i>). 	5%			
<p>2. Health & Safety Summer Program</p> <ul style="list-style-type: none"> • Three-hour training to occur between Jun 15 and Sep 15, 2011 • Must be at least 75% of full-time Custodial/Maintenance & Operations/Grounds/Warehouse staff in attendance with supervisor(s) present • Rationale: Addresses High Risk Trends and Cal OSHA Compliance: These particular employee groups are considered 'high risk' in that their injuries are often more frequent and more severe compared to other employee groups in most districts. 	15%			
<p>3. Cabinet Member <i>Slip, Trip, Fall</i> Prevention Email to Staff</p> <ul style="list-style-type: none"> • One email must be sent by a member of the Cabinet by 10/31/11 • CCCSIG H&SS will create an email template and send to each District H&S Coordinator 1 month prior to the deadline; districts may use their own email template • CCCSIG H&SS representative must be CC'd for credit <p>Rationale: Capacity Building: demonstrates continued upper management support for employee health and safety and the districts' safety culture</p>	5%			
<p>4. Establish/Maintain District-wide Employee Health and Safety Committee –</p> <ul style="list-style-type: none"> • Must meet at least three times per year, as defined: <ul style="list-style-type: none"> • At least one meeting must occur before between Jul 1 and Dec 31, 2011 • At least two meetings must occur between Jan 1 and Jun 30, 2012 • Committee must review H&S Committee Policy Statement by Jan 1, 2012 • CCCSIG H&SS representative must attend at least three meetings per year • Each meeting must include: <ul style="list-style-type: none"> • Review of Incentive Program requirements • Review of incidents/claims trends and actions needed to mitigate (CCCSIG provides above documents) <p>Rationale: Capacity Building: demonstrates district commitment to employee H&S and is a communication platform composed of people who represent the employees and the employer. Together, they are committed to improving health and safety conditions in the workplace, by identifying and correcting potential H&S problems and developing written safety programs, among other health and safety-related initiatives.</p>	20%			

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<p>5. Slip, Trip, Fall (STF) Site Inspections Annual; 100% sites to be completed by Jun 30, 2012 Rationale: Addresses High Risk Trends—Slip, trip and fall injuries are the most frequently occurring incident type countywide among employees each school year. Conducting annual inspections is one way to manage this risk by identifying and correcting indoor and outdoor slip, trip, fall hazards.</p>	10%			
<p>6. CCCSIG/PSW Online Training At least 25% of all employees (managers, classified and faculty) must complete an online training module chosen by district</p> <ul style="list-style-type: none"> Must be completed by Apr 12, 2012 Rationale: Addresses High Risk Trends and Cal OSHA Compliancy: Online training is an efficient method for delivering important safety messages that address high risk trends and Cal OSHA mandated topics. 	20%			
<p>7. “What You Need to Know to Keep Your Ex Mod Low” Training NEW!</p> <ul style="list-style-type: none"> Target Audience: Senior Administrators, Presidents, Vice Presidents and Business Managers What: 45 minute training that covers: <ul style="list-style-type: none"> Ex-Mod: what it is, why it’s important and what administrators can do to help lower it and/or keep it low CCCSIG health & safety services overview, return-to-work program, <i>Company Nurse</i> and Accident Investigation reminders provided. District H&S Coordinator and Claims Coordinator must be present Rationale: Capacity-building: further reinforces the communication between CCCSIG and district administrators on key cost-containment programs. 				
<p>8. Attend CCCSIG’s Countywide Health & Safety Coordinator Meetings</p> <ul style="list-style-type: none"> At least one district representative must attend each of the three meetings held at CCCSIG Rationale: Addresses High Risk Trends, Cal OSHA compliance & capacity building 	5%	October 12th January 11th April 11th		
<p>Board Director: District H&S Coordinators: CCCSIG H&SS Specialist:</p>				

***Definition of capacity-building:** involves the development of sustainable skills, organizational structures, resources and commitment to employee health and safety that assist in prolonging and multiplying health and safety gains made, many times over.