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March 14, 2019

Mr. Daniel Phillips
Assistant Director Safety & Risk Management
SANTA MONICA COMMUNITY COLLEGE DISTRICT
2714 Pico Boulevard
Santa Monica, CA 90405-1628

RE: HAZARD ANALYSIS – CUSTODIANS (MOVING EQUIPMENT)

Dear Mr. Phillips:

On February 15 and 27, 2019, Keenan & Associates conducted a job site Hazard Analysis on the Main Campus located at 1900 Pico Blvd., Santa Monica, CA 90405. The request for the analysis was made and scheduled through your department. Due to these hazard analyses being based on previous recorded injuries, this service was provided under the District's Protected Insurance Program for Schools and Community Colleges (PIPS) services agreement.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank all the site personnel for their assistance, cooperation, and support to the consultant in completing this observation task.

Special thanks go to you, Ms. Felicia Hudson and Mr. Dennis Biddle, for meeting with the consultant to discuss and review the Custodians' concerns and for escorting the consultant around.

LIMITATIONS

A sincere effort was made to conduct a thorough observation of the staff tasks and associated properties. This effort was directed at identifying unsafe conditions within these properties. The observations are based upon conditions observed at the time of the observation and were apparent to the inspector.

The goal of our observation was to (i) assist the client in evaluating its self-audit procedures, (ii) facilitate the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

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The goal of our assessment was to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspections, maintenance, safe handling of equipment, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported or follow any/all federal, state, or local law, rule, or regulation.

SCOPE OF SERVICES

The sole purpose of the observation is to reduce the frequency and severity of property and liability losses at the District by identifying those hazards that could result in those types of losses and by providing recommendations to the District on ways to correct the hazards. Observations were made during custodial operations, reviewing items such as ergonomics, exposures, energetics, and the environment. The task of moving classroom furniture was observed during this process.

As part of the process, the following areas of operation were reviewed:

- Dresher Hall
 - Second floor classrooms
 - Elevator usage
 - Ground floor removals
 - Flatbed truck loading

SITE FINDINGS

Staff members are required to swap out/move furniture (chairs, tables, and filing cabinets, etc.) from one classroom to either other classrooms, to storage units, or even off campus. These movements can be carried out on weekly schedules or even last-minute requirements. On this day, the day staff was required to replace around 190 chairs from a second-floor classroom, transport them to the ground floor and off campus via a delivery truck.



Photo 1



Photo 2



Photo 3



Photo 4

The service required was broken up into smaller tasks, with specific hazards analyzed, and possible recommendations suggested. These are discussed below:

1) Task Description: Removing chairs from room

Hazard:

- i) Ergonomics: Lifting, repetitive motion, pushing, awkward posture; back injury, repetitive motion injury

Recommendations:

- i) Employees to carry out job share (buddy system) of specific tasks. This will help reduce strain across the shift.

2) Task Description: Placing chairs in stacks of two on dollies

Hazard:

- i) Ergonomics: lifting, awkward posture; back injury, repetitive motion injury
- ii) Energetics: potential falling chairs; potentially struck by falling object

Recommendations:

- i) switching roles from lifting to pushing; provide more dollies or larger more sturdy dollies to keep the furniture more stable.
- ii) provide more dollies or larger more sturdy dollies to keep the furniture more stable; evaluate the availability of dollies that move easier, maybe with larger wheels.

3) Task Description: Pushing chairs to the elevator or to another location

Hazard:

- i) Ergonomics: pushing, pulling, awkward posture
- ii) Energetics: potential falling chairs; potentially struck by falling object

Recommendations:

- i) switching roles from lifting to pushing; provide more dollies or larger more sturdy dollies to keep the furniture more stable.
- ii) provide more dollies or larger more sturdy dollies to keep the furniture more stable; evaluate the availability of dollies that move easier, maybe with larger wheels.

4) Task Description: Pulling chairs out of the elevator

Hazard:

- i) Ergonomics: pushing, pulling, awkward posture
- ii) Energetics: potential falling chairs; potentially struck by falling object

Recommendations:

- i) switching roles from lifting to pushing; provide more dollies or larger more sturdy dollies to keep the furniture more stable.
- ii) provide more dollies or larger more sturdy dollies to keep the furniture more stable; evaluate the availability of dollies that move easier, maybe with larger wheels.

5) Task Description: Lifting chairs onto truck

Hazard:

- i) Ergonomics: lifting, repetitive motion, lifting to truck causing hands to go above shoulders, awkward posture
- ii) Energetics: potential falling chairs; potentially struck by falling object

Recommendations:

- i) Employees to carry out job share (buddy system) of specific tasks. This will help reduce strain across the shift.
- ii) Use of a sturdy lift gate; researching other lifting devices; use of mechanical assisting equipment

6) Task Description: Taking chairs off truck

Hazard:

- i) Ergonomics: lifting, repetitive motion, lifting to truck causing hands to go above shoulders, awkward posture
- ii) Energetics: potential falling chairs; potentially struck by falling object

Recommendations:

- i) Use of a sturdy lift gate; buddy system; rotating roles
- ii) Use of a lift gate; researching other lifting devices; use of mechanical assisting equipment

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7) **Task Description: Driving truck and carts with chairs or furniture**

Hazard:

- i) Ergonomics: awkward posture, holding furniture while driving
- ii) Energetics: vehicle accident due to focus on furniture rather than driving

Recommendations:

- i) change policy that only the truck is used (no carts); provide mechanical assist to stabilize furniture to eliminate potential of falling off (straps, cords).
- ii) change policy that only the truck is used (no carts); provide mechanical assist to stabilize furniture to eliminate potential of falling off (straps, cords).

CLOSING

If you have any questions concerning the report, please feel free to contact me directly at the office number (951) 715-0190, extension 1004, at your convenience.

Sincerely,

Steve Tait

Steve Tait
Senior Loss Control Consultant
Loss Control/Risk Management

ST/cb

cc: Craig Farmer, Attorney, Farmer Smith and Lane LLP
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