2020 Annual Program Review

Program Name: Safety & Risk Management

Program Review Author: Daniel Phillips

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: http://www.smc.edu/CollegeCatalog/Pages/default.aspx

The purpose of Safety & Risk Management is to identify, assess, and prioritize risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events.

Safety & Risk Management is a continuous, forward-looking process that is an important part of the District. Safety and Risk Management is responsible for assisting the College community with the overall risk management effort through environmental and occupational health compliance, occupational health and safety insurance coverage for injured workers, students and athletes, and property & liability insurance coverage.

Safety & Risk Management is designed to support the mission and vision of Santa Monica College as it pertains to students, faculty and staff safety as well as visitors, third parties, volunteers, and potential business, operational, and property risks.

Risk Management functional responsibilities include, but not limited to:

a) Oversight of the Environmental Health & Safety program which manages regulatory environmental and occupational health compliance.
b) Management of occupational risks and implementing targeted programs to prevent employee injury.
c) Overseeing Workers' Compensation program, Student & Athlete Insurance Program Management; Property & Liability Claims Management; Safety and Loss Control Program; Hazardous Waste Program; external reporting to city, state and federal compliance and regulatory agencies.
d) Ensuring the collection and analysis of data to monitor the performance of processes that involve risk or that may result in serious adverse events.

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Evaluate the current Injury and Illness Program and update to meet regulatory compliance.	☐ Not Completed ☐ In Progress ☒ Completed	This was completed in January 2019. The IIPP is the umbrella document for our safety program, and it was the first project I addressed upon coming to SMC. The IIPP is the guiding document of all other implemented safety programs to follow.
Implementation of a campus	☐ Not Completed	Last year I conducted a job description based

wide safety training program	☐ In Progress ☒ Completed	analysis to determine what safety training each department would require. Based on that information I created a training calendar highlighting a different training each month based on job functions. I utilized Safe Colleges for implementing the safety training. In addition, a new employee orientation safety training and manager safety training was implemented.
Implementation of a campus wide PPE shoe program	☐ Not Completed ☐ In Progress ☒ Completed	Completed Nov 2019. This is an ongoing program which ensures proper safety shoes are provided annually to the employees who require safety shoes. An analysis of safety hazards within each department was conducted to determine who would need the safety shoes due to working with heavy objects that could potentially fall, and working with industrial machines.
Implementation of a hearing conservation program	☐ Not Completed ☐ In Progress ☒ Completed	It was determined that the central plant sound levels exceed 85 decibels and therefore requires the implementation of a hearing conservation program. This program required training of staff who enter the central plant, hearing protection provided at the entrance of the plant, and annual audiometric testing.
Implementation of a campus wide inspection program.	☐ Not Completed ☒ In Progress ☐ Completed	An evaluation of high-risk areas at the college was conducted. Based on this evaluation, periodic safety inspections began for M&O (monthly), Receiving (Monthly), Physical & Life Sciences (twice annually), and forklifts (daily). Although these inspection processes have been implemented, I have not been able to audit these areas for compliance. We have not formally implemented follow-up tools used to keep track of findings and ensure corrective actions are completed. This program applies to all the areas on campus, which I have not been able to implement. Last year, an evaluation of safety inspection software was conducted to help manage this process. The college determined that the software Simple But Needed (SBN) would be the right software for our needs.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

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IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative
Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

The main goal of the SMC Safety & Risk Management Program is to create a safety culture. Over the past year my main

goals have revolved around bring our safety programs up to compliance. There are many more programs that need implementation in order to achieve compliance level status. But running parallel is the need to begin engaging managers and staff, at all levels, on a regular basis. This means delegating safety responsibilities to the managers and supervisors of the organization. We need to start implementing a safety program which delegates the responsibility of safety to each area of the campus by means of periodic safety meetings and regular safety inspections. Safety meetings held in each department where certain topics are addressed, and which allow a dialogue between staff and management. This will increase morale of the campus, and address needed safety changes in the organization. Safety inspections are necessary because, first, this will create a safer environment for all who step onto the campus, and second from a regulatory standpoint, our IIPP states that throughout the campus we need to be looking, finding, and fixing safety hazards in all areas of the campus.

In order to achieve such a goal, a digital management safety program would be required in order to manage assignments, communicate with managers, analyze data for trends, and ensure corrective actions for issues found during inspections. Prior to the pandemic, I evaluated many programs and determined that Simple But Needed (SBN) was the program we wanted to implement at SMC. As we roll out such a program, it will engage all levels of the organization and provide a heightened level of safety focus among all staff which will lead to a stronger safety culture.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	Risk & Insurance Coordinator	Adriene Smith will be retiring in Sept 2020 through the SRP. This is an essential position for Safety & Risk Management and is necessary to be filled in order to maintain the department functioning and maintain regulatory compliance.
Facilities *(info inputted here will be given to DPAC Facilitates Comm.)*	Click or tap here to enter text.	Click or tap here to enter text.
Equipment, Technology, Supplies *(tech inputted here will be given to Technology Planning Committee)*	1. An electronic safety management system; 2. Industrial hygiene monitoring equipment to monitor the environment for oxygen, CO2, and Hydrogen Sulfide when entering a confined space; 3. PPE full face and half-face respirators for the respiratory protection program.	1. The current resources available, myself and Adriene Smith, would not be able to manage a system wide safety inspection program due to the amount of data generated. A system wide inspection program relies on the managers and supervisors to take ownership for safety in their areas which includes managing inspections, findings, and corrective actions. This program falls under the umbrella of the injury and illness prevention program IIPP, which states that as an institution we need to be continuously looking, finding, and fixing safety issues. Managing this amount of data manually would not be possible

		within Safety & Risk Management. In addition, this type of data is a leading indicator and is considered a far better indicator for the success of a safety program than just focusing on lagging indicators such as injury rates. This will allow us to track and trend safety issues system wide, be effective and efficient in our management of safety hazards, and will result in a stronger safety culture. All of these improvements will translate to a lower incidence of occupational injury and thus will be a cost savings for the college. 2. Confined space monitoring equipment is vital for a safe confined space entry. For example, without this equipment one would be unable to determine if there was enough oxygen in the space for an employee to safely enter, which becomes a life/death issue. Here is the link to the regulation. https://www.dir.ca.gov/title8/5157.html **cB3** is the part of the regulation which states monitoring is required. 3. Respirators are necessary when working with some chemicals to prevent exposure. There are several work assignments in M&O which would require a respirator. I am currently evaluating the need for respirators in Science for their various processes.
Professional Development	I have two certifications, Certified Safety Professional (CSP) and a Registered Environmental Health Specialist (REHS), that require continuing education units.	I will need to sign up for seminars and professional development courses that provide CEUs or I will lose the certifications.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

There have been several challenges experienced by the Safety & Risk Management program.

1. Any plans for implementing new safety programs, which are a regulatory requirement, have been stalled due to the urgent focus required to respond to COVID-19 and the impacts it has generated at the college. My goals this year were to implement a confined space program, a lockout-tagout program, and a first aid kit program. I have been unable to implement these safety programs this year.
2. The lack of data and long-term research has made the safety response to COVID-19 very difficult. In the safety field we rely on fact, science, and data when implementing a safety program for an organization. The regulatory agencies that we look to for guidance regarding how to achieve regulatory and safety compliance normally have

decades of data and experience to understand a safety hazard and how to properly protect our employees. This long-term research gets evaluated and tested for years, and based on that data solutions to protect individuals and the environment are codified. This is not the case with COVID-19 because of the infancy of the hazard, the lack of research pertaining to the hazard, and the lack of testing various safety controls to determine what is most effective. From an anecdotal standpoint, I can call Cal OSHA three times to ask them the same question and receive three different answers. I tend to rely on the guidance of our agencies for advice, but that advice is speculative at best for now.

3. In order to control a hazard, safety controls must be implemented and followed. One of the safety controls used is personal protective equipment. Due to the COVID-19 crisis supply chains have broken down, therefore it has been difficult to procure the necessary PPE required to adequately control the hazard.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
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Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration • Advisory attendance • Internship site • Donations • Job placement • Other	Optional: Additional information about partnership or collaboration
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CONGRATULATIONS – that's it! Please save your document with your program's name and forward it to your area Vice President for review.

The following section will be completed by your program's area VP

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Vice Presidents:

First, please let us know who you are by checking your name:
☒ Christopher Bonvenuto, Vice President, Business and Administration

☐ Don Girard, Senior Director, Government Relations & Institutional Communications
☐ Sherri Lee-Lewis, Vice President, Human Resources
☐ Jennifer Merlic, Vice President, Academic Affairs
☐ Teresita Rodriguez, Vice President, Enrollment Development
☐ Michael Tuitasi, Vice President, Student Affairs

☐ Next, please check this box to indicate that you have reviewed the program's annual report Provide any feedback and comments for the program here:

Click or tap here to enter text; the box will expand when you enter text.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_erica@smc.edu). If you have any questions, please contact us!

Thank you for your input!