

Site Safety Survey



Temecula Campus

For

Russ Lebo, Chief Financial Officer

January 26, 2018

Completed by:
Scott Boggess, CSP, CIE, SH&E Professional

BACKGROUND –

By suggestion and in collaboration with Russ Lebo, a plan was developed by Scott Boggess of Boretti, Inc. to visit all SJVC campuses to conduct a safety walk-through. The visits were scheduled for two primary reasons; First, to familiarize Scott with the campuses, their leaders, and overall business operation, and second, to check in on the campuses to see how each of them is managing safety, to identify hazards, and to offer suggestions for improvement. Some side benefits of the visits will be the ability to share any best practices observed, and the opportunity to identify any unique needs of the individual campuses.

Going forward into 2018, the findings of the visits will be used to develop and prioritize a safety service plan for the year. A progress meeting took place on November 30th at Caldwell with Russ, James Boretti, and Scott. At that time we agreed the next steps would be to finish the campus visits, complete individual reports, then to reconvene in February to develop a service plan for the year.

SITE VISIT –

On October 18th 2017, Scott Boggess met with Campus President, Robyn Whiles and Facilities/IT Manager, James Duffin. Robyn and James provided Scott with an overview of the campus and its programs, then James hosted Scott for the walk-through portion of the visit. After the tour, a debrief meeting was held with Robyn to share initial findings and observations.

The Temecula campus is a newer campus, having opened in 2011. Robyn has been President since the campus opened (she and James came over together from Rancho Cucamonga in 2011). The campus has roughly 450 students and 45 total employees.

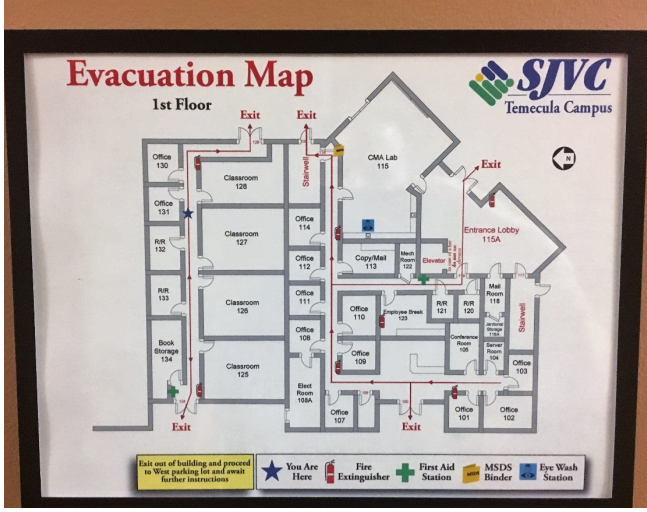
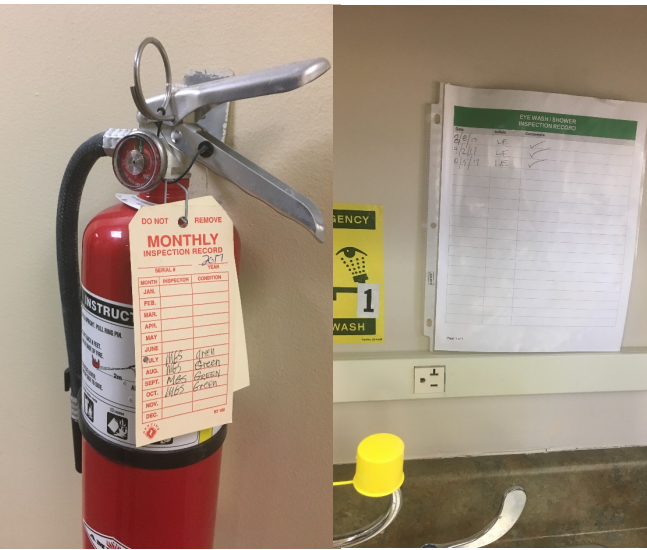
Programs offered at the Temecula campus include Dental Assistant, Respiratory Therapy, Medical Assistant, Medical Office, Pharmacy Technology, Business Administration, and HVAC.



SJVC Temecula Campus

OBSERVATIONS –

The following are safety observations, exposures to loss and hazards to injuries observed during the safety assessment. Note that the observation provided is representative of similar exposures that should be addressed, not just the one in the photograph provided. Observations are presented as a method of learning for hazard recognition and mitigation. Many observations shown below are to highlight a job well done or best practices. There were far more of these than there were discrepancies at Temecula.

| Observation | Photo |
|---|--|
| <p>Throughout the facility</p> <ul style="list-style-type: none"> • There was consistently good emergency signage – of exits, fire extinguishers, evacuations routes, first aid kits, MSDS (SDS) binders, and PPE requirements. • Keep up the good work, stay vigilant, and be sure to update maps and signs as conditions change. |  |
| <p>Throughout the facility</p> <ul style="list-style-type: none"> • Fire extinguishers, eye wash stations, first aid kits, and MSDS binders were inspected, and the inspections were documented on tags placed on or near the item. • Nicely done. Monthly inspections are required for fire extinguishers and eye wash stations. |  |

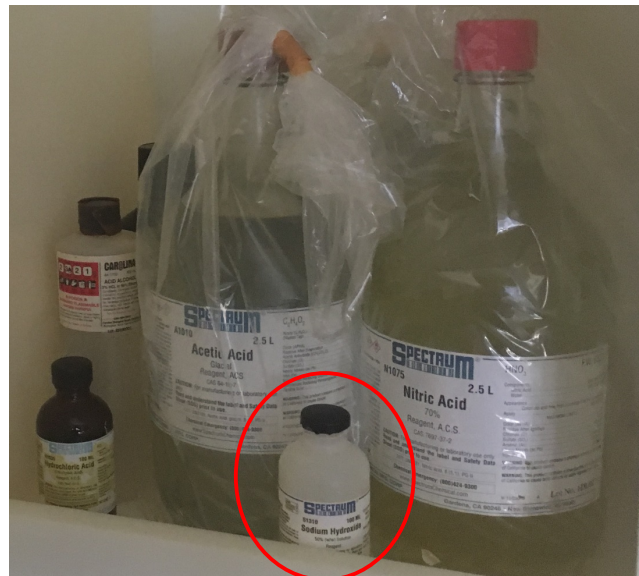
Medical gases and HVAC

- Compressed gas cylinders (oxygen and medical air) were all observed to be properly secured. Cylinders not in use were capped.
- Nice job. Cylinders in the HVAC area were secured as well.



Dental Assistant Lab (205)

- **Issue:** Sodium Hydroxide (NaOH) is a strong base and should not be stored with the acids.
- **Solution:** Remove the NaOH and place it in the storage cabinet for Bases. Ensure that acids and bases are stored separately, that lab users are educated about proper chemical storage, and that the chemical storage cabinets are checked regularly.



Dental Lab Equipment Room

- **Issue:** A confined space sign was placed above the door, yet no confined space was noted.
- **Solution:** Remove the sign if no confined space is identified.



Exit Corridor

- **Issue:** A hand truck was parked in the hallway partially blocking an emergency exit corridor.
- **Solution:** This was very likely a temporary condition, but it's a good reminder to keep exit pathways clear at all times.



Throughout the Facility

- A sense of humor, high engagement in safety, and people who care about the work environment were all demonstrated by the employees who hosted me – Robyn, James, and Lawrence.
- Robyn is highly involved in safety and sets the tone from the top.

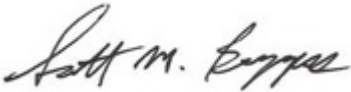


CONCLUSION –

The Temecula campus showed very well overall. The facility is newer, is well-maintained, and housekeeping was good throughout. Robyn was clearly knowledgeable and involved in safety. She has a solid team of James and Lawrence supporting her. As mentioned next to the “Zombie” photo above, this is no accident. It takes leadership and a dedicated approach to achieve and maintain a safe workplace.

It is a pleasure to be of assistance to San Joaquin Valley College, to visit the campuses, and to complete this report. I look forward to discussing the findings and strategy once all the visits are complete. Should you have questions about this report, please feel free to contact me.

Sincerely,



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