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May 19, 2014

Ms. Terry Cobos
Director, General Services
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

RE: SWACC PROPERTY & LIABILITY INSPECTION

Dear Ms. Cobos:

Enclosed is the report for the SWACC Property & Liability Inspection conducted for the District on February 4-7, 2014. The inspection was conducted on behalf of SWACC.

A follow-up audit will be conducted sometime in February, 2015 which will consist of a review of recommendations made during this inspection to determine the status. If Keenan can be of any assistance in this regard, please let me know.

It has been a pleasure to be of service to your District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning the report, please contact my Supervisor, Eric Preston, at (951) 715-0190, extension 1196.

Sincerely,

Lito Reyes

Senior Consultant
Loss Control/Risk Management

Enclosure

LR/kl

cc: Christine Gerbasi, Keenan & Associates, Torrance
Susan Langston, Keenan & Associates, Torrance

SWACC PROPERTY & LIABILITY INSPECTION



May 2014

PREPARED FOR
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Prepared By

LITO REYES
SENIOR CONSULTANT

KEENAN & ASSOCIATES
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INTRODUCTION

On February 4, 2014 through February 7, 2014, Keenan & Associates conducted a SWACC Property & Liability Inspection for the Ventura County Community College District located in Ventura, Oxnard, and Moorpark, California. The purpose of the inspection is to assist the District in their Property & Liability Loss Prevention Program.

The inspection was conducted by Lito Reyes, Senior Consultant, and the report was processed by Kylie Locke, Project Coordinator.

ACKNOWLEDGMENTS

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

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the facilities 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 inspection and were apparent to the inspector.

The goal of our inspection 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.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, 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 contained in this report does not certify that the campuses, District Office, Maintenance facilities, grounds, equipment, material, or operations are in compliance with any federal, state, or local law, rule, or regulation. The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

SCOPE OF SERVICES

The sole purpose of the inspection 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.

As part of the inspection, the following programs were reviewed:

-
- Security
- Emergency Preparedness
- Fire Protection
- Playground Safety
- Pest Management
- Chemical Safety
- Self-Inspection Program
- Forklift/Utility Cart Procedures
- Asbestos Hazard Emergency Response Act (AHERA)

In addition, a physical survey of the following areas was conducted:

- Applied Arts, Vocational Arts, Technical Arts, Home Economics, Classrooms, and Labs:
 - Science labs and storage rooms
 - Art and ceramics rooms
 - Photography rooms
 - Wood shops
 - Metal/welding/machine shops
 - Auto shops
 - Home economics rooms
 - Computer/technology labs
 - Libraries
 - Graphics/print shops
 - Horticulture
- Student Health Center
- Child Care and Child Development/Playgrounds
- Athletic equipment, facilities housing playground, and athletic equipment including:
 - Bleachers
 - Stadiums
 - Athletic fields
 - Swimming/Diving pools
 - Weight rooms
 - Gymnasiums
 - Basketball nets/backboards
 - Hard court areas
 - Locker rooms

- A representative sampling of general classrooms
- Grounds and common areas including:
 - Sidewalks
 - Walkways
 - Parking lots
 - Turf
 - Cafeterias
 - Theaters
- Maintenance/grounds and transportation facilities
- Electrical and mechanical rooms
- Boiler rooms
- Identify adjacent properties that may pose a hazard

SITES INSPECTED

The following list of sites was provided to the Loss Control Consultant by Terry Cobos:

- Ventura College
- Oxnard College
- Moorpark College
- District Administrative Center

SUMMARY

Ventura County Community College District comprises of Ventura College, Oxnard College and Moorpark College. Ventura College's 112-acre campus is located in eastern Ventura; it's one of the oldest community colleges in the state. The Oxnard campus has 118 acres and is the newest in the District, founded in 1975. Moorpark is the largest campus with 154 acres on hillside land. As of the Fall of 2013, there were approximately 32,000 students enrolled District-wide.

LOSS EXPERIENCE REVIEW

In the last five (5) policy years there have been only two property claims. The 2010 claim was for damage to a telephone pole and the 2014 claim was for damage to a traffic sign post being struck by a vehicle.

In the 2009/2010 policy year, there were eight (8) liability claims. These ranged from general liability, employment liability and auto property damage.

In the 2010/2011 policy year, there were six (6) liability claims. These ranged from general liability and employment liability only.

In the 2011/2012 policy year, there were six (6) liability claims. These ranged from general liability and employment liability only.

In the 2012/2013 policy year, there were four (4) liability claims. These involved general liability only.

In the 2013/2014 policy year, there has been ten (10) liability claims thus far with seven (7) open claims to date. These ranged from general liability and auto damage liability only.

PROGRAM REVIEW

Security

Survey Findings: The overall responsibility for campus security is given to the VCCCD Police Department, which employs sworn police officers with full arrest authority. The Department provides general law enforcement and security, and parking/traffic control on all VCCCD properties. It is also the primary emergency responder on campus. Police officers are armed and supplemented by police cadets, who are paid student workers. Security officers were in evidence patrolling in marked police vehicles.

The District website provides safety tips, and campus security policies as well as a daily crime log. As per the most recent disclosure (2012) under the Jeanne Clery Act, VCCCD reported criminal on-campus activities as follows: burglaries – 3; motor vehicle theft – 2; arson – 1.

Corrective Action: None.

Emergency Preparedness

Survey Findings: A written Emergency Preparedness and Response Plan was adopted in 2008. It is an extensive plan applying the principles of SEMS, ICS and NIMS that aims to coordinate use of District and community resources to protect lives and properties following a major disaster or emergency. There are periodic exercises related to emergency preparedness.

Corrective Actions: None.

Fire Protection

Survey Findings: The Fire Prevention Plan must be in writing per Title 8, CCR Section 3221. This plan should include monthly inspections of the fire extinguishers to determine their charge status and the inspector(s) must initial the inspection tag monthly upon completion of the inspection. In addition, building occupants must be reminded not to obstruct fire extinguishers and/or fire alarm pull stations. Both must be accessible at all times and clear exit aisles maintained for unobstructed emergency evacuation. Annual training of designated employees in the use of fire extinguishers should also be conducted and documented.

Corrective Actions: None.

Playground Safety

Survey Findings: Maintenance & Operations staff performs inspections of the playgrounds at least annually and are responsible for correcting hazards that are reported. Keenan conducted a Certified Playground Safety Inspection in 2010. The next SWACC Playground Safety Audit is scheduled for 2015.

Corrective Actions: None.

Pest Management

Survey Findings: There is no certified applicator on staff. All pesticide applications are subcontracted out.

Corrective Actions: None.

Chemical Safety

Survey Findings: A Hazard Communication Program (HCP) as per Title 8, CCR Section 5194 must also be in writing. The District should develop and maintain a current inventory of all hazardous substances to which employees may be exposed for the workplace as a whole or for individual work areas. It could not be determined at the time of inspection if there is a comprehensive or site-specific list, but it was noted that some individual work areas maintained Material Safety Data Sheets (MSDS).

Corrective Actions: It is recommended that the all departments continue to dispose of unused and outdated chemicals. A thorough housekeeping of the lab areas is still needed in addition to implementing policies regarding co-mingling of storage, work, and rest areas. It is also recommended that GHS training be provided for lab employees.

Self-Inspection Programs

Survey Findings: There is no documented Self-Inspection/Hazard Identification Program as per the District's IIPP, which was in place at the time of the inspection.

Corrective Actions: It is recommended that the District implement and continuously update formal programs for identifying and correcting property and liability hazards.

Forklift/Utility Cart Procedures

Survey Findings: Some forklift operators received their certification in 2014. No documented utility cart procedures were in place at time of the inspection.

Corrective Actions: Conduct and document utility cart operator training.

RECOMMENDATIONS

Recommendations resulting from the inspection are listed under Site Specific or District Wide findings. Site Specific recommendations are those that are specific in nature and pertain only to a particular site. District Wide Recommendations are those that apply to some or all sites or operations throughout the District. Each recommendation is categorized as Immediate, High, Medium or Low. Immediate/High priority items are listed separately below due to the severity of the exposure. If a hazard of this type was identified, it would be brought to the attention of the District prior to leaving the site.

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

None.

MEDIUM/LOW SITE SPECIFIC RECOMMENDATIONS

VENTURA COLLEGE

M&O Building/M&O Workshop

Priority: Low

The fire extinguisher is not being serviced or inspected regularly. Monthly inspections should be performed and marked on the service tag. Likewise, annual maintenance should be performed and marked.



Fire extinguisher was last serviced 12/22/11. No documentation of monthly inspection being performed.

S&R Building - Warehouse

Priority: Low

Several wooden support posts have been damaged by collisions with the forklift or other material handling equipment. An assessment should be done to determine more suitable replacement posts.



Wooden support posts need replacement

SCI Building – Chemistry Prep Area**Priority: Low**

The inventory of chemicals should be carefully reviewed. Chemicals not used, chemicals in excessive quantities, chemicals beyond the recommended shelf life, and chemicals that are highly toxic, carcinogenic, or explosive should be removed and properly disposed. An assessment of chemical needs, including an inventory, should be done annually and chemicals purchased only in quantities that can be used during the school year.



Inventory of chemical include outdated/expired items

BCS Building – Bookstore Warehouse**Priority: Low**

Exit routes must be continuously maintained free of all obstructions or impediments to full instant use.



OXNARD COLLEGE

SSA Building – Room 129

Priority: Medium

Prohibit major appliances such as refrigerators, microwaves, or coffee makers from plugging into power strips or relocatable power taps. Power strips are not designed for high power loads. Major appliances should be plugged directly into the wall outlet.

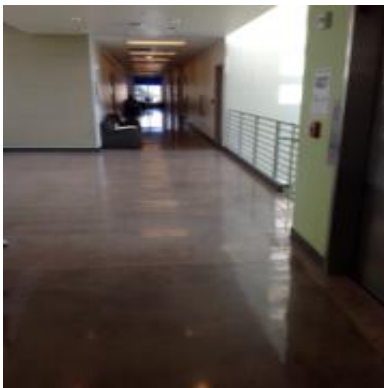


Appliances should be plugged directly into the wall outlet

SSA Building – Second Floor

Priority: Low

Second floor access to an Emergency Evacuation Chair is not available. Consider procuring and placing an Emergency Evacuation Chair near evacuation exits or stairwells.



Second floor lacks emergency evacuation chair



Example of emergency evacuation chair

Child Development Center – Pre-School Playground

Priority: Low

Although the playground is currently unused, the freestanding arch climber is climbing equipment that is not recommended by the Consumer Product Safety Commission (CPSC) for pre-school age children (CPSC 5.3.2.2).



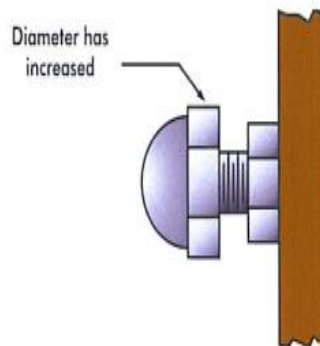
Freestanding arch climbers are not recommended for preschool play areas

Child Development Center – Pre-School Playground

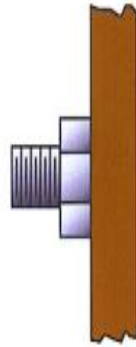
Priority: Low

Protrusion hazards are components or pieces of hardware that might be capable of impaling or cutting a child if a child should fall against the hazard. Some protrusions are also capable of catching strings or items of clothing that might be worn around the child's neck. This type of entanglement is especially hazardous because it might result in strangulation.

Examples of protrusion and entanglement hazards include bolt ends that extend more than two threads beyond the face of the nut and hardware configurations that form a hook or leave a gap between components. Exposed bolts throughout perimeter fences are protrusion hazards and should be remediated.



Example of a hazardous protrusion that increases in diameter from the plane of the initial surface and forms an entanglement hazard and may also be an impalement hazard.



Example of a hazardous protrusion that extends more than 2 threads beyond the nut and forms an impalement/laceration hazard and may also be an entanglement hazard.



Example of a hazardous protrusion that extends more than 2 threads beyond the nut and forms an impalement/laceration hazard and may also be an entanglement hazard.

Soccer Field - Bleachers

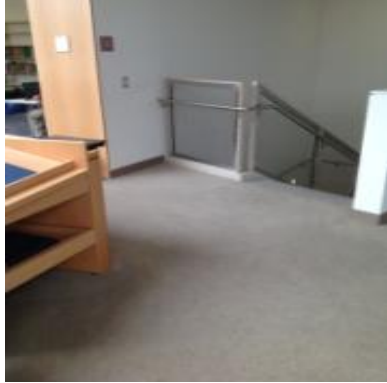
Priority: Low

Bleachers need to be retrofitted with side and back guardrails.



LRC Building – Second Floor**Priority: Low**

Second floor access to the Emergency Evacuation Chair is not available. Consider procuring and placing an Emergency Evacuation Chair near evacuation exits or stairwells.



Second floor lacks emergency evacuation chair



Example of an emergency evacuation chair

MOORPARK COLLEGE

Pedestrian Path – West Entrance PA Building

Priority: Low

Cracked and deteriorated sections of concrete pedestrian paths create trip and fall hazards and should be repaired. Exterior walking surfaces need to be frequently inspected. Individuals tasked with performing site inspections should identify and arrange for correction of these common conditions such as excessive surface height changes greater than $\frac{1}{4}$ to $\frac{3}{8}$ inches or large gaps exceeding $\frac{1}{4}$ to $\frac{3}{8}$ inches between slabs of concrete.



Pedestrian Path – West Entrance PA Building

Priority: Low

Food should be prohibited in the lab, prep room or chemical storage areas unless it is used for lab purposes and then it should be clearly labeled as such. The (chemical storage/prep/laboratory) area should be clearly posted with a "NO EATING OR DRINKING" sign and the rule strictly enforced.



Program Effectiveness Summary – Ventura County Community College District

Findings

Program	District wide Effectiveness of Implementation	Recommendations
Security		None
Emergency Preparedness		None
Fire Prevention		None
Playground Safety		None
Chemical Safety		Dispose of unused and outdated chemicals. A thorough housekeeping of the lab areas is still needed in addition to implementing policies regarding co-mingling storage, work, and rest areas. It is also recommended that GHS training be provided for lab employees.
Forklift/Utility Cart		Conduct and document Utility Cart Operator Training.
Pest Management		None
Self-Inspection		It is recommended that the District implement and continuously update formal programs for identifying and correcting property and liability hazards.
IIPP		None

Effectiveness of Implementation covers the following areas: training, following best practices, and compliance with developed plans.

Effective

In Progress

Absent/Ineffective