

PROPERTY & LIABILITY INSPECTION



March 2012

**PREPARED FOR
West Hills Community College**

Prepared by

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CONSULTANT

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INTRODUCTION

From 1/3/2012 to 2/13/2012, Keenan & Associates conducted a Property & Liability Inspection for the West Hills Community College located in California. The purpose of the inspection is to assist the District in their Property & Liability Loss Assessment Program.

Jim Beggs, Consultant, conducted the inspection and Bonny Walleman reviewed the report.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank all of the individual site personnel for their assistance, cooperation, and support to the consultant in completing the site inspections. Shaun Bailey - John Bernal - Kathy Watt.

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the schools, and associated properties and playgrounds. 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 information contained in this report does not certify that the schools, District Office, Maintenance facilities, grounds, equipment, material or operations are in compliance with any federal, state, or local law, rule or organization. The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

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 inspection services are not intended to substitute for regular, ongoing inspection and maintenance of a client's premises or equipment. Nor are they intended to replace any required inspection or service that is to be routinely performed by licensed or certified service professionals (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.).

SCOPE OF SERVICES

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

- Security
- Emergency Preparedness
- Fire Prevention
- Playground Safety
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Self-Inspection Program
- Asbestos Management
- Electrical Preventative Maintenance (EPM) Program

In addition, a physical survey of the following areas were 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

- 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

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SITES SURVEYED

The list of sites inspected was provided to the Loss Control Consultant by Anne Jorgens.

- Coalinga Campus
- Lemoore Campus
- Firebaugh Site
- Maintenance Office & Shop
- Rodeo Grounds
- San Joaquin Site
- Avenal Cdc Sites - 3 Locations
- District Office

SUMMARY

West Hills Community College has a very well written IIPP program in place. They have a self inspection program with each maintenance staff member assigned to specific buildings. All self-inspection records must be maintained for at least three years. When hazards have been identified or reported, the college utilizes that method to establish a work order system to ensure corrective actions are taken. The corrective actions are prioritized based on hazard severity and/or faculty/departmental needs. Keenan also recommends that those files should be maintained for three years.

The construction for a new gymnasium at the Coalinga Campus and new construction at the Lemoore Campus (GOLDEN EAGLE EVENT CENTER) is complete. Construction will continue at the Lemoore Campus for the future structures, maybe at a slower pace because of the current economic times, but it will continue to grow at a steady pace.

Keenan & Associates recommends that First Aid & CPR training continue to be completed by the coaches, sciences teachers, live stock handlers (instructors) and nursing staff. It was reported that medical assistance is available at all contact sporting events.

Coalinga Police Department provides security on the campus. Fire extinguishers are inspected annually by an outside agency and monthly by campus personnel. In addition to annual inspections, we recommend that custodial personnel inspect all fire extinguishers on a monthly basis, and indicate on the back of the attached service card the inspector's initials and date of inspection. In addition to the fire extinguisher inspections, designated personnel should also verify that all emergency lighting units are working properly, are in good condition, and repair. Students and staff are allowed to drive the college's 12-passenger vans with proof of a driver's license and private auto insurance.

The construction on the new rodeo grounds is nearly complete. This includes parking, new grandstands, cement curbs and gutters that substantially improve the rodeo grounds facility. The college holds rodeo events multiple times a year, mostly in the early spring and summer months. Instructors, students and outside individuals attend and participate in the event which includes the following: Bull Riding, Calf Roping, Barrel Racing and General Horse Riding events. The Rodeo is located on 25 acres of West Hills Community College land and is located directly west of the District Office. The rodeo grounds are currently located on dirt with no permanent fixtures such as lights or buildings, with plans for improvement in the near future. The fencing, corrals, bleachers and general parking are temporary fixtures. This area holds approximately 100 horses and 10 bulls. 20 or so head of cattle are also included in the rodeo area but this number can vary greatly depending on upcoming rodeo events.

The College farms approximately 210 acres including 50 acres of Almonds, 25 acres of Pistachios and 50 acres of Oats. They do harvest the oats themselves but the tree crops are custom harvested by an outside contractor. The college does have an equipment yard that assists in the farming operation and heavy equipment that provides excellent training opportunities for the students. The equipment consists of graders, harvester, front loaders, caterpillars, backhoes and numerous lighter construction mid-range equipment.

Located between the Rodeo Grounds and the District Office is the Claremont- Return to Custody State Prison. Approximately 300 to 500 felons can be held at this facility. This facility has been closed and currently does not house any prisoners.

Security fencing and lighting does illuminate the surrounding area between the Rodeo Grounds and the District Office. Most of the Chillers, Boiler

Rooms and Air Conditioners are located in basements. These areas are located near (under the) theater, cafeteria, B, C, E, & F wing buildings. This equipment is all maintained and serviced by ACCO. There is good access and ventilation to all of these areas for all locations.

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LOSS EXPERIENCE REVIEW

A review of Property and Liability losses was conducted for the past 2008/2009 fiscal years. There were 27 claims. There were number of vehicle related claims, several (wrongful term) claims and a few slips, trips and falls. Other claims included theft of building materials, windstorm and water damage - pipe breakage due to water pipe freeze losses. The total incurred was approximately \$369,000.

PROGRAM REVIEW

Security

Survey Findings: This is a typical Community College Campus located in a small town with its campus open, with no gates. Surveillance cameras are located in the mens and womens dorms only. The District does not contract with any company for outside Campus Security. The campus is located in the town of Coalinga and is regularly patrolled by the Local Police Department. No security alarms or cameras are used at the campus (except as noted above). There is a Campus Police/Security training facility/classroom, they do not participate in the security of the campus. The program is documented and there is a written policy and procedures plan. There is adequate lighting throughout the campus, including parking lots, sports field, and other areas of the campus for night time activities

Corrective Action: NONE AT THIS TIME.

Emergency Preparedness

Survey Findings: The college has an Emergency Preparedness Guideline and a Disaster Plan in place. The plan has been reviewed, updated and is Standard Emergency Management System (SEMS) Compliant. Evacuation maps are in place at the Coalinga, Firebaugh and Lemoore campuses.

Fire Protection

Survey Findings: The fire alarms for the district are premise only and monitored. There is a contracted alarm company. The fire alarms are tested annually. Fire extinguishers are serviced annually and kitchen Ansul systems are serviced every 6 months by an outside service. The monthly inspection of the fire extinguishers continues to improve and is being conducted at most sites. The nearest fire station to the Coalinga Campus is just a few blocks away in the City of Coalinga, and is paid and volunteer fire fighters. The fire stations nearest the Firebaugh and Lemoore Campuses are several blocks away, but within two miles.

Corrective Action: NONE AT THIS TIME

Playground Safety

Survey Findings: The Maintenance and Grounds staff perform inspections of the playgrounds at least annually. The monthly inspections are required to be performed by the staff. Maintenance and Grounds staff are responsible for correcting hazards that are reported. Playgrounds are located only at the CDC locations. Childcare staff report hazards to the Maintenance Department and a work order is generated. A formal checklist should be used for documentation. The playgrounds are supervised during hours of operation only and are not open after hours.

Corrective Action: Ensure checklists are used to document all inspection findings.

Pest Management

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PROGRAM REVIEW

Survey Findings: The College does have an Integrated Pesticide Management Program (IPM) in place. However, very little weed spraying is performed and if insecticide spraying is needed, it is contracted out.

Corrective Action: NONE AT THIS TIME.

Forklift/Utility Cart Procedures

Survey Findings: There is one forklift that is owned by the district and if aerial lifts are used, they are rented. Staff that use the forklifts have been trained and certified. There is a key control program in place for the forklifts and utility carts. No formal training on utility carts has been completed at this time.
CURRENTLY, A UTILITY CART SAFETY TRAINING SAFE COLLEGES PROGRAM IS BEING DEVELOPED.

Corrective Action: NONE AT THIS TIME.

Self-Inspection Program

Survey Findings: There is a campus wide self-inspection program in place. The inspections are performed regularly by the Maintenance staff at both Coalinga and Firebaugh sites. Each Maintenance Staff member is assigned a particular building and is held accountable for the inspection on those structures. Safety inspections of the lab areas include a semi annual sweep of those areas, including the inventory in the labs. This was implemented recently and it has been a great solution to correct hazards in these areas. Emergency lights are tested quarterly. Inspection records are maintained by the Maintenance Department.

Corrective Action: NONE AT THIS TIME

Asbestos Hazard Emergency Response Act (AHERA)

Survey Findings: The District has provided the 2-hour asbestos awareness training for all maintenance and custodial staff. The administration does not permit employees to disturb asbestos, if any. Any work that requires this is contracted out. Shaun Bailey, Director of M & O, indicated the buildings were all updated in the last 10 years.

Corrective Action: Continue to conduct the 2-hour asbestos awareness refresher training for staff.

Asbestos Management & Operations

Survey Findings: Currently the District has a Asbestos Management & Operations outline.

Corrective Action: NONE AT THIS TIME.

Electrical Preventative Maintenance (EPM) Program

Survey Findings: There is an active lockout and tag out program. The district college does not currently have a EPM.

Corrective Action: NONE AT THIS TIME

Environmental Impairment Support Program

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PROGRAM REVIEW

Survey Findings: Yes - the program is current.

Corrective Action: NONE AT THIS TIME.

Illness & Injury Prevention Program

Survey Findings: West Hills Community College District has a very well written program that is fully functional.

Corrective Action: NONE AT THIS TIME.

PRIORITY RECOMMENDATIONS

Priority Recommendations are either: Immediate, High, Medium or Low, or None. **Immediate** is a hazard that represents a significant life-threatening danger requiring immediate attention. Priority recommendations judged to be “Immediate” will be brought to the District’s attention the same day they are observed and documented in this report. **High** is an exposure that, if not corrected, has the potential to result in a severe property or liability loss in the short term. **Medium** is an exposure that, while having the potential for a loss, would not normally result in a significant or severe loss. **Low** is an exposure that is commonplace throughout the district. **None** refers to locations where no exposures were noted at the time of the inspection. **Immediate** and **High** priority recommendations are listed below. All other observations and recommendations are listed

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

COALINGA CAMPUS

Portable 21

The wood ramp of the portable classroom was worn through. The wood ramp should be repaired or replaced to eliminate the slip/fall hazard that was observed.



SPORTS FIELDS AND TRACK AREA

The fields near the metal (storage containers) has access to water shut off valve. The lid to the access covers is broken and presents a tripping hazard.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

FIREBAUGH SITE

CDC - SCHOOL

Housekeeping should be improved near dumpster. The area should be kept in a clean and orderly condition. Dumpster should be moved away from shed.



LEMOORE CAMPUS

Bldg 110 - Storage area

Materials stored on top of cabinets or upper shelves created a falling object hazard. The materials should be secured or removed and stored at a lower level.



Culinary Arts Rm 841

Food storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

MAINTENANCE OFFICE & SHOP

Water ponding area

Water ponding basin, under construction has concrete down well system and presents a fall hazard. Area needs warning signs and cover to prevent someone from falling.



SAN JOAQUIN SITE












CDC

Exit doors were not properly marked for safe egress. All exits should be clearly marked.



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Findings


Program	District wide Effectiveness of Implementation	Recommendations
Security	Effective 	
Emergency Preparedness	Effective 	
Fire Prevention	Effective 	
Playground Safety	Effective 	
Chemical Safety	Effective 	Recently completed HMI Inventory and Hazardous Business Plan
Forklift/Utility Cart	In Progress 	Currently working on Utility Cart Safety training program with Keenan Safe Colleges.
Asbestos Management & Operations	Effective 	
Self Inspection	Effective 	Continue to use checklist and keep them updated.
Pest Management	Effective 	
AHERA	Effective 	
IIPP	Effective 	Very active program
Electrical Preventative Maintenance	Effective 	
Environmental Impairment Support Program	Effective 	


Findings

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

Effective 

In Progress 

Absent/Ineffective 

AVENAL CDC SITES - 3 LOCATIONS

AVENAL - HIGH SCHOOL, ELEMENTARY SCHOOL AND TAMARACK LOCATIONS

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection for these locations.

COALINGA CAMPUS

IVANS HALL - WOMENS DORM

Category: Electric Rooms

Priority: High

Old Appliance (Electric stove) does not have auto shut off. Recommend removing old stove and replace with microwave appliance.

IVANS HALL - WOMENS DORM

Category: No Exposures Observed

Priority: Medium

PORTABLE 21

Category: Stairs/Ramps

Priority: High

The wood ramp of the portable classroom was worn through. The wood ramp should be repaired or replaced to eliminate the slip/fall hazard that was observed.

SPORTS FIELDS AND TRACK AREA

Category: Athletic Fields

Priority: High

The fields near the metal (storage containers) has access to water shut off valve. The lid to the access covers is broken and presents a tripping hazard.

DISTRICT OFFICE

OFFICES

Category: Athletic Fields

Priority: High

Concrete access ground vault lids are cracked and present a slip, trip and fall hazard for this track / field area.

FIREBAUGH SITE

CDC - SCHOOL

Category: General Safety

Priority: High

Housekeeping should be improved near dumpster. The area should be kept in a clean and orderly condition. Dumpster should be moved away from shed.

LEMOORE CAMPUS

BLDG 110 - STORAGE AREA

Category: General Safety
Priority: High

Materials stored on top of cabinets or upper shelves created a falling object hazard. The materials should be secured or removed and stored at a lower level.

CULINARY ARTS RM 841

Category: General Safety
Priority: High

Food storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.

MAINTENANCE OFFICE & SHOP

MAINTENANCE SHOP

Category: General Safety
Priority: Medium

Housekeeping should be improved. The area should be kept in a clean and orderly condition. Aisles and passageways should be kept clear and in good repair.

WATER PONDING AREA

Category: General Safety
Priority: High

Water ponding basin, under construction has concrete down well system and presents a fall hazard. Area needs warning signs and cover to prevent someone from falling.

RODEO GROUNDS

ALL AREAS

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection in the following areas. parking lot grounds, heavy equipment yard.

SAN JOAQUIN SITE

CDC

Category: General Safety
Priority: High

Exit doors were not properly marked for safe egress. All exits should be clearly marked.