

PROPERTY & LIABILITY INSPECTION

March 2010

Prepared For

WEST HILLS COMMUNITY COLLEGE



Prepared By

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INTRODUCTION

During March, 2010 Keenan & Associates conducted a Property & Liability Inspection for the West Hills Community College. The purpose of the inspection is to assist the District in their Property & Liability Loss Prevention Program.

The inspection was conducted by Jim Beggs.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank Shaun Bailey 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 schools, 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 regulation.

The goal of our inspection 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 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.

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 Prevention
- Playground Safety
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Asbestos Operations and Maintenance
- Self-Inspection Program

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

- Playground equipment
- 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
 - Ball walls
 - Locker rooms
- Industrial arts, science, home economics classrooms, and equipment including:
 - Science labs and storage rooms
 - Art and ceramics rooms
 - Photography rooms
 - Wood shops
 - Metal/welding/machine shops

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Auto shops
Home economics rooms
Computer/technology labs
Libraries
Graphics/print shops

- A representative sampling of general classrooms
- Grounds and common areas including:
 - Sidewalks
 - Walkways
 - Parking lots
 - Turf
 - Multipurpose rooms
 - 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 inspected was provided to the Loss Control Consultant by Anne Jorgens.

- COALINGA CAMPUS
- DISTRICT OFFICE
- FIREBAUGH SITE
- HEAVY EQUIPMENT TRAINING YARD
- LEMOORE CAMPUS
- MAINTENANCE OFFICE & SHOP
- RODEO GROUNDS
- SAN JOAQUIN SITE

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SUMMARY

West Hill 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 need. Keenan recommends that those files should be maintained three years as well.

There is currently construction for a new Gymnasium at the Coalinga Campus and considerable new construction at the Lemoore Campus. Construction will continue at the Lemoore Campus for the future, maybe at a slower pace because of the current economic times, but it will continue to grow at a steady pace.

Keenan & Associates recommends 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 Departments provides security on the campus. Fire extinguishers are inspected annually by an outside agency, 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 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, and Barrel Racing including 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 are held at this facility. 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. There were several (wrongful term) claims and several few slip, trip and fall. 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 and updated. The Plan is Standard Emergency Management System (SEMS) compliant. Evacuation maps are in place at the Coalinga, Firebaugh and Lemoore campuses.

Corrective Action:

None at this time.

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 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**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 contract out.

Corrective Action:

Nonet at this time.

CHEMICAL SAFETY**Survey Findings:**

There is an annual sweep of all chemicals, storage and use for both Lemoore and Coalinga Campuses including Firebaugh. The sweeps are scheduled annually by Brian Abella. A chemical purchasing and disposal program is in place. Chemicals are removed on an as-needed basis and the College contracts with a vendor for this service.

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.

Corrective Action:

None at this time.

ASBESTOS OPERATIONS AND MAINTENANCE

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.

SELF-INSPECTION PROGRAM

Survey Findings:

There is a campus wide self-inspection program in place. The inspections are performed regularly by the Maintenance staff, 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:

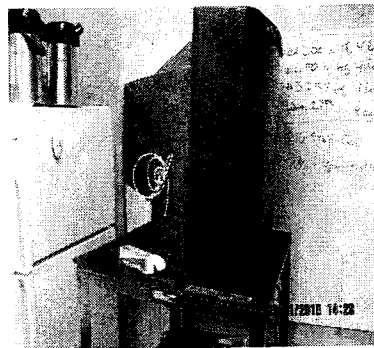
None at this time.

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

COALINGA CAMPUS

BLDG A

The television located on the portable cart was not secured. The television should be secured to prevent tip over accidents.



COALINGA CAMPUS

BLDG A

The storage cabinet in Building A of the Coalinga Campus should be anchored to prevent

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tip over or inadvertent movement.



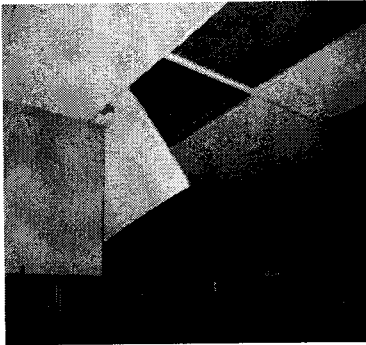
*Athletic
Office*

**COALINGA CAMPUS
FACILITY OFFICE**

All flammable liquids should be removed from office area and stored in an approved cabinet or an area designed for flammable liquid storage.

**COALINGA CAMPUS
MENS LOCKER ROOMS**

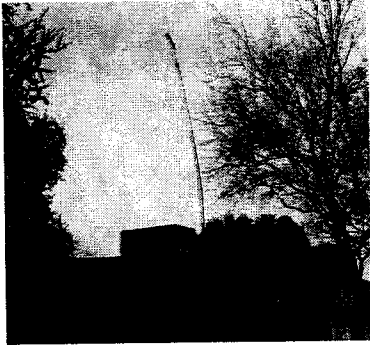
The unsecured ceiling tile in mens locker room should be anchored or removed.



**COALINGA CAMPUS
VERNON JORDAN HALL - MENS DORM**

The antenna on top of the Mens Dorm should be removed from roof top area to prevent device from falling and injuring staff or student.

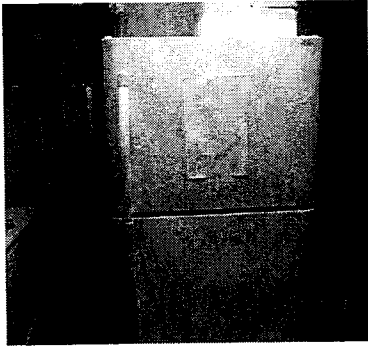
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FIREBAUGH SITE

RM 12

The refrigerator should be clearly labeled for the type of storage and the rule strictly enforced.



LEMOORE CAMPUS

RM 508

The material (cardboard) create a fire hazard and should be removed. (See Photo)

