Injury & Illness Prevention Plan (IIPP)

Riverside Community College District Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203.

RCCD

Last revision date: 01-07-2026

Injury and Illness Prevention Program
Review and Update Log

Please review and update the written program annually and track the revision in the log below.

Date	Revised by: Name	Program Reviewed* (x)	Program Updated** (x)	Approved by	Comments:
9-24-2024	Beiwei Tu	x	x		
5-1-2025	Monica Esqueda	x	x		
1-07-2026	Monica Esqueda	X	X		

Contents

Summary

The Director of Risk Management is designated by the Vice Chancellor of Business and Finance as the District IIPP Program Administrator. The IIPP Program Administrator is responsible for creating and maintaining this Injury & Illness Prevention Plan (IIPP) and has the authority to implement all provisions of this program. All employees are responsible for supporting the program, working safely, and maintaining a safe and healthful work environment. The Injury & Illness Prevention Plan (IIPP) will be reviewed/updated annually.

Authority

The Injury & Illness Prevention Plan (IIPP) is created and distributed per California Code of Regulations (CCR) Title 8, Section 3203.

Purpose

This plan aims to establish the procedures for campus personnel to prevent/reduce injuries and illnesses.

Management Commitment

The Riverside Community College District (the district) is committed to maintaining a safe environment for its students, faculty, staff, visitors, and members of the general public. The district encourages employees, students, and other members of the District Community to communicate about occupational and environmental health and safety matters without fear of reprisal. The district conducts its operations in compliance with applicable federal, state, and local laws, regulations, and requirements, for health, safety, and environmental protection.

Roles and Responsibilities

Chancellor

General policies that govern the activities and responsibilities of the Safety programs are established under the authority of the Chancellor.

District Risk Management Department

The District Risk Management Department (Risk Management) has administrative oversight and responsibilities for supporting the colleges in developing health and safety programs and resource documents. Risk Management shall provide guidance on health and safety laws, regulations, policies, and procedures, as well as other appropriate support to ensure the effectiveness of the programs.

Risk Management is responsible for:

- Consultation and Guidance
    - Collaborate with stakeholders to develop effective compliance strategies
    - Facilitate the integration of safety considerations into operations
    - Offer guidance on best practices in risk mitigation and safety protocols.
    - Consult on hazard identification techniques and methodologies, and advise on procedures for correcting unsafe conditions
- Resource Development
    - Develop templates in implementing Injury and Illness Prevention Plans.

    - Create user-friendly tools and resources to streamline safety processes.
- Centralized Monitoring and oversight
    - Established a centralized system for monitoring compliance activities and status.
    - Analyze trends and patterns to facilitate proactively addressing potential risks.
- Training and Communication
    - Create training and communication materials
    - Coordinate events across the district to promote safety culture

Executive Leadership Team

The executive leadership team plays a vital role in the success of the district's efforts to integrate safety accountability into the culture of the district. They are responsible for ensuring safety programs are established, implemented, and maintained for operations within their divisions. Some of their responsibilities include, but are not limited to:

- Show a sincere interest in safety-specific issues and ensure the department head takes action to address safety issues.
- Demonstrate support for the safety programs and allocate necessary resources to address identified safety concerns promptly
- Emphasize that while safety is everyone's duty, it is a function of management to ensure a safe working environment
- Ensure the establishment, implementation, and maintenance of comprehensive safety programs across divisional operations.
- Stay Informed and Compliant:
    - Keep abreast of relevant health and safety regulations and best practices.
    - Ensure the college's safety procedures align with current standards, legal requirements, and district policy.
- Ensure Accountability:
    - Incorporate safety performance metrics into regular department heads and key personnel reviews.
    - Address safety lapses or non-compliance swiftly and effectively.

College Vice President of Business Services Department

The College Vice President of Business Services Department has operational oversight and responsibilities for enforcement of the Injury & Illness prevention program (IIPP).
Some of their responsibilities include, but are not limited to:

- Accident investigations
- Correcting unsafe conditions
- Hazard Assessments
- Reporting and disposing of hazardous waste
- Safety Inspections
- Training
- Record keeping

Deans, Directors, Department Chairs, Managers, Supervisors

Deans, directors, department chairs, and managers are accountable for establishing, enacting, maintaining, and enforcing IIPP within their Department. They shall

- Ensure areas under their management subscribe to and follow the five steps of the ISEM program.
- Hold periodic meetings or use other means of communication to discuss safety-related issues.
- Establish safety planning procedures, as well as work rules and procedures, for all operations and exposures within their areas of responsibility.
- Ensure that health and safety practices are consistent throughout the department.
- Monitor environmental health and safety performance.
- Include compliance with health and safety procedures as part of the annual performance evaluation.
- Recognize employees that consistently perform safety and healthful work practices. Discipline employees who knowingly violate safety rules or policies following the standard discipline procedures listed in the Collective Bargaining Agreements (CBA).
- Report and investigate all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative actions accordingly.
- Develop their knowledge and skills in safety and health training relative to their areas of responsibilities and ensure that all employees receive safety training relative to their work exposure.
- Communicate health and safety practices through the areas under their management.
- Provide required general and site-specific training to employees
- Encourage employees to report safety concerns without fear of reprisal.
- Make sure Standard Operating Procedures (SOPs) are created for high-risk activities.
- Ensure hazardous conditions are corrected promptly.
- Where appropriate, facilitate the implementation of:
    - Workplace Inspections.
    - Site-specific staff training beyond the required safety courses offered.

Employees

The success of RCCD's IIPP Program heavily depends on the actions of all staff, faculty, students, and visitors. Employees are responsible for following the requirements of the IIPP through the following steps:

- Perform their assigned job functions in a safe and healthful manner
- Complete all required generic and site-specific safety training(s)
- Ask your supervisor when concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices, or equipment to your supervisor or campus Safety Coordinators. Safety Hazard Reporting Form

Safety Communications

RCCD's communication system strives to be "readily understandable by all employees." The system is designed to encourage employees to inform the employer of hazards at the workplace without fear

of reprisal by being a two-way system of communication. Safety communications include Committees, Training, Written Communications, and district Policies & Procedures.

Safety Talks/Tailgate Meetings

Safety talks can be used as a supplement to safety training. These discussions provide valuable information on various topics, including laboratory and chemical safety, worker safety, and pest control. These resources are available online at Topics & Resources

Safety Committees/Work Group

One way management can encourage employee participation in their workplace safety program is to encourage employees to join Safety workgroups or building and floor captain programs. The committee can help share the responsibilities of implementing and monitoring the safety program.

Several committees provide forums where employees can freely and openly discuss safety together. These include the: RCC Safety Workgroup, MVC Safety Workgroup, and NC Safety Workgroup.

Information about the meeting dates/times/locations, minutes, and charters can be found online at Risk Management Calendar

District Safety and Security Committee

The District Safety and Security Committee (DSSC) is a districtwide shared governance committee. The committee provides recommendations for risk and safety-related issues, policies, and initiatives that affect the entire District.

The District Safety and Security Committee membership comprises representatives from all three campuses and the district office. The committee meets at least quarterly. Meeting minutes and other safety-related items are posted online at District Safety & Security Committee

The essential functions of the committee include but are not limited to:

- Review annual Risk and safety goals and objectives.
- Develop major performance indicators and track campus performance.
- Support and communicate risk and safety messages across the district.
- Provide periodic reports to upper management

Campus Safety Workgroups

Campus safety workgroups are established as a venue for stakeholders to discuss safety issues at the college level. They promote awareness of safety programs and reduce/prevent injuries at the local level. Following is the list of the existing college safety workgroup:

- MVC Safety Workgroup- Safety Workgroup
- NC Safety Workgroup -Safety Workgroup
- RCC Safety Workgroup-Safety Workgroup

The safety workgroups assess compliance with applicable regulations and campus policies and recommend necessary corrective actions at the organization level. These workgroups meet at least quarterly.

The key responsibilities of the workgroups include:

- Serve as an organizational liaison to assist safety program implementation; work groups can support/advertise ongoing trainings/classes etc.
- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Where appropriate, submit suggestions to department management for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

Meeting Minutes

Safety Committee shall prepare written minutes for the committee meetings. The Committee meeting minutes must be documented and maintained on file for at least one year. Health and Safety concerns identified during the committee meetings should be addressed in a timely manner to maintain a safe and healthy working environment and be in compliance with Federal, State, and local rules and regulations and District policies and procedures.

Communications Resources

Risk Management Website - Risk Management posts safety communication materials on its website - Topics & Resources Examples of safety communication materials include Brochures, Fast Facts, Handouts, Posters, Signs, and Videos.

Emails - The campus Listserv systems periodically send messages to staff, faculty, and students.

Safety Data Sheets - Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. SDSs are available online. Safety Data Sheets

Equipment Operating Manuals - All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Persons unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training can also be sought from an experienced operator or Supervisor.

Hazard Assessment - Identification and Control

Hazard identification and control are ongoing processes that are fundamental to the effectiveness of the IIPP. Supervisors are responsible for hazard assessment for their assigned work areas. If needed, supervisors can seek technical support from their College Safety Coordinators and/or Risk Management.

Hazard assessment process - Integrated Safety and Environmental Management (ISEM)

Integrated health, safety, environmental considerations, and sustainable use of natural resources in all activities effectively reduce accidents and employee injuries. Five core safety and environmental management functions provide the necessary framework for any activity that could potentially affect faculty, staff, students, visitors, the public, or the environment. These functions are applied as a continuous cycle with the degree of rigor appropriate to address the type of activity and the hazard or environmental aspect involved. Following is a brief summary of the five steps:

1. **Define the Scope of Activities**
   Goals and programs are translated into activities, expectations are set, tasks are identified and prioritized, and resources are allocated.
2. **Analyze the Hazards**
   Hazards and environmental aspects associated with the activities are identified, analyzed, and categorized.
3. **Develop and Implement Hazard and Operational Controls**
   Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards and aspects are identified, the safety and environmental parameters are established, and controls are implemented.
4. **Perform Activities within Established Controls**
   Readiness is confirmed and activities are performed safely and in compliance with applicable regulations and policies.
5. **Provide Feedback and Assure Continuous Improvement**
   The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improving the definition and planning of activities, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement actions. The Supervisor may contact College Safety Coordinator to provide assistance, consultation, and independent oversight functions.

Figure 1: ISEM process

PPE hazard assessment

PPE hazard assessment shall be performed for non-office types of jobs. PPE is not required for the office environment. PPE hazard assessment will be completed by the Supervisor using the PPE hazard assessment form (See Appendix C).

Hazard Reports

All Employees are encouraged to report unsafe conditions and practices in their work areas to their Supervisors and College Safety Coordinators. Employees may also report any hazardous condition using the Hazard Report Form online Safety Hazard Reporting Form, anonymously if desired. See Appendix E: Hazard Reporting and response for more information and procedures.

Inspections / Audits

Periodic inspections of work areas shall be conducted at the work locations at least annually. Corrective actions generated during these inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard. See Appendix F: Safety Inspection Procedures.

Risk Management periodically evaluates the inspections/audits and reports to the leadership on the inspection results and implementation of corrective actions

Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected promptly based on the severity of the hazards. Generally, supervisors are responsible for identifying and correcting hazards that their employees and students face. Supervisors should check for safe work practices in their areas and provide immediate verbal feedback where unsafe behaviors are observed. After discovering a hazard, supervisors of affected employees are expected to partner with key stakeholders to correct unsafe conditions as quickly as possible.

Some procedures that can be used to correct hazards include, but are not limited to, the following:

- Tag unsafe equipment with "Temporarily Out of Service" signs and provide a list of alternative tools or procedures for employees to use until the item is repaired.
- Stop unsafe work practices and provide retraining on proper procedures before work resumes.
- Reinforce and explain the need for proper personal protective equipment and ensure its availability.
- Barricade areas/restrict access and report the hazardous conditions to a supervisor or College Safety Coordinator.

Imminent Hazards

If an imminent hazard exists, work in the area should stop, and the appropriate Supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with the required safeguards before addressing the situation.

Accident Investigation

Injury Reports

Employees who are injured at work must report the injury immediately to their supervisor and call/ follow Workers' compensation injury reporting procedure. Students who are not employees who are injured or involved in an accident should report the incident to their instructor or contact Health Services. In either case, if immediate medical treatment is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

The Supervisor should immediately contact the Director of Risk Management (951-222-8128 or email RiskManagement-DL@rccd.edu) for any work-related severe injuries and fatalities following the procedures in Appendix A, "Report severe injuries and fatalities." Work-related severe injuries are injuries or illnesses that require inpatient hospitalization other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

Risk Management shall report the reportable incident to CAL/OSHA San Bernardino Office (Tel: 909-383-4321 or email caloshaaccidentreport@tel-us.com.) once the report is received from the Supervisor.

Incident Investigation

The Supervisor is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interview injured personnel and witnesses.
- Examine the injured employee's workstation for contributing factors.
- Review established procedures to ensure they are adequate and followed.
- Review training records of affected employees.
- Determine all contributing causes to the accident.
- Take corrective actions to prevent the accident/exposure from reoccurring.
- Record all findings and actions taken.

The injured employee's Supervisor should complete RCCD ***Injury and Incident Investigation*** report within 24 hours using the Incident Investigation Report form listed in the Appendix B.

Training

Employee safety training is provided at no cost to the employee and is conducted during the employee's regular working hours on District time.

Initial IIPP Training

When the IIPP is first implemented, employees will be trained on the structure of the IIPP, including individual responsibilities under the program and the availability of the written program. IIPP Training also includes how to report unsafe conditions, how to access the Safety Committee, and

where to obtain information on workplace safety and health issues. Personnel hired after the initial training sessions will be oriented on this material as soon as possible.

Training on Specific Hazards

All supervisors must ensure that the personnel under their supervision receive appropriate training on the specific hazards of their work and the proper precautions for protection against those hazards. Health and Safety training will be offered when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Following training identified by regulatory agencies will be provided to all employees:

- Injury and Illness Prevention Program training
- Emergency action plan; and Fire Prevention Plan
- Hazard Communication
- General Ergonomics
- Indoor/Outdoor Heat Illness

Depending on the activity of the personnel, additional courses will be offered based on the training matrix and/or the training **Needs Assessment** available at Risk Management Trainings.

Training Records

Records shall be kept for five years after the training. Documentation of training shall include the following elements (see Appendix D for additional details):

- Course name
- Name of participant(s)
- Name of instructor(s) or method of delivery (e.g., "Online" or "Self-Paced")
- Date
- Topics covered

Recordkeeping

Documents related to the IIPP are maintained in a safe and convenient location for recordkeeping. The following records will be maintained at the college:

- Hazard Reports and corrective actions
- Safety workgroup meeting documentation
- Incident and Investigation Reports
- Inspection/audit
- Authorizations & Permits
- Other College-specific Safety Records

Department should maintain Records of site-specific training records, safety meetings (agendas, minutes, handouts), and safety talks. Trainings records taken online through the Vision Resource Center will be available by contacting the college safety representative or emailing RiskManagement-DL@rccd.edu.

Enforcement and Compliance

All employees are responsible for complying with safe and healthful work practices, including applicable rules and regulations, District policy and procedures. Overall safety performance should be recognized by the Supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries result from an unsafe act.

All personnel will be given instruction and an opportunity to correct unsafe behavior. Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will apply when employees fail to comply with applicable regulations, District policy, and/or procedures. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary action, including termination.

Appendix A: Report Severe Injuries and Fatalities

Reporting Severe Injuries.docx

Name: _____Title_____ Department: _____

Tel: _____ Email: _____

Date: _____ Time: _____

Any work-related fatality, injury, or illness that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers a loss of amputation, the loss of an eye, or any serious degree of permanent disfigurement shall be reported to Cal/OSHA within 8 hours.

Record the following information for the work-related fatality or serious injury and illness:	
Employer Name:	Riverside Community College District
Employer Phone:	951-222-8128
Employer Address:	3801 Market Street, Riverside, CA 92501
Name and title of the person reporting the incident:	
Phone number of the person reporting the incident:	
Name of employer representative to contact at the site of the incident:	Director of Risk Management
Date and time of incident:	
Location or site of incident:	
Name and Department of injured employee:	
Address of injured employee:	
Phone of injured employee:	
Nature of injury (example: death, amputation of left arm, puncture wound to right thigh)	
Description of incident and whether the incident scene or instrumentality has been altered	
List and identity of any law enforcement agencies present at the site of the incident:	
CALL Risk Management (Tel: 951-222-8128) and/or Email RiskManagement-DL@rccd.edu IMMEDIATELY After finding out about the INJURY OR ILLNESS to report the fatality or serious injuries or illness.	

Appendix B: Incident Investigation Report Form

2025 Accident investigation form.docx

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT
RISK MANAGEMENT
MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

COMPLETE **ALL** SECTIONS – ATTACH ADDITIONAL SHEETS IF NECESSARY
REPORT MUST BE COMPLETED FOR **ALL** INCIDENTS AND SENT TO RISK MANAGEMENT DEPARTMENT VIA EMAIL TO **BJ.CAIN@RCCD.EDU**

College / District Location	College Safety Coordinator Name	Supervisor/ Person Completing Report
Location Address	Location Phone Number	Location Fax Number

Employee / Injured Party Name	Injured Party Phone
Job Title / Student / Other	Full Time ☐ Part-Time ☐ Student Employee ☐ Other ☐

Date of Accident	Time of Accident ☐ AM ☐ PM	Date Reported	Late Report? ☐ YES ☐ NO
Specific Location of Accident			

Witness Name	Witness Department	Witness Phone
Was First Aid Given at the College/District Site? ☐ YES ☐ NO	If yes, by whom?	
Was Medcor called? ☐ YES ☐ NO	Who called Medcor?	

What was the employee doing when injury/illness occurred?

Equipment, materials, and/or chemicals the employee was using when injury happened?

How did the injury / near miss occur? *(use extra sheets of paper if necessary)*	Describe sequence of events. Get all the facts by studying the job and situation involved. Question WHO, WHAT, WHY, WHERE, WHEN, and HOW

IMMEDIATE ACCIDENT / INCIDENT CAUSE(S)

Section A - UNSAFE ACT
- ☐ Bypassing Safety Devices
- ☐ Distraction / Inattention
- ☐ Failure to Use Proper Equipment (PPE)
- ☐ Employee Performing Tasks Outside of Job Description
- ☐ Horseplay
- ☐ Improper Attire
- ☐ Improper Use of Body
- ☐ Improper Use of Equipment
- ☐ Incorrect Lift / Carry
- ☐ Unsafe Speed of Task
- ☐ Failure to Report Maintenance Issue
- ☐ Intentional Act
- ☐ Other _____

Section B - UNSAFE CONDITION
- ☐ Arrangement
- ☐ Congestion
- ☐ Design / Construction
- ☐ Guarding
- ☐ Tools/Utensils
- ☐ Traffic (Foot or Vehicle)
- ☐ Ventilation
- ☐ Failure to Report/Fix Unsafe Condition
- ☐ Maintenance Failure
- ☐ Other _____

What is the Supervisor's plan to prevent recurrence (summarize). Examine causes and determine how this type of accident can be prevented in the future WHO will initiate plan, WHEN and HOW. This may include counseling the injured on proper future safety precautions.

Reporting Manager or Supervisor Signature	Today's Date:

Appendix C: PPE Hazard Assessment

PPE Hazard Assessment.docx

Department: _____Work area(s): _____ Date of assessment: _____
Job/Task(s): _____ Assessment conducted by: _____

Eye

Work activities, such as:	Work-related exposure to:	Can the hazards be eliminated without the use of PPE?
☐ abrasive blasting ☐ sanding ☐ chopping ☐ sawing ☐ cutting ☐ grinding ☐ drilling ☐ hammering ☐ welding ☐ chipping ☐ soldering ☐ torch brazing ☐ working outdoors ☐ computer work ☐ punch press operations ☐ other:	☐ airborne dust ☐ dirt ☐ UV ☐ flying particles/objects ☐ blood splashes ☐ hazardous liquid chemicals mists ☐ chemical splashes ☐ molten metal splashes ☐ glare/high-intensity lights ☐ laser operations ☐ intense light ☐ hot sparks ☐ other:	Yes ☐ No ☐ If no, use: With: ☐ Safety glasses ☐ Side shields ☐ Safety goggles ☐ Face shield ☐ Dust-tight goggles ☐ Shaded ☐ Impact goggles ☐ Prescription ☐ Welding helmet/shield ☐ Chemical goggles ☐ Chemical splash goggles ☐ Laser goggles ☐ Shading/Filter (#) ☐ Welding shield ☐ Other:

Face

Work activities, such as:	Work-related exposure to:	Can the hazard be eliminated without the use of PPE?
☐ cleaning ☐ foundry work ☐ cooking ☐ welding ☐ siphoning ☐ mixing ☐ painting ☐ pouring molten ☐ dip tank operations metal ☐ pouring ☐ working outdoors ☐ other:	☐ hazardous liquid chemicals ☐ extreme heat ☐ extreme cold ☐ potential irritants: ☐ other:	Yes ☐ No ☐ If no, use: ☐ Face shield ☐ Shading/Filter (#) ☐ Welding shield ☐ Other:

HEAD

Work activities, such as:	Work-related exposure to:	Can the hazard be eliminated without the use of PPE?
☐ building maintenance ☐ confined space operations ☐ construction ☐ electrical wiring ☐ walking/working under catwalks ☐ walking/working on catwalks ☐ walking/working under conveyor belts ☐ working with/around conveyor belts ☐ walking/working under crane loads ☐ utility work ☐ other:	☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	Yes ☐ No ☐ If no, use: ☐ Protective Helmet ☐ Type A (low voltage) ☐ Type B (high voltage) ☐ Type C ☐ Bump cap (not ANSI-approved) ☐ Hairnet or soft cap ☐ Other:

HANDS/ARMS

Work activities, such as:	Work-related exposure to:	Can the hazard be eliminated without the use of PPE?
☐ baking ☐ material handling ☐ cooking ☐ sanding ☐ grinding ☐ sawing ☐ welding ☐ hammering ☐ working with glass ☐ using power tools ☐ using computers ☐ working outdoors ☐ using knives ☐ dental and health care services ☐ garbage disposal ☐ computer work ☐ other:	☐ blood ☐ irritating chemicals ☐ tools or materials that could scrape, bruise, or cut ☐ extreme heat ☐ extreme cold ☐ animal bites ☐ electric shock ☐ vibration ☐ musculoskeletal disorders ☐ sharps injury ☐ other:	Yes ☐ No ☐ If no, use: ☐ Gloves ☐ Chemical resistance ☐ Liquid/leak resistance ☐ Temperature resistance ☐ Abrasion/cut resistance ☐ Slip resistance ☐ Latex or nitrile ☐ Anti-vibration ☐ Protective sleeves ☐ Ergonomic equipment_____ ☐ Other:

FEET/LEGS

Work activities, such as:	Work-related exposure to:	Can the hazard be eliminated without the use of PPE?
☐ building maintenance ☐ construction ☐ demolition ☐ food processing ☐ foundry work	☐ explosive atmospheres ☐ explosives ☐ exposed electrical wiring ☐ heavy equipment ☐ slippery surfaces	Yes ☐ No ☐ If no, use: ☐ Safety shoes or boots ☐ Toe protection ☐ Metatarsal protection ☐ Electrical protection ☐ Heat/cold protection

☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	☐ impact from objects ☐ pinch points ☐ crushing ☐ slippery/wet surface ☐ sharps injury ☐ blood ☐ chemical splash ☐ chemical penetration ☐ extreme heat/cold ☐ fall ☐ other:	☐ Puncture resistance ☐ Chemical resistance ☐ Anti-slip soles ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other:
BODY/SKIN		
Work activities such as: ☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	Work-related exposure to: ☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Vest, Jacket ☐ Long sleeves ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance ☐ Other:
BODY/WHOLE		
Work activities such as: ☐ building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	Work-related exposure to: ☐ working from heights of 10 feet or more ☐ impact from flying objects ☐ impact from moving vehicles ☐ sharps injury ☐ blood ☐ electrical/static discharge ☐ hot metal ☐ musculoskeletal disorders ☐ sparks ☐ chemicals ☐ extreme heat/cold ☐ elevated walking/working surface ☐ working near water ☐ injury from slip/trip/fall ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Fall Arrest/Restraint ☐ Hood ☐ Traffic vest ☐ Full sleeves ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ hoists/lifts ☐ ergonomic equipment: _____ ☐ Other:
RESPIRATORY		
Work activities such as: ☐ cleaning ☐ pouring ☐ mixing ☐ sawing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	Work-related exposure to: ☐ dust or particulate ☐ toxic gas/vapor ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos ☐ pesticides ☐ organic vapors ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With/Type: ☐ Dust mask ☐ face shield ☐ Half face Respirator ☐ acid/gas cartridges ☐ Full face respirator ☐ organic cartridges ☐ PAPR ☐ Multipurpose cartridges ☐ Supply Air ☐ SCBA
EARS/HEARING		
Work activities such as: ☐ generator ☐ grinding ☐ ventilation fans ☐ machining ☐ motors ☐ routers ☐ sanding ☐ sawing ☐ pneumatic equipment ☐ sparks ☐ punch or brake presses ☐ use of conveyors ☐ other:	Work-related exposure to: ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or brake presses ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ earmuffs ☐ ear plugs

Appendix D: Training Record (Roster)

Signing sheet.docx

Course:	
Topics:	
Name of Supervisor/PI:	

Instructions: Complete this form for **each** personnel member.
Submit this form to Risk Management email RiskManagement-DL@rccd.edu

Name	Identification*	Date Trained	Student Initial**	Instructor Initial***

***Identification:** Enter your ID and/or Email
****Student Initial:** I acknowledge that I received and understood training by my initials.
*****Instructor Initial:** By my initials, I certify that the individuals on this roster have successfully passed the Course Assessment.

Appendix E: Hazard Reporting and Response Procedures

Hazard reporting & response procedure

Recognizing and addressing potential hazards is essential to ensure the health and safety of employees, students, and visitors at RCCD. The Hazard Reporting and Response Procedure is a vital component of the district Injury and Illness Prevention Program. It is designed to provide a clear and structured framework for identifying, assessing, and mitigating potential hazards reported by employees and students.

Hazard Reporting

1. In the event that an employee or student observes conditions they deem unsafe or detrimental to health, they are encouraged to report them as potential hazards using the online reporting form. This form will then be automatically distributed to the Vice President of Business Services (VPBS), safety coordinators, and the Risk Management team for follow-up.
    a. If an employee or student chooses to report their safety concerns via phone or email, the individual receiving the call or email will subsequently enter the information into the online reporting system.
2. The District Safety and Emergency Manager maintains records of all hazard reports and tracks the progress.
3. Following the submission of hazard reports, the District Safety and Emergency Manager will initiate an initial risk evaluation based on the information provided in the online reports. The subsequent actions will be contingent upon the severity of the risk.
    a. If the reported conditions have the potential to cause severe injuries or illnesses, the District Safety and Emergency Manager will oversee the assessment and response process, irrespective of the location.
    b. If the reported conditions are not perceived to result in severe injuries or illnesses, the District Safety and Emergency Manager may redirect the matter to the college for hazard assessment and mitigation.
4. If Risk Management refers the hazard report to the college, the Vice President of Business Services (VPBS) will lead the hazard assessment and mitigation process. VPBS will collaborate with Risk Management when additional technical support is required during the investigation.
    a. The severity of risk may evolve during the investigative process. Risk Management may assume responsibility for cases initially managed by the college when the risk levels elevate from minor or moderate to severe.
5. When the reported hazardous condition occurs at District Office locations, the assessment and mitigation will be overseen by the District Safety and Emergency Manager.

Hazard Assessment

The project lead is responsible for completing the tasks listed below and documenting the findings in the hazard investigation form listed in Appendix E.

1. Gather background information by interviewing employees and the supervisor of the areas of concern.
    - If the potentially unsafe condition pertains to the facility, it is essential to interview the Facilities Director to get facility history and additional information.
2. Conduct a comprehensive inspection and evaluation of the areas of concern and take photos of the areas.

3. Collaborate with Risk Management to determine whether conducting tests is necessary.
    - In cases where testing is deemed appropriate, the college should engage with Risk Management to determine the specific testing methods and coordinate the testing.
    - If the JPA is involved in the testing, Risk Management will arrange for testing with the JPA.
4. Review test results and background information with Risk Management and determine jointly whether a hazard exists in the area of concern.
    - Where imminent danger is present, employees/students shall be removed immediately to a safe location. The VPBS will coordinate with Risk Management to implement interim control measures immediately.
    - Where no hazard exists to employees/students, communicate the findings with the employee/students and supervisor in the areas of concern.

Hazard Control Identification and Implementation

Once a hazard is identified in the areas of concern, hazard mitigation will be identified and implemented.

1. The project lead shares the background information with Risk Management and jointly identifies interim and long-term control options. Together, they determine the necessary resources and select the most practical control measures.
    a. In cases where the control measures involve facility changes, input will be sought from college and/or district office Facilities Departments.
2. The project lead communicates findings and next steps to employees and supervisors.
    a. The District Safety and Emergency Manager will be copied in these communications.
3. The project lead coordinates the implementation of recommended control measures
    - In situations requiring employee relocation, VPBS will oversee college employees while Risk Management will be responsible for district employees.
    - After implementation, the project lead will follow up with the employee or the supervisor in the areas of concern to confirm that controls are adequate.
4. The project lead documents the recommended control measures, activities, and status on the Hazard Investigation Form.
5. Once all recommendations have been implemented, the project lead submits the completed Hazard Investigation Form to the District Safety and Emergency Manager. The District Safety and Emergency Manager will close the case once a completed report is received.

Hazard Investigation Form Hazard reporting & response procedure

Report date:	**Assigned to:**
College or district office ☐District office ☐RCC ☐MVC ☐NC	**Location:**
Description of the safety concern:	
Employee interview:	
Supervisor interview:	
Facilities interview:	
Site Inspection and observation (please include photos):	
Test information and results (please attached lab report and/or consultant report if applicable):	
Conclusion:	

Recommendations:	**Assigned to**	**Activities**	**Status**

Prepared by Name: _____ Title: _____ Date: _____

Reviewed by Name: _____ Title: _____ Date: _____

Risk Management Acceptance Name: _____ Date: _____

Appendix F: Safety Inspections and Audits Procedure

1. The annual inspection shall be completed by the individual(s) assigned by the Vice President of Business Services. In most cases, the College safety and emergency coordinators conduct the safety inspections.
2. The inspections may be conducted all at the same time or by areas every couple of months, as long as all buildings of the entire college is inspected at least once a year, before December 15.
3. The College safety coordinators may involve others in inspecting certain areas such as:
    a. Custodians check the fire extinguishers per their job description.
    b. Lab technician may inspect some lab items per their job description.
4. Any deficiencies must be documented in the inspection report, including issues corrected onsite during the inspection, and reported to the College Vice President of Business Services. The safety inspection is encouraged to have periodic reviews of the safety inspection status with the College Vice President of Business Services.
5. All completed inspection reports shall be submitted online to Risk Management and the College Vice President of Business Service via the Microsoft team site.
6. All deficiencies should be promptly addressed at the college level. The Vice President of the college may consult the Risk Management department for hazard identification and corrective action suggestions
7. The College Vice President of Business Services will report the annual audit completion to the Risk Management Department by December 15th of every year.

Annual Safety Inspection Form- Teams Form

Safety Inspector: _____ College_____ Building: _____
Date: _____ Department: _____ Room #' Inspected: _____

Office, Classroom, Labs, and Shops - Safety Checklist				
INSPECTION	YES/ NO	Rm #	Observations	Proposed completion date
Fire Hazards				
Fire extinguishers have been inspected each month.				
Fire extinguisher are serviced annually and hydrostatic tested per NFPA 10.				
Fire extinguishers are easily accessible.				
Fire exit procedures are clearly posted.				
Walkways and exits				
Emergency egress and exits are clear of obstructions.				
Emergency exit signs are lighted and visible.				
Walkways are clear of obstructions e.g., equipment and material.				
Floors are kept dry.				
Flooring is in good condition, no loose or lifting tiles and/or carpet.				
Electrical Equipment				
Electrical panels are free of obstructions and easily accessible.				
Electrical panels are kept locked.				
Electrical cords are stored properly to prevent trips & falls.				
The electrical cords are in good working condition, there is no exposed wire or damaged electrical cords.				
All power strips and extension cords are plugged directly to a wall outlet, without being plugged into each other.				
Storage & Clutter				
Large cabinets, shelves and equipment are seismically secured/anchored to the walls/floor.				
Heavier items stored on lower shelves.				
Storage areas are kept neat and orderly.				
Ladders are provided where needed in storage areas.				
Storage items are properly stacked or stored to prevent toppling.				
Materials are stored at least 18" below the first sprinkler heads				

Science Labs Only - Safety Checklist	

INSPECTION	YES/ NO	Rm#	Observations	Proposed completion date
Laboratory Stations				
Eyewash station and shower are easily accessible.				
Eyewash stations are properly maintained, flushed, and inspected at least monthly.				
Fume hoods are properly functioning and not being used for storage.				
Fume hoods have been certified within the last 12 months.				
Laboratory equipment is in good condition and properly functioning.				
Sharps waste container is present and properly labeled and disposed. (If required)				
Food and beverages are not consumed/stored in any labs/chemical handling/storage areas.				
Chemical & Biological Hazards				
All chemicals and biohazard materials are labeled and stored correctly.				
All flammable materials are stored in flammable storage cabinets.				
Written Chemical spill clean-up procedures and trainings are completed.				
All laboratories have spill clean-up kits and are in working order.				
Hazardous chemical waste is properly labeled, stored, and disposed.				
Personal Protective Equipment (PPE)				
Safety eyewear is available and in good condition.				
Safety gloves, Lab coat are available and are in good condition.				
Proper footwear and clothing are worn. No open toed shoes.				

Technical labs / Shops <u>Only</u> – Safety Checklist

INSPECTION	YES/ NO	Rm#	Observations	Proposed completion date
Emergency and Fires				
Signs present for emergency safety equipment (eyewash, exits etc.).				
All exits and paths free of obstruction.				
First aid kits fully stocked and inspected monthly.				
Fire extinguishers present and inspected within the past year.				
Oily rags are kept in a metal bin and removed from shop daily.				
Flammable materials in excess of 10 gallons are stored in appropriate containers and storage cabinets.				
Safety Administration				
All employees have been trained on the equipment that they operate.				
All employees have access to the shop safety guide.				
PPE provided and used whenever necessary.				
Housekeeping and Ventilation				
All worksites clean and orderly.				

Food kept in the designated area at all times.				
All machines secured or anchored.				
The ventilation system adequate for the work being performed.				
Electrical Safety				
All plugs, cords, and panels enclosed, free from splices with insulation in good condition.				
Hand-tools effectively grounded or an approved double insulated type.				
Extension cords used only temporarily; cords never linked together.				
Cords secured so they do not run across pathways, under doors or the walls.				
Mechanical Safety				
Defective equipment is promptly reported, labeled, and repaired.				
All machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.				
Start, stop, emergency and other operating controls within the operator's reach.				
Written standard operating procedures (SOPs) for each machine available for all employees				
Machines regularly cleaned and maintained.				
Maintenance records, calibrations, certifications of each machine kept on file.				
Only authorized employees perform repairs.				
Portable Tools				
All electrical hand tools in good operating condition.				
Tools free from cracks and broken parts.				
All welding equipment properly insulated.				
Storage, Hazardous Materials and Waste				
Materials stored to prevent falls and spills.				
Signs to designate storage areas				
All storage containers labeled with their contents.				
Combustibles and chemicals kept in closed containers when not in use.				
Workers use the appropriate PPE when handling materials.				
Hazardous waste picked up at least 9 months from generation.				

_____ _____

Inspector Print Inspector Signature

Annual Safety Inspection Status Report Safety Attestation report.docx

Please complete the annual status report by December 15 each year and send it to RiskManagement-DL@rccd.edu. In addition, please attach the maintenance requests for any safety deficiencies and repairs status from start to completion with your submission.

Location:

☐ District Office ☐ Norco College ☐Riverside City College
☐ Moreno Valley College ☐ Ben Clark Training Center

Safety Inspections:

Please indicate the number of buildings inspected: _____
Safety Inspector performed the inspections for your campus: _____
Have all the buildings been inspected? ☐Yes ☐ No. If not, please include a list of the buildings that were not inspected, the reasons for the inspections not being completed, and the timeline for completion.

_____

_____

Were there any deficiencies identified during the inspection? ☐ Yes ☐ No
If yes, please list the corrective action status in the table below**:**

Building	Number of deficiencies	Number of corrected deficiencies	List of deficiencies that have not been corrected	Timeline to address deficiencies not corrected

Inspector Signature: _____Date: _____
VPBS Signature: _____ Date: _____
District Safety and Emergency Manager: _____Date: _____
Director of Risk Management Signature: _____Date: _____

Lists of ALL RCCD Buildings

MVC						
Bldg #	Building Name	Rooms		Bldg #	Building Name	Rooms
1	LIBRARY - 1	40		54	DENTAL ED CENTER B - 19	9
2	STUDENT SERVICES - 2	36		55	DENTAL ED CENTER C - 19	18
3	SCIENCE & TECHNOLOGY - 3	20		56	PARKSIDE COMPLEX #20 - 13	1
4	LIONS DEN CAFE - 4	6		57	PARKSIDE COMPLEX #21 - 13	9
5	PH 1 MECHANICAL - 9	2		58	PARKSIDE COMPLEX #22 - 13	1
6	HUMANITIES - 8	77		59	PARKSIDE COMPLEX #23 - 13	1
7	PH 2 MECHANICAL - 10	2		60	STUDENT ACADEMIC SRVS. - 20	72
8	BOOKSTORE - 6	5		61	NETWORK OPERATIONS CTR - 21	8
9	ADMIN ANNEX - 16	10		62	ELEVATOR TOWER @ SCI	2
10	PSC MULTIPURPOSE - 13B	6		63	DENTAL ED MECHANICAL 1	1
11	STUDENT ACTIVITIES CENTER - 5	8		64	DENTAL ED MECHANICAL 2	1
12	PSC WAREHOUSE - 13A - 13	9		65	HAZMAT BUILDING	1
13	EARLY CHILDHOOD ED CTR - 18	16		66	WELCOME CENTER	39
14	PARKSIDE COMPLEX #01 - 13	9		**46**	**Buildings**	**345**
15	PARKSIDE COMPLEX #02 - 13	10				
16	PARKSIDE COMPLEX #03 - 13	1		Ben Clark		
18	PARKSIDE COMPLEX #04 - 13	1		Bldg #	Building Name	Rooms
19	PARKSIDE COMPLEX #06 - 13	8		66	BEN CLARK - ADMIN BLDG	11
20	PARKSIDE COMPLEX #07 - 13	1		67	BEN CLARK - MVC OFFICES	15
21	PARKSIDE COMPLEX #08 - 13	1		70	BEN CLARK FIRE MODULAR D	2
22	PARKSIDE COMPLEX #09 - 13	1		71	BEN CLARK FIRE MODULAR G	2
23	PARKSIDE COMPLEX #10 - 13	1		72	BEN CLARK FIRE MODULAR H	5
24	PARKSIDE COMPLEX #11 - 13	6		74	BEN CLARK FIRE MODULAR L	2
25	PARKSIDE COMPLEX #12 - 13	1		75	BEN CLARK SHERIFF MOD #3	1
26	PARKSIDE COMPLEX #13 - 13	3		76	BEN CLARK SHERIFF MOD #4	1
27	PARKSIDE COMPLEX #14 - 13	8		78	BEN CLARK SHERIFF MOD #9	1
28	PARKSIDE COMPLEX #15 - 13	6		79	BEN CLARK SHERIFF MOD#10	1
29	PARKSIDE COMPLEX #16 - 13	1		80	BEN CLARK SHERIFF MOD#11	1
30	PARKSIDE COMPLEX #17 - 13	4		82	BEN CLARK SHERIFF MOD#25	1
31	PARKSIDE COMPLEX #18 - 13	1		83	BEN CLARK SHERIFF MOD#28	1
51	PARKSIDE COMPLEX #05 RR - 13	1		84	BEN CLARK SHOOTING BAY	1
52	PARKSIDE COMPLEX #19 RR - 13	1		85	BEN CLARK PLATFORM SCENARIO BLDG	11
53	DENTAL ED CENTER A - 19	43		86	EDUCATION BUILDING 1	30
				16	**Buildings**	**86**

Norco						
Bldg #	Building Name	Rooms		Bldg #	Building Name	Rooms
1	STUDENT SERVICES - A	45		23	CTR FOR STU SUCCESS - S	39
2	SCIENCE & TECHNOLOGY - B	27		24	WEST END QUAD W8 - L	1
3	THEATER - C	16		25	OPERATIONS - T	26
4	HUMANITIES - D	18		26	STEM CENTER 300 - J	7
5	COLLEGE RESOURCE CTR - E	13		27	STEM CENTER 200 - J	5
6	CENTRAL PLANT F1	2		28	WEST END QUAD W3 - L	1
7	FACILITIES M1	5		29	WEST END QUAD W4 - L	1
8	FACILITIES M2	8		30	WEST END QUAD W5 - L	1
9	LIBRARY (AIREY) - G	54		31	WEST END QUAD W6 - L	2
10	APPLIED TECH - N	38		32	WEST END QUAD W7 - L	1
11	CENTRAL PLANT F2	2		33	HAZMAT BUILDING @ M1	1
12	BOOKSTORE - I	4		34	GROUNDS STORAGE SHED	1
13	CTR. APPLIED & COMP TECH - K	11		35	CACT STORAGE	2
14	MULTI-PURPOSE W1 & W2 - L	13		36	SOCCER STORAGE	1
15	STEM CENTER 100 - H	19		37	WEST END QUAD STORAGE	1
17	PORTABLE A - P	10		38	WEST END QUAD RESTROOMS	2
18	PORTABLE B - P	9		39	NORCO COLL BUSINESS PARK	11
19	WEST END QUAD W9 - L	7		40	VETERANS RESOURCE CENTER	8
20	INDUSTRIAL TECH - Q	69		166	STOKOE ILC (INACTIVE)	9
21	SOCCER LKR RM WM 1 - R	3		**40**	**Buildings**	**376**
22	SOCCER LKR RM MN 2 - R	3				

RCC						
Bldg #	Building Name	Rooms		184	ECD ANNEX (Portable H1) - 17	4
1	QUADRANGLE (PAUL) - 3	140		185	Mod @ 161 BB (EVANS)	1
2	STADIUM (WHEELOCK FIELD) - 21	25		186	Mod@ 162 SB (EVANS)	1
3	GYMNASIUM (WHEELOCK) - 20	29		190	Dugout#1@161 BB	0
4	FACILITIES MAINT. & OPS - 33	20		191	Dugout#2@161 BB	0
5	MAINTENANCE PT SHOP	4		192	Dugout#1@162 SB	0
6	TECHNOLOGY A - 27	31		193	Dugout#2@162 SB	0
7	TECHNOLOGY B - 26	27		194	Dugout#1@163 LL	0
10	CESAR CHAVEZ (INACTIVE) - 15	0		195	Dugout#2@163 LL	0
12	LANDIS PERFORMING ARTS CTR - 7	19		196	ANNEX COMPLEX - 5A	4
13	ANNEX COMPLEX - 5	19		197	MATH & SCIENCE - 12	144
14	ART - 19	12		198	CULINARY ARTS ACADEMY	37
15	GYMNASIUM (HUNTLEY) - 30	32		199	PARKING STRUCTURE - CSA	2
16	WAREHOUSE - 32	6		200	COIL SCHOOL OF ARTS	83
18	COSMETOLOGY - 34	24		201	STUDENT SRVS/ADMIN (KANE) - 2A	108
19	CUTTER POOL (INACTIVE)	16		202	ELEV. TOWER #1 ART	0
20	LIFE SCIENCE (INACTIVE)	53		203	ELEV. TOWER #2 - WHEELOCK	0
21	MLK HIGH TECH CNTR - 8	37		204	ELEV. TOWER #3 - TECH A / B	0
22	PHYSICAL SCIENCE (INACTIVE)	54		205	CUTTER MECHANICAL	0
23	PLANETARIUM (DIXON) - 10	6		206	AQUATICS COMPLEX MECH - 25	0
24	STUDENT CTR (BRADSHAW) - 13	54		207	AQUATICS COMPLEX STORAGE - 25	0
26	CERAMICS - 18	10		208	STADIUM RESTROOM PORTABLE #1	1
30	AUTOMOTIVE TECH - 28	26		209	EARLY CHILDHOOD MECH - 17	0
31	EARLY CHILDHOOD ED - 17	21		210	ELEV. TOWER #4-BRADSHAW	0
32	BUSINESS EDUCATION (PAUW) - 4	40		211	SCHOOL OF NURSING - 11	79
33	EQUIPMENT STORAGE (M&O)	3		212	LOVEKIN COMPLEX #B1 - 29	1
34	VIEWPOINTS - 9 (INACTIVE)	9		213	LOVEKIN COMPLEX #02 - 29	4
35	MUSIC HALL (STOVER) - 6	13		214	LOVEKIN COMPLEX #10 - 29	3
36	PILATES STUDIO (CRABTREE) - 31	11		215	LOVEKIN COMPLEX #12 - 29	4
37	DIGITAL LIBRARY - 1	115		216	LOVEKIN COMPLEX #13 - 29	1
39	LOVEKIN COMPLEX #01 - 29	7		217	LOVEKIN COMPLEX #14 - 29	1
41	STORAGE BLDG. BRADSHAW - 13A	2		218	STADIUM RESTROOM PORTABLE #2	2
43	GROUNDS EQUIPMENT	2		219	LOVEKIN COMPLEX #11 - 29	1
47	LANDIS ANNEX - 7A	1		220	AUTOTECH STORAGE	1
48	PARKING STRUCTURE - 36	8		221	EQUIPMENT STORAGE(M&O)2	1
161	EVANS SPRTS CMPLX A BSBL	5		222	EQUIPMENT STORAGE(M&O)3	1
162	EVANS SPRTS CMPLX B SFBL	4		223	STORAGE (LIFE SCIENCE)	1
163	EVANS SPRTS CMPLX C LTLL	4		224	MLK DATA BUILDING	2
164	EVANS SPRTS CMPLX D GRND	2		231	SOCCER STORAGE	1
167	AQUATICS COMPLEX - 25	12		232	GREENHOUSE	2
168	MATH/SCIENCE MECH BLDG - 12	0		233	TSS PORTABLE	1
169	HAZMAT BUILDING	1		**82**	**Buildings**	**904**