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December 12, 2008

Mr. Joe Bissell
Vice President of Administrative Services
**MONTEREY PENINSULA COMMUNITY
COLLEGE DISTRICT**
980 Fremont Street
Monterey, CA 93940-4799

RE: SWACC PROPERTY & LIABILITY INSPECTION FOLLOW UP AUDIT

Dear Mr. Bissell:

Keenan & Associates would like to congratulate you and your staff on the completion of the safety deficiencies identified in the December 2007 SWACC Property & Liability Inspection.

Based upon the follow-up inspection conducted on November 20, 2008, please be advised of the following concerns or observations:

PROPERTY & LIABILITY LOSS ANALYSIS

- There was only one (1) Liability claim for the 2007 Policy Year. This General Liability claim involved an altercation with another individual for an incurred cost of \$2,020. There were no Property claims for the same policy year.

MONTEREY PENINSULA COLLEGE – New Findings

1. **College Central:** Utility Carts were parked along the rear entrance of College Central and down along the walkway overlooking the ravine. In case of an emergency or building evacuation, the utility carts would be considered a barrier and hamper safe egress from the building. All utility carts shall be parked so as not to obstruct normal egress from buildings or block exits, handicapped ramps or paths of pedestrian travel on sidewalks. Whenever possible utility carts shall be parked in the loading dock service area of a building.



2. **Motor Fleet Parking – 9 and 12-Passenger Vans:** It was noted by the inspector that numerous College district vans were parked within the transportation yard of Maintenance & Operations. It was stated that all ground transportation for the College is arranged through the physical plant transportation department.

Ensure that departments and/or individuals that drive for or on behalf of the College, regardless of vehicle ownership, must be a Monterey Peninsula College authorized driver. And that all drivers should complete an on-line or live-person defensive driving course and/or van safety training as specified by the College.

Drivers should:

- a) Only be permitted to drive vans if they have satisfied all insurability, van safety training, and requirements of other applicable College policies.
- b) Be responsible for ensuring that no more than nine (9) people, including the driver, travel in any van.
- c) Be at least 21 years of age.
- d) Posses a current valid California drivers license.
- e) Ensure that all persons, driver and passengers, wear seat belts at all times while the van is in motion.



3. **Water Intrusion:** It was noted by the inspector that two (2) areas had undetermined water up-swell or long-term standing water. The areas in question were noted by the inspection party and Facilities was notified.



Water up-swell in Parking Lot C.



Standing water (w/algae) on stair landing of south-side of Physical Science Building

4. **Ceramic Department:** The supply of readily available electrical outlets is inadequate in some buildings, especially older ones. To meet power supply needs, extension cords or surge protected power strips are often interconnected, or “daisy chained,” to readily provide more outlets and/or to reach greater distances. Another common solution is to create a “mixed daisy chain,” interconnecting extension cords and power strips. However, interconnecting these devices is a violation of Occupational Safety and Health Administration (OSHA) regulations and the National Electrical Code because doing so can cause them to become overloaded, leading to their failure and a possible fire.

Several safe solutions exist. In many cases, a power strip energized by an extension cord or another power strip can simply be replaced by a power strip with a power cord of adequate length to reach an outlet. Only power strips equipped with internal fuses are acceptable as permanent wiring. Those lacking these fuses are equivalent to extension cords, and therefore may not be used as permanent wiring. When a power strip is installed, care must be taken to ensure that it is not suspended in mid-air by its power cord or cords plugged into it, resulting in excessive stress on electrical connections.



When there are not enough outlets to supply occupants’ needs, one solution is to request the installation of additional outlets. Their placement should avoid any need to run any wires across walkways, where they can create tripping hazards

5. **Ceramic Department:** A worn wooden ladder was noted by the inspectors during the walkthrough of the Department. All wooden ladders should be free of splits, cracks, chips and all but small, tight knots. No ladder should have loose rungs or steps.



- A wooden ladder used outdoors should be shellacked, varnished or given two coats of linseed oil as a protective coating. Some new ladders may already have protective coatings; this will vary with the manufacturer.
6. **Theater Scene Shop:** Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.



Accumulated sawdust from mill operation.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the entire workplace, aisle marking, the adequacy of storage facilities, and maintenance. Good housekeeping is also a basic part of accident and fire prevention.



Unchained compressed gas cylinders.

Open containers of paint and paint washout (waste).

Effective housekeeping is an ongoing operation: it is not a hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

This report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards, or hazardous conditions were observed or reported.

- 7. Performing Arts Building - Theater Seating:** It was noted that there is only one (1) ADA wheelchair space for the 350+ seat theater. And the entrance to this space is through the side door leading up from the rear of the theater (scene shop entrance). There is no wheelchair access to a restroom from this location.

There is also no stair lighting at this location. Patrons leaving during the performance may trip and fall from the aisle above. It is recommended that glow tape or other device be put down to highlight this step down/up.



- 8. Lecture Forum Bridge:** A new pedestrian bridge replaces an existing bridge that connected the west and east sides of campus at the Lecture Forum. The new bridge is accessible to the disabled and was designed to be more visible and provide a clearer path for pedestrians. The bridge also serves to carry utilities across the ravine. Installation of the new pedestrian bridge was completed in July 2008.



The old bridge has been closed and warning signs posted at either end of the structure. Demolition is slated once all utility lines have been re-routed.

9. Outside individuals, vendors, and organizations are able to use College property to promote community activities and businesses. Ensure that all events and activities have the prior approval of the designated College authority before they will be permitted to occur on College property.



All user groups and/or individuals shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities.

10. Ensure that all signage and placards are visible and properly displayed for emergency responders.



11. **Monterey Farmers Market** – Hosted year-around on the campus every Thursday between the hours of 2:30 and 6:00 p.m. The Market has a variety of produce vendors, flowers and plants from the local nurseries, and specialty items from merchants.



Freshly-caught fish were displayed on ice or were pre-packaged and chilled. Shell stock clams, mussels, and oysters were displayed outside in shallow trays of sea water.

12. **Monterey Farmers Market Parking:** The placement of the market inadvertently creates a “dead-end” in one section of the Parking Lot A. The inspector noted numerous automobiles driving down along this lane to “park close” to the event. When no stalls were open, vehicles had difficulty backing up or stopped altogether waiting for an open

stall, blocking other vehicles from leaving. This parking arrangement lends itself to potential “fender-benders” and pedestrian mishaps.

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It may be prudent to block access of this section of parking stalls with traffic cones or other barriers.

- 13. Amphitheatre Seating:** The landscape timber used as sitting and steps should receive special inspection and maintenance for splinters, rough edges, sharp corners, and loose or protruding nuts, bolts, etc. There were areas within this structure that showed severe deterioration and splintering.



- 14. ADA Door Activator Push Plate:** Directly outside of the Child Development Center. The plate cover was askew and the internal wiring was exposed to the elements.



- 15. Child Development Center – Low Frequency Noise (LFN) from Roof-mounted HVAC System.** The inspectors noted a low frequency noise originating from the HVAC roof-mounted system near the CDC Director’s office. This low frequency noise presents a nuisance problem and is often a source of irritation to the Director and the front office staff.

MONTEREY PENINSULA COLLEGE – Best Work Practices

MSDS Center & Lockout/Tagout System:

The Facilities Department has implemented a lockout/tagout program. Employees have had training in understanding the significance of implementing the procedures. Throughout the Maintenance & Operations Department, the inspectors noted Material Safety Data Sheet (MSDS) binders and Right-to-Know stations



Secondary Containment: In those areas that have liquid chemical or product storage, the inspectors noted the use of secondary containment. Secondary containment means that when a chemical spill develops the spill will be contained and controlled in a secondary area (i.e., specially designed safety storage cabinet) which will reduce the risk of chemical exposure, fire, explosion, etc. Several regulatory agencies have stated that "secondary containment" must be provided and that spill control procedures be adopted for hazardous chemicals. The best practice examples below illustrate the use of secondary containment.



Custodial Warehouse



Chemistry Stockroom

Damaged or Malfunctioning Equipment Notification: It was noted by the inspectors that numerous electrical equipment not operating properly were taken out of service and tagged as “Do Not Use” and the reason for the needed repair. This best practice highlights the reporting procedures and notification requirements of an active safety program.



Labeled Utility Shut-Off Signage: As per Fire and Life Safety Codes, all of the emergency shut-off locations for electrical, gas, and water were noted and labeled. All of the necessary wrenches and hardware were present and available for use.



I would like to personally thank Ms. Suzanne Ammons and Mr. Pete Olson for taking the time out of their day to be available for questions and to walk with the inspectors during this SWACC Audit.

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 faculty, staff and students.

If you have any questions concerning the report, please feel free to contact me directly at (310) 212-0363, extension 2667.

Sincerely,

James A. Hudson

James A. Hudson
Director of Risk Management
Loss Control/Risk Management

JAH/bp

Enclosure

cc: Suzanne Ammons, Monterey Peninsula CCD
Steve Morgan, Monterey Peninsula CCD