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November 9, 2015

Terry Cleveland  
Director of Risk Management and Environmental Health  
**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT**  
304 West Avenue K  
Lancaster, CA 93536

**RE: WORKERS' COMPENSATION AND PROPERTY & LIABILITY  
HAZARD RECOGNITION**

Dear Terry:

On October 15, 2015, I had the pleasure of providing Workers' Compensation and Property & Liability Hazard Recognition training to Antelope Valley CCD employees. The training was presented to three different groups throughout the day: Maintenance and Operations at 9:30 a.m.; Grounds at 12:15 p.m.; and Custodians at 6:00 p.m. at the Facility Service Building.

The following topics were covered:

- Acknowledge positive 5-year trends for M/O, Custodians and Groundskeepers
- Discussed specific hazards via inspection photos
- Discussed workspace conditions and the importance of good communication

I appreciate the opportunity to assist the College in the area of Loss Control/Risk Management and to assist you with achieving a safe and healthful environment for the employees. If you have any questions regarding the enclosed, please do not hesitate to contact me at (310) 212-0363, extension 2641.

Sincerely,

*Patricia Swint*

Senior Loss Control Consultant, CPSI  
Loss Control/Risk Management

PS/ye

cc: Jared Simmons, Facilities Maintenance & Operations Manager, AVCC  
Susan Langston, Keenan & Associates, Torrance  
Suzanne Trowbridge, Keenan & Associates, Riverside

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The goal of Keenan's loss control training services is 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. While we are confident that the conclusions and suggestions contained in the training will help you to create a safer environment, we do not suggest that following our recommendations will eliminate all risk of injury or will result in improved loss experience.

## Training Attendance Sheet

Date: October 15, 2015 Time: 9:30am Location: AVCCD

Instructor: Patricia Swint Course: Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	Darryl Duszynski		HVAC Tech
2	Ken Ritchie		Electrician
3	Darin Combs		Electrician
4	FRANK O'DELL		m/w 1
5	Siw, Lose		MP
6	CJ Rohr		Clerical
7	Steve Epps		paint
8	Michael MAHEM		SPVSK MAINT
9	Veronica Sirotzki		Night lead
10	Ryan Tague		Day Custodian
11	Joe INGRASSI		Trg. N'T
12	Kenny Pelland		Locksmith



## Training Attendance Sheet

Date: October 15, 2015 Time: 9:30am Location: AVCCD

Instructor Patricia Swint Course Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	<u>Sam Moore</u>	<u>[Signature]</u>	<u>Coo. Whse + Inv.</u>
2	<u>Jared Simmons</u>	<u>[Signature]</u>	<u>Manager M+O</u>
3	<u>Karl Ritchie</u>	<u>[Signature]</u>	<u>Skilled Maint.</u>
4	<u>Ron Benedette</u>	<u>[Signature]</u>	<u>"</u>
5	<u>Fred Bianchi</u>	<u>[Signature]</u>	<u>CUSTODIAN</u>
6	<u>Allen Gold</u>	<u>[Signature]</u>	<u>Campus Maint</u>
7	<u>Eric Brown</u>	<u>[Signature]</u>	<u>Albn</u>
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**Keenan**  
Associates

## Training Attendance Sheet

Date: October 15, 2015 Time: 12:15pm Location: AVCCD

Instructor: Patricia Swint Course: Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	TERRY CLEVELAND	Terry Cleveland	DIRECTOR OF RISK MGMT.
2	JEFF McPHERSON	Jeff McPherson	Hourly
3	Rodger Rehder	Rodger Rehder	Hourly Grounds Maint.
4	CHRISTOPHER BEAM	Chry Beam	Grounds / MAINT.
5	Paul Smethurst	<del>Paul Smethurst</del>	Truckation
6	Craig Tammi	C. Tammi	Grounds
7	Jim McLaughlin	Jim McLaughlin	Sub
8	Robert Stanton	Rob Stanton	grounds
9	Brianna Becerra	BMB	Grounds
10	Tikey Brown	T. Brown	Grounds
11	Scott Tammi	Scott	Grounds
12	Teresa Cooper	Teresa Cooper	Warehouse





# Training Attendance Sheet

Date: October 15, 2015 Time: 12:15pm Location: AVCCD

Instructor Patricia Swint Course Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	<u>KENNETH MERCADO</u>	<u>[Signature]</u>	<u>GROUND S</u>
2	<u>JOHN COOPER</u>	<u>[Signature]</u>	<u>GROUND S GR</u>
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A Keenan Solution

### Training Attendance Sheet

Date: October 15, 2015 Time: 6:00pm Location: AVCCD

Instructor Patricia Swint Course Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	<u>Pablo A Ramirez</u>	<u>Pablo Ramirez</u>	<u>custodial Temp.</u>
2	<u>Jeanne Ficklin</u>	<u>Jeanne Ficklin</u>	<u>Sub Custodian</u>
3	<u>Irene Walls</u>	<u>Irene Walls</u>	<u>Sub Custodian</u>
4	<u>Jim Gray</u>	<u>Jim Gray</u>	<u>/'</u>
5	<u>Antonio Jones</u>	<u>Antonio Jones</u>	<u>custodian</u>
6	<u>Joseph Smith</u>	<u>Joseph Smith</u>	<u>SUB CUSTODIAN</u>
7	<u>Vincent Bravo</u>	<u>Vincent Bravo</u>	<u>Sub Cust.</u>
8	<u>Louie Villar</u>	<u>Louie Villar</u>	<u>custodian</u>
9	<u>Arnold Lubas</u>	<u>Arnold Lubas</u>	<u>"</u>
10	<u>Fanny Carey</u>	<u>Fanny Carey</u>	<u>Custodian.</u>
11	<u>ADAN ONOFRE</u>	<u>Adan Onofre</u>	<u>CUCUSTODIAN</u>
12	<u>RICHARD BAUTISTA</u>	<u>Richard Bautista</u>	<u>SUB</u>

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## Training Attendance Sheet

Date: October 15, 2015 Time: 6:00pm Location: AVCCD

Instructor Patricia Swint Course Workers' Compensation and Property & Liability Hazard Recognition

	Name (PRINT LEGIBLY)	Signature	Job Title
1	Kevin Flynn	<i>[Signature]</i>	SUB
2	LORENZO REYES	<i>[Signature]</i>	SUB-CUSTODIAN
3	Ben Jenkins	<i>[Signature]</i>	Sub-Custodian
4	Cesar Mendizabal	Cesar Mendizabal	Sub-Custodian
5	Sarah Gillin	SARAH GILLIN	custodian
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