

# City of California City

Injury & Illness Prevention Plan (IIPP)

November, 2015



**Human Resources / Personnel Director: IIPP Administrator & Risk Manager**

**Fire Chief: City Safety Officer**

**Building Official: Facilities Compliance Officer**



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TO: City Employees and Volunteers

FROM: City Manager Tom Weil

RE: Injury & Illness Prevention Plan

No function at The City of California City is so critical as to require or justify a compromise of safety and health.

We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe work place and to complying with applicable laws and regulations governing safety.

To achieve this goal, The City of California City has adopted an Injury & Illness Prevention Program (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, and policies and procedures that compromise safety.

To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps. Human Resources will serve as the Risk Manager and the Fire Chief as the City Safety Officer. I delegate the authority to them to enforce this manual and evaluate the need for updates.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illness and their associated pain and suffering.

Our expectations are that everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience here and The City of California City.

Please join me in striving to achieve our ultimate goal of an injury-free workplace.

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City Manager

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Date

## **Responsibilities**

### 1. Managers/Supervisors

Managers and supervisors have the responsibility to providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards.

### 2. IIPP Administrator

The IIPP Administrator has the responsibility for the implementation maintenance, and update of this policy. Human Resources as Risk Management and the Fire Chief as City Safety Officer will review the document annually to ensure compliance and validate content.

### 3. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

## **Compliance**

### 1. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

### 2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

### 3. Performance Evaluations

As part of employee's regular performance reviews, they are evaluated on their compliance with safe work practices.

4. Employee Recognition

Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgement that is maintained in the employees' personnel files.

5. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination.

Supervisors discipline employees for safety violations in a manner considered appropriate by organizational management. **Disciplinary procedures are outlined in the City's Personnel Manual.**

**Communication**

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to injury-free, productive workplace.

2. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is given to all new employees and included a review of the Injury & Illness Prevention Program and discussion of policies and procedures that the employee is expected to follow.

- b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion.
- c. From time to time, written safety notifications are included with paycheck or are posted on organization bulletin boards.
- d. Other methods of communicating pertinent to health and safety information are used as they are identified.

### 3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete a Safety Suggestion Form without filling in their name.
- c. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regard to the notification, they are informed of what is being done.
- f. The resolution will be communicated to employees in accordance with paragraph 2 under the subject of *Communications*.

### **Hazard Identification and Evaluation**

Inspection of the workplace is the primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

## 1. Safety Inspections

Internal safety inspections are conducted on a monthly basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections. These inspections should be documented and turned into Risk Management.

One member of Management shall conduct the monthly tour/inspection accompanied by an Employee from that Department. The goal is to have each employee have at least one opportunity per year to participate in a monthly inspection.

**The Safety Officer shall inspect each City facility at least annually.**

## 2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

## **Injury/Illness Investigation**

### 1. Investigation

All accidents resulting in injury or property damage, however slight, including “near-hits”, are investigated to determine the primary and contributing causes within seven working days of the initial report. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the IIPP Administrator **and/or Safety Officer**.

### 2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

### 3. Reporting to Cal-OSHA

The following incidents are reported orally, in person or by telephone, to the closest Area office of Cal-OSHA within 8 hours of occurrence:

- a. Fatalities
- b. In-patient hospitalization of three or more employees

The following information must be given:

- |  |                                    |
|--|------------------------------------|
| *Establishment name                                | *Contact person                    |
| *Location of incident                              | *Phone number                      |
| *Time of the incident                              | *Brief description of the incident |
| *Number of fatalities<br>or hospitalized employees |                                    |

Supervisors shall report this information to the IIPP Administrator or Safety Officer. The Safety Officer shall report the incident to OSHA.

### **Correction of Hazards**

When a hazard exists, it is corrected on a timely basis based on the severity of the hazard.

If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel who are provided with the necessary safeguards and training to correct the hazard.

The correction process is based upon information obtained from employees, inspections, and investigations.

The Safety Officer shall be notified of any corrective action.

### **Training**

- 1. Orientation – New Employees

The IIPP Administrator or the Human Resources Specialist conducts the initial orientation on general safety. Employees sign for all materials that are distributed with his/her supervisor or the Safety Officer and filed with the IIPP Administrator. The orientation includes a review of:

- a. The Injury & Illness Prevention Program (IIPP)

All new hires are given a copy of the IIPP and those rules and regulations (Code of Safe Practices) that apply to their work environment.

- b. Emergency Operations Plan (if applicable)



All new employees are given a copy of those aspects of the Emergency Action Plan that pertain to them.

c. Fire Prevention Plan (if applicable)

All new employees are given a copy of those aspects of the Fire Prevention Plans that pertain to them. **These are maintained by the Fire Department.**

d. Hazard communication Program (if applicable)

During general employee safety orientation, employees are provided with information about their “right-to-know” about hazardous substances in their work environment.

e. Specific accident prevention tips on the most common types of employee injuries:

- 1) Back injury control
- 2) Slips, trips and fall prevention
- 3) Cut prevention
- 4) Driving Safety

These types of training will be provided by an on-line source and set up by the Human Resource Specialist. The training will to be completed within the first week of hire.

2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the required safety procedures that mitigate those hazards.

The manager/supervisor conducts this training and documents it by using the “New Employee Training Check List.” The manager/supervisor and the employee sign the Checklist when the training is completed. The Checklist then becomes a permanent part of the employee’s personnel file.

3. Specific Organization – Wide Training

Each of the following training programs are given as specifically directed below:

a. Emergency Operations Plan **(EOP)**

This training includes the organization’s disaster preparedness structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstance, such as fire, earthquake, medical emergency, and bomb threat.

Refresher training is given annually. **The EOP should be revisited every 5 years.**

b. First Aid, CPR, and Blood-borne Pathogen Training

Emergency Services employees along with lifeguards receive first aid, CPR, and/or Blood-borne pathogen training in accordance with the American Red Cross and/or American Heart Association requirements.

c. Defensive Driver Training

All employees who may drive on organization business receive defensive driver training not less than every four years. Driving on organization business includes driving organization vehicles as well as personal vehicles on organization business. Additional safe driving subjects are covered in safety meetings on an as-needed basis.

Emergency vehicle operators shall take either a POST driving class or Fire Service Basic Emergency Vehicle Operations (EVO), at a minimum.

Additional safe driver training is available and administered on-line and assigned by the Human Resources Specialist.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods.

Managers/supervisors/IIPP Administrator perform retraining:

- a. When an existing employee changes job functions.
- b. At least annually as a refresher program.

Such training includes general workplace safety, job specific hazards, and/or hazardous materials, as applicable.

5. Specialized Training

- a. Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction if they are not already knowledgeable.

- b. Managers/Supervisors/IIPP Administrator:

- 1) Determine safety-training needs.

- 2) Implement new training programs.
- 3) Evaluate the effectiveness of these programs.

c. In addition, training is provided whenever:

- 1) New substances, processes, procedures or equipment pose a new hazard and there is lack of skill or knowledge to deal with the situation.
- 2) Management, supervision, the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

### **Hazardous Materials**

1. The Fire Department shall maintain a City Hazardous Materials plan that will reflect a response to all Hazardous materials incidents at City Facilities.
2. Department Supervisors / Managers are responsible for ensuring MSDS' are in place at every facility. These shall be updated immediately upon a new substance or chemical brought into the workplace. The Safety Officer shall review the MSDS' during the annual inspection.
3. The City shall provide appropriate PPE for all employees who work with or around Hazardous Materials.
4. The City shall provide emergency Decontamination equipment / materials at every site.

### **Safety Committee (2015)**

Mary Johnson – Human Resource Specialist, IIPP Administrator / Risk Manager

Eric Hurtado – Police Chief

Denise Hilliker – City Clerk

Jeff Armstrong – Fire Chief / City Safety Officer

Craig Platt – Public Works Director

Joe Barragan – Building Official, Facilities compliance Officer

### **Recordkeeping**

The City of California City maintains records for the purpose of:

1. Tracking and evaluating the Organization's loss experience and loss exposures.
2. Tracking and evaluating the safety activities that have been accomplished.
3. Providing a documentation of the safety activities.

All documentation is maintained on site for two years after the year that the safety activity was completed. After that time, the Organization determines how long such records should be kept based upon the Organization's legal requirements including Federal, State, and local regulations. Records are kept in each department as well as centrally located in the Human Resource Office.

## EMPLOYEE SAFETY SUGGESTION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe work place condition or practice.

Description of unsafe condition or practice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Causes or other contributing factors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee's suggestion for improving safety: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Name (Optional): \_\_\_\_\_

This form may be delivered to the IIPP Administrator in person, or it may be sent however if the employee wishes to remain anonymous. Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for an employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The Safety Committee will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8 CCR 3203) and respond accordingly.

*Completed by*

*Date received:* \_\_\_\_\_

*Received by:* \_\_\_\_\_

*Date reviewed:* \_\_\_\_\_

*Suggestion No.:* \_\_\_\_\_

# City of California City

## Acknowledgement of Employees Safety Rules

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

I have received and acknowledge my responsibility to read and abide by the rules and regulations of the City of California City's Injury and Illness Prevention Program. I further understand that the department in which I work may establish additional or more stringent safety regulations on my job duties. I have been oriented to the City's Standard of Safety by a supervisor in my department. I agree to:

- Attend all required safety training.
- Always ask the proper method before performing any new task.
- Wear appropriate clothing and shoes as required of my job.
- Use guards on machinery whenever required.
- Lift properly, using my legs not my back.
- Never operate vehicles, equipment, or power equipment unless authorized and after proper training.
- Never attempt to repair defective electrical wiring unless authorized and after proper training.
- Report all defective equipment and wiring to my supervisor.
- Never be under the influence of drugs or alcohol while at work.
- Never take part in horseplay.
- Report unsafe practices and potential hazards to my supervisor.
- Never perform any unsafe practices which might endanger myself or others.
- Immediately report any accident, injury, or illness to my supervisor.
- Know and obey the safety rules in my department and City.
- Every employee is a participant of the Emergency Action Plan.

I understand that any infraction of the City of California City's Injury and Illness Prevention Program rules will result in appropriate disciplinary action (Department of Industrial Relations; Title I, Section 3203. (a) 2). Such action shall be in accordance with the City of California City's Personnel Rules and Regulations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_