City of Manteca
Injury and Illness Prevention Program (IIPP)

Final Draft

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Section 1: Introduction

1.1 Policy

The City of Manteca (City) Injury and Illness Prevention Program (IIPP) has been developed as a Citywide guide for our workplace safety promotion and injury prevention efforts. This document represents our official policy and procedural guidelines for employee safety and meets California Occupational Health and Safety Administration (Cal/OSHA) requirement for the development of such a plan. This program will also meet the record keeping requirements and injury reporting protocols of the Municipal Pooling Authority (MPA). The City is a member of the MPA, which is a joint powers authority where the City's insurance coverages are obtained.

Individual Departments shall add supplemental procedures in addition to this document as necessary to implement their injury prevention programs. This IIPP will be reviewed periodically and revised as needed at the direction of the Director of Human Resources.

All employees are encouraged to review this document and to make every effort to perform their duties with an emphasis on injury prevention. Employees should report any conditions which they feel are a hazard to themselves, other employees, or the public.

Injury and illness prevention is a concern of the City of Manteca, and we expect that all City employees will make every effort to ensure the safety of the work environment.

This City of Manteca Injury and Illness Prevention Program has been reviewed and approved by the Director of Human Resources. Such authorization shows the commitment by management to accept responsibility and implement the Injury and Illness Prevention Program.

Following Title 8, California Code of Regulations, Section 3203, Injury and Illness Prevention Program, (T8CCR§3203), City of Manteca establishes this IIPP as part of its employee safety and health program.

1.2 Scope

The IIPP applies to employees working at City of Manteca facilities and other sites while on City business. It is the policy of the City that employees follow and adhere to the requirements in this IIPP.

1.3 Program Description

The Injury and Illness Prevention Program for the City of Manteca includes the following elements: a description of program responsibilities; methods of compliance; safety communications; hazard assessment process; safety training programs; scheduled periodic inspections; accident investigation process and the establishment of a citywide Administrative Safety Committee.

1.4 Reference Documents

This IIPP is supported by other City of Manteca health and safety programs and related documents, as follows:

- Accident Investigation
- Bloodborne Pathogens
- Code of Safe Work Practices
- Confined Spaces
- Electrical Worker Safety
- Ergonomics
- Emergency Action Plan/Fire Prevention Plan
- Hazard Communication
- Hearing Conservation
- Indoor Air Quality
- Powered/ Small Tools
- Respiratory Protection
- Hazardous Energy Control Program (Lockout/ Tagout)
- Personal Protective Equipment
- Mobile Equipment
- Ladder Safety Program
- Fall Protection
- Excavation & Trenching Safety
- Traffic Safety
- Heat Stress

1.5 Program Distribution

A copy of this IIPP will be made available to each City employee upon initial IIPP training.

1.6 Program Review

The Director of Human Resources is responsible for conducting a periodic review of the IIPP to verify that the program reflects current city policies and procedures, complements management responsibilities, and incorporates facility/operations/IIPP changes that have occurred presenting previously unrecognized or new hazards.

1.7 Other Agencies

In addition to Cal/OSHA, several other government agencies have requirements relative to health and safety. These include, but are not limited to:

- Department of Transportation (DOT) – Truck drivers

- California Department of Transportation (Caltrans) – Lane and road closures

Section 2: Program Responsibilities

2.1 City Manager

The City Manager has ultimate authority and responsibility for implementing the IIPP. The City Manager's office manages the overall leadership and administration of the IIPP. The City Manager shall decide the Safety Policy and Administrative Procedures related to safety and will hold Department Managers and Employees accountable for their safety performance and adherence to the codes of safe practices through an annual safety program evaluation and individual performance evaluations.

2.2 Director of Human Resources

The Director of Human Resources has been delegated by the City Manager with the authority to implement the IIPP in conjunction with Department Managers. In addition, the Director of Human Resources specific Program responsibilities are to:

- Convene and coordinate the activities of the Administrative Safety Committee.
- Manage the pre-employment screening and hiring program.
- Assure us that safety orientations, including information about the IIPP, is provided to new regular part-time and full-time employees.
- Aid in developing employee safety training.
- Maintain Cal/OSHA record keeping requirements and injury reporting protocols of the CCCMRMIA.
- Supply loss runs and analysis reports to the Safety Committee periodically as received from CCCMRMIA.
- Ensure divisions/departments are conducting required safety meetings and assist when needed.
- Coordinate and promote the wellness and health maintenance programs.
- Investigate all serious or fatal employee accidents.
- Develop a comprehensive annual department evaluation of the implementation of the IIPP.

2.4 Administrative Safety Committee

This committee shall be under the direction of the Director of Human Resources and will assist in the overall leadership and administration of the Injury and Illness Prevention Plan. Additional responsibilities shall include the following:

- Assist Departments with their safety activities, such as safety promotions and safety meetings.
- Review and discuss safety concerns, suggestions or needs of employees and supervisors and respond to the appropriate members of the management team.
- Review the results of workplace safety inspections to identify and analyze workplace safety concerns.
- Assist various departments in conducting their Safety Inspections.
- Periodically provide meeting minutes and reports as needed to the City Manager and Department Managers on the status of the program, accident trends or unresolved safety issues.

- Develop an overall citywide safety-training plan of action.
- Oversee scheduled safety inspections.
- Create and disseminate Safety Topics of the Month for employee communications and training.
- Review loss runs and accident investigation reports for trends and accident prevention opportunities.

2.5 Department Mangers

Department Mangers are responsible for the leadership and administration of the safety program in their department. They must ensure that all safety and health policies and procedures are clearly communicated and understood by all employees. In addition, they shall:

- Designate an appropriate representative to attend all Administrative Safety Committee meetings.
- Support the Administrative Safety Committee's activities, goals and objectives.
- Keep informed of laws, standards and attend management training related to injury prevention.
- Know, communicate and enforce the codes of safe practices fairly and uniformly.
- Provide and enforce the use of personal protective equipment.
- Ensure that task observations of employees are done periodically to assure compliance with safety procedures.
- Ensure adequate investigations are conducted on all accidents/incidents.
- Review accident/incident trends, analysis and reports.
- Direct that equipment, materials and work areas be maintained in safe condition.
- Actively participate in accident investigations and implement appropriate corrective measures.
- Arrange for safety self inspections periodically.
- Implement and participate in department and citywide safety promotional activities.
- Disseminate safety and risk management information to the appropriate personnel.
- Participate in emergency preparedness & fire prevention drills.
- Establish a safety-training plan so that regulatory requirements are met.

2.6 Supervisors

Each City of Manteca Supervisor is responsible for the day-to-day implementation and maintenance of the IIPP within their assigned work areas. Supervisors' main IIPP responsibility includes working with the Safety Manager to implement the IIPP and promote a healthy and safe work environment. Supervisor's IIPP responsibilities include participating in reviewing and revising safety procedures; conducting and documenting employee training and safety communications; conducting workplace safety inspections; investigating accidents and injuries and implementing corrective actions. In effectively executing safety responsibilities, supervisors will:

- Keep their Department Manager informed of all safety issues or problems.
- Support the Department's safety activities, goals and objectives.
- Understand and enforce safety regulations and codes of safe practices applicable to operations within their area of responsibility.
- Conduct safety orientations and training of new hires.
- Instruct employees on hazards that are unique to their job.
- Conduct task observations of all employees periodically to ensure compliance with safety procedures.
- Conduct regular safety inspections of work areas.
- Hold safety meetings and disseminate risk management information to employees.

- Conduct accident investigations and implement corrective action.
- Ensure that equipment, materials and work areas are maintained in safe condition.
- Provide personal protective equipment and monitor its use.
- Keep informed of laws, standards and attend management training related to injury prevention.
- Review accident/incident trends, analysis and reports.
- Participate in department and citywide safety promotional activities.

2.7 Employees

Each City of Manteca employee is responsible for following general safety and health policies and procedures and job-specific safety and health policies and procedures; adhering to the Code of Safe Work Practices reporting unsafe acts or conditions to their supervisors; and participating actively in safety communications and IIPP. Employees are expected and encouraged to assist management in accident prevention activities, and shall:

- Attending scheduled safety training.
- Be aware of and comply with safety regulations and codes of safe practices applicable to the work being done.
- Report unsafe conditions and practices immediately.
- Utilize the 24-hr. employee reporting line (ERMA) to report unsafe activities or conditions, if necessary.
- Maintain good housekeeping activities at all times.
- Report all injuries and exposures to the person in charge on the day of occurrence, no later than the end of shift.
- Use the personal protective equipment provided.
- Wear appropriate clothing and footwear for the job tasks.
- Operate equipment with all safety guards in place.
- Coach fellow employees on safe work practices, whenever appropriate.
- Perform only authorized jobs.
- Be aware of accident/incident trends, analysis and reports.

Section 3: IIPP Compliance

The Director of Human Resources, management and supervisory personnel are responsible for ensuring that safety and health policies and procedures are clearly communicated and understood by each City of Manteca employee. The City's system of ensuring that employees comply with the IIPP include:

- Informing all employees of the provisions of the IIPP.
- Evaluating individual safety performance.
- Annual evaluation of each Department's implementation of their safety plan of action.
- Recognizing employees who perform safe and healthful work practices.
- Developing incentive-based programs to encourage participation in the safety program.
- Providing training, both initial and remedial, to employees whose safety performance is deficient.
- Disciplining employees through standard progressive discipline for failure to comply with safe work practices after being trained and reminded.

Section 4: Safety Communication

The City of Manteca recognizes that open, two-way communications between city management and staff on health and safety issues is essential to an injury-free, productive City. 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 and consists of:

- Newsletters or training announcements.New employee orientation to include a discussion of safety and health policies and procedures.
- A review of the IIPP with all employees annually.
- Regularly scheduled safety meetings within all departments.
- Safety communication bulletins and awareness posters.
- Anonymous safety reporting program through the use of a 24-hr. hotline phone reporting system.
- Safety Training programs.
- Administrative Safety Committee meeting minutes posted.
- Material Safety Data Sheets available at each major job location.

The City of Manteca recognizes that positive contributions to the IIPP by an employee serve the city by helping to create a safe and healthful work environment, and often promote good morale and increased productivity.

During their performance review each City of Manteca employee shall be evaluated regarding their health and safety performance with the same level of importance as productivity, technical ability, quality, and dependability.

Employees who successfully demonstrate their ability to work safely will receive recognition in a manner deemed appropriate by their Supervisor and Safety Manager.

A City of Manteca employee of who knowingly and willingly disregards safe work practices and/or fails to abide by prescribed safe work practices and/or policies shall be subject to standard progressive discipline up to and including discharge per City policy. Disciplinary actions must be documented and maintained in the employee's personnel file.

Section 5: Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by Department Managers, or their designees. These inspections will occur when City of Manteca initially established the IIPP; when new substances, processes, procedures or equipment which may present potential new hazards introduced into the workplace; when occupational injuries and illnesses occur; when newly hired and/or reassigned permanent or temporary workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and whenever workplace conditions warrant an inspection.

Regular safety inspections shall be performed periodically as determined by the Department Manager and the Administrative Safety Committee.

Members of the City Safety Committee, safety & risk control specialists or consultants may do additional inspections. These will be done based upon a specific need or as the result of a serious accident. All reports of inspections will be forwarded to the Department Manager for action.

Section 6: Accident/Exposure Reporting &Investigation

6.1 Accident/Exposure Reporting and Investigation

When an employee is injured on the job, or when they first notice an illness that arose out of or occurred in the course of their job duties, they shall report such instances to their supervisor on the day of occurrence or notice, no later then the end of their shift. Following that report they will receive:

1. An Accident Investigation Report.
2. A DWC Form 1 (Employee's Claim for Workers' Compensation Benefits) and
3. A referral for medical treatment. Employee's who do not report an injury promptly may have their workers' compensation benefits delayed or denied.

Supervisors shall submit all documentation to Human Resources/Risk Management within 24 hours of notification of injury/illness.

The employee's supervisor then must investigate the accident within 72 hours. The following accident investigation steps are done at the minimum:

1. Interview the injured employee and any witnesses.
2. Visit the accident scene and corroborate or note any inconsistencies in the testimony of the employee or witnesses. Take photos or make a sketch of the scene if necessary.
3. Examine the workplace factors or unsafe conditions associated with the accident/exposure.
4. Determine the cause of the accident/exposure.
5. Develop a plan for corrective action including the date of implementation.

The results of the accident investigation must be documented in the Accident Investigation Report and reviewed by the Department Manager or designee. The original report must then be sent to the Human Resources/Risk Management Department, with a copy of the Department files.

Accident Reporting Procedures Involving City Vehicles:

The Manteca Police Department shall be called in all accidents involving a City Vehicle in any of the following circumstances:

- An accident occurs on any city street, regardless of the amount of injury or damage.
- On private property, if anyone is injured, or if damage is sustained to another vehicle or private property. (Exception: When an accident occurs on city-owned property other than a public street in a collision with other city-owned equipment or a fixed object, you must notify the supervisor(s), not the Police Department.

If any City employee is injured in an accident involving a City Vehicle, they shall complete an "Accident Investigation Report" in addition to vehicle damage reports.

The Accident Investigation Report form can be found in Appendix C.

Under no circumstances shall the injured employee ever fill out the investigation form.

6.2 Corrective Action

Corrective action(s) must be established based on the root cause of the accident/exposure investigated. More than one corrective action may be established.

Developing and implementing a corrective action requires assignment of a responsible individual to implement action item(s) within completion schedule(s) assigned. The investigation is not considered complete until the corrective action(s) are implemented and the Director of Human Resources signs the investigation form.

Section 7: Hazard Correction

It is the City's intention to abate, at all reasonable speed, any hazard which gives rise to a risk of harm in the workplace. In correcting an imminent unsafe condition, appropriate precautions will be taken to protect the safety of employees. The following plan will be implemented for identified hazards in the workplace:

- Remove or take out of service the hazard where possible.
- Removal or relocation of employees from the area of exposure.
- Provide guarding mechanisms appropriate to the hazard and the specific process or piece of equipment being used.
- Provide appropriate personal protective equipment.
- Adjust work schedules, break periods or job rotation where feasible.
- Provide training in recognizing and taking self-corrective action regarding the hazard.

All such action taken, and the dates of completion shall be documented by the Department Manager or designee and for report to the Administrative Safety Committee.

Each employee is responsible to immediately report unsafe conditions or acts to their supervisor as well as co-workers who may be affected. City of Manteca employees are encouraged to correct workplace hazards providing they notify their supervisor and that the corrective action to be taken is appropriate and can be accomplished safely by the employee.

Section 8: Training and Instruction

8.1 General and Job-specific Safety Training

Under no circumstances shall City of Manteca employees be allowed to work without first receiving appropriate training upon hire (refer to Appendix F, Initial Safety Training), or new job assignment/responsibilities or operating new equipment or using new materials. Training provided at safety meetings or training sessions must be documented on the Safety Meeting/Training form (Appendix G) and the completed forms maintained by the Department Manager.

Each City of Manteca employee, including Managers and Supervisors, shall have training and instruction on general and job-specific safety and health practices. The Department Manager or designee shall provide job-specific training and instruction, as follows:

- To each employee when the IIPP is first established or revised, and to workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the Department Managers, Supervisors and workers are made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To each employee with respect to hazards specific to his or her job assignment.

Safety training subjects include, but are not limited to the following:

- An explanation of the IIP Program, Codes of Safe Practices, emergency action plan, fire prevention plan, the Employee Assistance Plan for counseling services and ERMA hotline reporting.
- How to report unsafe conditions or work practices
- The safe use of tools and equipment.
- The use of personal protective equipment and the appropriate clothing for work, including footwear, gloves and eye / face protection.
- The provision of medical services and first aid.

In addition, employees will be provided job specific safety training in the following subjects depending on what Job Safety Classification they are in:

- Aquatics Management
- Bloodborne Pathogens and Exposure Control Plan
- Body Mechanics and Safe Lifting
- Confined Space Entry and Rescue Procedures
- COVID Prevention
- Defensive Driving
- Electrical Safety
- Ergonomics and Repetitive Motion Injury Prevention
- Fall Prevention
- Hazard Communication Program
- Hearing Conservation Program
- Industrial Truck Safety
- Materials Handling
- Mobile Equipment Safety
- Police pursuit and arrest operations

- Use of Force Training
- Respirator Protection Program
- Special Operations (Tree Falling)
- Traffic Control Safety
- Trenching Safety & Excavation
- Service Weapon Safety
- Welding and Cutting Safety
- Workplace Security IIP plan

8.2 IIPP Training

IIPP training shall be provided by the Department Manager or his designee to new hires prior to commencing work assignments. The Safety Manager shall provide once a year as refresher IIPP training to existing employees. IIPP training topics shall include the following, at minimum:

- City of Manteca 's IIPP, Emergency Action Plan, Fire Prevention Plan, and measures for reporting unsafe conditions, work practices, injuries and when additional instruction is needed.

- Proper use of appropriate clothing, including gloves, footwear, and personal protective equipment.

- Information about chemical hazards to which employees could be exposed and other relevant hazard communication program information.

- Availability of toilet, handwashing and drinking water facilities.

- Provisions for medical services and first aid including emergency procedures.

See Appendix E for a complete list of initial safety training topics.

Section 9: Recordkeeping and Documentation

Safety program documents and records of hazard assessment inspections/corrective actions, safety and health training shall be maintained and retained, as follows:

Document	Retention Time
IIPP (updated annually)	Indefinitely
OSHA 300 Log Form	5 years
Safety Inspection Forms	3 years
Accident/Exposure Investigation Form	3 years, unless OSHA Log 300 injury/injury entry then 5 years.
Employee Training Forms	
Personnel Records	Duration of Employment
Training Sign-up Sheets	3 years
Records Relating to Employee Communication and Enforcement	
Safety Meeting Sign-up Sheets	3 years
Safety Suggestion/ Response	3 years
Disciplinary Actions	3 years
Safety Records, not subject to the access standard	3 years
Medical and Employee Exposure Records	Duration of Employment Plus 30 years

Section 10: Program Evaluation

The Director of Human Resources will conduct a periodic evaluation of the citywide Injury and Illness Prevention Program. The evaluation utilizes a variety of information sources, including reports from the workers' compensation and general liability administrator for statistical trending of claims history. Minutes of safety meetings are reviewed for action taken. All accident investigation reports are evaluated for completeness, corrective measures identified, and action taken. Department safety activities (safety inspections, employee safety training etc.) are measured against the Departments commitment to implementing the IIPP. This annual review examines the objectives, scope, performance and effectiveness of the Injury and Illness Prevention Program as it is applied in each Department.

The annual evaluation will be presented to the Administrative Safety Committee for review and comment, prior to being formally presented to the City Manager. Department Managers are responsible for implementing any recommendations in the report, and the findings are used in the management performance review process.

Department Managers shall utilize the annual evaluation to develop, with other input, a Department annual safety plan. The plan should address and prioritize the safety action steps for the year: dates of new hire quarterly orientations; specific safety training; safety meeting schedules; dates of inspections; personal protective equipment needed and safety communication materials to be used during the following year.

Appendix A

CODE OF SAFE WORK PRACTICES

It is the policy of the City of Manteca that reasonable measures will be taken to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking requiring every employee's participation. Failure on the part of an employee to comply with safety rules will be grounds for disciplinary action.

Supervisors should ensure that employees observe safety rules and practices and take action as necessary to obtain compliance. To comply with this policy, employees should do the following:

1. Each City of Manteca employee shall follow these safe practice rules, render every possible aid to safe operations, and report unsafe conditions or practices to their Supervisor.
2. Supervisors and Managers shall insist on employees observing and obeying every rule, regulation, and order as is necessary to conduct work safely, and shall take such actions as is necessary to obtain observance.
3. Employees and/or contractors known to be under the influence of drugs or intoxicating substances that impact a person's ability to safely perform the assigned duties shall not be allowed on the job while in that condition, and shall not be allowed on the job while in that condition, and subject to disciplinary action, up to and including termination of employment or contract.
4. No City of Manteca employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury or illness.
5. City of Manteca employees shall be given frequent accident prevention instructions at brief Safety Meetings held monthly, or more frequently as job hazard analyses may dictate.
6. Horseplay, scuffling, arguing, fighting and other acts that tend to have an adverse influence on the safety or well being of the employees and others is prohibited.
7. City of Manteca employees are not permitted to remove machine guards and other protective devices. Such protective devices shall be properly placed and adjusted before operating the machine or equipment. Employees shall remove deficient equipment/machinery from service and promptly report deficiencies to their Supervisor. 10. City of Manteca employees must wear seatbelts while operating motor vehicles and avoid distractions that prevent the safe operation of the vehicle being operated. 11. Employees shall not handle or tamper with electrical equipment, machinery, or air or water lines in a manner not within the scope of their job duties, unless they have received instructions from their Supervisor to perform such tasks.
8. Work shall be well planned and supervised to prevent injuries and illnesses in the handling of materials and working with equipment and tools.
9. City of Manteca employees must wear seatbelts while operating motor vehicles and avoid distractions that prevent the safe operation of the vehicle being operated.
10. Employees shall not handle or tamper with electrical equipment, machinery, or air or water lines in a manner not within the scope of their job duties, unless they have received instructions from their Supervisor to perform such tasks.
11. Employees shall not enter manholes, underground vaults, chambers, tanks, or other confined spaces unless the employee is qualified by training, adequately equipped, authorized and the confined space deemed safe to enter and permitted. Employees should use appropriate step stools for

accessing high places. Do NOT use a wheeled or folding chair to stand on.

12. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
13. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
14. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
15. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets, or the cabinet may fall over.
16. Always use the proper lifting technique (lift with your knees, not your back). Never attempt to lift or push an object, which is too heavy; you must contact a supervisor when help is needed to move a heavy object.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of grounding.
19. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters that are equipped with tip-over switches should be used.
20. Appliances such as coffeepots and microwaves should be kept in the employees' lounge. They should be kept in working order and inspected for signs of wear, heat or fraying of cords.
21. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
22. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and injury to the user.
23. Cleaning supplies should be stored away from edible items on kitchen shelves.
24. Cleaning solvents and flammable liquids should be stored in appropriate containers.
25. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers and stored in specific locations.
26. Employees who work with hazardous materials must know the location of the Material Safety Data Sheets for such materials.
27. City of Manteca employees shall report work related injuries and illnesses promptly to the Supervisor so that arrangements can be made for first aid treatment or medical attention.
28. Employees shall use safe lifting techniques when required to lift heavy objects. No City of Manteca employee is expected to lift a heavy object that the employee cannot lift safely.
29. Personal protective equipment such as safety shoes, eye protection, work gloves respiratory protection, hearing protection, coveralls shall be worn by the employee as described by the job hazard analyses, and worn in an appropriate manner as to adequately protect the employee.
30. Materials, tools, equipment or other objects shall not be thrown within work areas or from buildings or structures.
31. Above all, employees should use common sense in the work place.

I have read and understand all of the above safe practices, and will apply them to my job with the City of Manteca.

PRINT NAME OF EMPLOYEE_____

SIGNATURE OF EMPLOYEE_____

DATE_____

Appendix B
Accident Investigation Form

Appendix C
(See Also Separate Fire Inspection Form)

LOCATION: _____ **DATE:** _____

SEC TION	ITEM	YES	NO	N/A	Comments
I	**EMPLOYER POSTING** - Are the following items posted in a conspicuous location:				
a	CAL/OSHA Poster "Safety and Health Protection on the Job"				`
	Discrimination in Employment is Prohibited by the Law				
	Industrial Welfare Commission Orders regulating wages, hours, and working conditions				
	Notice to Employees of Unemployment and Disability Insurance				
	Log/Summary of Occupational Injuries & Illnesses posted by 1/31				
	Cal/OSHA Citations				
	Access to medical and Exposure Records				
	Notice of Workers' Compensation Claims Administrator				
b	Are emergency telephone numbers conspicuously posted?				
c	Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and Material Safety Data Sheets, etc., been posted or otherwise made readily available to affected employees?				
d	Are emergency evacuation plans posted and exits appropriately marked?				
II	**RECORDKEEPING**				
a	Are all reportable occupational injury or illnesses being recorded as required on the Cal/OSHA Form 300?				
b	Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?				
c	Have arrangements been made to maintain required records for the legal period of time for each specific type record?				
III	**SAFETY AND HEALTH PROGRAM**				
a	Do you have active health and safety programs in operation?				
b	Is one person responsible for the health and safety program(s)?				
c	Do you have a working procedure for handling in-house employee complaints regarding safety and health?				
d	Are employees being kept abreast of actions taken and accomplishments made to assure their health and safety?				
IV	**MEDICAL SERVICES AND FIRST AID**				
b	Is there a hospital, clinic, or infirmary located near your workplace?				
c	Is there at least one employee in each facility (under the department jurisdiction) currently qualified to give CPR/first aid?				
d	Are medical personnel readily available for advice and consultation on matters of employees' health?				
e	Are first aid kits accessible, stocked with adequate supplies, and periodically inspected and replenished as needed?				
f	Are portable or stationary eyewashes and emergency showers available where corrosive liquids or materials are handled?				
V	**FIRE PROTECTION**				

a	Is the fire alarm system certified, tested, and maintained as required?				
b	Are interior stand pipes and valves inspected regularly?				
c	Are sprinkler system water control valves and air and water pressures checked periodically as required?				
d	Are sprinkler heads protected by metal guards?				
e	Are fire extinguishers provided in adequate number and type?				
f	Are fire extinguishers mounted in readily accessible locations?				
g	Are fire extinguishers recharged regularly and noted on the inspection tag?				
h	Are employees periodically instructed in the use of extinguishers and fire protection procedures?				
i	Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?				
i	Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?				
VI	**HAZARDOUS CHEMICAL EXPOSURES**				
a	Are employees aware of the potential hazards of chemicals that are stored or used in the workplace (e.g., caustics, etc.)?				
b	Is there compliance with are all regulatory exposure limits?				
c	Are flammables and toxics kept in closed containers when not in use?				
d	Have standard operating procedures been established and are they being followed when cleaning up chemical spills?				
e	Is personal protective equipment provided, used, and maintained whenever necessary?				
VII	**HAZARDOUS SUBSTANCES COMMUNICATION**				
a	Is there a list of hazardous substances used in your workplace?				
b	Is there a written Hazardous Communications Program (8 CCR §5194)?				
c	Are hazardous substances appropriately labeled?				
d	Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used?				
VIII	**ELECTRICAL**				
a	Are all employees required to immediately report electrical hazards that pose a risk to life or property?				
b	Do extension cords being used have a grounding conductor?				
c	Overloaded electrical circuits, unsafe wiring, and defective extension cords				
d	Common appliances (e.g., coffee makers, hot plates, etc.) left unattended				
e	Improper use of space heaters				
f	Improper use of maintenance of equipment that may provide ignition sources				
g	Are multiple plug adaptors prohibited?				

XI	**MISCELLANEOUS**				
b	Do employees who operate vehicles on public thoroughfares have valid operator's licenses?				
c	Do the employees eat in locations where there is no exposure to toxic materials or other health hazards?				
XII	**GENERAL WORK ENVIRONMENT**				
a	Are all worksites clean and orderly?				

XIV	**EXIT DOORS**				
a	Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?				
b	Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?				
c	Where panic hardware is installed on an exit door, will the door open by applying a force of 15 pounds or less in the direction of the exit traffic?				
XV	**WALKWAYS**				
a	Are aisles and passageways kept clear?				
b	Are surfaces that are usually wet covered with non-slip materials?				
c	Are spilled materials cleaned up immediately?				
XVI	**FLOOR AND WALL OPENINGS**				
a	Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?				
b	Is the glass in windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?				
b	Are work surfaces kept dry or appropriate measures taken to assure that surfaces are slip-resistant?				
c	Are all spilled materials or liquids cleaned up immediately?				
d	Are all toilets and washing facilities clean and sanitary?				
e	Are all work areas adequately illuminated?				
XIII	**EGRESS**				
a	Are all exits marked with a sign and illuminated by a reliable light source?				
b	Are the directions to exits, when not immediately apparent, marked with visible signs?				
c	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT"?				
d	Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and ½-inch wide?				
e	Are all exits kept free of obstructions?				
f	Are at least two means of egress provided from rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?				
g	Are there sufficient exits to permit prompt escape in case of emergency?				
h	Is the number of exits from the building appropriate for the building occupancy load?				

Priority: **1: immediate** **2: within 48 hours** **3: within one week** **4: abatement plan required**

COMMENTS: _____

_____

_____

(Print Name)	Inspection Performed By	Signature
(Print Name)	Inspection Performed By	Signature
(Print Name)	Inspection Performed By	Signature

Appendix D
EMPLOYEE SAFETY CHECK LIST
(This form is to be completed within two days of the employee's start work date.)

Employee Name_____

Division and Unit to Which Assigned_____

Start Work Date _____

These items must be discussed with the employee, and comments made where necessary.

☐		**Item**	**Comments**
	1	Code of Safe Practices	
	2	Safety Rules (specific to the job assignment)	
	3	Safety Rule Enforcement Procedures	
	4	Proper Use of Equipment	
	5	Procedure for Reporting Safety Problems	
	6	Procedure for Reporting Injuries	
	7	City Policy on Medical Treatment	
	8	Emergency Procedures	
	9	Fire Safety	
	10	Importance of Work Area Cleanliness	
	11	Employee Responsibility for Safety	

Additional Comments: _____

By signing, the employee acknowledges that s/he has received a copy of the Code of Safe Practices, has been told about and understands his/her responsibility for safety in the workplace, and agrees to follow the guidelines and procedures as outlined in the IIPP.

_____

Employee Signature_____Date _____
Reviewer Name _____Title_____
Reviewer Signature_____

Appendix E
RECORD OF SAFETY TRAINING SESSION

Safety Training must be documented in order to satisfy Cal/OSHA requirements as outlined in the Injury and Illness Prevention Plan. Documentation is maintained by the Risk Analyst in the Human Resources Department

TRAINING TOPIC: _____

TRAINING DATE: _____ TRAINER: _____

ATTENDEES (please **PRINT** your name, your division/unit, and your telephone number):

	NAME	DIVISION/UNIT	EMAIL
1			
2			
3			
4			
5			
6			
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Appendix F
Employee Communication Form

This form is to be used by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice. While anonymity is an option, it would be helpful to be able to reference the suggestor in case there are questions or clarification is needed. Use of this form is protected by law – it is illegal for the employer to take any action against an employee in reprisal for exercising his/her rights to participate in communications involving safety. Please use the back or attach additional sheets if necessary.

If you prefer to report anonymously please call XXXX

The Safety Committee will investigate any report of unsafe conditions or practices, or explore any suggestions for new safety procedures or actions, as required by the Injury and Illness Prevention Program, and advise employees of the employer's response.

REASON FOR USE OF FORM: ☐ Safety Suggestion ☐ Safety Concern

Description of Unsafe Condition or Practice or Suggestion: _____

_____

Cause(s) or Other Contributing Factors: _____

_____

Employee's Suggestion for Improving Safety: _____

_____

_____

Has this matter been reported to your supervisor? ☐ Yes ☐ N

Employee Name: _____ Date: _____

Division and Unit: _____

(For Safety Committee Use Only)

Recommended Action: _____

_____

Action Taken:_____

_____

_____

_____

Signature of Safety Committee Member Date Signature of HR Director