



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	226
Sections	1-12
Effective Date	May 1, 2014
Responsible Department	Human Resources
Review Date	May 1, 2015

SUBJECT: Injury & Illness Prevention Program

1. **Purpose:** The purpose of this program is to:

- 1.1. Provide a program through which the City may ensure a safe working environment for all City employees.
- 1.2. Integrate safe and health practices into management planning for all operations.
- 1.3. To move beyond compliance with standards and develop a positive, productive safety culture through long-term commitment and sustained effort by all employees.

2. **Authority:** Section 401 of the Huntington Beach City Charter

3. **Application:** This Administrative Regulation applies to all City employees.

4. **Policy:** It is the policy of the City of Huntington Beach (City) to provide its employees with a safe and healthful workplace. In order to achieve this goal, managers, supervisors, and employees alike are required to ensure that the guidelines of this Injury and Illness Prevention Program (IIPP) are followed.

5. **Responsibilities: (IIPP – 8 CCR 3203 (a)(1))**

All levels of management and supervision share in the responsibility for the development, implementation, and maintenance of the Program. Safety is a line management function and an integral part of doing business.

5.1. City Manager

The ultimate authority and responsibility for health and safety at the City rests with the City Manager. The City Manager is responsible for providing funding and resources towards the City's overall safety programs and requiring that all affected departments and offices comply with the requirements of the IIPP.

5.2 Department Heads

Department Heads will participate in the review and approval of new or revised health and safety programs and policies and are responsible for ensuring that:

- 5.2.1 Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs.
- 5.2.2 Adequate funding is requested for required occupational health and safety programs, training, practices, and equipment.
- 5.2.3 Areas under their management are in compliance with City of Huntington Beach health and safety practices, policies and programs.

5.3 Division Heads and Managers

Division Heads and Managers are required to:

- 5.3.1 Ensure that the IIPP and other written safety programs have been implemented and are being followed in their Divisions/Departments.

- 5.3.2 Request (from their Department Head) financial resources necessary for required training, the correction of safety hazards and for the acquisition of necessary safety equipment.
- 5.3.3 Through discussion with supervisors in staff meetings, evaluate the effectiveness of safety programs implemented and provide recommendations for improvement.
- 5.3.4 Assist Supervisors and Human Resources in pursuing disciplinary action against employees who violate safety rules and guidelines.

5.4 Supervisors and Lead Personnel

Supervisors and Lead Personnel are required to:

- 5.4.1 Ensure that workplaces, equipment, and personal protective equipment are safe, well-maintained, and in compliance with external agency regulations and City policies, programs, and practices.
- 5.4.2 Ensure that workplace safety and health practices and procedures are clearly communicated and understood by employees through training and continuing education.
- 5.4.3 Enforce health and safety rules fairly and uniformly related to job performance.
- 5.4.4 Evaluate employees on compliance with safe work practices.
- 5.4.5 Acknowledge employees who make a significant contribution to maintenance of a safe workplace and discipline employees who fail to follow safe work practices.
- 5.4.6 Encourage employees to report workplace hazards without fear of reprisals.
- 5.4.7 Include compliance with health and safety procedures as part of the annual performance evaluation.
- 5.4.8 Report injuries promptly to their supervisor and the City's Third Party Administrator as identified by Risk Management. Current contact information is posted on SurfNet under Risk Management Safety.
- 5.4.9 Ensure that periodic scheduled workplace inspections are conducted and that identified health and safety deficiencies are corrected in a timely fashion.
- 5.4.10 Ensure that accidents and injuries are reported and investigated promptly. See section 9.2 regarding reporting procedures for serious and non-serious incidents.
- 5.4.11 Ensure that inspections, investigations, and employee health and safety records are kept for the designated period(s) of time as identified in the City's Records Retention Schedule or as required by statute.
- 5.4.12 Ensure that this Program and other safety programs are followed within their Division.
- 5.4.13 Assist employees in identifying and correcting safety concerns. Identify the need for financial and physical resources for the correction of safety concerns identified by the employee(s).
- 5.4.14 Ensure that their employees are appropriately trained for the responsibilities assigned. Pursue disciplinary action when an employee shows ignorance or disregard for safety rules and guidelines.

5.5 Program Administrator

The IIPP Administrator is the Safety and Loss Prevention Analyst. Responsibilities of the IIPP Administrator include but are not limited to the following:

- 5.5.1 Ensure that the City's IIPP is reviewed and revised annually, or as necessary.
- 5.5.2 Oversee and consult with Departments on the development of written Cal/OSHA required occupational health and safety documents, training programs, and employee training schedules.
- 5.5.3 Summarize occupational health and safety performance statistics.
- 5.5.4 Provide guidance on new or proposed regulatory requirements.
- 5.5.5 Serve as liaison with regulatory agencies.
- 5.5.6 Assist in the identification of financial and physical resources necessary for the correction of safety deficiencies.
- 5.5.7 Establish, conduct, and maintain injury/illness/accident reporting and investigation procedures.
- 5.5.8 Analyze incident investigations to develop strategies for improvement and reduction of occupational injuries.
- 5.5.9 Conduct field surveys of City properties/facilities to identify potential hazards and areas of potential loss, ensure regulatory compliance, recommend mitigation as necessary, and determine methods for improved accident and loss prevention.

- 5.5.10 Evaluate work methods, equipment and operating practices for potential safety hazardous and provide corrective recommendations in consultation with the departments.
- 5.5.11 Conduct periodic safety audits/reviews with Department Heads or their appointed Safety Coordinator.
- 5.5.12 Coordinate with Department Head or designee any new or revised Department specific health and safety programs developed.

5.6 Employee Responsibilities

Employees are required to:

- 5.6.1 Follow the guidelines of the City's IIPP and any other occupational health and safety programs implemented by the City as required by the Division of Occupational Safety and Health (DOSH).
- 5.6.2 Protect themselves from recognized and uncontrolled hazards.
- 5.6.3 When safe to do so, take immediate action to correct any known safety deficiencies, or any potentially hazardous conditions that may lead to injury, illness or death. Immediately notify the lead worker and/or supervisor of any corrective action needed or taken.
- 5.6.4 Report safety concerns of an immediately hazardous nature to the most available person in the employees' line of supervision (i.e., lead person, supervisor or manager), or immediately report to Safety and Loss Prevention Analyst.
- 5.6.5 When safety concerns are not immediately hazardous, employees may correct the hazard(s), report the hazard(s) to a supervisor, anonymously report the concern(s) by directly contacting the Safety and Loss Prevention Analyst, or by submission of a written Employee Suggestion through a "Suggestion Box Program."
- 5.6.6 Refrain from entering into work tasks that require specialized training which they have not received (e.g., Confined Space Entry, Hazardous Materials Usage, Industrial Truck Operation, Trenching and Excavation, etc.).
- 5.6.7 Participate as a member of a Department Safety Committee, if appointed by their supervisor.
- 5.6.8 Not remove, displace, damage or destroy any safety device, safeguard, notice or warning used in any work area, or interfere in any way with their use by any other person. (This is not intended to prohibit the removal for repair or maintenance of any safety device, provided such device or a suitable replacement is reinstalled before the work, requiring the use of such devices, is resumed.)
- 5.6.9 Not interfere with the use of any method or process adopted for the protection of any employee, including himself/herself.
- 5.6.10 Attend safety training as assigned.

6. Procedures: Employee Recognition & Discipline (IIPP – 8 CCR 3203 (a)(2))

6.1. Employee Evaluations

- 6.1.1. On an annual basis, supervisors are given the opportunity to evaluate their employees' safety performance as part of the evaluation process. A specific safety factor on the performance evaluation form has been provided to allow supervisors the opportunity to rate each employee's work habits, as they relate to safety.
- 6.1.2. Supervisors are required to accurately reflect the employees' approach towards safety by marking the appropriate box on the form. Accurate completion of the performance evaluation assists the City in providing recognition to those employees who perform their work assignments in a safe manner. The evaluation also assists the City in informing employees that they need to improve their work habits as they relate to safety. Formal discipline should be addressed in the employee's annual evaluation.

6.2. Disciplinary Action Procedure

- 6.2.1. In accordance with Administrative Regulation 404, "Exercise of Discipline Leading to Dismissal, Demotion, or Reduction in Pay", Personnel Rule 7 "Discipline", and Administrative Regulation 413 "Constructive Action Plan (CAP) - Disciplining Alternative"; improper handling or misuse of City of Huntington Beach equipment (vehicles, tools, property, personal protective equipment, safety devices, industrial hygiene devices, etc.); or any violation or deviation from safety rules, procedures, safe work practices or regulations, may result in disciplinary action, including formal written warnings, suspension, and termination.

6.3. Examples of types of unsafe acts may include, but are not limited to, the following:

- 6.3.1. Breaking a work rule regarding safety.
- 6.3.2. Carelessness resulting in injury to self and/or others.
- 6.3.3. Misuse or unsafe operation of City equipment.
- 6.3.4. Misuse or unsafe operation of City vehicles and failure to adhere to the California Vehicle Code.
- 6.3.5. Failure to heed City-posted caution and warning signs.
- 6.3.6. Failure to report accidents.
- 6.3.7. Any other action deemed detrimental to the health and well-being of a City employee, visitor, or the general public.

7. Information Exchange (IIPP – 8 CCR 3203 (a)(3))

7.1. Bulletin Board Postings

- 7.1.1. Personnel bulletin boards are required to be located at worksites throughout the City. Many questions regarding worker rights and responsibilities can be answered by reviewing the materials contained on these bulletin boards. Current Labor Law postings are required at each employee location.
- 7.1.2. Where Safety Committees exist, meeting minutes shall be posted on the bulletin boards for a period of at least one month for employee review.
- 7.1.3. Safety bulletins, which are generally single page safety rules/policies created by the Division or Department, may be posted on the bulletin boards and or SurfNet when they are initially implemented and should remain on the bulletin boards for at least one month following their initial release/implementation date.
- 7.1.4. For Public Works, a Code of Safe Work Practices, which are generally each Department's or Division's safety rules, shall be posted on the bulletin boards.
- 7.1.5. The OSHA 300A Summary of Work-Related Injuries and Illnesses must be posted at each location during the period of February 1 through April 30 of each year by Risk Management.
- 7.1.6. Employees are to be encouraged to read and become familiar with the location and content of materials posted on the bulletin boards and the Risk Management Safety website on SurfNet.

7.2. Anonymous Hazard Notification by Employees

Open communication between employees and supervisors is encouraged. Generally, employees will address their safety concerns with their immediate supervisor. However, an employee has the right to ask any question, or report any safety hazards, either directly or anonymously without fear of reprisal. In order to provide all employees with an opportunity to inform the Safety and Loss Prevention Analyst of occupational health and safety concerns, a number of methods of anonymous notification are available. These methods include:

- 7.2.1 Providing a written notice of a safety concern via an Employee Suggestion Box or through inter-office mail using the "Report a Workplace Hazard" link to access the Employee Hazard Notification form on SurfNet (Risk Management Safety) to the City's Safety and Loss Prevention Analyst.
- 7.2.2 Anonymously informing the City's Safety and Loss Prevention Analyst at (714) 536-5519 of the existence of a safety concern.

The "**Employee Hazard Notification Form**" shall be posted near the Personnel Bulletin Boards and available for use by the employee. Whenever contacting the Safety and Loss Prevention Analyst using the "Employee Hazard Notification" form, or other means, the employee notifications must indicate:

- 7.2.3 The nature of the concern
- 7.2.4 The time, date, and location
- 7.2.5 When appropriate, the names of individuals involved.

7.3 Employee Safety Meeting

Employee Safety Meetings may be implemented to assist managers, supervisors and lead persons in providing safety information to the employee.

Employee Safety Meetings should be used to:

- 7.3.1 Review the requirements of various safety programs implemented by the City (videos, quizzes, Topic Review Sheets, etc. can be used for this purpose).
- 7.3.2 Discuss employee concerns regarding projects and associated safe work practices.

7.3.3 Discuss work-related accidents, injuries or illnesses.

7.3.4 Introduce changes that have been made to written safety programs, policies, or procedures. Employee Safety Meetings may be a part of a Department or Division's staff meetings, or may be held any time a manager, supervisor or lead person discovers that the employees do not understand the proper methods for performing their assignment, or any other time it is determined prudent to conduct such a meeting to protect the health and welfare of The City's employees (It is suggested that each area hold a quarterly safety meeting not to exceed 1 hour in length). Construction related Divisions or Departments shall hold tailgate meetings no less than every 10 working days.

7.4 Safety Committees

Safety Committees are voluntarily formed and can serve as an effective channel of safety communication City-wide. Safety committees shall be formed in cooperation with the section here within and section 12 of this Program. Safety Committee members shall serve on a voluntary or appointed basis, and serve for no longer than two consecutive years. At facilities where multiple Departments are located and collectively choose to form a safety committee, each Department/Division shall have at least one primary member and one alternate. Safety Committees shall meet no less than quarterly and responsibilities include:

- Establish and uphold committee bylaws.
- Review the findings of audits and inspections.
- Review employee safety suggestions.
- Review accidents and near-misses, and discuss corrective action.
- Perform quarterly facility inspections and discuss findings.
- Make recommendations to management when necessary.
- Assist in Departmental safety training.
- Record minutes of each meeting, make available to employees, and retain for at least three years.

8. Identifying, Evaluating and Correcting Hazards (IIPP - 8 CCR 3203 (a)(4) & (6))

8.1. Formal inspections

Formal inspections are those in which hazards identification and correction is documented, with the records being retained per the City's Records Retention Schedule or as required by statute. Two types of formal inspections shall be conducted on a regular basis:

- 8.1.1** Quarterly facility inspections shall be performed by the Division Manager, designated division inspector within each department, or Safety Committee member. Documentation of inspection findings and corrections must be retained on-site for one year, with copies sent to the Safety and Loss Prevention Analyst.
- 8.1.2** Annual site environmental, health, and safety inspections performed by the Safety and Loss Prevention Analyst.
- 8.1.3** In addition to identification and correction of safety concerns through inspection process, all employees must understand that informal identification of hazards must also be addressed. The City's Safety and Loss Prevention Analyst may also conduct random formal or informal work site evaluations/inspections.
- 8.1.4** Supervisors are responsible for ensuring that daily inspections of their areas that are considered to be high hazard (e.g., commercial vehicles, forklifts, equipment guarding, construction sites, cranes, backhoes, skiploaders, etc.) are conducted. While he/she may delegate the task, the responsibility still resides with the supervisor.
- 8.1.5** Upon completion of the inspection, the supervisor ensures that all identified deficiencies are corrected, and any uncorrected safety deficiencies are appropriately addressed in a timely manner. Corrective actions taken are to be noted on an inspection checklist.
- 8.1.6** If possible, the inspector may immediately correct a hazard before proceeding with other operational responsibilities. Note all deficiencies and the corrective actions taken on a safety inspection checklist. Date and record all inspections, and maintain records on site for at least one (1) year per statute.

8.2 Periodic Safety Inspection Procedure

- 8.2.1** Certain types of safety equipment (e.g., fire extinguishers, safety showers, eyewashes, etc.) are required to be inspected monthly or at intervals established by the manufacturer (e.g.

AED's, respirators, etc.). In order to satisfy this requirement, each department is responsible for ensuring that this equipment is inspected regularly.

- 8.2.2 The Department (or location) designee shall ensure that an area/facility/site inspection is completed and documented no less than quarterly. A copy of the inspection findings shall be submitted to the City's Safety and Loss Prevention Analyst.
- 8.2.3 Upon completion of the inspection, the inspector shall assign abatement dates and ensure that all identified deficiencies are corrected, and a plan is made for any uncorrected safety deficiencies to be appropriately addressed in a timely manner (see sub-section 8.8.9).
- 8.2.4 Documentation of the inspections may be accomplished by each department developing area/site specific checklists, and attaching copies to this IIPP or by using the IIPP Form, "Inspection Checklist". A copy of the departmental checklist shall also be submitted to the City's Safety and Loss Prevention Analyst within ten business days following the inspection.
- 8.2.5 Actions proposed or taken to correct potential hazards must be documented. The IIPP Form, "Hazard Correction Report" was created to accommodate this requirement.
- 8.2.6 If a department elects to utilize a different department or employee group to perform inspections, the responsibility still resides within the department to ensure that the equipment and or area/site under its control is inspected. How the inspections are made is up to the discretion of the Department Head.

8.3 Periodic Audit Procedure

Periodic audits of City facilities or Departments will be completed by Risk Management to ensure that:

- 8.3.1 Employee training is current.
- 8.3.2 All necessary safety records are appropriately maintained.
- 8.3.3 Health and safety inspections have been completed in accordance with this document.
- 8.3.4 Periodic audits will be completed by the City's Safety and Loss Prevention Analyst or designee with the following individuals assisting as needed:
 - 8.3.4.1 Department/Division Safety Coordinator.
 - 8.3.4.2 The Division Manager or their appointed supervisor.
 - 8.3.4.3 A supervisor or manager from another facility who is familiar with the area/facility operation.
 - 8.3.4.4 Site/facility employee(s) as designated by site management (safety committee members)
 - 8.3.4.5 Other employees who can provide access to various locked areas

8.4 Annual Audit Procedure

- 8.4.1 An annual audit will be performed by Risk Management and reviewed with the Department Head or designated representative.
- 8.4.2 A date, time and location will be established for the audit.
- 8.4.3 Begin the meeting in a formal setting.
- 8.4.4 Review the previous year's accidents, accident trends, and accident statistics for the department and the facility being inspected.
- 8.4.5 Review safety records (e.g., facility inspections, training records).
- 8.4.6 Determine if corrective actions for safety deficiencies identified on safety inspection checklists have been addressed.
- 8.4.7 Conduct a physical inspection of the area/facility and list deficiencies, with recommendations for corrective actions on the audit report.

8.5 Informal Identification

- 8.5.1 The formal procedures outlined herein are not intended to discourage the informal identification and correction of safety hazards. Employees are encouraged to identify potentially hazardous situations and report the hazardous condition to their supervisor, and correct the noted condition (e.g., chemicals improperly stored, damaged tools, worn parts or improperly used equipment, unsafe acts by coworkers, damaged roadways or walkways, etc.)
- 8.5.2 All employees, during their daily work activities, shall look for any condition that may lead to a hazardous situation.

8.6 Job Task Analysis

8.6.1 Job task analysis is used to examine the tasks to support the development of effective procedures and practices. It involves observing or discussing how a task is performed, writing down the steps involved, identifying potential hazards, performing an efficiency check and establishing controls to prevent potential loss from occurring. An evaluation is made to determine the need for formal training on critical tasks. A job task analysis should be performed when new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.

8.7 Imminent or Potentially Lethal Hazards

8.7.1 If a condition poses an immediate danger of serious harm or bodily injury and cannot be corrected immediately or has the potential to cause death, the operation must be stopped until the necessary repairs (if needed) can be made. In all cases, the supervisor controlling the work area, or nearest superior, must be notified immediately. All affected work in the area must cease immediately and affected personnel shall be notified of the situation. Where appropriate, all affected equipment must be properly locked-out, blocked-out, and tagged.

8.7.2 If the hazard cannot be immediately corrected without endangering employees or property, all personnel must be evacuated except those essential personnel required and authorized to abate the hazard. Such individuals shall be equipped with necessary safeguards before addressing the situation. The City's Safety and Loss Prevention Analyst shall be notified as soon as possible.

8.8 Correction of Safety Concerns

8.8.1 The employee who identifies a potentially hazardous condition that may lead to injury, illness, or death, shall take appropriate action to immediately correct the identified safety deficiency or safely isolate the hazard(s) from endangering him/her self and/or others. The employee shall notify the appropriate supervisor of any corrective action needed or taken.

8.8.2 Safety deficiencies that do not pose an immediate threat of injury or illness shall be addressed in a timely manner.

8.8.3 The supervisor shall ensure that known safety deficiencies are appropriately addressed. Some appropriate methods that may be used for addressing environmental health and safety deficiencies include, but are not limited to the following:

8.8.3.1 On-the spot correction

8.8.3.2 Work Orders

8.8.3.3 Construction and/or service contracts

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

8.8.4.1 Tagging unsafe equipment "Do Not Use Until Repaired," (or other suitable markings) and providing a list of alternatives for employees to use until the item is repaired.

8.8.4.2 Stopping unsafe work practices and providing retraining on proper procedures before work resumes.

8.8.4.3 Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.

8.8.4.4 Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate personnel and/or emergency services when necessary.

8.8.5 Identified hazards shall be corrected in a timely manner consistent with the severity of the hazard. Table 1- Hazard Correction Priority List will be used to determine timelines and priorities for correcting identified hazards.

8.8.6 In determining the timeline and prioritization of correcting identified hazards, three steps are taken:

8.8.6.1 The severity of the potential consequences is calculated or estimated.

8.8.6.2 The probability or likelihood of an incident occurring is evaluated.

8.8.6.3 Based on these two factors, the risks are assigned priority.

8.8.7 An imminent (Priority 1) hazard is any condition or practice in which there is a potential for death or reasonable certainty that serious physical harm will occur unless the hazard is immediately eliminated or corrected. Upon discovery of an imminent hazard, the individual(s) shall use appropriate means to immediately correct the situation. This may involve:

- 8.8.7.1 Asking the employee(s) to discontinue work immediately.
- 8.8.7.2 Contacting appropriate superiors.
- 8.8.7.3 Taking a piece of equipment out of service or shutting down a procedure until a review can be performed.
- 8.8.7.4 Posting the area with a conspicuous warning notice, etc.
- 8.8.8 Hazards that have a reasonable chance of producing injuries or illnesses, but are not deemed imminent dangers (Priorities 2-4), must be corrected in a timely manner.
- 8.8.9 As a general guideline, corrective actions shall be implemented within the following time frames:
 - 8.8.9.1 Priority 2 category within 24 hours
 - 8.8.9.2 Priority 3 category within 90 days
 - 8.8.9.3 Priority 4 category within 6 months

Table 1. Hazard Correction Priority List

Order of Priority	Consequence (Severity)
1	Capable of causing death(s), severe injury, widespread occupational illness or loss of facilities.
2	Capable of causing moderate to serious injury, illness, property and equipment damage.
3	Capable of causing minor to moderate injury, illness or equipment damage.
4	Capable of causing injury requiring first aid care.

9. Occupational Injury & Illness Investigations (IIPP - 8 CCR 3203 (a)(5))

9.1. Reporting Requirements

Employees must immediately report all work-related injuries or illnesses to their direct supervisor (or acting supervisor), unless unable to do so. In this case, the notification may be made by the lead worker or a coworker.

Upon becoming aware of an employee injury or illness, the supervisor will:

- 9.1.1 Seek the assistance of emergency services if the injury or illness is of a serious or life threatening nature (if emergency services have not yet been contacted by witnesses).
- 9.1.2 Assess the need for medical attention if the injury or illness does not appear to be of a serious nature. If the supervisor determines that the employee should seek immediate medical attention and cannot be safely transported they must call 911.
 - Work-related fatalities or serious injuries/illness require a phone call to the City's Safety and Loss Prevention Analyst from the supervisor. *"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.*
 - Fatalities and suspected serious injuries or illness **MUST** be reported to the Division of Occupational Safety and Health within eight hours of first knowledge.
- 9.1.3 The injured employee or supervisor must complete a Report of Injury report and submit the report to the City's Third Party Administrator within 24 hours.

9.2 Injury and Illness Investigation

- 9.2.1 For each injury or illness reported, the supervisor must investigate the incident to determine the root causes and implement the corrective actions needed to prevent recurrence. Documentation of the investigation shall be recorded on the Supervisor's Incident

Investigation Report and submitted to the City's Third Party Administrator or Risk Management.

- 9.2.2 Supervisors may seek the assistance of the City's Safety and Loss Prevention Analyst when conducting an injury and illness incident investigation.
- 9.2.3 All near-miss incidents should also be reported by employees and investigated by supervisors.
- 9.2.4 The Supervisor's Incident Investigation Report should clearly indicate the nature of the injury or illness, the contributing causes, and the corrective actions recommended and taken.

10. Training (IIPP - 8 CCR 3203 (a)(7))

10.1. Training

- 10.1.1. Employee safety training shall be provided at no cost to the employee. Safety training shall be performed by a qualified instructor or training program. A qualified instructor may be an employee or supervisor with extensive experience in the topic. In some cases, a topic may require that training be performed by a certified trainer. All safety training should be documented using the "Safety Training Attendance Sheet" form or on documentation that includes the names of all attendees and instructors, the training date, time, duration, location, and material covered.
- 10.1.2. The need to provide specific training to *temporary, seasonal, or recurrent* employees must be evaluated on a case-by-case basis. Specific training is dependent on the hazards the employee will be exposed to, and must be equal to the level of training that would be provided to full time City employees.

10.2 New Employee Training

Before beginning their job assignment, all new employees shall complete the following instruction:

- 10.2.1 Citywide and Departmental safety policies and procedures.
- 10.2.2 Safety rules, both general and specific to the job assignment.
- 10.2.3 Safety rule enforcement policy.
- 10.2.4 Where, when, and how to report injuries.
- 10.2.5 Where, when, and how to report unsafe conditions.
- 10.2.6 Review emergency action plan.
- 10.2.7 Requirements for personal protective equipment.
- 10.2.8 Importance of housekeeping.
- 10.2.9 Proper body mechanics.

This training may be performed by the employee's supervisor and should be documented.

10.3 Comprehensive Subject Training

- 10.3.1 The Safety and Loss Prevention Analyst may assist Departments in the development of a Safety Training Schedule. Supervisory staff should be trained on the hazards to which employees under their immediate control are likely to be exposed. This training is intended to aid the supervisor in understanding and enforcing proper safety measures.
- 10.3.2 Supervisory staff shall ensure that each employee they supervise receives appropriate training based on the anticipated hazards associated with their job duties or other duties as assigned and the proper precautions needed for those hazards. Training is particularly important for all new hires and whenever a new hazard is introduced into the workplace. Such hazards include, but are not limited to, new equipment, hazardous materials, and work processes/procedures.
- 10.3.3 Departments shall ensure that employees receive ongoing and updated skills and knowledge training in order to allow employees to achieve and maintain the competency and proficiency necessary to perform their work properly to the standards of production quality and safety.
- 10.3.4 Supervisory staff shall ensure that the training needs for each occupation and employee are identified, that the training addresses the knowledge and skill required and that quality training is conducted in a timely manner. Supervisors may seek the assistance of the City's Safety and Loss Prevention Analyst when performing these assessments.

- 10.3.5 Safety training is also required when employees are given new job assignments which include hazards that employees have not previously been trained on, and whenever a supervisor is made aware of a new or previously unrecognized hazard.

10.4 Safety Meetings

Divisions that have construction employees (maintenance, repair, painting, welding, pipe-fitting, electrical, etc.) are required to have a safety meeting at least every ten days. The safety meetings will be used to discuss safety concerns, common hazards, critical task analysis, or new hazards associated with upcoming projects. Supervisory staff will use the meetings to educate their employees about basic safety hazards inherent to their job. Departments that primarily have an office workforce may hold quarterly safety meetings. The quarterly safety meetings may be incorporated into regular departmental staff meetings.

- 10.4.1 Departments may determine the need for meetings based on frequency and severity of potential exposures to occupational hazards, but no less than quarterly.

11. Record Keeping (IIPP - 8 CCR 3203 (b)(1) & (2))

11.1. Training Records

- 11.1.1. Each Department is responsible for maintaining employees' safety training records.
- 11.1.2. Unless otherwise specified, hard or accessible electronic copies of safety and health training records are to be maintained for at least five (5) years. Some safety programs require recordkeeping for various periods. Departments shall confirm recordkeeping requirements with the corresponding standard from the Division of Occupational Safety and Health.

11.2. Inspection Reports

- 11.2.1. Individual departments shall maintain Safety Inspection Checklists
- 11.2.2. The City's Safety and Loss Prevention Analyst will be responsible for maintaining all other inspection reports.
- 11.2.3. Inspection reports are to be maintained for at least one (1) year.

11.3. Injury and Illness Reports

- 11.3.1. Copies of the "Report of Personal Injury" and "Incident Investigation Report" shall be forwarded to the City's Third Party Administrator. A copy of the report should also be maintained at the site where the injured/ill employee works for at least one (1) year.

11.4. Medical Examinations and Records

- 11.4.1. All pre-employment medical examination records and reports are maintained in Human Resources or licensed medical care facility.
- 11.4.2. All medical examination records and reports obtained during the course of employment and relevant to Safety and/or Cal/OSHA standards (Respiratory fit testing, audiograms, vaccinations, etc.), shall be maintained by the Department, Risk Management, or licensed medical care facility.
- 11.4.3. Employee medical information must be maintained for the duration of employment plus 30 years

11.5. Group Safety Meetings Agenda

- 11.5.1. Group Safety Meeting Agendas are to be maintained in the department files.
- 11.5.2. Safety Meeting Minutes shall be maintained for 3 years.

12. Safety Committees (IIPP - 8 CCR 3203 (c))

12.1. Department Safety Committee

- 12.1.1. Safety Committees are generally implemented in departments where potentially serious occupational exposures exist on a regular basis. These exposures may result from construction, maintenance, repair, or support activities. As directed by the Department Head, each Department and/or location may establish a safety committee that meets no less than quarterly. Alternately, departments comprised predominantly of office staff, as long as the pertinent elements of this section are followed, may incorporate the items listed in section 7.4 into staff meetings that are held no less than quarterly.

12.1.2. Department Safety Committees address the prevention of occupational injuries and illnesses by proactively addressing hazards unique to their work activities and facilities.

12.2. Department Safety Committee Membership

12.2.1. It is the responsibility of the Department Head to ensure that their committees are functioning as outlined in this document.

12.2.2. When appropriate, members of management may participate in the Safety Committee Meetings

12.2.3. The committee chair is responsible for directly reporting and discussing committee issues with management following any meetings held.

12.2.4. Safety Committees shall consist of at least:

12.2.4.1. Chair

12.2.4.2. At least one employee representing each trade or other professional group

12.2.4.3. Designated Safety Coordinators

12.3. Procedures for Conducting the Meeting

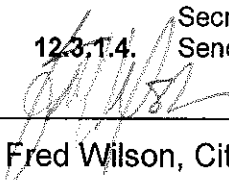
12.3.1. The chair of each Safety Committee:

12.3.1.1. Ensures that the Committee is meeting no less than quarterly.

12.3.1.2. Prepares the agenda, gathers inspection reports, accident reports, and employee suggestions for corrective action, prior to the meeting.

12.3.1.3. Ensure minutes are recorded for each meeting (may be delegated to committee Secretary), make available to employees, and retained for at least three years

12.3.1.4. Send copies of the meeting summaries to the Safety and Loss Prevention Analyst.


Fred Wilson, City Manager

I certify that I have read and understand the City's Injury and Illness Prevention Program.

Employee Signature

Employee Name (Print) / Department

Date