

Safety First • Safety First • Safety First • Safety First • Safety First



Injury & Illness Prevention Program

Safety First • Safety First • Safety First • Safety First • Safety First

TABLE OF CONTENTS

INJURY & ILLNESS PREVENTION PROGRAM – POLICIES AND PROCESSES

TOWN MANAGER'S STATEMENT	P-1
SAFETY POLICY STATEMENT	P-2
RESPONSIBILITIES	P-3
ENSURING COMPLIANCE	P-5
EMPLOYEE HEALTH AND SAFETY TRAINING.....	P-6
IDENTIFYING UNSAFE CONDITIONS	P-7
CORRECTING HAZARDS	P-10
INVESTIGATING INJURIES & ILLNESSES	P-11
COMMUNICATING WITH EMPLOYEES.....	P-13
RECORD KEEPING	P-14
MISCELLANEOUS	P-15

FORMS

IIPP FORM 1 EMPLOYEE SAFETY ORIENTATION	F-1
IIPP FORM 2 JOB SAFE PRACTICE ORIENTATION	F-2
IIPP FORM 3 SAFETY TRAINING RECORD	F-3
IIPP FORM 4 SAFETY MEETING REPORT	F-4
IIPP FORM 5 JOB SAFETY ANALYSIS (JSA)	F-5
IIPP FORM 6 SAFETY INSPECTION CHECKLIST	F-6
IIPP FORM 7A EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD	F-7
IIPP FORM 7B MANAGEMENT/WORKPLACE SAFETY COMMITTEE INVESTIGATION OF EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD	F-8
IIPP FORM 8A EMPLOYEE'S REPORT OF INJURY/ILLNESS	F-9
IIPP FORM 8B IMMEDIATE SUPERVISOR'S REPORT OF EMPLOYEE INJURY.....	F-10
IIPP FORM 9A EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	F-11
IIPP FORM 9B EMPLOYEE'S CLAIM FOR WORKER'S COMPENSATION BENEFITS.....	F-12

TOWN MANAGER'S STATEMENT

NOTICE TO ALL EMPLOYEES

It is my desire that the Town of Windsor provide a place of employment, free from recognized hazards, with the safest possible working conditions. Accidents cause untold suffering and financial losses to our employees, their families and Windsor residents. Accidents can cause an unnecessary drain of tax dollars that are used to pay medical expenses as well as in lost time from the job.

In fulfilling this goal, the Town established a Safety Program through the Safety Officer, whose responsibility it is to implement a comprehensive safety and loss prevention program for all employees in our organization. The Town recommends, formulates and manages those programs and activities that will minimize or eliminate unsafe conditions in the workplace. The Town also provides training in all aspects of the work environment, which enhances safety awareness and increased productivity.

It is the desire and intent of Town management that the Safety Program be an integral part of our operational procedures, and the emphasis it places upon controlling losses is nothing more than an emphasis on good management practices. We want all employees to know that every reasonable step has been taken to reduce the potential of accident or injury related to their employment. We encourage the support of every employee to that end.

Sincerely,

Paul V. Berlant
Town Manager

SAFETY POLICY STATEMENT

At the Town of Windsor, we are serious when it comes to health and safety. We want to provide a safe and healthful workplace for our employees and citizens, and avoid the needless pain and suffering associated with accidents. We are committed to a successful accident prevention program that includes the identification and correction of hazards and training of employees in safe work practices. We strive to comply with all safety and health standards and we expect the full cooperation of our employees so that we can be proud of our safety record.

The Town of Windsor has developed a comprehensive Injury and Illness Prevention Program. The goal of this program is to minimize the frequency and severity of employee accidents and to comply with the laws and regulations that pertain to our operations. This program has been designed to reduce or eliminate physical hazards from the work environment, improve communication about safety, and to train employees in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost work time. Effective accident prevention can be directly related to better utilization of taxpayers' money.

Although the ultimate responsibility for the safety program lies with the Town's managers and supervisors, the program cannot succeed without the cooperation of all our employees. Everyone must be fully safety conscious in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

Code of Safe Work Practices

The Town shall maintain an updated Code of Safe Work Practices for the purpose of ensuring that employees have the appropriate health and safety training and to ensure that unsafe conditions and hazards are identified and corrected.

RESPONSIBILITIES

DESIGNATION OF RESPONSIBILITY

The Safety Officer and/or his/her designee have been assigned the responsibility and authority to manage the Injury and Illness Prevention Program (IIPP) for the Town of Windsor. We realize that the ultimate responsibility for safety and health in the workplace still rests with:

ALL EMPLOYEES ... must be familiar with the provisions of the IIPP and are responsible for the timely reporting of safety hazards in the workplace. Employees are also responsible for following general safe work practices, as well as the safe work practices specific to their jobs.

Employees shall bring safety concerns to the attention of their Supervisors, Managers and Department Heads so that efforts can be made to address issues in a timely manner within the departments. The Safety Officer and Workplace Safety Committee are resources that are subsequently available, if needed.

SUPERVISORS/MANAGERS ... are responsible for implementing and maintaining the IIPP in their work areas and for answering workers' questions about the IIPP.

DEPARTMENT HEADS ... have the ongoing responsibility to ensure departmental implementation of the IIPP and to insure the health and safety of our workers. This is accomplished by communicating the Town's emphasis on health and safety, correcting work procedures that have been identified as hazards, ensuring regular workplace safety inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

WORKPLACE SAFETY COMMITTEE ... shall track timely correction of workplace hazards that have not been resolved by the employees, Supervisors/Managers and/or Department Heads, and receive and review reports of unsafe conditions, workplace inspection reports, safety training plans, and accident and injury illness reports.

Specifically, *THE WORKPLACE SAFETY COMMITTEE* shall:

- Meet on a regular basis, but no less often than quarterly.
- Prepare a written record of issues discussed at its meetings and maintain the record for review.

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected.
- Where appropriate, submit suggestions to department management for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and review those actions with responsible parties to ensure corrections are made within appropriate deadlines.
- When determined to be necessary by the Safety Officer, in areas where the Committee has been trained and/or has the appropriate experience, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- Implement the Workplace Safety Suggestion Process to encourage employees to submit safety-related suggestions and/or call to the Committee's attention to safety issues.

The Town's Workplace Safety Committee has the ongoing responsibility to provide recommendations in order to maintain and update the IIPP, to assist in the assessment of departmental compliance with applicable regulations and Town policies, to evaluate reports of unsafe conditions, and to assist in the coordination of any necessary corrective actions. This Committee may use sub-committees to assist in these responsibilities.

Appointment of Workplace Safety Committee Members

To carry out the safety program, a Workplace Safety Committee has been established. The Committee is composed of:

- The Town's Safety Officer or designee. (The Town's safety officer is the Administrative Services Director.)
- At least one employee from each Town Department shall serve at the appointment of his/her Department Head for a one-year term. A Committee member may be reappointed at the discretion of the Department Head. Appointments shall be staggered so as to retain continuity on the Committee.

ENSURING COMPLIANCE

The Town will provide employees with a safe and healthy place to work. Employees are expected to comply with and follow the Town's rules and regulations and adopted policies.

The Town will ensure compliance with Section 3203 of the California Code of Regulations (CCR) by implementing effective training programs, establishing safe and healthful work practices, following policies on discipline as outlined in the Town's Personnel Policies and Procedures Manual and through recognizing employees who follow safe work practices.

The Town's implementation of the IIPP is supported by Section 3203(2) of California Code of Regulations, Title 8, Cal/OSHA Standards which states: "...compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices."

EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training essential to an employee's job is provided at no cost to the employee. Safety training shall be presented by a knowledgeable Supervisor/Manager, qualified outside consultant, other department personnel, or by representatives from other relevant Town departments. Regardless of the instructor, all safety training shall be documented using the **"Safety Training Record" [IIPP Form 3]** or an equivalent record that includes all the information required on **IIPP Form 3**. The Administrative Services Department shall maintain this document for a period of at least five (5) years.

Initial IIPP Training

When the IIPP is first implemented, all department personnel shall be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training shall also be provided on how to report unsafe conditions, how to access the Workplace Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session shall be oriented on this material as soon as possible by the Administrative Services staff or the appropriate Supervisor/Manager. These individual-training sessions shall be documented using **"Employee Safety Orientation" [IIPP Form 1]**, or the equivalent. This document shall be maintained in the employee's personnel file.

Training on Specific Hazards

Supervisors/Managers are required to be trained on the hazards to which the employees under their immediate supervision may be exposed. This training aids a manager/supervisor in understanding and enforcing proper protective measures.

All Supervisors/Managers must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and on the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, new hazardous materials, or new procedures. Health and safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a Supervisor/Manager is made aware of a new or previously unrecognized hazard. This training can be documented, and facilitated using **"Job Safe Practice Orientation" [IIPP Form 2]**.

IDENTIFYING UNSAFE CONDITIONS

SYSTEM FOR IDENTIFYING UNSAFE CONDITIONS AND PRACTICES

Identification of unsafe conditions and practices may include, but not be limited to a review of pertinent safety policies and procedures, safety inspections/audits, review of accident statistics, and information obtained from qualified outside sources. Written documentation from these sources shall be used to document compliance with CCR Standard 3203 requirements.

CONDUCTING A JOB SAFETY ANALYSIS (JSA)

*The following guidelines shall be used by Supervisors/Managers to conduct a Job Safety Analysis and the finished product may be used as a training tool. See the **Job Safety Analysis form [IIPP Form 5]**.*

Select the Tasks

Initially select those tasks with the worst safety records. Review workers' compensation statistics and OSHA Form 300 (Log of Work-Related Injuries and Illnesses) to determine which tasks have the highest incident rates. Examples could include:

- Handling of chemicals.
- Servicing of lawnmower.
- Stacking boxes.
- Lifting heavy objects.
- Shoveling.
- Working in traffic.

Define the Scope

Carefully determine the scope of the task. The task should be a specific job, not necessarily all the elements of an employee's job description.

Identify Steps

Organize the task into a sequence of logical steps.

Select and Brief the Employee

Select an employee to perform the task. The employee should be experienced in the job and willing to share his or her ideas. Tell the employee that he or she was selected on the basis of experience and capability. Explain to the employee that the task is being evaluated, not the employee, and that the goal of the analysis is to make the job safer.

Identify Hazards

Observe the employee performing the task. Identify all real and potential environmental and physical hazards. These may include:

- Being struck by an object.
- Getting caught on, in, or between objects.
- Slipping or falling from one level to another.
- Causing a strain due to pushing, pulling, or lifting.
- Being exposed to environmental hazards, e.g., gases, vapors, mists, fumes, dust, heat, cold or radiation.

Repeat the job observation until all hazards and potential accidents have been identified. Check with the observed employee to see if anything has been missed or overlooked.

Develop Solutions

After determining the environmental and physical hazards of a job, develop solutions to minimize or eliminate the hazards. The priority for correcting hazards should be engineering controls, administrative controls and lastly PPE (Personal Protective Equipment). The principle means of eliminating hazards include:

- Finding a new way to do the job.
- Changing the physical conditions that create the hazards.
- Changing the job procedure to eliminate hazards.
- Questioning the necessity for, or frequency of, doing a hazardous task.

Prepare Procedures

When writing procedures, be specific and concrete. Do not say, "be careful" or "use caution." State exactly what needs to be done to eliminate accident potential. State specifically what to do and how to perform the procedure, e.g.:

"Place socket over spark plug. Exert slight pressure to ensure grip. Brace yourself against the body of the engine or take a stable stance with your feet to prevent loss of balance if the socket slips."

Review Procedures

Review the new procedures with workers. This review helps ensure that the proposed procedures are practical and usable.

Update Job Safety Analysis

Redo the job safety analysis when work procedures change, when "close calls" are reported or when injury rates increase.

PERIODIC SAFETY INSPECTIONS

Inspection frequency (i.e., daily, weekly, monthly or annually) will depend on the type of inspection to be completed. The following shall be used as a guideline:

Daily/Prior to Use

High hazard or frequently changing operations or equipment (forklifts, confined space equipment, trenching equipment)

Weekly

High hazard areas (flammable storage areas and construction sites)

Monthly

Workshops, maintenance buildings, fleet services offices, grounds, parking lots

Annually

Comprehensive, inclusive inspections (refer to "**Safety Inspection Checklist**" [IIPP Form 6]), including:

- ✓ Buildings and structures.
- ✓ Physical layout.
- ✓ Employee health.
- ✓ Storage facilities.
- ✓ Working surfaces.
- ✓ Housekeeping.
- ✓ Walkways and roadways.
- ✓ Equipment.

Annual checklists shall be sent to Administrative Services for review, monitoring and filing.

CORRECTING HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the Supervisor/Manager in control of the work area, or by cooperation between the department in control of the work area and the manager/supervisor of the employees working in that area. Supervisors/Managers of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard.

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

- Locking out and tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining and documentation on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and making arrangements to have the chemical spill or other hazard mitigated.

If necessary, Supervisors/Managers/ and employees can seek assistance in developing appropriate corrective actions by submitting a "**Report of Unsafe Condition**" [IIPP Form 7A] to the Safety Officer and Workplace Safety Committee.

Supervisors/Managers should use the "**Management/Workplace Safety Committee Investigation of Employee Report of Unsafe Condition or Hazard**" [IIPP Form 7B] to document corrective actions, including projected and actual completion dates.

IMMINENT HAZARDS

If a problem that poses an immediate danger of serious harm or bodily injury cannot be corrected immediately, the operation shall be stopped until the necessary repairs can be made. Equipment may be physically locked or tagged out in an obvious way and affected employees and Supervisors/Managers should be notified of the situation.

If an imminent hazard exists, work in the area should cease, and the appropriate Supervisor/Manager must be contacted immediately. Any employee has the authority to stop work when an imminent hazard exists. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals shall be equipped with necessary safeguards before addressing the situation.

INVESTIGATING INJURIES & ILLNESSES

INJURY REPORTING

Employees who are injured at work should report the injury immediately, but no later than the end of their shifts to their Supervisors/Managers. If immediate medical treatment beyond first aid is needed, such as for loss of consciousness, serious bleeding, broken bones or suspected spinal or head injuries, call **911**. The injured party shall be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, the employee will have the option of calling Kaiser Occupational Health Center at 1-888-565-9675 or the employee's designated physician.

The manager/supervisor of the injured employee shall work with Administrative Services to ensure that the **"Employer's Report of Occupational Injury or Illness"** form [IIPP Form 9A], an **"Employee's Claim for Workers' Compensation Benefits"** form [IIPP Form 9B], and an **"Employee's Report of Injury/Illness"** form [IIPP Form 8A] are completed promptly and properly and submitted to Administrative Services.

CalOSHA requires employers to immediately report any serious injury, illness or death of an employee by telephone or facsimile to the nearest District Office. The telephone number of the Santa Rosa CalOSHA District Office is (707) 576-2388. The fax number is (707) 576-2598.

If the injured employee sees a physician, the Supervisor/Manager shall obtain a physician's medical release form from the employee before allowing the employee to return to work. The form will then be submitted to Administrative Services by the Supervisor/Manager for the employee's personnel file. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

INJURY INVESTIGATION

The employee's Supervisor/Manager is responsible for performing an investigation to determine and correct the cause(s) of the injury or illness. The investigation shall be completed within 24 hours of the occurrence or the next business day if the injury occurs during a weekend or holiday. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel using the **Employee's Report of Injury/Illness form [IIPP Form 8A]**
- Interviewing all witnesses.
- Examining the injured employee's work location for causative factors
- Reviewing established procedures to ensure they are adequate and were followed
- Reviewing training records of affected employee(s)
- Determining all contributing causes to the accident [equipment, material, people]
- Taking corrective actions to prevent the accident/exposure from recurring
- Recording all findings and actions taken

The Supervisor's/Manager's findings and corrective actions should be documented and presented to the Safety Officer and Workplace Safety Committee using the **"Immediate Supervisor's Report of Employee Injury" [IIPP Form 8B]**. If the Supervisor/Manager is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Workplace Safety Committee and Administrative Services

Using the **"Immediate Supervisor's Report of Employee Injury" [IIPP Form 8B]**, the Workplace Safety Committee will review accident or injury reports referred to it by the Safety Officer to ensure that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete shall be routed back to the manager/supervisor for further follow-up, with specific recommendations noted by the Workplace Safety Committee. Corrective actions that are not implemented in a reasonable period of time shall be brought to the attention first of the Department Head and, if not resolved, then to the Safety Officer and the Town Manager, by the Workplace Safety Committee.

COMMUNICATING WITH EMPLOYEES

Supervisors/Managers are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All department personnel are encouraged to communicate safety concerns to their Supervisors/Managers without fear of reprisal. Supervisors/Managers may use the **Safety Meeting Report [IIPP Form 4]**.

The Workplace Safety Committee is another resource for communication regarding health and safety issues for employees. All employees are represented on the Workplace Safety Committee and will be informed of hazardous corrections and committee activities.

Workplace Safety Committee minutes and other safety-related items are e-mailed and posted on department bulletin boards. Employees will also be informed about safety matters by e-mail, voice mail, or by distribution of written memoranda. Occasionally, the Workplace Safety Committee will also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors/Managers are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDS), equipment operating manuals, Administrative Services, container labels and work area postings. For additional information on these sources, contact your Supervisor/Manager.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) provide information on the potential hazards of products or chemicals. Hard copies of MSDS for the chemicals used in the department are available in that department in a designated place. If an MSDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives. It is the responsibility of all Town employees to request and obtain MSDSs when purchasing chemical products.

For further information, contact your Supervisor/Manager for a fact sheet explaining how to use MSDS. Videos and training on how to read and understand the information presented on an MSDS are also available from Administrative Services.

RECORD KEEPING

Documents related to the IIPP shall be maintained by the Safety Officer or his/her designee. These records include, but may not be limited to:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions [IIPP Forms 6, 7A, 7B].
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered [IIPP Forms 3, 4].
- Reports of Unsafe Conditions or Hazards [IIPP Form 7A].
- Safety Meeting Documentation [IIPP Form 4].
- Hazard Correction Reports [IIPP Form 7B].
- Accident, Injury or Illness Investigation Reports [IIPP Forms 8A, 8B].

MISCELLANEOUS

THE FOLLOWING SPECIFIC PROGRAMS ARE PART OF THE OVERALL INJURY AND ILLNESS PREVENTION EFFORT. EACH HAS ITS OWN WRITTEN PROGRAM OR POLICY AND FALLS UNDER THIS INJURY AND ILLNESS PREVENTION PROGRAM:

- BLOODBORN PATHOGENS & EXPOSURE CONTROL PLAN
- CONFINED SPACE ENTRY
- CONFINED SPACE RESCUE
- CONTROLLED SUBSTANCE AND ALCOHOL MISUSE FOR CLASS A/B DRIVERS
- EMERGENCY ACTION PLANS, INCLUDING BUILDING EVACUATION PLANS
- ERGONOMIC EVALUATION PROGRAM
- FALL PROTECTION
- FIRST AID / CPR
- FORKLIFT OPERATIONS
- HAZARD COMMUNICATION
- HAZARDOUS MATERIALS BUSINESS PLANS
- HEARING CONSERVATION
- HEAVY EQUIPMENT OPERATOR
- LOCKOUT/TAGOUT
- RESPIRATORY PROTECTION
- TRAFFIC CONTROL AND FLAGGER SAFETY
- TRENCHING AND EXCAVATION SAFETY
- TRENCH RESCUE
- PERSONNEL POLICIES AND PROCEDURES

THIS IIPP PROGRAM IS HEREBY APPROVED AND MADE EFFECTIVE ON THE
_____ DAY OF _____, 2004, BY:

TOWN MANAGER

TOWN ATTORNEY

ADMINISTRATIVE SERVICES DIRECTOR/SAFETY OFFICER

PRESIDENT, TOWN OF WINDOSR EMPLOYEES ASSOCIATION/AFCSME

MANAGEMENT EMPLOYEES GROUP (MEG)