

REPORT TO CITY COUNCIL

Approved by:

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Council Meeting of: November 3, 2021

Agenda Number: B-3

SUBJECT:

Amendments to Injury and Illness Prevention Program (IIPP)

RECOMMENDATION:

Adopt a Minute Order Amending Administrative Policy 45: Injury and Illness Prevention Program to add language in Section 8-1, Communication Resources

SUMMARY:

From time to time, the City's IIPP must be updated to comply with current California Occupational Safety and Health (Cal/OSHA) regulations. The City was recently informed that a change to Title 8 of the California Code of Regulations, Section 3203 (8 CCR 3203) Injury and Illness Prevention Program, now requires California employers to provide access to their IIPP upon request by an employee or their designated representative within five (5) business days. Staff has drafted an amended IIPP for consideration of adoption by Council that incorporates this new language.

DISCUSSION:

The City was recently informed of a change to Title 8 of the California Code of Regulations Section 3203 (8 CCR 3203) Injury and Illness Prevention Program that requires California employers to provide access to their IIPP upon request by an employee or their designated representative within five (5) business days. In order to comply with this new requirement, Staff proposes that the following language be added to the City's IIPP in Section 8-1, Communication Resources:

This IIPP is written and applies to all City employees in all departments and provides the overall policy for a safe and healthy work environment. In addition to the City's IIPP, departmental IIPP supplements provide department-specific information and additional direction on safety measures applicable to each department. A copy of this IIPP is available from each manager, supervisor, and Human Resources. Employees, or a designated representative, will be provided

access to the IIPP in a reasonable time, place and manner, but no later than five (5) business days of a request to their manager, supervisor, or Human Resources. Access will include a printed copy of this IIPP as well as the IIPP supplement for their department, or if the employee agrees, unobstructed access to the document in a digital format. This IIPP can be found in the City Share folder > Administrative Policies > AP-45 Injury and Illness Prevention Program.

The City keeps all adopted Administrative Policies, including the IIPP, posted in the City's shared-access drive for employees to review as desired. Additionally, all employees are provided a written copy of the IIPP at hire. The proposed update to the language in the policy is to ensure the written policy meets Cal/OSHA requirements.

FINANCIAL IMPACT:

The only new expenditure as a result of this policy revision could be to increased printing costs should employees request printed copies. However, the IIPP is already posted digitally which does not require any additional expense and most staff have access to a computer to view the document. If desired, the City will make paper copies available to those employees who would like one. Sufficient funds exist within departmental budgets for any printer and copier charges that may result from the request to provide paper copies of the IIPP.

CONSISTENCY WITH THE VISION MADERA 2025 PLAN:

The information contained herein is not addressed in the vision or action plan; the requested action is also not in conflict with any of the actions or goals contained in that plan.

ALTERNATIVES:

Council could direct staff to further revise the IIPP. Any revisions not required by law would potentially be subject to meet and confer with represented bargaining units.

ATTACHMENTS:

1. Amended Administrative Policy 45: Injury and Illness Prevention Program

CITY OF MADERA Administrative Policy	Policy No. 45
	Date Adopted: 12/20/2000
	Date(s) Revised: 4/6/2011, 8/5/2020, 2/17/2021, 11/3/2021
Subject: Injury and Illness Prevention Program	

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SECTION 1

Management Statement

1-1 Management Statement

The City of Madera is firmly committed to providing a safe and healthful working environment. To achieve this goal the City of Madera has developed a comprehensive Injury and Illness Prevention Program (IIPP). The goal of this program is to eliminate the frequency and severity of employee accidents and comply with the laws and regulations that are set forth in Title 8, California Code of Regulations General Industry Safety Orders section 3203. The program has been designed to help eliminate physical hazards from the work environment and 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 production. Providing hazard free work environments while ensuring the health and safety of our City employees is the primary purpose of this program. Efficient accident prevention can be directly related to decreased costs for the City.

The City's policy is aimed at minimizing the exposure of our employees, customers and other visitors to our facilities to health or safety risks. In order to accomplish this goal all City employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the City in this regard include:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries
- Immediate reporting to supervisors for all injuries regardless of severity
- Immediate reporting of unsafe conditions, equipment, or practices to supervisors and observing conscientiously all safety rules and regulations at all times

Although the ultimate responsibility for the safety program lies with the Department Heads and Supervisors, the program cannot succeed without the cooperation of all City employees. Everyone must be one hundred percent 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.

SECTION 2

Designation of Responsibility

2-1 Designation of Responsibility

Madera City Council will provide support and resources necessary to accomplish the goals and objectives of the Program.

Director of Human Resources has been assigned the responsibility and authority to manage the Injury and Illness Prevention Program (IIPP) for the City. We realize the ultimate responsibility for safety and health in the workplace still rests with the following:

Department Heads have the ongoing responsibility to ensure departmental implementation of the IIPP and to ensure the health and safety of all employees. This is accomplished by effectively communicating with employees regarding the City's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Supervisors and Lead Workers have the most direct and influential control over an employee's behavior and observation of safety rules. Therefore, supervisors and lead workers are responsible for implementing and maintaining the IIPP Program in their divisions and for answering employee questions concerning the Program.

All City Employees are responsible for the timely reporting of safety hazards in the workplace. Employees are also responsible for following safe work practices as well as the safe work practices specific to their jobs.

2-2 Safety Committee

To ensure a safe and healthful working environment, the City has established a Safety Committee comprised of staff employees who serve on a voluntary basis. The Committee is responsible for fulfilling a variety of tasks such as reviewing workplace accidents and incidents and making recommendations to eliminate their recurrence and reviewing safety suggestions made by employees. The Committee shall work with Management to ensure that personnel privacy is maintained.

Specifically, **the Safety Committee** will:

- 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 management for the prevention of future incidents
- Review alleged hazardous conditions brought to the attention of any committee member, request management to address the alleged conditions, and recommend necessary corrective actions and correction deadlines
- When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions
- Submit recommendations to assist management in the evaluation of employee safety suggestions

The City's Safety Committee has the ongoing responsibility to maintain and recommend changes to the IIPP, to assess departmental compliance with applicable regulations and City policies, to evaluate reports of unsafe conditions and to recommend any necessary corrective actions. The Safety Committee meets on a monthly basis, documents meeting discussions using IIPP Form 8 (*Safety Committee Meeting Minutes*), and includes representatives from:

- Human Resources
- IT
- Fleet
- Public Works
- Finance
- Grants
- City Clerk
- Administration
- Police Department
- Parks & Community Services
- Engineering
- Planning
- Building

The Safety Committee members are assigned by their respective department head.

SECTION 3

Statement of Compliance

3-1 Statement on Compliance

The City is committed to providing employees with a safe and healthful place to work. A Code of Safe Practices (Section 3-2) has been developed for the purpose of expressly outlining those practices which will help prevent workplace accidents. Each rule set forth in the Code of Safe Practices is applicable to each employee of the City without exception. All employees of the City are responsible for performing their duties in a manner consistent with these practices. Employees who violate these rules or knowingly permit violations may be subject to corrective action appropriate to the circumstances up to and including termination.

3-2 Code of Safe Work Practices

These basic safety rules apply to all employees. In addition to department or work site specific safety rules and regulations, each employee is responsible for following these safe practice rules and reporting all unsafe conditions or practices.

- a. All work related injuries or illnesses are to be immediately reported to the supervisor regardless of the need for medical attention.
- b. Read and follow all warning signs, tags and instructions. Check labels and follow instructions carefully. When appropriate refer to the material safety data sheet. Do not deface or destroy labels and/or instructions on signs, equipment, or containers.
- c. Maintain a safe and hazard free work environment which will ensure the safety of all employees and the general public. Lead workers, supervisors and management staff shall require all employees to observe and obey safety rules, regulations and take such action as necessary to ensure compliance.
- d. Tools, equipment, and machinery are to be operated only if appropriate guards are in place and functioning. All movement must cease before guards are removed for maintenance or repair. When not in use tools and equipment are to be properly stored.
- e. Exits, aisles, stairways and emergency equipment must be kept clear of obstructions.
- f. Horseplay, scuffling and other similar acts that tend to have an adverse influence on the safety and well being of employees and the public are prohibited.
- g. Work assignments and tasks are to be planned, arranged and conducted in a manner to minimize and prevent possible injuries, especially when handling materials or working with equipment.
- h. No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- i. When lifting heavy objects, the large muscles of the legs are to be used, as bending at the waist and using the smaller muscles of the back can lead to injury. Employees are to seek and obtain assistance when the object is too heavy or of unusual shape or size for any one person to lift safely.
- j. Appropriate attire and personal protective equipment is to be worn and maintained in good condition at all times so as to help prevent and minimize harm or injury.
- k. Observe the rules of the road when driving. Remember to drive courteously and defensively.
- l. No use of wireless telephone devices while driving unless the device is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving, unless operated due to a public safety emergency consistent with the California Vehicle Code.

- m. Materials, tools and other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
- n. Entry into a confined space will only be made when it has been determined that it is safe to enter and the employee(s) has received training on Confined Space. All Confined Space entry must comply with the applicable department's Confined Space Policy.
- o. The City's system for ensuring that all employees comply with the Code of Safe Work Practices includes one or more of the following:
 - 1. Informing City employees of the provisions of our IIPP
 - 2. Providing training to employees on safe work practices
 - 3. Disciplining employees who fail to comply with safe and healthful work practices
- p. Any employee who has caused an accident because of gross negligence, carelessness or horseplay will be subject to corrective action, up to and including termination.
- q. Any employee who is discovered to be in possession of or under the influence of alcohol or illegal narcotics (drugs) will be immediately dealt with in accordance with applicable City policies.
- r. Any unauthorized violation of or deviation from the City's safety rules and regulations may result in corrective action appropriate to the circumstances up to and including termination.

SECTION 4

Statement on Safety Training

4-1 Statement on Safety Training

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours. Safety training will be presented by a knowledgeable supervisor, a representative of the Safety Committee or an outside consultant. Regardless of the instructor, all safety training will be documented using the "Safety Training Attendance Sheet" (*IIPP Form 3*) or an equivalent record that includes all the information required on *IIPP Form 3*.

Each department will maintain and adhere to a safety training calendar/program applicable to their department's risk exposure.

4-2 Initial Safety & Health Training

All department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program and the availability of the written program. All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee and where to obtain information on workplace safety and health issues.

Training and instructions are to be provided as follows:

- When the IIPP is first established
- To all new employees, including temporary employees
- To all employees who are given new job assignments or transfer to another department for which training has not previously been provided
- Whenever new processes, procedures, substances or equipment are introduced to the workplace
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors on how to thoroughly investigate and complete an employee accident report
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees with respect to hazards specific to each employee's job assignment
- When necessity dictates the reinforcement of material or training introduced/conducted previously and when there are changes in the law that affect the IIPP or require the City to implement new safety rules or procedures.

Individual training sessions will be documented using *IIPP Form 1, "Employee Safety Orientation"*, or the equivalent.

4-3 Workplace Safety and Health Practices

General workplace safety and health practices that are to be included in training include but are not limited to the following:

- Implementation and maintenance of the IIPP
- Emergency Evacuation Plan
- Provisions for medical services and first aid, including emergency procedures
- Prevention of musculoskeletal disorders, including proper lifting techniques and proper workstation set-up
- Proper housekeeping such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage to prevent stacking of material in an unstable manner as well as to prevent storage of material against doors, exits, fire extinguishing equipment and electrical panels
- Proper reporting of hazards and accidents to supervisors
- Hazard communication, including employee awareness of potential chemical hazards such as those found in solvents, cleaning aids, toner cartridges and liquid paper

4-4 Training on Specific Hazards

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

All supervisors are responsible for ensuring that the personnel they supervise receive appropriate training on the specific hazards of work they perform and 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, hazardous materials, or procedures. Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard. This training will be documented and facilitated using *IIPP Form 2, "Job Safe Practice Orientation"*.

Specific topics to be reviewed between supervisors and department employees include but are not limited to the following:

- Fire prevention and fire extinguisher use
- Obtaining emergency medical assistance and first aid
- Disaster preparedness and response, including building evacuation procedures
- Health and safety measures for computer users
- Back care, body mechanics, proper lifting techniques and proper housekeeping

4-5 Safety Videos

Videos are available on a wide range of topics, including hazard communication, ergonomic issues and various physical hazards. If videos are used as a way of providing safety related training they may only be used to **supplement**, not replace, face-to-face safety instructions, so that trainees have an opportunity to ask questions of a knowledgeable instructor.

SECTION 5 System for Identifying Unsafe Conditions and Practices

5-1 System for Identifying Unsafe Conditions and Practices

The methods used to identify unsafe conditions and practices will include several different techniques including at least one of the following: self-inspection checklists, review of accident statistics and information developed by outside consultants.

The City uses the following method for identifying hazards:

Periodic Safety Inspections (*IIPP Form 6*)

Regular periodic workplace safety inspections shall be conducted throughout the City to identify and evaluate hazards. These inspections shall be performed by a member of the Safety Committee or by a knowledgeable manager, supervisor or lead worker. The condition of the equipment, facilities and records will be documented and corrective action shall be taken to eliminate any unsafe condition.

Periodic inspections are performed according to the following schedule:

- When the City initially establishes or makes changes to the IIPP
- When new processes, procedures, substances, or equipment which present potential new hazards are introduced into the workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur and whenever workplace conditions warrant an inspection

Inspection frequency will depend on the type of inspection to be completed and the department in which the inspection is to be performed. Comprehensive inclusive inspections will be conducted on a bi-annual basis unless otherwise determined the frequency should be shorter by the Safety Officer. Various other inspections will be conducted throughout the year by a member of the Safety Committee, or other qualified personnel in order to follow up on reported accidents and injuries.

SECTION 6 Correcting Unsafe or Unhealthy Conditions

6-1 Correcting Unsafe or Unhealthy Conditions

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

Unsafe working conditions, practices, or procedures shall be corrected in a timely manner. Specific procedures that can be used to correct hazards include, but are not limited to the following:

- Tagging unsafe equipment “**Do Not Use**” and providing a list of alternatives for employees to use until the item is repaired. It is also encouraged to utilize “Lock Out/Tag Out” procedures for this purpose.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Clearing aisles and walkways of boxes or other obstructions that are blocking access through a particular area.

If an imminent hazard exists, work in the area should cease and the appropriate supervisor should be contacted immediately. 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 will be equipped with necessary safeguards before addressing the situation.

6-2 Documentation of Hazard Correction

Supervisors and/or a member of the Safety Committee should use the "Management/Safety Committee Investigation..." form (*IIPP FORM 5*) to document corrective actions, including projected and actual completion dates. If necessary, supervisors and/or employees can seek assistance in developing appropriate corrective actions by submitting an "Employee Report of Unsafe Condition" (*IIPP FORM 4*) to the Safety Committee. If the Safety Committee requires assistance from other resources, the Safety Officer will assist the committee.

SECTION 7

Injury Reporting

7-1 Injury Reporting

All accidents shall be reported immediately, but no later than the end of the injured employee's shift and BEFORE the injured employee leaves the premises. This rule will be strictly enforced. Failure to comply may result in disciplinary action up to and including termination. **If emergency medical care is needed, call 911.**

Employees who are injured at work must report the injury immediately to their supervisor. If the supervisor is not available, report it to another supervisor or notify the Human Resources Department. The supervisor/injured worker will immediately call the Company Nurse injury hotline. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

The supervisor/manager of the injured employee is responsible for working with the HR/Safety Officer of the City to ensure the "**Employer's Report of Occupational Injury or Illness**" and a "**Worker's Compensation Claim Form (DWC-1)**" are completed properly and submitted to the Human Resources Department promptly. These forms are located on the city's shared drive in the "Injury Forms" folder.

If the injured employee saw a physician the supervisor should obtain a Work Status Report from the physician before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered and/or modified before the employee resumes his or her full duties. Any and all modified work must be assigned in accordance with Administrative Policy #52, Modified Duty/Return to Work Policy.

The injured employee's immediate supervisor is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. An investigating supervisor is expected to submit a thorough report with attachments as appropriate. Examples of attachments include photographs and/or diagrams indicating measurements and witness statements. This investigation should be completed within 24 hours of the occurrence. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses
- Examining the injured employee's work area for causative factors
- Reviewing established procedures to ensure they are adequate and were followed
- Reviewing training records of affected employees
- Determining all contributing causes to the accident (i.e., equipment, material, people)
- Taking corrective actions to prevent the accident/exposure from re-occurring and recording all findings and actions taken
- Ensuring all hazardous spills are cleaned up
- Ensuring employees are wearing the appropriate PPE

7-2 Documentation of Investigation

The supervisor's findings and corrective actions should be documented and presented to the Safety Committee using the "*Supervisor's Investigation Report*" (IIPP FORM 7).

The purpose of the investigation is to identify the cause of the illness or injury and prevent similar incidents from occurring in the future. It is imperative that the investigator focus on the causes and hazards that led to the incident. As a result of the objective fact finding process the investigating supervisor shall develop an analysis of what happened, the cause and how it could have been prevented. Upon conclusion of the investigation the supervisor shall make recommendations for preventing similar incidents.

The investigating supervisor will immediately correct the unsafe condition that created the situation. If an imminent hazard exists, work in the area should cease and the appropriate supervisor should be contacted immediately. If the hazard cannot be corrected without endangering employees, the public or property, the supervisor has the authority to remove all personnel from the area except those trained and equipped to correct the adverse condition(s).

Observed, discovered and/or reported unsafe or unhealthy working conditions, practices and/or procedures will be investigated in the same fashion and appropriate remedial action will be taken to mitigate or correct the unsafe situation. If the supervisor is unable to determine the cause(s) and appropriate corrective action, assistance from the Safety Officer should be sought.

Investigation reports shall be filed with the Human Resources Department within twenty-four hours of the illness or injury. Reports filed in a timely manner will be more credible when and if disputes arise and will also assist the City in meeting reporting timelines established by law.

A member of the Safety Committee or the Safety Officer will review each accident or injury report immediately after it's received to ensure that the investigation was thorough and that all corrective actions are completed. The Safety Committee will review all accident/injury reports during their meetings. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up with specific recommendations noted by the committee. The Safety Committee will bring corrective actions that are not implemented in a reasonable period of time to the attention of the Human Resources Department and/or Safety Officer.

SECTION 8

Communication Resources

8-1 Communication Resources

This IIPP is written and applies to all City employees in all departments and provides the overall policy for a safe and healthy work environment. In addition to the City's IIPP, departmental IIPP supplements provide department-specific information and additional direction on safety measures applicable to each department. A copy of this IIPP is available from each manager, supervisor, and Human Resources. Employees, or a designated representative, will be provided access to the IIPP in a reasonable time, place and manner, but no later than five (5) business days of a request to their manager, supervisor, or Human Resources. Access will include a printed copy of this IIPP as well as the IIPP supplement for their department, or if the employee agrees, unobstructed access to the document in a digital format. This IIPP can be found in the City Share folder > Administrative Policies > AP-45 Injury and Illness Prevention Program ([H:\CITY\SHARE\Administrative Policies](#)).

Supervisors/Managers are responsible for communicating safety and health issues with all of their employees. All employees are encouraged to communicate safety concerns to their supervisor without fear of reprisal.

The Safety Committee is another resource for communication regarding health and safety issues for City employees. In addition, employees will be informed about safety matters through one or more of the following ways:

- e-mail
- voice-mail
- departmental or HR orientation, including a discussion of safety and health policies and procedures
- posting or distribution of written safety information
- training programs

Supervisors 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:

- equipment operating manuals
- container labels and work area postings
- internet
- MSDS

8-2 Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals will be kept in the department or with each piece of equipment in the department. Employees who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

SECTION 9

Document Retention

9-1 Document Retention

Documents related to the City-Wide IIPP are maintained in the City's Human Resources Department.

The following documents related to the IIPP should be retained by the department:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions recommended and taken (*IIPP FORMS 5, 6*).
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (*IIPP FORMS 1, 2, 3*).

Other documents related to the IIPP that will be kept on file include:

- Reports of Unsafe Conditions or Hazards (*IIPP FORM 4*)
- Safety Committee Meeting Documentation (*IIPP FORM 8*)
- Supervisor's Investigation Report (*IIPP FORM 7*)

SECTION 10

General Rules and Regulations

10-1 General Rules and Regulations

These health and safety rules are for the protection of all City of Madera employees. Read them carefully and if you do not understand something ensure you get clarification from your supervisor.

- Smoking is prohibited in all departments and buildings. Smoking is not allowed within 20 feet of the main entrance to any facility or in any piece of city equipment.
- Alcohol and drugs (controlled substances) are not allowed at the worksite. **DO NOT** come to work under the influence of alcohol, controlled substances, prescription medications which alter your ability to safely perform work, or recreational marijuana, or use them at work. Failure to comply with this rule can result in immediate discharge.
- Report every accident. If you become ill or injure yourself at work report it immediately to your supervisor.
- Unless you are an electrician do not tamper with electrical circuits or switches.
- Horseplay, throwing objects and/or fighting at work will not be tolerated.
- **DO NOT** attempt to lift or push objects that may be too heavy for you. Ask for help when needed or use appropriate carts, dollies, etc.
- Keep your workstation clean, neat and free of clutter. Keep the floors clean and wipe up any and all spills immediately.
- Make safety a part of your job everyday. Report all unsafe conditions or hazards to your supervisor immediately.
- Falls are the most common office injury. Pay close attention to slip, trip and fall hazards.
- Keep cords and wires clear of walkways.
- When using stairs hold on to the handrails.
- When it is necessary to access high shelves, use a ladder or step stool. **DO NOT** use chairs or boxes to stand on.
- Before using a ladder check to see that safety feet are free from defects. Have another employee hold the bottom of the ladder if there is danger of slipping.
- **DO NOT** overload electrical circuits.
- All City employees need to be familiar with emergency procedures and rules for evacuation. To report all life threatening emergencies, call 911 immediately.

- **DO NOT** attempt to operate or make repairs to office equipment unless you have been trained to do so.
- Report any frayed or damaged electrical cords.
- Use chemicals cautiously and be sure to read the MSDS and labels. Hazardous chemicals that may be found in our workplace include cleaning fluids, photocopier inks, toner cartridges and liquid paper.
- An MSDS must be available for every chemical used in each department.

10-2 Occupational Safety and Health Administration (OSHA)

Upon arrival or notification by an OSHA Inspector, the following protocols must be followed:

- Ask for an identification badge in order to verify that the person is an OSHA Inspector
- Immediately contact the HR Department for assistance and guidance; preferably have the OSHA Inspector call HR directly to coordinate any inspections with the applicable department
- Take the inspector to an office and/or conference room until HR arrives
- Do not discuss the reason for the visit with the inspector until HR arrives, unless otherwise directed to do so after consulting with HR
- Document and record everything the inspector does
- Immediately upon written notification from OSHA, contact and fax all related documents to HR for assistance

**FORM 1 INJURY AND ILLNESS PREVENTION PROGRAM
EMPLOYEE SAFETY ORIENTATION**

Employees Name: _____

Date: _____

Department: _____

Division: _____

The following items should be discussed during orientation with a supervisor/manager: *(Check Off (✓) each item discussed.)*

- Company safety policies and programs *(Employee was given a copy of the Injury and Illness Prevention Program as well as the Departmental IIPP. Content was discussed by the supervisor or safety representative and the employee was required to read, understand and sign it.)*
- Location of Safety Posters *(OSHA poster), Company Nurse Flyer and Employee Protection Line*
- Safety rules both general and specific to job assignment
- Safety rule enforcement policy
- Where, when and how to report injuries
- Where, when and how to report unsafe conditions
- Review of fire and emergency evacuation plan
- Location and use of fire extinguishers
- Location of all exits and stairways *(caution when using stairs: use handrails)*
- Requirements for safe work clothing and footwear
- Importance of housekeeping *(clean up spills immediately, etc.)*
- Location of first aid kit/supplies
- Special job hazards *(hazardous equipment or chemicals such as liquid paper, toner cartridges, etc.)*
- Location of MSDS
- Proper lifting procedures *(include demonstration)*
- Employee is certified in the following: *(Please indicate if employee is certified in first aid, CPR and include expiration date.)*

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

FORM 2

**INJURY AND ILLNESS PREVENTION PROGRAM
JOB SAFE PRACTICE ORIENTATION**

Employee Name: _____

Job Title: _____

Department: _____

- New Hire
- Transfer/Change

Date: _____

Supervisor Name: _____

SECTION I - FACILITY DISCUSSION *(Please check-off {✓} all items reviewed)*

- Location of Safety Bulletin Boards/Posters
- Location of all exits, stairs
- Location and proper use of all fire extinguishing equipment
- Location and use of alarms *(how and when to activate)*
- Location of first aid supplies
- Emergency evacuation procedures
- Proper storage of supplies *(i.e., use foot stools or ladders for hard to reach areas; **DO NOT** use chairs or boxes for hard to reach areas)*

Date completed: _____

Supervisor's signature: _____

SECTION II - TOOLS, MACHINES, AND EQUIPMENT

In addition to a thorough discussion of safety rules, regulations and practices, supervisors are required to conduct "hands on" demonstration(s) on the safe use of ALL tools, machines and equipment to be used by City employees.

TOOL, MACHINE, OR EQUIPMENT NAME	DATE	SUPERVISOR'S INITIALS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Date completed: _____

Supervisor's signature: _____

I have received demonstration(s) on the safe use of the tools, machines and equipment listed above and I am aware that the use of guards and safety devices are MANDATORY. I understand that I may be subject to corrective action if I attempt to operate any tool, machine, or equipment that is locked-out, tagged-out, being repaired or is otherwise designated as "out-of-service".

Employee's signature: _____ Date: _____

FORM 3

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY TRAINING ATTENDANCE SHEET**

TRAINING TOPIC: _____

TRAINING PRESENTED BY: _____ DATE: _____

SPECIFIC ITEMS DISCUSSED:

THOSE IN ATTENDANCE

	NAME (<i>print</i>)	DEPARTMENT/DIVISION	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Attach any worksheets that were used or discussion outlines

FORM 4

**INJURY AND ILLNESS PREVENTION PROGRAM
EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD**

Name: *(optional)* _____

Department: _____

Job Title: *(OPTIONAL)* _____

1. Date and time the condition or hazard was observed: _____

2. Description of unsafe condition or hazard:

3. Location of unsafe condition or hazard:

4. What changes would you recommend to correct the condition or hazard?

Employee signature: *(optional)* _____

Date: _____

Submit to Supervisor or Human Resources

FORM 5

**INJURY AND ILLNESS PREVENTION PROGRAM
MANAGEMENT/SAFETY COMMITTEE INVESTIGATION OF
EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD**

1. Name of person investigating unsafe condition or hazard: _____

2. Documented Observations:

3. Results of investigation? Attach additional sheets if necessary:

4. Recommended Action(s) to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____

Date: _____

FORM 5

**INJURY AND ILLNESS PREVENTION PROGRAM
MANAGEMENT/SAFETY COMMITTEE INVESTIGATION OF
*EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD***

Attach photos, diagrams, and any other relevant material to demonstrate depth of the investigation

FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

Location: *(Department/Division)* _____

Date of inspection: _____

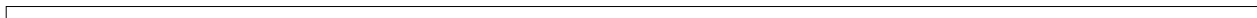
Inspection conducted by: _____

Purpose of Safety Inspections: To identify and abate hazardous conditions and unsafe practices.

Procedure: The individual conducting the inspection should answer all questions listed and provide detailed comments on all problem or potential problem areas. The completed checklist is to be submitted to the Safety Committee Member of that department for follow-up and maintained by the department and available to the Safety Officer upon request.

POSTING REQUIREMENTS:

QUESTION	YES	NO	COMMENTS
➤ Are updated OSHA notices posted on employee bulletin boards?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are emergency telephone numbers posted for police, fire and ambulance?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____



FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

SAFETY:

QUESTION	YES	NO	COMMENTS
➤ Are there an adequate number of exits provided?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are all exits properly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are exits free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are the aisles and work areas kept clean and free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the width of the aisle at least 28 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>

FORM 6

**INJURY AND ILLNESS PREVENTION PROGRAM
SAFETY INSPECTION REPORT**

ELECTRICAL:

QUESTION	YES	NO	COMMENTS
➤ Are extension cords and plugs properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the use of extension cords limited?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Of the extension cords being used are the overall conditions of the cords satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>



FIRE PROTECTION (IF APPLICABLE):

QUESTION	YES	NO	COMMENTS
➤ Are all flammable chemicals properly stored in an approved flammable storage cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are there an adequate amount of fire extinguishers available?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are fire extinguishers inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are "No Smoking" signs posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are all employees instructed in the proper use of fire fighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

STAIRS:

QUESTION	YES	NO	COMMENTS
➤ Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are the handrails secured?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____



FLOORS:

QUESTION	YES	NO	COMMENTS
➤ Are all walking and working surfaces kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are all holes and/or damage to carpets repaired or covered?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

LADDERS AND STEP STOOLS:

QUESTION	YES	NO	COMMENTS
➤ Is the proper type available for use?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are the ladders and/or step stools used in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
➤ Are ladders and/or step stools used instead of chairs, boxes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

FIRST AID:

QUESTION	YES	NO	COMMENTS
➤ Are all first aid kits fully stocked and readily available to all	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____



employees?

EMERGENCY EVACUATION PLAN

QUESTION	YES	NO	COMMENTS
➤ Is there a written Emergency Evacuation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Is the plan communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>
➤ Are the Emergency Evacuation Maps posted within the department?	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/>

General Remarks or Observations:

FORM 7

**INJURY AND ILLNESS PREVENTION PROGRAM
SUPERVISOR'S INVESTIGATION REPORT**

DEPARTMENT NAME: _____

LOCATION/ADDRESS (*where injury occurred*): _____

NAME OF INJURED EMPLOYEE: _____

JOB TITLE OF INJURED EMPLOYEE: _____

DATE OF INJURY: _____ TIME OF INJURY: _____ a.m./p.m.
(*circle one*)

DID INJURED EMPLOYEE RETURN TO WORK? YES NO

DATE EMPLOYEE RETURNED TO WORK: _____

NATURE OF INJURY (*scratch, cut, bruise, etc.*):

PART OF THE BODY INJURED (*left ring finger, right ankle, etc.*):

WHERE AND HOW DID THE ACCIDENT HAPPEN? (*please be specific*)

INJURY LOCATION DIAGRAM:

FORM 7

**INJURY AND ILLNESS PREVENTION PROGRAM
SUPERVISOR'S INVESTIGATION REPORT**

WAS EMPLOYEE PERFORMING IN THE LINE OF DUTY? YES NO

WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) WAS EMPLOYEE WEARING AT THE TIME OF THE ACCIDENT? _____

SPECIFY MACHINE TOOL, OBJECT, OR SUBSTANCE CONNECTED WITH ACCIDENT *(if none specify none)*:: _____

MEASURES RECOMMENDED TO PREVENT A SIMILAR ACCIDENT:

SUPERVISOR'S NAME AND TITLE *(please print)*: _____

SUPERVISOR'S SIGNATURE:: _____ DATE: _____

PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES DEPARTMENT

