

Injury and Illness Prevention Program and Safety Procedures Manual



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City of Redding Injury and Illness Prevention Program and Safety Procedures Manual

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Section 1.0

1.1 SAFETY POLICY COMMITMENT STATEMENT

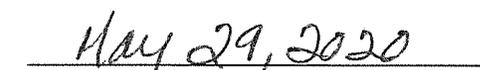
The **City of Redding** accepts the responsibilities for leadership of their Injury and Illness prevention Program (IIPP), for its effectiveness, improvement, and for providing the safeguards required to ensure safe conditions.

It is the policy of the **City of Redding** to make employee safety a primary consideration in all phases of our administration and operations. It is our goal to provide a safe work environment for all employees to conduct operations as safely and efficiently as possible with all federal, state, and local safety requirements, while promoting a "**Safety First Attitude.**" To accomplish this, we are assigning the responsibility, authority, and accountability for safety to all management and supervisory personnel within their area of operation.

City of Redding employees are responsible for complying with all aspects of this Injury and Illness Prevention Program, including compliance with all laws, rules and regulations, for continuously utilizing safe work practices while performing their duties and immediately reporting unsafe working conditions or practices.

The **City of Redding** holds the safety of our employees, as well as that of the public we serve, as a high priority. Our desire to provide a safe work environment and "create an atmosphere that promotes safety" must include every employee and make everyone a participant toward our goal. All relevant portions of the program applicable to individual job duties will be reviewed at the time employment begins. The **City of Redding** reserves the right to update and modify this program as the need arises.


Personnel Director / Lead Safety Officer


Date

Sheri DeMaagd
Printed Name

225-4068; sdemaagd@cityofredding.org
Contact Information


City Manager


Date

Barry Tippin
Printed Name

225-4063; btippin@cityofredding.org
Contact Information

1.2 INJURY AND ILLNESS PREVENTION PROGRAM REQUIREMENTS

The City of Redding's Injury and Illness Prevention Program is designed to prevent work-related injuries, illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of City of Redding employees and to provide a safe and healthy work environment.

Effective July 1, 1991, the State of California required employers to establish, implement, and maintain an effective Injury and Illness Prevention Program. These programs must be in writing and include the following elements according to Title 8 of the California Code of Regulations, Section 3203:

1. **Responsibility:** An identified person or persons responsible for implementing the safety program.
2. **Hazard Assessment:** An inspection program or system to identify and evaluate workplace or worksite hazards on an ongoing basis.
3. **Hazard Correction:** Established methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.
4. **Training & Instruction:** A safety training program to ensure that training is provided, both general training to cover basic hazards to all places of employment and specific training to cover hazards that are unique to each employee's job assignment.
5. **Communication:** A system to communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.
6. **Compliance:** An enforcement and disciplinary system to ensure that employees comply with company safety and health rules and regulations.
7. **Incident Investigation:** A procedure to investigate occupational injuries and illnesses.
8. **Recordkeeping:** The employer must keep appropriate records of steps taken to implement and maintain the program.

This safety program is a road map for incorporating the requirements of Title 8, Section 3203 into our daily operations.

Cal/OSHA Website: <http://www.dir.ca.gov/Title8/3203.html>

Section 2.0

ASSIGNMENT OF SAFETY RESPONSIBILITIES **8 CCR 3203(a)(1)**

The City Manager has overall responsibility and oversight for the IIPP and the Personnel Director/Lead Safety Officer has been appointed as the IIPP administrator. The Personnel Director/Lead Safety Officer has the authority and responsibility for overall management and administration of the City's IIPP and to coordinate these efforts with all employees to ensure that safety standards are met throughout the organization. All members of management are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the program. A master copy of the IIPP will be held in the Risk Management Office in City Hall. A copy of this IIPP is available from each manager and supervisor. An electronic copy is available on the City of Redding Website and Employee Intranet.

The responsibility for safety belongs to everyone, and accountability rests as follows:

2.1 The City Council shall be responsible for funding the safety efforts of the City of Redding.

The city council members are responsible for:

- Approving funds for implementing the safety and health program requirements.

2.2 City Manager:

The City Manager is responsible for:

- Overseeing the safety and health program.
- Providing direction and assigning responsibility to department management and appointed safety personnel.
- Acting as a liaison between the City Council and the appointed safety personnel who oversee the day-to-day operations of the safety and health program.
- Holding department managers and supervisors accountable for safety and loss control.
- Providing active leadership in the safety program, including safety program implementation and safety program changes.
- Monitoring the effectiveness of the program.
- Reviewing significant accident investigations and making any necessary recommendations.

2.3 Personnel Director/Lead Safety Officer:

The Personnel Director/Lead Safety Officer is responsible for the implementation and maintenance of the Injury and Illness Prevention Program

and compliance with its procedures. The Personnel Director/Lead Safety Officer may delegate his/her responsibilities to a manager in the Personnel Department.

The Personnel Director/Lead Safety Officer or designee is responsible for the following:

- Designing and implementing the safety and health program to target losses, exposures to loss, and compliance with applicable government standards.
- Coordinating with department managers and supervisors in the activities required to meet the provisions of the safety and health program.
- Creating and participating in safety committees, as appropriate.
- Providing leadership and direction, stimulating interest in safety, and coordinating the Safety Inspection Team (SIT) and Accident Review Committee (ARC) activities.
- Participating in accident/incident investigations, as requested.
- Managing safety recordkeeping requirements as prescribed by law.
- Coordinating the Workers' Compensation Claims Program.
- Monitoring the effectiveness of the program and making recommendations to eliminate, control, or engineer unsafe conditions out of the work environment.
- Designing additional programs, as needed, to increase the City of Redding's safety efforts.
- Monitoring and tracking periodic safety inspections of all facilities for compliance with safety program requirements.
- Implementing measures to keep safety programs updated with current Cal/OSHA requirements.
- Assist Departments in developing an annual safety training and events schedules.
- Coordinating and/or conducting employee and supervisory safety training.
- Monitoring and coordinating safety training and events for compliance with the projected training schedule.
- Coordinate the maintenance of all safety-related documentation in accordance with the safety program recordkeeping requirements.

2.4 Accident Review Committee (ARC)

The City Manager has established an Accident Review Committee to review and discuss safety concerns and possible solutions; accidents and their prevention or minimization; safety training needs and priorities; methods of reducing injuries and illnesses; safety incentive programs; how to promote positive safety attitudes and commitment among all City of Redding employees and management with regard to safety in the work place. The Accident Review Committee shall document and report its findings and appropriately disseminate such information. Committee members shall serve in an advisory capacity and have educational responsibilities for the

benefit of management and employees. The goal is to ensure a safe work environment for employees, reduce the number of work-related injuries and illnesses, foster positive safety attitudes, stimulate safety awareness and participation in safety activities, and to lower costs.

Members will be chosen to effectively represent both Management and Labor. Committee members will be appointed for at least one year.

A Risk Management Division representative shall be available to assist the Accident Review Committee (ARC). The Accident Review Committee will do the following:

- Meet regularly, but not less than quarterly.
- Establish safety objectives and policies.
- Review results of accident, illness, or injury investigations.
- Review investigations of any allegedly hazardous conditions brought to the attention of any committee member. The committee may conduct inspections and investigations to assist in remedial solutions.
- Analyze accidents to discover trends and make recommendations.
- Submit recommendations to assist in the evaluation of employee safety suggestions.
- Recommend safety-training topics.
- Risk Management will record and distribute a copy of the meeting minutes to department directors and committee members. These records must be maintained for at least five years.

2.5 Safety Inspection Team (SIT)

The City Manager has established a Safety Inspection Team for the purpose of regularly inspecting all City facilities and operations to ensure a safe work environment for City employees and the general public. The Safety Inspection Team will document and report its findings and appropriately disseminate such information. Committee members shall serve in an advisory capacity and have educational responsibilities for the benefit of management and employees. Committee representatives will be appointed for at least one year.

Members will be chosen from the following departments: Development Services, Fire, Public Works, Redding Electric Utility and Community Services.

A Risk Management Division representative shall be available to assist the Safety Inspection Team and will do the following:

- Establish the schedule for City facility inspections.
- Notify SIT members of facilities to be inspected.
- Identify the meeting location.
- Inform City Departments of upcoming inspections.
- Complete and provide the written results of the inspection to the affected department director, in a timely manner.

Depending on the City facility to be inspected, the appropriate City Department representative will receive notification and provide a staff person to accompany the Safety Inspection Team on any inspection, if requested. Safety Inspection Team members will document violations found and provide a written summary of their findings to the Lead Safety Officer/Risk Management Division representative. Department Directors are responsible for correcting violation(s).

2.6 Department Directors

The Department Director is responsible for the effective implementation and maintenance of the department's health and safety program, as follows:

- Creating a department-wide Safety Committee that will serve as an unbiased advocate for employee safety (see Section 2.7).
- Establishing and maintaining a system of safety inspections, accident investigations, and pertinent safety performance records.
- Providing safety orientation, job training, and continuing safety instruction for all departmental employees.
- Developing general and specific safety guidelines and procedures for their department operations, in accordance with Federal, State, and local requirements.
- Participating in accident investigations, as appropriate.
- Participating on safety committees, as appropriate.
- Ensuring that unsafe conditions and practices are corrected.

All Departments are required to schedule regular safety meetings and provide continuous safety training to employees on rules, regulations, and safe work practices. Safety meetings and training sessions shall be documented utilizing the City of Redding's *Verification of Safety Training Form* and *Safety Training/Meeting Sign-up Form* (see Section 7 - IIPP Forms); comparable forms established by departments may also be utilized. Departmental generated forms may be utilized provided they contain, at a minimum, the information contained in the above-mentioned forms.

2.7 Department Safety Committee Responsibilities

It is the role of the Department Safety Committee to be an unbiased advocate for employee safety. The Department Safety Committee members are responsible for the following:

- Establishing a regular schedule of safety meetings, as well as arranging special safety meetings as needed.
- Identifying measurable safety goals and target dates for achieving these goals.
- Developing and reviewing various health and safety program training.
- Reviewing safety incident investigations, determining if the incident was avoidable, and providing follow-up recommendations to prevent future incidents.

- Reviewing results of the periodic safety inspections and providing follow-up recommendations and assigning priorities for completion.
- Write work orders on safety inspection recommendations for scheduling and tracking purposes, whenever applicable.
- Reviewing *Safety Concern Report Forms* and safety work orders, providing follow-up recommendations, and writing work orders as appropriate for scheduling and tracking purposes.
- Keeping Records: Completing the *Safety Training/Meeting Sign-up Form* (see Section 7 – IIPP Forms), as well as recording the minutes of each meeting. Copies of the minutes shall be distributed to department managers and other designated personnel, including a copy to be forwarded to the Lead Safety Officer – Risk Management Division.

2.8 Supervisors' Responsibilities

The supervisor is the key to a successful health and safety program. It is a basic requirement that each supervisor make the safety of employees an integral part of his/her job function. In effectively executing safety responsibilities, supervisors are responsible for:

- Understanding and enforcing safety regulations applicable to operations within their respective area of responsibility.
- Assisting in developing general and department-specific safety procedures.
- Recognizing the potential or real hazards of each job supervised.
- Observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices.
- Emphasizing to employees the benefit of observing safety procedures and of using the prescribed personal protective equipment (PPE).
- Providing employees with personal protective equipment (PPE), training employees in its use, and ensuring that employees wear/use the proper PPE where required.
- Ensuring that tools, equipment, and protective devices are available and properly maintained and that employees are trained in their use.
- Participating in Department Safety Committee meetings as requested.
- Ensuring that unsafe conditions and practices are corrected in a timely manner.
- Completing work orders for imminent and/or serious safety hazards that cannot be corrected in a timely manner.
- Taking reasonable action to prevent injuries when immediate danger exists.
- Conducting safety inspections of their respective work areas in accordance with this policy.
- Ensuring that employees know, understand, and follow established safety rules and guidelines.
- Ensuring satisfactory housekeeping standards are maintained in their work areas.

- Conducting safety orientation and training for their respective employees, and keeping a log of these activities.
- Conducting regular planned safety meetings (tailgate training) on department specific topics.
- Being an example to employees and helping develop a cooperative safety attitude.
- Disciplining employees who do not comply with safety rules, procedures, and policies.
- Ensuring employees receive prompt medical treatment for all injuries/illnesses.
- Reporting & recording all injury or property damage incidents in accordance with the "Incident Reporting" procedures.
- Completing reports in accordance with the *Incident Reporting Flow Chart* procedures (see Section 7 – IIPP Forms).
- Implementing corrective actions following an injury or property damage incident to prevent repetition.
- Reporting all significant "near miss" incidents in accordance with the *Incident Reporting Flow Chart* procedures (see Section 7 – IIPP Forms).
- Completing the *Safety Concern Report Form* for safety violations (see Section 7 – IIPP Forms).

2.9 Employees' Responsibilities

It is the responsibility of each employee to follow safe working practices and comply with safety rules and regulations. Employees are expected and encouraged to assist management in accident prevention activities by:

- Adhering to all safety rules and regulations.
- Performing only authorized jobs.
- Reporting unsafe conditions and practices in accordance with safety program requirements.
- Coaching fellow employees on safe work practices whenever appropriate.
- Maintaining good housekeeping practices pertaining to their work assignments.
- Wearing and using proper safety equipment as required.
- Maintaining safety equipment in good condition with all safety guards in place when in operation.
- Attending and participating in department training programs.
- Advising management when there is a need for job specific training.
- Reporting all injuries, no matter how minor, to a supervisor as soon as possible.
- Reporting to work in an acceptable condition, not under the influence of alcohol or drugs.
- Contributing actively to the success of the overall safety program.

2.10 Employees' Rights

Employees have the right to work in a safe working environment, including the right to:

- Safe and healthful working conditions.
- Receive training in general safety and job specific work safety practices.
- Information and training about potential health hazards of materials and chemicals including material safety data sheets.
- Refuse work which would violate a health and safety standard or order where such violation would pose a real and apparent hazard to his/her safety and health.
- Be informed that they are being, or have been, exposed to concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
- View and copy their personal exposure records to toxic substances.
- View and copy their personal medical records maintained by the City of Redding.
- Contact Cal/OSHA about unsafe or unhealthful working conditions. Such complaints are strictly confidential per Cal/OSHA policy.
- Have an employee representative accompany Cal/OSHA on an inspection and to talk privately to the Cal/OSHA representative during an inspection.

Section 3.0

HAZARD ASSESSMENT & CORRECTION **8 CCR 3203(a)(4) and 3203(a)(6)**

Hazard assessment and correction is the heart of an effective illness and injury prevention program. Assessing hazards in the workplace includes the following programs:

3.1 Periodic City-Wide Safety Review

A general review of the workplace for unsafe conditions and unsafe practices will be conducted periodically by the Safety Inspections Team (SIT). All general or regulatory unsafe conditions will be summarized and addressed with the respective department managers/supervisors and/or discussed at the next scheduled safety committee meeting. All serious or imminent hazards will be immediately documented on a work order and forwarded to the appropriate department for corrective action. Completed Safety Inspections Team (SIT) reports are to be copied to the Department Safety Officer and Personnel Director/Lead Safety Officer for review.

3.2 Quarterly Safety Inspections

Department supervisors, or designees, will conduct formal (documented) safety inspections of their respective work areas and activities quarterly in order to identify, evaluate, and correct workplace hazards and unsafe work practices. Completed quarterly inspections are to be copied to the Department Safety Officer and Personnel Director/Lead Safety Officer for review with the Safety Committee.

The safety inspection checklists can cover many categories of safety topics, such as: safety postings, personal protective equipment, hazardous substance storage and safety, emergency preparedness, safety equipment, housekeeping, medical services and first aid, ventilation, machine guarding and electrical safety, among others.

3.3 Safety Inspection Documentation and Tracking

All departmental safety inspections will be documented using the appropriate *Safety Self-Inspection Checklists* (see Section 7 - IIPP Forms) as a guideline. The person conducting the inspection will sign and date their respective check sheets and include any additional documentation, as needed. All inspection sheets will be copied and forwarded to the Department Safety Officer who will review them with the Department Safety Committee; a copy of all safety inspection sheets will also be forwarded to the Personnel Director/Lead Safety Officer.

The Department Safety Committee will review all inspections as part of their next scheduled safety committee meeting, will prioritize them according to the hazard correction procedures found in section 3.9, and complete a work order as appropriate (see Section 4.5). The Department Safety Officer will

monitor the status of these conditions until they have been corrected. When hazards have been corrected, the date will be logged onto the appropriate inspection form in the place provided and/or the work order will be signed as completed and forwarded to the Department Safety Officer and Personnel Director/Lead Safety Officer.

3.4 Safe Work Practices Inspection

Work practice inspections will be conducted in conjunction with the site safety inspections in order to identify deficiencies in employee safety training. This inspection will include:

- Observing employees performing their regular job duties to determine if safe work practices are being followed.
- Questioning randomly selected employees within the department to ascertain their knowledge about safety issues in the workplace. This random inquiry may be part of the department tailgate meeting.

3.5 Third party safety inspections

On occasion, the City of Redding will solicit a third party review of its safety programs, including site safety conditions and work practices. The following are agencies that may be contacted for a third party site safety inspection:

- Cal/OSHA Consultants
- Outside Safety Consultants

3.6 Special Safety Inspections

Inspections will also be performed whenever:

- New substances, processes, procedures, or equipment are introduced to the work place that represent a new occupational safety and health hazard;
- The City of Redding is made aware of a new or previously unrecognized hazard.

3.7 Routine Safety Equipment Inspections

Monthly inspections will be performed on the following safety equipment to ensure that they are available and in safe operating condition:

- Fire Extinguishers
- First Aid Kits
- Emergency Eye Wash Stations
- Emergency Shower Stations

These inspections will be documented using a combination of equipment inspection tags and *Safety Self-Inspection Checklist Form* (see Section 7 - IIPP Forms).

The following safety equipment will be inspected quarterly as part of the department safety inspections in order to verify that equipment is available and in good working condition:

- Personal Protective Equipment
- Other safety equipment as noted on the inspection forms

The following safety checks will be provided by an outside service in accordance with the time schedules noted:

- Fire alarms & suppression systems - per Fire Department recommendations

3.8 Incident Procedures and Investigation

Effective investigation of all injury incidents and "near misses" is an important part of the City of Redding's overall accident prevention program. The main objective in conducting an investigation is to identify the root cause(s) of the incident and make any changes necessary to prevent the incident from happening again. Incident investigation at the City of Redding is about fact-finding, **not** fault finding.

Any injury or illness that occurs on the job must be reported to the employee's Supervisor as soon as possible. In no circumstance, except in an emergency, should an employee leave work without reporting a work-related injury or illness that occurred while on shift.

Employees are expected to complete a City of Redding *Incident Report Form* and an *Employee's Claim for Workers' Compensation Benefits Form DWC1* (see Section 7 - IIPP Forms). It is the Supervisor's responsibility to make sure these reports are completed and sent to the Risk Management Division within twenty-four (24) hours from the time that a notice of an injury or illness is received. The Risk Management Division will maintain a file of all Incident Reports.

Incident investigation procedures at the City of Redding include:

- Collecting the facts (interviewing injured workers and witnesses, examining the work place for factors associated with the incident);
- Determining the sequence of events that resulted in the accident;
- Identifying action needed to prevent recurrence;
- Determining if the incident was avoidable or non-avoidable; and
- Providing follow-up to ensure that corrective action was taken and effective.

Incident investigations will normally be conducted within 24 hours of the incident, or as soon as reasonably possible, in accordance with the *Incident Reporting Flow Chart* and *Incident Report Form* (see Section 7 - IIPP Forms), when:

- There is a lost time accident.
- Outside medical services are necessary.
- First aid injuries indicate a trend of reoccurring minor injury incidents.
- A "near miss" incident has the potential for a serious injury or illness.
- There is a vehicle accident involving City of Redding vehicles.

Incidents will be reported **immediately** to the Risk Management Office for the following:

- Work-related fatalities.
- Work-related in-patient hospitalizations.
- Amputations or losses of an eye.

The procedures, corresponding forms, and time frames identified in the *Incident Reporting Flow Chart* (see Section 7 - IIPP Forms) will be used to ensure a timely and appropriate response to all safety incidents. Properly completed incident reports are one of the most powerful tools we have to improve our safety program.

3.9 Types of Hazards and Procedures

Whenever possible, work place hazards and unsafe work practices will be corrected by the appropriate supervisor or employee as soon as they are identified. All corrective actions will be properly reported and documented. A target date for correction will be established based upon the following criteria:

- **Imminent Hazard:** Imminent hazards are those conditions or practices that pose an immediate threat to the life or health of employees, public, or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality. If an imminent hazard is present, employees will stop activity and take immediate corrective action. If employees are unable or unsure what action to take, they will notify their supervisor who will take immediate corrective action, if possible. If it is necessary for employees to enter the area to correct the hazardous condition, they will be provided with the necessary protection and will be trained to perform these duties. If the imminent hazard cannot be corrected, the hazard area shall be declared "off-limits" until the hazard is corrected.
- **Serious Hazard:** A serious hazard is a hazard that indicates substantial probability that an employee, public, or others will suffer physical harm. If a serious hazard is present, employees will stop activity and notify their

supervisor. Serious hazards shall be corrected as soon as possible or shall be declared off limits until the hazard is corrected.

General Hazard: A general hazard is a hazard that may affect the safety and health of employees. General hazards will be brought to the attention of the supervisor. The supervisor will review the hazard and will either correct it, or note it on the *Safety Concern Report Form* (see Section 7 - IIPP Forms) for review by the Safety Committee. General hazards will be corrected as appropriate.



- **Regulatory Hazard:** Regulatory hazards are deficiencies pertaining to permits, posting, recordkeeping, reporting requirements, or procedure deficiencies not directly affecting the safety and health of the employees. These deficiencies will be noted on the *Safety Concern Report Form* (see Section 7 – IIPP Forms) for further review by the Safety Committee and will be corrected as appropriate.

3.10 Types of Hazard Correction

In general, hazards may be corrected by:

- Eliminating hazards from machines, processes, materials, or work site structures.
- Abating hazards by controlling exposures to it, or guarding against the hazard, at its source.
- Training personnel to be aware of hazards and to follow safe work practices and procedures to avoid them.
- Displaying signs for hazard warnings and providing personal protective equipment (PPE) for shielding employees against hazards.

Section 4.0

SAFETY COMMUNICATION SYSTEM **8 CCR 3203(a)(3)**

The City of Redding recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. The following systems of communication at the City of Redding are designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable:

4.1 New Employee / Transferred Employee Orientation

All new (and temporary) employees will have the opportunity to become familiar with City of Redding's Injury and Illness Prevention Program and Safety Program. Employee orientation will be conducted at the time of hire and will include a discussion of safety and health policies and will stress the importance of safety in the workplace. Orientation will be a combined effort of the department supervisors and office manager and will include job-specific safety training. This orientation must be documented using the appropriate checklist in the *New/Temporary Employee Safety Orientation Plan* (see Section 7 – IIPP Forms). Additionally, employees transferred to new work areas may require supplemental safety orientation.

Training should include:

- An explanation of the City of Redding's IIPP and Safety Program. All new employees should receive a copy of this policy during employee orientation.
- Familiarization with the City's general work safety procedures and enforcement policies. Some examples include: medical and first aid procedures, fire safety and prevention procedures, emergency action plan, housekeeping practices, Code of Safe Practices, vehicle safety policy.
- Review of the Workplace Violence Policy and Complaint Procedure.
- The requirement for immediately reporting to a Supervisor all work-related injuries and illnesses along with information on available medical treatment.
- The requirement for immediately reporting to a Supervisor all work-related vehicle or equipment accidents.
- The requirement for reporting all unsafe conditions to their Supervisor.
- A clear statement that no employee shall attempt to do a job that appears to be unsafe.
- How to use and care for basic safety equipment and personal protective equipment (PPE).
- Tour of the work area and job-specific safety topics. Some examples may include: machine guarding, lockout/tagout, handling of hazardous

substances, confined space procedures. **Many job-specific safety topics require additional training.**

4.2 Department Safety Committee Meetings

The Department Safety Committee consists of the Department Safety Officer or his/her designee who serves as the Safety Chair and departmental representatives. The purpose of these meetings is to foster improved communications at the City of Redding relative to safety issues, provide a forum for interdepartmental coordination of safety procedures and activities and for sharing information between management and field staff. The Safety Committee will meet at least **monthly** to implement the duties outlined in section 2.7.

4.3 Safety Meetings

General safety meetings will be held monthly in conjunction with safety training. In addition, supervisors will conduct departmental tailgate safety meetings whenever there is a new job activity, work procedure, hazardous substance or any other unusual working conditions exist. All safety meetings will be documented on the *Safety Training/Meeting Sign-Up Form* (see Section 7 – IIPP Forms) and forwarded to the Department Safety Officer. The Department Safety Officer or Supervisors are responsible for ensuring that all safety meetings are conducted in a timely manner and properly documented.

Tailgate Safety Meetings:

On occasion, questions or concerns about safety procedures arise on the job. It may be convenient at the time to answer or discuss the problem. This is known as a "tailgate meeting." They are designed to be less formal; however, the following points may serve as a guideline:

- Hold a meeting at least once a week. Regular meetings will provide the feeling that they are a regular part of the job and a valuable one.
- Hold a meeting at the beginning of a shift, or right after lunch, or after a break.
- Limit each meeting to between ten-fifteen minutes. If discussion gets more involved, continue at the next meeting.
- Discuss only a SINGLE point or subject. This is most important. Do not choose too broad a subject.
- Spend some time and thought before the meeting so that you are ready to stimulate discussion, if necessary.
- While a supervisor may open the meeting by stating the subject and presenting the hazard or problem, encourage employee participation and problem-solving.

4.4 Safety Training

An important feature of the safety meeting will be planned safety talks (i.e. training) on topics specific to safety issues within the department or work group. The Department Safety Officer will use the Safety Training & Events

matrix to ensure that all Cal/OSHA and agency required safety training is scheduled and provided in a timely manner.

Training should be provided:

- To all new employees.
- To all employees given new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures, or equipment with the potential for harm are introduced to the work place.
- Whenever City Departments are made aware of a new or previously unrecognized hazard.
- To Department Managers and/or Supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction may be exposed.
- Whenever job-specific tasks include activities where training is mandated by law (i.e. confined space, forklift, lockout/blockout, machine guarding).

This training will be conducted by a combination of in-house and outside resources. On occasion, employees will be encouraged to provide training for their work group. When employees are asked to provide training, the chosen topic will be on a subject that is in their area of expertise and/or knowledge. As appropriate, the Department Safety Officer will supply the employee with any necessary or available training aids such as videos, handouts, regulations, PowerPoint presentations, and training outlines.

General safety training will be documented using the *Safety Training/Meeting Sign-Up Form* (see Section 7 – IIPP Forms). Documentation will include the attendees names and signatures, the training topic, date, the person conducting the training, and a brief discussion or outline of the training content. If available, reference materials (i.e. handouts) used in the training will be attached to this form.

Equipment safety training will be documented using the *Verification of Equipment Training Form* (see Section 7 – IIPP Forms).

Here are some helpful tips for the City's Safety Officer on complying with this section:

1. Your communication system must be in a form "readily understandable by all affected employees." This means you should be prepared to communicate with employees in a language they can understand, and if an employee cannot read in any language, you must communicate with him/her orally in a language "readily understandable." Your communication system must be "designed to encourage employees to

inform the employer of hazards at the workplace without fear of reprisal" it must be a two-way system of communication.

2. Schedule general employee meetings at which safety is freely and openly discussed by those present. Such, meetings should be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Remember to do this for all shifts. Many employers find it cost-effective to hold such meetings at shift change time, with a brief overlap of schedules to accomplish the meetings. If properly planned, effective safety meetings can be held in a 15 to 20 minute time frame. Concentrate on:
 - ✓ Occupational accident and injury history at your own worksite, with possible comparisons to other locations within the city.
 - ✓ Feedback from the employee group(s).
 - ✓ Guest speakers from your Worker's Compensation insurance network or other agencies concerned with safety.
 - ✓ Brief audio-visual materials that relate to your industry.
 - ✓ Control of the meetings.
 - ✓ Stress that the purpose of the meeting is safety. Members of management should attend this meeting.
3. Training programs are excellent vehicles for communicating with employees.
4. Posters and bulletins can be very effective ways of communicating with employees. Useful materials can be obtained from Cal/OSHA, the National Safety Council or other commercial and public service agencies.
5. Newsletters or similar publications devoted to safety are also very effective communication devices.
6. A safety suggestion box can be used by employees, anonymously if desired, to communicate their concerns to management.
7. Publish a brief city safety policy or statement informing all employees that safety is a priority issue with management, and urge employees to actively participate in the program for the common good of all concerned.
8. Communicate your concerns about safety to all levels of management.
9. Document all communication efforts, as you will be required to demonstrate that a system of effective communication is in place.

4.5 Reporting Unsafe Conditions

The City of Redding has a notification system whereby employees are required to report all unsafe conditions and practices to their supervisor without fear of reprisal.

- 4.5.1 Imminent or Serious hazards: Employees will report safety issues that pose an immediate threat to the safety and health of employees (i.e. a serious or imminent hazard – see section 3.9) to their immediate supervisor. If the condition or practice cannot be resolved in a timely or satisfactory manner, the supervisor will take whatever steps are necessary to protect employees from the hazard, including temporary suspension of work activities. The supervisor will then complete a work order and forward it to the appropriate department for corrective action. A copy of this work order will be forwarded to the Lead Safety Officer (Risk Management Division) for committee review.
- 4.5.2 General or Regulatory hazards: For safety issues that do not pose an immediate threat to the safety and health of employees, the *Safety Concern Report Form* (see Section 7 – IIPP Forms) is to be used. This form is located at all City of Redding facilities or available on the City of Redding's Intranet.
- 4.5.3 Anonymous Reporting of Safety Concern: An employee may complete the Safety Concern Report Form (see Section 7 – IIPP Forms). The form is located at all City of Redding facilities and is available on the City of Redding Intranet, and may be sent to Lead Safety Officer in Risk Management.
- 4.5.4 Review & recommendations: All safety work orders and *Safety Concern Report Forms* will be reviewed by the Department Safety Committee at the next regularly scheduled safety committee meeting. If the unsafe condition has not been satisfactorily corrected, the Department Safety Committee will investigate the condition(s) and make any necessary follow-up recommendations and will assign a priority to the task(s) involved to correct the unsafe condition(s).
- 4.5.5 Distribution: All unsafe conditions, recommendations and corrective actions will be summarized as part of the Department Safety Committee minutes. These minutes will be forwarded to all Department Directors and will be available to all employees. A copy will also be forwarded to the Lead Safety Officer – Risk Management Division.

4.6 Reporting Unsafe Practices

If employees witness an unsafe practice by a coworker or contract employee, they will either discuss it with the person(s) conducting the unsafe act and/or report it to their immediate supervisor.

4.7 Reporting Work-Related Injuries & Illnesses

Employees will report all work-related injuries and illnesses to their immediate supervisor. If the injury is a minor first aid injury, the supervisor will record this information in a **Minor Injury First Aid Log**. Examples of minor first aid injuries include (but are not limited to) minor cuts, abrasions, or other injuries that only require flushing, cleansing, applying ointments, or require a covering such as a bandage, Band-Aid, or gauze pad.

The purpose of the first aid log is to ensure that all minor injuries and illnesses are dated in the event the injury/illness requires medical attention and/or becomes recordable (i.e. on the Cal/OSHA 300 Log) at a later date. If the injury is beyond first aid (e.g. requires outside medical attention) the supervisor will follow the procedures outlined in the *Incident Reporting Flow Chart* (see Section 7 – IIPP Forms) of this policy.

4.8 Postings

The City of Redding posts all posters required by federal and state occupational safety and health and labor laws and regulations in the workplace. All appropriate and required safety information is electronically available on the City of Redding Website and Employee Intranet as well as posted on Department/Division Safety Bulletin Boards or in other locations that are highly visible and accessible to all employees.

4.9 Special Safety Meetings

As appropriate, supervisors or managers will hold special safety meetings to review and discuss safety issues arising out of any unusual working conditions such as new job activities, new equipment, on-site contractor activities, or other non-routine working conditions.

4.10 Recordkeeping

Records of all safety meetings, safety training, and safety concerns shall be maintained by the Department Safety Officer, including copies to be forwarded to the Lead Safety Officer – Risk Management Division. These records must be maintained for at least five years.

Section 5.0

COMPLIANCE **8 CCR 3203(a)(2)**

It is the City of Redding's intent to provide a safe work environment and safe work practices for its employees. All employees are expected to follow the requirements of the City of Redding's Injury and Illness Prevention Program, including the codes of safe practices and all safety procedures. Supervisors or employees who fail to follow safety requirements and procedures will be subject to disciplinary action as outlined in the City of Redding Personnel Disciplinary Policy.

Management reserves the right to determine disciplinary action appropriate to the particular violation, up to and including termination for severe or repeated violations (please refer to the City of Redding Personnel Disciplinary Policy). Depending upon the severity of the safety violation, progressive discipline may include:

- Documented counseling
- Documented oral reprimand
- Written reprimand
- Salary reduction
- Suspension without pay
- Disciplinary demotion
- Termination of employment

It is the supervisor's responsibility to enforce safety procedures in a fair and consistent manner. Safety violations will be documented on the *Safety Concern Report Form* (see Section 7 – IIPP Forms). Supervisors and management will assist workers in complying with safety procedures and practices by:

- Informing workers of the appropriate provisions of the safety program;
- Evaluating the safety performance of all workers;
- Recognizing workers who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe work practices and safety policies.

Furthermore, it is the policy of the City of Redding to prohibit employee reprisal for reporting unsafe and/or unhealthy work conditions and practices. Employees who have knowledge of unsafe and/or unhealthy work conditions or practices and who intentionally conceal this information will be in violation of this policy and will be subject to established disciplinary procedures.

Section 6.0

RECORDKEEPING **8 CCR 3203(b)**

Maintaining an effective injury and illness prevention program requires an equally effective recordkeeping system. Without good documentation, it is very difficult to keep track of the various elements of the safety program and the results obtained.

Cal/OSHA requires the following recordkeeping:

The Cal/OSHA recordkeeping system has five steps:

1. Obtain a report on every injury or job-related illness requiring medical treatment (other than basic first aid).
2. Record each injury or job-related illness on **Cal/OSHA Form 300** (*Log of Work-Related Injuries and Illnesses*) using the instructions provided - see Section 7 - IIPP Forms.
3. Prepare a supplementary record of occupational injuries and illnesses for recordable cases on **Cal/OSHA Form 301** (*Injury and Illness Incident Report*) - see Section 7 - IIPP Forms.
4. Every year, prepare an annual summary using **Cal/OSHA Form 300A** (*Summary of Work-Related Injuries and Illnesses*) – see Section 7 – IIPP Forms. **Post it no later than February 1, and keep it posted until May. NOTE:** A good place to post it is next to the OSHA Workplace Poster.
5. Retain these records for at least five years.

Periodically review these records to look for any patterns or repeat situations. These records can help you to identify high-risk areas that require your immediate attention.

See Cal/OSHA recordkeeping website for more information:
<http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html>

In addition to the Cal/OSHA Forms noted above, the City of Redding’s safety program requires the following additional records be kept and available for at least five years after the employees last day of employment:

- **Safety Inspections Forms**, including the name of the person conducting the inspection, the date, and the corrective action(s) taken
- **New / Temporary Employee Safety Orientation Plan**
- **Safety Training Records** for each employee, the date of the training, the name of the person conducting the training, and a description of training content

- **Safety Committee Meetings**, including the names of the attendees, the date, and the meeting minutes
- **Tailgate & General Safety Meetings** including the names of attendees, the date, and the subjects discussed
- **Safety Concern Report Forms**, including actions taken to correct the identified unsafe condition or work practice(s)
- **Incident Investigation Forms**

A copy of all safety records will be forwarded to the Lead Safety Officer, Personnel Department-Risk Management Division. All safety records will be kept on file with the Personnel Department-Risk Management Division. The Personnel Department-Risk Management Division is responsible for maintaining and postings the Cal/OSHA logs.

Section 7.0

IIPP FORMS

- New or Temporary Employee Safety Orientation Plan
- Verification of Safety Training Form (Individual Training)
- Verification of Equipment Training Form (Individual Training)
- Safety Training/Meeting Sign-Up Form (Group Training)
- Safety Self-Inspection Checklists (Short Form)
- Safety Concern Report Form
- Incident Reporting Flow Chart
- Incident Report Form
- Workers' Comp Claim Form (DWC 1)
- Physician's Report Form
- Return to Work Form
- 2020 California Employer Required Signage
- Cal/OSHA Sample Forms (Cal/OSHA 300, 300A, 301)