

CITY OF RED BLUFF



INJURY AND ILLNESS PREVENTION PROGRAM

June 2022

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Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

Our IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility

The City Manager or an assigned designee is the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

Employees, or a designated representative, will be provided access to the IIPP in a reasonable time, place and manner, but no later than five business days of a request to their manager or supervisor. Access will include a printed copy of the IIPP for their department or if the employee agrees, unobstructed access to the document through our website www.cityofredbluff.org.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.

- Disciplining employees for failure to comply with safe and healthful work practices.

Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. The City's Hazardous/ Unsafe Condition Report form is included in Appendix A. Hazard report forms may be submitted directly to the immediate supervisor and will be discussed at the appropriate employee staff or safety meetings. If the hazard affects more than one department, the form will be forwarded to the Human Resources & Risk Management Analyst.

Employees can report workplace hazards anonymously by calling, e-mailing or filing a written report to the attention of Human Resources.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Periodic safety communication during employee meetings.
- Posted or distributed safety information.

Hazard Assessment (Appendix C)

Periodic inspections will be conducted on a quarterly basis to evaluate physical hazards, use of hazardous materials, and safe work practices. The appropriate manager or supervisor will review inspection results and the effectiveness of corrective actions.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

The responsible supervisor of the employee will investigate all accidents and incidents promptly. The supervisor is required to complete the Supervisor's Report of Employee Injury form included in Appendix B and the DWC1 Claim form. All forms will be completed within 24 hours and forwarded to Human Resources within three days of notification of the accident.

Training

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Employee Safety Training matrix, located in Appendix D, outlines specific training requirements.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established.
- New employees are hired.
- Employees are reassigned to a new area or task with no prior training.
- New substances, operations, or equipment are introduced.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers.
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up.
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken.
- Regular program review.

Appendix A
Employee Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department: _____

Person Reporting: (optional) _____ Contact Information (optional): _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the Safety Officer or a member of the Safety Committee.

Description of unsafe condition or hazard: _____

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

Employee Signature: (optional) _____ Date: _____

Management Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard? (Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

*. We encourage our employees to report hazards and commend them for their safety awareness.

Appendix B - Supervisor's Report of Injury

Employee name: _____ Position: _____

Department: _____ Volunteer: Yes
 No

Hire date: _____ Injury date: _____ Time: _____ am/pm Date reported: _____

Location of accident (be specific): _____

Describe injury and ensuing treatment: _____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

Corrective action follow up date(s): _____

Investigation completed by: _____ Title: _____ Date: _____

Reviewed by: _____ Title: _____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.

Appendix C1 - Hazard Inspection Checklist – General Office Environment
Page 1 of 2

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
Building Exterior				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	No large cracks or pot holes in parking lot			
4.	Sidewalks do not pose tripping hazards			
5.	Guard rails secure			
Emergency Readiness				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
General Environment				
15.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
16.	Desks, chairs, cabinets, tables and furniture in good condition			
17.	Stairs and handrails in good condition			
18.	Shelves and bookcases secured and not overloaded			
19.	Heavy items are not stored above shoulder height			
20.	Office desk and file drawers are closed when not in use			
21.	Approved step stools or ladders are available to reach overhead items			
22.	Restrooms are in clean and sanitary condition			
23.	State/Federal labor postings are complete and posted in employee common areas			
24.	OSHA 300A Log is posted in employee common area (Feb. 1 – April 30)			
25.	Evacuation maps are posted			
26.	HVAC filters are changed and documented on a regular basis			
Electrical				
27.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
28.	Cords are secured to prevent tripping hazard			
29.	Extension cords are used only for temporary power			
30.	Multi-extension cords are not in use			
31.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
32.	Lighting in all areas is adequate			

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Attach additional sheet if necessary

Corrective Action

Reviewed by: _____ **Date:** _____

Appendix C2 - Hazard Inspection Checklist – Maintenance Shop and Corp Yard
Page 1 of 3

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
Building Exterior				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	Sidewalks do not pose tripping hazards			
4.	Yard ground surface in good condition (no large cracks, holes, excessive water)			
5.	Perimeter fencing in good condition and security locks in working order			
Emergency Readiness				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
15.	Evacuation maps posted			
General Environment				
16.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
17.	Floors are clean and in good condition			
18.	Lockers, chairs, cabinets, work tables and furniture in good condition			
19.	Work benches are clean and orderly			
20.	Shelving secure and not overloaded			
21.	Heavy items are not stored above shoulder height			
22.	Tools and materials are stored in an orderly manner			
23.	Office desk and file drawers are closed when not in use			
24.	Guardrails are in place for all second level storage			
25.	Approved step stools and ladders are available to reach overhead items			
Electrical				
26.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
27.	Cords are secured to prevent tripping hazard			
28.	Extension cords are used only for temporary power			
29.	Multi-extension cords are not in use			
30.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
31.	Lighting in all areas is adequate			

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Ref #	Area/Category	OK	Action Needed	N/A
32.	Electrical panels are accessible (36"unobstructed access) and breakers are identified			
33.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

Appendix D CITY OF RED BLUFF EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Aerial Devices	I/(3yr)	3646 , 3648		X	X		X		X
Aerosol Transmissible Diseases	I/A	5199		X		X			
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1			X	X			
Asbestos Awareness	I/A	1529 , 5208		X			X		X
Battery Handling & Maintenance	I	5185			X		X		X
Bloodborne Pathogens	I/A	5193		X	X	X	X	X	X
Compressed Gas Safety	I	3301 , 3304		X	X		X		X
Confined Space Awareness	I/U	5157 , 5158							
Confined Space Entry	I/U	5157 , 5158		X			X		X
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		X	X		X		X
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	X	X	X	X	X	X
Emergency Eye Wash	I	5162		X	X		X		X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

Appendix D CITY OF RED BLUFF EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X	X	X	X	X	X	X
Ergonomics - Office	I	5110	X	X	X	X	X	X	X
Ergonomics – Back Safety	I	5110	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	1540			X		X		X
Fall Protection	I	1670	X	X	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X	X	X	X	X
Forklift	I/C (3yr)	Article 24		X	X		X		X
Hazard Communication (General)	I/U	5194		X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	5192		X	X		X		
Hearing Conservation	I/A	5095		X	X		X		X
Heat Illness Prevention	A-Spring	3395		X	X	X	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596		X	X		X		X
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X	X	X
Ladder Safety	I	3276	X	X	X	X	X	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

Appendix D CITY OF RED BLUFF EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Lead Awareness	I/A	5216		X	X		X		X
Lockout/Tag Out	I/U	3314		X	X	X	X		X
Machine Shop Safety	I	3940		X	X		X		X
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X		X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385		X	X	X	X		X
Pesticide Use Safety	I/U	5194			X				X
Respiratory Protection	I/A	5144		X	X	X	X		X
Rigging/Hoisting	I	5006		X	X		X		X
Scaffold Safety	I/U	1637					X		X
Standard Operating Procedures (department specific)	A	N/A		X		X	X		X
Supervisor Safety Training (designated employees)	I/U	3203	X	X	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	Article 20		X	X	X	X	X	X
Traffic Control & Flagger Training	I	1599			X	X	X		X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

Appendix D CITY OF RED BLUFF EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Tree Work	I	3421			X		X		X
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848		X			X		X
Wildfire Smoke Protection	I	5141.1		X	X	X	X	X	X
Workplace Violence	I	3203	X	X	X	X	X	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification