

INJURY AND ILLNESS PREVENTION PROGRAM



INJURY AND ILLNESS PREVENTION PROGRAM APPROVALS

This Injury and Illness Prevention Program (IIPP) has been prepared for all City of Reedley employees at all locations.

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City Hall
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This IIPP has been prepared, reviewed, and approved by the following personnel:

MARISSA GONZALES Date
Program Administrator

JOEL GLICK Date
Former Program Administrator

ROCKY ROGERS Date
City Manager/Administrator

I. PURPOSE

This Injury and Illness Prevention Program (IIPP) has been developed as the cornerstone of the City of Reedley's (the "City's") health and safety program in an effort to provide our employees with a safe and healthful working environment. The purpose of this program is to ensure that we identify, evaluate, and correct occupational hazards or unsafe acts in the workplace before they result in employee illness or injury.

This procedure serves as the City's written program for compliance with the requirements of an IIPP as contained in Title 8 of the California Code of Regulations, Section 3203 (8 CCR 3203).

II. HEALTH AND SAFETY POLICY STATEMENT

At the City of Reedley, employees are our most important asset and their well being our greatest responsibility. The health and safety of every employee, as well as the public, must be primary in every business decision and plan.

The objectives of our health and safety programs are both humanitarian and economic. It is our policy to do everything reasonable to protect our employees, property, and the public from the results of accidents. Everyone in this organization is expected to actively support and participate in the health and safety program.

III. RESPONSIBILITIES

In order for this or any safety program to be successful, roles and responsibilities need to be assigned to the most appropriate personnel. It is our belief that City management is ultimately accountable for implementing safety practices and procedures at the City. The following key personnel and their duties have been designated as follows:

City Manager: *Rocky Rogers*

Program Administrator: *Marissa Gonzales*

City Manager

The City Manager has the authority and responsibility for the overall development and implementation of the IIPP. She/He is also responsible for providing the support and resources necessary to maintain safe and healthful working conditions at City operations. This responsibility includes:

- Providing management support and resources necessary for health and safety programs;
- Empowering the Program Administrator with the authority to implement the IIPP;
- Evaluating the effectiveness of the City's health and safety programs;

- Monitoring the performance of health and safety policies and procedures;
- Ensuring that the IIPP and other health and safety programs are updated on an annual basis or more frequently if warranted;
- Ensuring compliance with local, state, and federal health and safety regulations, as well as the City's own policies and procedures; and
- Ensuring department head, safety accountability in safety specific issues.

Program Administrator

The designated Program Administrator will work in conjunction with the City Manager and managers/supervisors to administer the IIPP and other health and safety programs. This may include, but is not necessarily limited to:

- Arrange for the proper training for managers/supervisors and employees to safely perform their job tasks;
- Conduct facility and job task audits to determine the effectiveness of the IIPP and make adjustments as necessary;
- Provide feedback to the City Manager and managers/supervisors regarding safety performance;
- Assist managers/supervisors in conducting incident evaluations; and
- Notifying key personnel of updates or changes to the IIPP.

Managers and Supervisors

Each manager and supervisor will be responsible for periodically reviewing the health and safety needs of employees under their direction, and will serve as the initial contact for their employees' health and safety-related questions. If an issue arises that cannot be adequately addressed by the supervisor, she/he will contact the Program Administrator as soon as practical to resolve the issue. The supervisor is also responsible for ensuring that all work-related injuries or illnesses are reported to the Program Administrator as soon as possible, with no delay exceeding 48 hours. In addition managers/supervisors will be responsible for:

- DeterminING the proper training for employees to safely perform job tasks;
- Investigating and reporting accidents, injuries, and other incidents to the Program Administrator;

- Reporting unsafe equipment or operations to the Program Administrator and implementing corrective measures;
- Developing his/her own knowledge and skill in safety;
- Ensuring that periodic safety inspections are conducted on equipment and vehicles;
- Implementing a safety training plan;
- Investigating employee's safety concerns;
- Implementing a safety communication plan;
- Requiring that the Program Administrator be apprised of developments on the job that could impact personnel health and safety; and
- Demonstrating personal belief that safety is critically important to him/her and to the City.

Employees

Employees are responsible for immediately reporting unsafe conditions in the workplace to their supervisors so that potentially hazardous situations can be addressed and in a timely fashion. Employees must also immediately notify their supervisors if a work-related injury or illness occurs. Employees are encouraged to communicate with their supervisors or with the Program Administrator whenever they have a health and safety question, concern, or suggestion. Employees are also responsible for:

- Routinely inspecting equipment, tools, vehicles, and operations and reporting any damage, defects, or safety hazards to the area supervisor;
- Identifying and reporting unsafe acts or working conditions to his/her supervisor or to the Program Administrator;
- Immediately reporting all accidents, injuries, and other incidents to his/her supervisor;
- Performing all work in a safe, professional, and responsible manner; and
- Correctly using and maintaining all equipment, tools, vehicles, respirators, and personal protective equipment.

IV. COMPLIANCE

All employees of the City are expected to comply with this program, including all rules, policies, and procedures concerning health and safety in the workplace. Positive reinforcement and recognition of safety-conscious employees will be an integral part of the strategy to promote compliance. The City Manager or Program Administrator will reinforce positive safety related behavior and take corrective action to address unsafe actions.

Health and safety performance will be reviewed as a part of each employee's and each supervisor's performance evaluation. Failure to comply with the IIPP or the City's Code of Safe Practices may result in additional training, reprimand, suspension, or termination.

V. COMMUNICATION

Employees receive information regarding health and safety issues in one or more of the following ways:

- During initial orientation of new hires, employees will receive initial training on the IIPP and the methods to safely perform their job duties;
- During regular staff meetings at the project, group, or office level;
- Through periodic informational memos distributed by their supervisor, the City Manager, or Program Administrator;
- As part of tailgate safety meetings during field operations; or
- During formal and informal training.

Employees are encouraged to communicate directly with managers and supervisors in verbal or written form about hazardous health and safety conditions. Employees may also place health and safety suggestions and comments by contacting the Employee Protection Line 1-800-576-5262 (organization code: 10087). All calls are anonymous.

It is the City's policy that employees who report a hazardous situation or makes a suggestion for improving health and safety conditions in the workplace ***will not be subject to any type of retaliation***. All submissions will be sent to the Program Administrator for review and follow-up on a monthly basis. Any reports can be made through the 1-800-576-5262 (organization code: 10087).

VI. HAZARD IDENTIFICATION, EVALUATION, AND INSPECTIONS

Hazard Analysis

The City Manager will require that each area manager conduct a hazard analysis of each job classification in their department to identify and evaluate conditions with the potential for causing work-related illnesses or injuries. These initial evaluations will provide the foundation for determining the methods or training necessary to minimize job-related accidents or incidents.

Codes of Safe Practices

Codes of Safe Practices will be developed for each job safety class identified. These codes will address specific conditions identified during the job hazard analysis. The Codes of Safe Practices will also serve as a guide for subsequent inspections conducted to evaluate and document compliance with the IIPP.

Periodic Inspections

The Program Administrator will confirm that periodic inspections are conducted to verify compliance with the Code of Safe Practices, as well as to identify previously unrecognized hazards. Inspections will occur under the following circumstances:

- At the inception of the IIPP;
- Whenever new substances, processes, procedures, or equipment are introduced into the work area that represent a new health and safety hazard;
- Whenever the Program Administrator, manager, or supervisor is made aware of a new or previously unrecognized hazard;
- When an occupational illness or injury occurs;
- Or at least on an annual basis.

Inspections will be documented on Health and Safety Inspection/Corrective Action forms, which will be forwarded to the Program Administrator when complete. If an unsafe work condition or work practice is identified, the situation will be remedied by the employee's supervisor or Program Administrator. If the situation cannot be corrected by either party, the City Manager will be contacted to resolve the issue.

VII. INVESTIGATIONS

Employee supervisors will be responsible for investigating occupational illnesses and injuries to facilitate identification and abatement of hazards and unsafe acts. It is important that the investigation begin as soon as possible after the event. Where appropriate, the investigation may proceed as follows:

1. A visit will be made to the site of the occurrence as soon as possible after the injury or incident occurs.
2. The injured or affected party, as well as witnesses, will be interviewed privately, if possible.
3. Supportive documentation and details will be gathered, such as sketches, photographs, etc. The Incident Report Form will be used as a guide in collecting relevant information.
4. The findings report will include an analysis of the conditions and situations that led to the incident, as well as proposed actions to control the hazard and prevent similar incidents from occurring in the future. A copy of the form will be forwarded to the City Manager and the Program Administrator.

VIII. CORRECTING UNHEALTHY OR UNSAFE CONDITIONS

The Program Administrator or employee supervisors will be responsible for abatement of hazardous conditions or unsafe acts after consultation with the City Manager.

Imminent danger situations require immediate corrective action. If a condition of imminent danger is detected by an employee, he/she must immediately leave the area and report the situation to his/her supervisor, City Manager, or Program Administrator. The City Manager must be immediately notified of an imminent danger situation. Corrective action will be taken within 24 hours of detection.

For less severe situations, corrective action will be taken within 7 to 30 days of detection, provided employees are not exposed to serious hazards and take appropriate personnel protective measures.

IX. TRAINING

Employees will be trained regarding the purpose of the IIPP, the communication procedures, and the Code of Safe Practices for the corresponding job safety class. The training will be provided as follows:

- When the program is first established;
- To all new employees;
- To reassigned employees;
- Whenever new hazards are introduced by new substances, processes, or equipment; and

- To familiarize supervisors with the hazards faced by their employees.

Training will be conducted by the Program Administrator or a designee, or by the employee's supervisor in a manner and language that can be understood by the trainee. Such training may be integrated with other scheduled training including:

- New employee orientation;
- Periodic health and safety awareness training;
- Job-specific training;
- Staff meetings; and
- Site tailgate safety meetings.

In addition, employees will be encouraged to discuss their concerns with the City Manager, Program Administrator, or their supervisors. The training program will be reviewed and updated as needed or based on the results of regular inspections.

X. RECORDKEEPING

Documentation and records required by the IIPP standard will be maintained by the Program Administrator for a minimum of five years. These records may include:

- Initial IIPP training will be documented and kept in employee personnel files;
- Inspection records, employee communications, Illness and Injury Incident Reports, and investigation reports will be maintained by the Program Administrator;
- Employee training documentation; and
- Any other pertinent health and safety documentation.

XI. CITY CONTRACTED EMPLOYEES

City contracted employees shall be notified by the Project Manager to abide by this program while working at any City job site. Training in this program may be fulfilled through job-specific safety meetings.

XII. ADDITIONAL HEALTH AND SAFETY PROGRAMS

The City will prioritize, develop, and implement additional health and safety programs to address specific occupational hazards. These supplemental programs may include but not necessarily be limited to the following:

- Hazard Communication
- Ergonomics
- Violence in the Workplace
- Blood Borne Pathogens
- Infectious Disease
- Respiratory Protection
- Confined Space Entry
- Control of Hazardous Energy (Lockout/Tagout)
- Hearing Conservation
- Trenching and Excavation
- Emergency Preparedness
- Fire Prevention

The development of supplemental health and safety programs will be prioritized based on the potential for employee exposure to hazards, severity of exposure, and available resources.