

§3203. Injury and Illness Prevention Program.

**Subchapter 7. Cal-OSHA General Industry Safety Orders
Group 1. General Physical Conditions and Structures Orders
Introduction**



City of Carson

Injury and Illness Prevention Program (Safety Program)

Subchapter 7. General Industry Safety Order 3203

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness prevention Program. The Program shall be in writing and shall, at a minimum:

1) Identify the **person or persons** with authority and responsibility for implementing the Program

(2) Include a system for ensuring that employees comply with safe and healthy work practices. ***Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retaining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.***

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear or reprisal. ***Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.***

CITY SAFETY POLICY

It is the policy of the City to provide safe working conditions for all employees and to promote continuing, vital SAFETY AWARENESS at all levels, from administration to the individual employee. It is our belief that SAFETY AWARENESS is the basis upon which a safety program must be founded; for, without this commitment, safety is seriously compromised. The City recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors; to provide safety devices and mechanical safeguards; to use the methods and processes to protect the life, health, safety and welfare of employees, visitors and the general public, and to maintain and enforce a program to fulfill this responsibility. Therefore it shall be considered each employee's responsibility not only to assure his own personal safety and health, but to develop a concern for the safety and health of all who work with him/her. Employees shall at all times, while on City property, conduct themselves and perform work in a safe manner consistent with existing safety rules, policies, procedures and the provisions of the City's Illness and Injury Prevention Program.

CITY MANAGER

I. INTRODUCTION

The City of Carson, through its administration and management is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety.

II. PROGRAM OBJECTIVE

The primary objective of the Illness and Injury Prevention Program (IIPP) is to reduce job related employee injuries and illnesses, as well as, to ensure compliance with the California Occupational Safety and Health Act (Cal/OSHA) Title 8, Section 3203, which requires each employer to:

- A. Establish and maintain an effective Injury Prevention Program
- B. Provide a safe and healthy working environment for all employees.
- C. Reduce the human and financial losses resulting from injuries and illnesses arising out of or occurring in the course of employment.
- D. Establish safety policies, committees, training, and communications processes which will contribute to and be a part of the IIPP.
- E. Establish on-going IIPP for all departments.

III. INJURY AND ILLNESS PREVENTION PROGRAM

A. Support:

All employees are expected to comply with the IIPP. The program reflects the Administration's concern for safety and its commitment to the policies outlined in the program.

B. Responsibilities:

1. PROGRAM MANAGER

The safety and Emergency Services Supervisor will be responsible for overseeing and directing the Injury and Illness Prevention Program administration as follows:

- a. Administering the Injury Prevention Program to determine compliance.
- b. Coordinating with the Workers' Compensation Claims Administrator to establish injury frequency, severity and trends.
- c. Maintaining records as prescribed by legislation.
- d. Providing information regarding injury/illness experience and related costs to the Management Safety Committee.
- e. Training supervisors to effectively communicate safety instructions to employees.
- f. Coordinating/Conducting/Overseeing employee training on safety, health and mishap prevention.
- g. Advising department heads and department safety members on safety equipment, personal protective equipment and policies and procedures.
- h. Conducting and assisting with scheduled and unscheduled periodic safety and health inspections.

- i. Advising department heads on potential safety and health hazards.
- j. Performing follow-up investigations of injuries and illness as required.
- k. Serving as a member of Safety/Health Committee.
- l. Performing those duties necessary to insure compliance with applicable safety and health regulations.
- m. Implementing and conducting an employee safety suggestion program.
- n. Developing and administering employee safety incentive and recognition programs.

2. MANAGEMENT SAFETY COMMITTEE

Consists of City Administrator, Deputy City of Carson Administrator/Director of Recreation and Community Services, Director of Finance and Administration, director of Engineering, Director of Facilities and Maintenance, Director of Community Development and the Director of Public Safety.

The Management Safety Committee meets regularly to review the effectiveness of the IIPP, establish and oversee direction, policy and procedures for the program and authorize, as appropriate, the implementation of suggestions from the Employee Advisory Safety Committee.

3. DEPARTMENT DIRECTORS

The Department Director is responsible for the effective implementation and maintenance of the department's Injury and Illness Prevention Program as follows:

- a. Designate a Departmental Safety Member.
- b. Establish and maintain a written Departmental Injury Prevention Program.
- c. Establish and maintain system of job safety analyses safety inspections, accident investigation and pertinent safety performance records.
- d. Provide safety orientation, adequate job training and continuing safety instruction for all department employees.
- e. Assist the Program Manager in the on-going safety and illness prevention training for supervisors.
- f. Insure compliance with Cal/OSHA regulations with regard to specific performance, such as safety training meetings.
- g. Familiarize themselves with the safety program and insure its effective implementation.
- h. Be aware of all safety considerations when introducing a new process, procedure, machine, or material to the work place.
- i. Give maximum support to all programs and committees whose function is to promote safety and health.
- j. Actively participate in safety committees as required.
- k. Review serious accidents ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- l.

4. SUPERVISORS

The Supervisor is the key to a successful Injury and Illness Prevention Program. The Supervisor shall:

- a. Recognize the potential or real hazards of each job supervised.
- b. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
- c. Emphasize to employees the benefits of observing safety procedures and using prescribed protective equipment.
- d. Enforce those safety rules, procedures and policies applicable to their function.
- e. Recommend discipline for employees who do not comply with safety and health rules, procedures and policies.
- f. Provide new employee orientation, job specific training and safety training sessions. Records of the training shall be maintained in the department's files for a minimum of three years.
- g. Promptly investigate injuries, illnesses and accidents.
- h. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.
- i. Immediately initiate action to correct all safety hazards which are identified. The supervisor shall notify the department head immediately, if further corrective action is necessary.
- j. Ensure that tools, equipment and protective devices are properly maintained and utilized.
- k. Perform those duties which will enhance the success of the Injury and Illness Prevention Program.
- l. Familiarize themselves with the City's safety policies, programs and procedures.
- m. Provide complete safety training to employees prior to the assignment of duties.
- n. Investigate injuries to determine cause, then take action to prevent repetition.
- o. See that all injuries, no matter how minor, are treated immediately and referred to the Personnel Department, to ensure prompt reporting to the insurance administrator.
- p. Inspect work areas often to detect unsafe conditions and work practices.

5. EMPLOYEES

All employees are required to develop and demonstrate safe work practices. They shall:

- a. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment.
- b. Promptly report to their supervisor all unsafe conditions that they observe.
- c. Attend and participate in safety training sessions.
- d. Use prescribed protective clothing and devices where required.
- e. Learn and observe the safety rules, procedures and policies.
- f. Maintain equipment in good condition, with all safety guards in place, when in operation.
- g. Encourage co-workers to work safely.

6. DEPARTMENT SAFETY MEMBERS SHALL:

- a. Represent a cross section of the City's departments and shall be appointed by the department director.
- b. Represent their respective departments as members of the Safety/Health Committee.
- c. Act as a communication link between the department, Safety Committee, Safety Program Manager and other departments.

7. EMPLOYEE ADVISORY SAFETY COMMITTEE SHALL:

- a. Review the safety and health policies and procedures.
- b. Act at the direction of the Committee Chairperson. The Chairperson will be appointed by the City administrator and shall serve a term of one year.
- c. Meet monthly to perform the following functions:
 - 1. Analyze the effectiveness of the Injury and Illness Prevention meet current needs.
 - 2. Review Safety problems and recommend practical solutions to the problems.
 - 3. Receive the Safety Members reports and review actions of the departmental and site safety committees.
 - 4. Review liability and workers' compensation reports to reduce preventable injuries, illness and accidents.
 - 5. Assist in the implementation of individual department injury prevention programs.
 - 6. Recommend safety presentations and training for employees.
 - 7. Review results of periodic scheduled work site inspections.
 - 8. Review alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspections and investigations to assist in remedial solutions by suggestion or recommendation.
 - 9. Submit recommendations to assist in the evaluation of employee safety suggestions.
 - 10. Upon request by Cal/OSHA, verify abatement action taken by the City to abate citations issued by Cal/OSHA.
 - 11. Prepare and make available to the affected employees written records of the safety and health issues discussed at the committee meetings and maintained for review by the division (Cal/OSHA) upon request.

IV. EMPLOYEE PRETECTIONS

Employees who report possible violations of occupational and safety standards may not be discharged from filing such a report nor for participating in an occupational health and safety committee. (Labor Code Section 6310). Furthermore, an employee may not be fired for refusing to work in violation of health and safety standards. (Labor Code Section 6311). An employee who believes that he or she has been discharged or otherwise discriminated against in violation of Sections 6310 or 6311, may file a complaint with the labor Commissioner within 30 days of the alleged unlawful discharge. (Labor Code Section 98.7, 6312).

V. GENERAL SAFETY RULES

For the protection and safety of all employees. The City has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. The Personnel Department will distribute a copy of the rules to new employees during the orientation session and document the distribution of these rules.

1. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
2. Machines or equipment shall not be operated until proper instructions on its operation have been received.
3. Horseplay, throwing things, running in aisles and stairways, distracting other employees at work, and unnecessary shouting is forbidden.
4. All spilled oil, grease, water and other liquids, shall be cleaned up immediately.
5. Areas in which overhead maintenance is being performed shall be block off and posted to prevent possible injury from falling objects. Employees shall not enter a barricaded or posted area, unless performing work therein.
6. Any defective tool or equipment shall immediately be reported to supervision.
7. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
8. Specific Department Safety Rules, when applicable, shall be posted in appropriate work areas.
9. Personal protection equipment shall be worn when and where required.
10. Lifting is to be done only in the approved safe manner.
11. All work areas are to be kept in a clean and orderly condition.
12. Smoking is allowed only in authorized areas. A complete list of safety rules may be found in the appendices of this document.
13. City radios, if issued, can be a vital safety communication link between employees. Radio communication is monitored and employees may be held accountable for issued radios. Unauthorized, inappropriate and/or frivolous use is prohibited.

VI. INSPECTIONS

All department personnel will be responsible for continuous, on-going inspection of the work place. When discovered, potentially hazardous conditions will be corrected immediately, or a report will be filed to initiate corrective action. Inspections will also be conducted when new hazards are introduced into the work place, and when the City is made aware of a new or previously unrecognized hazard.

Regularly scheduled planned inspections will be made by members of the Employee Advisory Safety committee, and site personnel, utilizing the City's self inspection guidelines. The following review process will be followed:

- A. The report will be reviewed by City Administration, Site Administration and the Employee Advisory Safety committee and action will be taken to eliminate potential hazards.
- B. The inspection report will be reviewed by the Director of Facilities and Maintenance. Assignments, target dates and recommendations will be established by him on a priority

basis. He will communicate this information to the Employee Advisory Safety Committee.

- C. Assignments, target dates for completion and actual completion dates will be documented in the minutes of the safety committee.

VII. SAFETY TRAINING AND EDUCATION PROGRAM

The safety training and education program will include three areas: employee training, supervisory training and safety education.

A. The Safety and Health Training Program will include:

- 1. An employee orientation program outlining the provisions of SB 198, and the IIPP Program.
- 2. General safety training to cover hazards basic to all areas of employment.
- *3. Specific safety training to cover hazards that are unique to each employee's job assignment.

*Specific job safety analysis (JSA) information shall be utilized to complete this training.

B. Safety and Health Training for Supervisors should include:

- 1. Theory of injury prevention.
- 2. Supervisor's responsibility under SB 198.
- 3. How to conduct job safety analysis (JSA)
- 4. Accident prevention.
- 5. Accident investigation and follow-up.
- 6. Requirements for and use of personal protection equipment.
- 7. Hazard recognition, both general and specific for City operations.
- 8. employee communications programs.
- 9. Emergency procedures training.
- 10. Employee instruction techniques and communication skills and techniques.

C. Safety Education Program shall include the following:

- 1. Regularly scheduled employee safety training meetings which will cover safety subjects specific to the department and work assignments.
- 2. The availability of safety media for departmental use.
- 3. Bulletin boards, posters and safety equipment displays to promote safety. In all instances, all instruction shall be documented and filed with Administration as part of the total injury prevention program.

VIII. INJURY REPORTING SYSTEM AND EVALUATION

One of the primary keys to the Injury and Illness Prevention Program is the injury reporting system and the information that is obtained as part of the injury report. The information compiled should be carefully evaluated and corrective action recommendation made. The major burden for reporting the injury and fully documenting it resides with supervisors.

Supervisors should, minimally:

- A. Ensure that an employee accident report be completed immediately.
- B. Investigate the injury and file a complete and thorough report of the causes and recommendations to eliminate hazards.
- C. Ensure that corrective action is taken to eliminate the hazard.
- D. Instruct employees in injury avoidance techniques, with special reference to the most recent occurrence.
- E. Report the investigative findings to the Safety Program Manager and the Department Director.

IX. EMPLOYEE COMPLIANCE PROGRAM

To ensure that employees comply with the City's Injury and Illness Prevention Program, the City has established a disciplinary procedure and awards program.

A. Disciplinary Procedures:

The disciplinary procedures apply to all employees and supervisors as well.

1. Employee who fail to comply with safety rules shall be subject to disciplinary action up to an including termination. Supervisors will follow the normal disciplinary procedures as follows, for repeated violations.

1st violation: Verbal counseling – the first step. Must be documented by the supervisor. The employee must be advised of the policy violated, and the disciplinary procedures.

2nd violation: Written warning – outlining nature of offense and necessary corrective action. This must be documented in the employee's personnel file.

3rd violation: Suspension without pay for up to three days.

4th violation: Suspension without pay for four to thirty days.

5th violation: If an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

2. Supervisors may be subject to disciplinary action for the following reasons:
 - a. Violation of City's safety and health policies and procedures.
 - b. Repeated safety rule violation by their department employees.
 - c. Failure to provide adequate training prior to job assignment.
 - d. Failure to report accidents and provide medical attention to employees injured at work.
 - e. Failure to control unsafe conditions or work practices.
 - f. Failure to maintain good housekeeping standards and cleanliness in their departments. Supervisors who fail to maintain high standards of safety

within their departments may be demoted or terminated after three documented warnings have been levied during any calendar year.

B. Awards or Rewards Program:

At the discretion of the City, an employee award or reward program shall be utilized to recognize those employees who comply with safe and healthy work practices and do not have lost time accidents. The program could include the following awards or combination of awards:

1. Time off
2. Award luncheon or dinner
3. Plaques or certificates
4. Perpetual trophies
5. Merchandising i.e., hats, belt buckles, etc.

The department awards program should be established on a time lost basis and an accident free basis. For example, the department goes:

1. 90 days without a time loss accident, a lunch paid for by the City.
2. 180 days without a time loss accident, 2 hours compensated time.
3. 270 days without a time loss accident, lunch paid for by the City.
4. 360 days without a time loss accident, 4 hours compensated time.

For specific City sites, a certificate or plaque may be appropriate.

All awards programs must be consistent with allowable governmental codes and regulations and memorandums of understanding (MOUs).

X. SAFETY COMMUNICATION PROGRAM

The Injury and Illness Prevention Program must provide for a means of readily understandable communication with affected employees on safety and health matters. The City will utilize the following methods of communication with employees regarding safety and health.

- A. Safety and Health Committee meetings
- B. Safety training programs
- C. Posting of Safety Committee reports
- D. Employee meetings

Employees may anonymously report hazards and unsafe conditions by completing the hazard report form. (See Appendix C) and by participating in the City's "We Spot" Program by dialing the Program Manager at (310) 830-7600, extension 1606.

XI. EMPLOYEE ADVISORY SAFETY COMMITTEE MEETINGS

The City's Employee Advisory Safety Committee will be composed of members (Supervisors and/or employees) of the various departments and the Administration. They will meet on a regular basis and will review the following:

1. Minutes of the previous meeting.
2. Unfinished business of the previous meeting.
3. Inspection Reports.
4. Discussion of accidents and corrective action taken.
5. Accident trends.
6. New and outstanding recommendations submitted by outside agencies (fire department, Cal/OSHA, etc.).
7. New business.
8. Proposed employee safety training.

All meetings will be documented and the time and place for the next meeting will be set prior to the completion of the meeting. A copy of the safety committee minutes shall be posted at each City Site.

Employee Safety Meetings:

Supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented and retained for department records.

XII. ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of the City to carry out a through program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the Supervisor, the Department Director, the Personnel Manager and the Safety Program Manager.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Cal/OSHA and the Workers' Compensation Insurance Administrator.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible and to protect other employees and equipment. The supervisor shall begin to investigate the circumstances of the accident immediately.

Supervisors are responsible for submitting a Supervisor's Report of Injury and an Accident Investigation Report, to the Personnel Department, no later than 24 hours after the accident. Each supervisor must maintain an adequate supply of the Supervisor's Report of Injury form and the Accident Investigation Report form for his/her use.

The Personnel Department will ensure that a copy of these reports are provided to the Safety Program Manager, one week prior to the regularly scheduled Safety Committee meetings.

Accident investigation must be conducted as soon after the accident, as possible. The less time that elapses between accident and investigation, the better the information that can be obtained.

Facts are clearer, more details are remembered, and conditions are nearest those at the time of the accident.

The accident investigation will be your analysis and account of the accident based upon the data gathered by examination of all facts, opinions, statements, and related information.

Upon responding to the accident scene, the first person you should ask questions of, is the victim or injured person, if possible.

1. Put the victim/injured person at ease. Remind the person being interviewed that the sole purpose of the accident investigation is to prevent a reoccurrence of the accident and not to fix blame.
2. Conduct the interview at the scene of the accident. This will help the victim/witness to explain and you to understand the facts of the accident. Make this interview as private as possible. This will not only make the victim/witness more relaxed, but prevents their observations and ideas from being influenced by others.
3. Ask for their version of the accident. Make sure you stress you want their version of what happened just as they remember it. Let them tell their story! Do not interrupt to clarify, interpret or evaluate. If there is something you don't understand, wait until they are finished, then ask questions. Above all, do not make judgments. If the interviewer is judgmental, the person being interviewed will become defensive and the purpose of the interview will be defeated.
4. Ask only those questions which are necessary. Limit your questions to facts. Ask open questions when possible. Stay clear of questions with a "yes" or "no" response. Always ask questions in a friendly constructive manner. If you must ask the "WHY" questions, wait until you have all other information, as these types of questions tend to put the employee on the defensive.
5. Repeat the story as you understand it. Repeating the story will ensure correct understanding, by allowing the employee to be sure you understand what was meant (not just what was said).
6. Close the interview on a positive note of prevention. Discuss actions that may be taken to prevent the accident from happening again. Before ending the interview, check all information to be sure nothing has been left out. Let the employee help in developing recommendations to prevent reoccurrence of a similar accident.

In order for the Supervisor's Report to be effective, the narrative should contain all of the information gathered as a result of the investigation:

1. Description of accident or employee/witness account of accident or illness:

This section is where the *what*, *where*, *who* and *how* of the accident is explained from the information that has been gathered.

2. Results of the accident or illness:

Here you must detail *where* the victim was injured. *What* were the injuries and to what extent do they affect the victim.

Photographs and diagrams should be used for documentation.

3. Basic cause:

Explain fully, in light of act, condition or personal factor. This position of the narrative is asking that important question why did the accident happen.

4. Corrective Measures taken and/or personal factor:

Here you are to explain what has been done to prevent a reoccurrence of the accident and how are the recommendation or corrective measures to be accomplished.

5. Additional comments and observations:

This space is reserved for comments or elements, you, as a supervisor, may be aware of, but may only have some indirect bearing on the accident.

XIII. HAZARD CONTROL

The most effective methods of accident prevention is the systematic elimination or control of hazards. The following basic hazard control methods shall be followed:

- A. Machine guards and warnings devices shall meet state and federal standards. Safety of operations is to be given consideration in design, modification and purchasing of equipment. Inspections will be made by supervisors to ensure that guards are not removed, and are in use at all times.
- B. Appropriate personal protective equipment is to be provided by the City and its use is to be strictly enforced. Initial and periodic training in the care and use of safety glasses, respirators (if approved for use), hearing protection, hard hats, etc., is to be provided.
- C. Preventive maintenance on machinery and equipment is to be tailored to the various locations. Records shall be kept of all inspections and repairs, as part of the departmental records. Recommendations will be acted upon promptly.
- D. Housekeeping is to be emphasized; aisles and storage areas are to be marked and space is to be assigned for tools and equipment. Employees will have cleanup responsibility in their own areas, in addition to the regular custodial work.
- E. Proper materials handling techniques are to be emphasized and mechanical equipment for moving materials will be provided as required.

- F. Fire Department personnel and other agencies may periodically inspect City sites for fire hazards. The Site Administration will regularly inspect for safety hazards to ensure continuing compliance with federal and state laws.
- G. All accidents are to be investigated by the responsible supervisor or his/her designee. All property damage will be reported immediately.

XIV. OCCUPATIONAL HEALTH

Employee health is of primary concern to the City. The following areas are of specific concern to the City:

- A. Areas which are hazardous because of their toxic fumes, smoke and/or dust are to be identified. It is the supervisor's responsibility to work with the Safety Program Manager and the Facilities and Maintenance Director to see that proper ventilation and safety equipment is installed as required.
- B. Noise surveys will be made of all high noise level operations. Engineered noise controls will be implemented or protective equipment will be provided as required. Audiometric tests may be required for new hires and periodic retesting may be done for those employees working in high noise level areas.
- C. Material Safety Data Sheets are available from the purchasing office and at the site and are to be used to establish the safe handling, storage and use of hazardous materials. Care is to be taken to label all containers, in accordance with federal, state and local standards.

XV. PUBLIC PROTECTION

Protection of the public, while visiting or working on City property, is a major City responsibility. The following procedures and safeguards have been established:

- A. Members of the public (i.e., visitors, contractors, and repair people) are to check in at each site. Personnel protective equipment is to be issued as required. Visitors may be restricted to certain areas. It is the responsibility of the Superintendent of Landscape and Building Maintenance to work with the Safety Program Manager and Facilities and Maintenance Director to see that areas such as parking lots, driveways, walkways, stairs, halls and floors, are adequately lighted and maintained. All construction sites are to be posted or fenced. Periodic inspections will be made to ensure adequate maintenance of public safeguards.
- B. Measures, i.e., odor control, chlorine leak alarms and/or fencing, will be utilized to reduce public liability exposure at City sites. These measures will be inspected on a regularly scheduled basis.

XVI. EMERGENCY PROCEDURES

Emergency response procedures have been established by the City in the event of a fire, riot, strike, bomb threat, flood, earthquake, and/or other natural or man-made disasters. These

procedures are found in the City's Multi-Hazard Functional Plan and in the City's Standard Operations Procedures Manual. They shall be followed in the event of an emergency as described above.

APPENDICES

APPENDIX A:	Safety Rules
APPENDIX B:	Job Instruction Training
APPENDIX C:	Hazardous Condition Report Form
APPENDIX D:	CITY SAFETY AWARDS PROGRAM
APPENDIX E:	CITY DISCIPLINARY POLICY STATEMENT
APPENDIX F:	EMPLOYEYEE TRAINING OUTLINES
APPENDIX G:	CITY SAFETY COMMITTEE MEMBERS
APPENDIX H:	Job Safety Analysis
APPENDIX I:	California Code of Regulations; Section 6401.7, IPP.

APPENDIX “A”

SAFETY RULES

For the protection and safety of all employees. The City has established the following rules designated to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to new employees.

GENERAL

1. All accidents and injuries shall be reported to the supervisor at the time of their occurrence.
2. Machines or equipment shall not be operated until proper instructions on its operation have been received.
3. Horseplay, throwing things, running in aisles and stairways, distracting other employees at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids, shall be cleaned up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. Do not enter a barricaded or posted area unless performing work therein.
6. Any defective tool or equipment shall be immediately reported to supervision.
7. Failure by an employee to comply with the safety rules is grounds for corrective discipline or termination.
8. Specific Department Safety Rules, when applicable, shall be posted in appropriate work areas.

MATERIAL HANDLING

1. Lifting; Do not attempt to lift or push objects which are too heavy for you. See your supervisor when you need help.
2. Pull hand trucks when in transit except when going down incline or placing load in position.
3. Load hand truck in such a manner to eliminate the possibility of spilling.
4. When carrying material, watch for obstructions, loose material, etc.
5. Protruding nails in boxes, skids, or other containers must be removed or made flush.
6. Stack and store material in proper areas.
7. Do not store material in aisles. Aisles must be kept clear at all times.

PROTECTIVE EQUIPMENT

1. Safety glasses must be worn where eye protection is required, i.e., where posted. Photogray or sunglasses are not allowed in shop area.
2. Safety hats shall be worn whenever work is being performed overhead.
3. Rubber gloves, aprons, boots and full face shields or splash proof goggles will be worn when working with caustic material and acids and/or when recommended by supervisor or required by the MSDS sheet.
4. Safety shoes are required. Shoes with exposed heels, toes or archways are not permitted in shop areas. Shoes constructed of materials other than leather or synthetic leather are explicitly prohibited from shop areas.

5. Where there is a danger of hair (4" from the scalp in length) entangling in moving machinery or equipment a hair enclosure (cap or hat) must be worn. (Hair net not accepted by Cal/OSHA).

MACHINE OPERATION

1. Use only the machines and equipment for which you have been trained, qualified and are authorized to operate.
2. Immediately notify your supervisor of any unsafe equipment missing or improperly positioned protective guards.
3. Power machinery must be kept free of unnecessary tools, rags and scrap while in operation.
4. Machinery must be turned off when not in use.
5. Use brush, chip hook, or rake when removing chips from machinery.
6. Work pieces and cutters must be secured before setting machine in motion.
7. Use correct speed and feed when operating equipment.
8. Employees shall not wear rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

WELDING

1. Prior to performing any welding or cutting outside of the welding department, the welder must obtain permission from his/her supervisor.
2. Prior to performing any welding or cutting in a department other than the welding department, the welder must report to the supervisor of the department in which the welding is to be done. A fire watch must be assigned to the job if the work is torch cutting or welding. The fire watch function is performed by an employee trained and equipped with the proper fire extinguisher.
3. No welder will remove portable welding equipment for work outside his department unless a fire extinguisher accompanies the equipment.
4. Welding goggles or mask must be worn by the welders and welders helpers.
5. Welding points of operation shall be blocked from observation by passerby, when possible, by the use of portable welding screens.

COMPRESSED AIR

1. Compressed air shall not be used to clean floors.
2. When blowing chips from a hole, the hole shall be covered with a shop towel to prevent the chips from becoming airborne projectiles.
3. Never direct the flow from an air hose toward another person or yourself.
4. Compressed air shall not be used to clean your clothes, hands, or other parts of your body.
5. Safety glasses with side shields shall be worn by employees working with compressed air hoses where danger of flying particles is present.
6. The working pressure of an air nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

POWER INDUSTRIAL TRUCKS (FORKLIFTS)

1. Only authorized personnel shall be allowed to operate power trucks.
2. Hitchhiking on power trucks is not allowed.
3. Licensed operators are responsible for testing brakes, horns and controls prior to operation of a power truck. A power truck shall not be operated with malfunctioning brakes, horns or controls.
4. Power truck forks are to be lowered to within 4 inches of the floor while truck is being driven.
5. Power trucks shall be shut off when on elevators or not in use.
6. The brakes shall be set before getting off the power trucks.
7. When parking a power truck, set the brakes, lower forks, and remove the ignition key before leaving the power truck.
8. A power truck shall not be operated at speeds exceeding a brisk walk (5 mph) while traveling congested or highly trafficked aisles or passageways within a building.
9. When approaching blind corners or intersections, horns shall be sounded and speed reduced.
10. All Cal/OSHA and Federal OSHA power industrial truck orders shall be followed at all times.

HOUSEKEEPING

The foundation for a safe and healthful place to work is good housekeeping.

1. Materials and equipment shall be kept out of aisles at all times.
2. Materials must not be stored within 3 feet of doors or exits, fire ladders, electrical panels or fire extinguisher stations.
3. Return tools and other equipment to proper storage place after use.
4. Keep tools dry; avoid spilling liquids; clean up all spills immediately.
5. Throw trash and scrap in proper waste containers.
6. Each employee shall exercise good housekeeping practices within his/her own work area.

CHEMICALS IN THE WORK PLACE

1. No chemicals meeting the definition of "Hazardous Materials" as defined by Cal/OSHA Safety and Health Regulations shall be purchased and/or brought into a City site for usage without:
 - A. A Material Data Safety Sheet (Form OSHA 20) or equivalent information on file and
 - B. Express consent of the designated Supervisor and/or Safety and/or Health Representative.

FIRE/MEDICAL EMERGENCY

1. Report all fires immediately. Call fire emergency number 9-1-1 and give location of fire/Notify a supervisor and the Public Safety Department immediately.
2. All employees should know the location of fire extinguishers, Fire blankets and stretchers.
3. Tampering with fire extinguishers is forbidden.

4. Fire extinguishers, sprinklers, fire exits or risers are not to be blocked by supplies, stock or storage at any time.
5. Do not smoke or being open flame in areas where flammable materials are used or stored.
6. All employees will comply with “No Smoking” areas.

MEDICAL EMERGENCY

1. Report all medical emergencies immediately. The emergency 9-1-1- telephone number should be used for all but minor first aid injuries.
2. Stay on telephone line until released by answering party.
3. All injuries or illnesses shall be reported to Site Administration immediately.

It is imperative that all employees become thoroughly familiar with the above safety rules or procedures, for failure to wear the appropriate safety equipment, or observe the above rules and procedures, will result in disciplinary action up to an including termination.

APPENDIX “B”

JOB INSTRUCTION TRAINING

HOW TO GET READY TO INSTRUCT

1. Have a Timetable
How much skill you expect them to have, by what date.
2. Brake Down the Job list
Important steps, pick out the key points. (Safety is always a key point).
3. Have Everything Ready
The right equipment, materials and supplies.
4. Remember, when teaching new employees, the following points are important:
 1. Employees learn best in a warm, friendly atmosphere.
 2. Employees don't like to waste time.
 3. Employees respond quickly to praise and attention.

JOB INSTRUCTION TRAINING (JIT) HOW TO INSTRUCT

1. **PREPARE**
Put the worker at ease.
Define the job and find out what is already known about it.
Get the person interested in learning job or skill.
Lay out everything in the correct position.
2. **PRESENT**
Tell, show and illustrate one **IMPORTANT STEP** at a time.
Stress each **KEY POINT**.
3. **TRY OUT PERFORMANCE**
Have person do the job – correct errors.
Have person explain each key point to you as the job is done again.
Make sure the person understands.
Continue until **YOU** know the person knows.
4. **FOLLOW UP**
Put them on their own
Designate to whom to go for help.
Check frequently
Encourage questions.
Taper off extra coaching and close follow up.
Stress safety is always a key point.

APPENDIX "C"

HAZARDOUS CONDITION REPORT FORM

Location/Site Department: _____ Date: _____

Specify the room/area where the hazardous condition is located:

When was the hazardous condition identified? Date: _____

Time: _____

Describe the hazardous condition:

Person to contact for further information: _____

Call _____ Extension _____

Between the hours of _____ and _____ to speak to the contact person named above.

What has been done to eliminate or reduce the hazardous condition?

Site Administrator _____ Date: _____

Signature

APPENDIX “D”

CITY SAFETY AWARDS PROGRAM

APPENDIX "E"

CITY DISCIPLINARY POLICY STATEMENT

APPENDIX “F”

EMPLOYEE TRAINING OUTLINES

APPENDIX “G”

CITY SAFETY COMMITTEE MEMBERS

APPENDIX "H"

JOB SAFETY ANALYSIS

Job Safety Analysis (JSA) is a procedure that identifies the hazards associated with each step of a job and develops solutions for each hazard that either eliminate it or control it. A job safety analysis work sheet is attached. In the left column, the basic steps of the job is listed in the order in which they are performed. The middle column describes how to perform each job step. The right column gives the safety procedures that should be followed to guard against hazards. The basic steps in making a JSA are:

- Select the job to be analyzed.
- Break the job down into successive steps.
- Identify the hazards and potential accidents.
- Develop ways to eliminate the hazards listed.

A blank worksheet used for OSHA compliance is provided below.

Job Operation _____	
Presently required personal protective equipment: _____ _____	
Sequence of job steps:	Hazards or OSHA violations:
1.	1.
2.	2.
3.	3.
4.	4.
Recommended safe procedures:	
1.	
2.	
3.	
4.	

OSHA JOB SAFETY ANALYSIS WORKSHEET

SELECTING THE JOB

In selecting the jobs to be analyzed and in establishing the order of job priorities, the National Safety Council suggests the following factors:

- Frequency of Accidents. A job that has a repeated number of accidents is a good candidate for an early JSA.
- Severity of Accidents or Injuries. Any job that has produced disabling injuries might be considered for an early JSA.
- A High Potential for Severity. If the potential for a serious accident or injury is present, a JSA might well be warranted.
- New jobs or changed jobs.
- Senate Bill 198.

BREAKING THE JOB DOWN

First, the job is broken down into its basic steps. These steps should describe what is being done in order or occurrence. The National Safety Council gives this example:

JOB: PLANTING A TREE

1. Select the site.
2. Bring tools, equipment, and the tree to the site.
3. Dig the hole.
4. Prepare the hole.
5. Put the tree into the hole.
6. Backfill, tamp and water.
7. Brace the tree.
8. Clean up and return equipment.

And the council suggests these key points in breaking down a job:

- Select the right person to observe. The person selected must be experienced, capable, cooperative and willing to share thoughts.
- Brief the person on the purpose. If the worker selected has never worked on a JSA before, thoroughly explain it. Ask cooperation.
- Observe the job for the breakdown.
- Record each step on the worksheet.
- Check the breakdown with the worker when finished to get input.

IDENTIFYING HAZARDS

After the breakdown, each step should be analyzed in detail to identify hazards and potential accidents. Each should be recorded on the worksheet in the center column. Keep hazards parallel with the steps recorded. Check with the employee for ideas. Check also with other employees who have knowledge of that job.

DEVELOPING SOLUTIONS

When the hazards have been identified, the next step is to begin to develop solutions to the problems identified. Solutions might incorporate:

- An entirely different way to do the job.
- A change in physical conditions, layout or environment.
- A changed job procedure.
- A change in frequency of how often the job is performed.

For each hazard on the sheet, ask “What can be done differently and how should it be done?” Answers and solutions should be very specific and very concrete to be of value. Solutions which merely state “Be More Alert” or “Use More Caution” or something similar are worthless. Solutions must state exactly what to do and how to do it.

APPENDIX “G”

CITY SAFETY COMMITTEE MEMBERS

APPENDIX “H”