



Injury & Illness Prevention Program (IIPP)

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INTRODUCTION AND PURPOSE

It is the Policy of the Board of Supervisors (BOS) and County Administrative Officer (CAO) of Tuolumne County to establish guidelines and procedures for the maintenance of an on-going IIPP in compliance with the California Code of Regulations Title 8 (T8CCR) Section 3203 and 1509. The Departments shall follow the guidelines and procedures described herein when developing departmental policy. Department Heads shall ensure these policies continually improve workplace health and safety for their staff, contract workers, and visitors.

Tuolumne County employees must not engage in any work practice that is contrary to law, violates County policy or procedure, or is known to be an unsafe work practice. Employees must report any unsafe condition to their supervisor immediately.

Please note that each Department Head, per Senate Bill (SB) 198 (1989), and per T8CCR 3203 and 1509 is required to have an ongoing safety/hazard identification and correction process which includes employee safety training. Departments are required to have substantive documentation which clearly outlines their efforts in identifying and correcting work site safety problems, along with their staff training efforts.

T8CCR 3203 and 1509 requires each department to make a “good faith effort” to:

- protect the health and safety of staff and visitors;
- provide a safe workplace for staff, volunteers and contract workers;
- provide information to staff regarding health and safety hazards;
- identify and correct health and safety hazards and encourage staff to report hazards;
- provide information and safeguards for staff exposed to environmental hazards;
- Reduce workers’ compensation claims by reducing injuries; and
- Minimize the potential for code-violation penalties from regulatory agencies.

T8CCR 3203 and 1509 requires that the IIPP contain the following elements:

- Management Commitment & Assignment of Responsibilities
- Hazard Assessment
- Hazard Correction
- Accident/Incident Exposure Investigation
- Responsibility
- Employee & County Compliance
- Employee Communications
- Health & Safety Training and Instruction
- Record Keeping

Where required, the following programs shall be developed and administered by County Departments under the consultation of Human Resources / Risk Management:

- Emergency Action Plan (EAP) and Fire Prevention Plans
Ref: CCR, Title 8, Section 3220 and 3221
- Hazard Communication
Ref: CCR, Title 8, Section 5194
- First-Aid and CPR (including AED use)
Ref: CCR, Title 8, Section 3439(b), 6251(d)(2), 3400(b), 5157, 5158, 5193, 3421, 6052
- Hearing Conservation Program
Ref: CCR, Title 8, Section 5098(a)(4), 5097(d)(5)(A)&(B), 5099(a)
- Aerosol Transmissible Diseases Exposure Control Program
Ref: CCR, Title 8, Section 5193(g)(2)
- Blood Borne Pathogen Exposure Control Plan
Ref: CCR, Title 8, Section 5193(g)(2)
- Hazard Communication Program, including GHS Provisions
Ref: CCR, Title 8, Section 5194(b)(1)
- Respiratory Protection Program
Ref: CCR, Title 8, Section 5144(c) & (k), 5144 Appendix A, 5144 Appendix C
- Ergonomics Policy and Program
Ref: CCR, Title 8, Section 5110(b)(3)
- Violence Prevention in Health Care
Ref: CCR, Title 8, Section 3342

RESPONSIBILITY

The IIP program supervisor, County Administrative Officer (CAO), has the authority and responsibility for implementing the provisions of this program for Tuolumne County. Under the direction of the CAO, the Human Resources Director / Risk Manager is responsible for the administration of the overall health and safety program and will work directly with the departments to implement this IIPP and advise them on compliance.

Each department head is given the authority, responsibility, and will be held accountable for implementing the IIPP under the direction of the CAO and Human Resources Director / Risk Manager. The order of responsibility, accountability, and authority for implementing this IIPP is:

- Department Heads
- Department Safety Representatives
- Managers and Supervisors
- Employees

All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIP Program.

Human Resources / Risk Management is responsible for ensuring that the Departments provide all employees, volunteers and contract workers with a safe and healthful workplace and that the County is in compliance with all Cal/OSHA and other applicable Federal, State and local safety and health standards.

Specific responsibilities of Human Resources / Risk Management:

- Providing training and technical assistance to department heads, managers and supervisors on implementation of the IIPP and development of departmental safety and health guidelines and policies that are compliant with local, State and Federal laws, regulations, and policies.
- Conduct quarterly safety and health inspections/consultations to assist supervisors and safety representatives in workplace hazards assessments to identify, evaluate, and ensure timely correction of hazards.
- Maintaining records required by the IIPP pursuant to Title 8 of the California Code of Regulations; Section 3203. This includes providing the departments and Safety Committee with the IIPP, the OSHA 300A form log, and any other required health and safety information.
- Developing and maintaining a statistical data base for loss control analysis including accident frequency, severity, costs, cause and location; to meet the County needs and the requirements of various controlling agencies (Cal/OSHA, etc.).
- Act as safety advisor for the County by providing counsel to the Safety Committee, all Department Heads, Department Safety Representatives, and employees of changes in laws, regulations, policies and department responsibilities.
- Preparing and distributing the County's guidelines, policies and procedures on safety and health issues.
- Serving as liaison with governmental agencies.
- Reviewing injury and illness trends.
- Prepare periodic reports and studies on the effectiveness of the County Safety and Accident Prevention Program.
- Work closely with the Safety Committee and Department Safety Representatives to ensure consistency within the County.
- Respond to employee complaints regarding workplace safety while maintaining total confidentiality to ensure that employees have an avenue for lodging complaints "without fear of reprisal".
- Evaluate existing or new County programs at the request of the department or Safety Committee.
- Analyzing and interpreting accident reports and making corrective recommendations to decrease occurrence rates.
- Assisting in emergency preparedness activities within County facilities to ensure the safety of employees, the general public and County property.

- Reviewing new or existing safety-related legislation, statutes and regulations to determine County compliance with applicable state and federal requirements; making recommendations to appropriate agencies/authorities for any necessary corrective action.
- Ensure the ongoing provision of required Occupational Health and Safety training programs within the department and County.
- Assist departments in the development of Occupational Health and Safety training programs addressing identified areas of risk exposure and accident incidence within the County and/or specific departments.
- Support the continuing education of County employees in Occupational Health and Safety awareness on the job through all available means and methods.
- Assist County departments in training employees about new Occupational Health and Safety-related programs and new legislative requirements.
- Assist Departments in the training and education of employees in emergency procedures/risk mitigation techniques.

Department Heads / Managers / Supervisors

Each department is responsible for implementing an effective safety program, with all levels of management contributing to ensure that employees are aware of the safe operation/condition of their job assignment and work area. Departments are responsible for maintaining a minimal-risk work environment in the areas under their control. The degree of effort and focus needed will vary depending on the nature of the work performed. It is recommended that each department develop site-specific IIP programs that follow this County IIP program.

Department Heads are by default the Safety Representative for their staff. While Department Heads, managers, and Supervisors may assign responsibility and delegate authority to a safety representative under their supervision, they are accountable to higher management for those preventable oversights and errors within their areas that result in injury, illness, or property damage affecting employees, the general public or County/private property. Furthermore, the amount of responsibility and authority delegated must be reasonable and should not interfere with the safety representatives' normal duties. Under normal operations, safety representatives should not be expected to spend more than 8 hours per quarter performing any of the duties listed below. For those departments that have more than one location it may be necessary to appoint Assistant Department Safety Representatives. In this event, the Assistant Department Safety Representative shall assume the Department Safety Representative responsibilities for their location as well as conferring with the Department Safety Representative and Human Resources / Risk Management or as necessary.

Each Department Head shall be responsible for implementation of this Policy by:

- **Hazard Identification and Awareness** - Conduct periodic safety inspections of all spaces. Use the IIPP forms appropriate for your department.

- **Accident Investigation** – Investigate all accidents, injuries, illnesses, and near-misses, and make appropriate changes to minimize recurrence.
- **Hazard Mitigation** – Correct conditions that are discovered during inspections or reported by employees.
- **Training** – Know the hazards employees face and ensure they're trained to perform their work without illness or injury. Initial IIPP training is required for every employee.
- **Communication** – Ensure a free flow of safety information, e.g. bulletin boards, periodic meetings or discussions, employees hazard reports, Safety Committee communications.
- **Documentation** – Keep safety training, inspection, and incident investigation documents in a centralized file readily available for regulatory agencies.
- **Evaluations** – Health and safety performance should be incorporated into employee evaluations.
- **Discipline** – Employees who perform work in an unsafe way should be disciplined appropriately.

Department Heads / Managers / Supervisors will ensure:

- Action is taken to correct hazards brought to their attention.
- Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs. Including the authority to stop work when factors/conditions may threaten employee health and safety.
- Individuals under their management are provided appropriate and accurate health and safety training on regular intervals and when assigned a new assignment, process, policy, or procedure. Managers and supervisors will set a positive example and role model the County's commitment to safe work practices.
- Areas under their management have adequate funding for health and safety programs, practices and equipment.
- Areas under their management are in compliance with the County, federal and state health and safety practices, policies and programs.
- Workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and County policies, programs and practices.
- Workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs.
- Health and safety rules are fairly and uniformly enforced relating to job performance.
- Employees are evaluated on compliance with safe work practices.
- Employees are encouraged to report workplace hazards without fear of reprisals.
- Periodic, scheduled workplace inspections are conducted and that identified health and safety deficiencies are corrected in a timely fashion. Note that each facility will have its own inspection schedule requirements based on its equipment and operations. Human Resources / Risk Management can help determine the appropriate schedule for compliance;
- Workplace incidents (injuries, exposures, or illnesses) are reported, investigated, and that corrective actions are taken promptly. (See Sections ACCIDENT/EXPOSURE INVESTIGATIONS);

- Inspections/investigations and employee health and safety records are kept for the designated period of time;
- The department's safety representative accurately maintains written records with regards to departmental safety training and hazard abatement efforts;
- Appropriate Safety Data Sheet (SDS) materials are obtained and that the SDS materials are readily available to staff as appropriate. Safety Data Sheets (SDS) may be obtained upon request from vendors or from the Division of Occupational Safety and Health;
- Department wide safety meetings are conducted with their employees at least once per calendar quarter;
- Reporting results of inspection and corrective action to Human Resources / Risk Management.
- Reporting hazardous substances and equipment to the Human Resources / Risk Management.
- Manage, administer and coordinate department safety activities.
- Forward Cal/OSHA citations received by the department to Human Resources / Risk Management.
- Act as department liaison with Human Resources / Risk Management, disseminating information relating to safety and health matters; collecting, reviewing, and transmitting information from their department to Human Resources / Risk Management.
- Post OSHA 300A log summary sheet from February 1 to April 30 annually for all employees to see.
- Taking all reasonable measures to ensure that all new operations and equipment meet stated or observable Occupational Health and Safety requirements.

Frontline Supervisor Responsibilities

Frontline supervisors carry the responsibility of ensuring staff understand and follow policies and procedures, including this IIPP. For this reason, frontline supervisors carry much of the burden of making the health and safety program a success. While they should do their best to implement those duties listed for Department Heads / Managers / Supervisors, the following are a frontline supervisor's core responsibilities:

- Shall train employees in job safety and health practices as determined necessary by worksite and job hazard analyses and maintain related training documentation. Training employees to:
 - Recognize hazards that may or may not be inherent in a particular operation.
 - Know the approved procedures for controlling or mitigating those hazards.
 - Help others in the work area to follow appropriate procedures.
 - Openly discuss and report potential activities or procedures that may pose occupational health and safety problems.
 - Take the safest course of action when faced with situations not covered by established practices and procedures and seek guidance from Human Resources / Risk Management.
 - Comply with all Occupational Health and Safety policies and procedures.
 - Direct emergency activities until emergency response personnel arrive.

- Assist the Safety Committee by supporting their programs, activities, and goals, and evaluating their recommendations for appropriate corrective action.
- Reporting identified Occupational Health and Safety problems or incidents to the appropriate agency for corrective action or guidance.
- Shall investigate promptly and thoroughly every accident, to determine cause and to prevent recurrence.
- Shall document all injuries/illnesses and send reports to the Department Head / Safety Representative.
- Shall require all employees to comply with the Occupational Safety and Health Standards and all other rules or regulations.
- Shall conduct workplace safety inspections in accordance with County and Cal/OSHA rules, regulations and standards, and implement corrective action as necessary.
- Shall set an example for other employees to follow and shall encourage the proper attitudes toward safe job performance in their subordinates.
- Taking appropriate action to correct hazards when brought to his/her attention; and
- Ensuring staff have adequate time to learn, implement, and follow health and safety policies and procedures.

Employee Responsibilities

County employees are responsible for ensuring their own safety and the safety of others on the work site. No County employee may perform any task that they have not been properly trained for, including training in the use of the Personal Protective Equipment (PPE) for that task. Employee responsibilities are as follows:

- Keeping themselves informed of conditions and adhering to healthy and safe practices in their workplace;
- Participating in and obtaining passing scores for training programs as required;
- Using personal protective equipment, as directed during regular operations and in foreseeable emergencies.
- Knowing the location of their work site's Safety Data Sheet (SDS), safety manual and using them whenever there are any questions or concerns regarding the storage, use or disposal of any hazardous material;
- Promptly reporting to their supervisors any potential hazards in the workplace and workplace incidents (injuries, exposures, illnesses or near miss incidents);
- Participating in a minimum of one department safety meeting with their department head/manager/supervisor per calendar quarter, or more often if deemed appropriate by their supervisor.
- Discontinuing any specific activity that the employee believes or knows has an undue risk of injury, illness or damage to property, and promptly seeking guidance from his/her supervisor regarding the operation;

- Bringing to the supervisor's attention any activity, behavior or unsafe condition that could cause injury or illness to others or damage to property;
- Set an example for other employees to follow;
- Read the Cal/OSHA poster at your job site.
- Follow all lawful employer safety and health rules and regulations.
- Report any job-related injury or illness to your employer and seek treatment promptly.
- Cooperate with the Cal/OSHA enforcement personnel when they are conducting an inspection if they inquire about safety and health conditions in your workplace.
- Learning and following the standards and procedures that apply to each job assignment.
- Bringing to the supervisor's attention any activity, behavior or unsafe condition that could cause injury or illness to others or damage property.
- Discontinuing/stopping any specific activity that the employee feels or knows could lead to injury, illness or damage to property and promptly seeking guidance from his/her supervisor regarding the operation.
- Promptly reporting any occupational injury, illness, or property damage to his/her supervisor.
- Reporting any emergencies and assisting, when safe and appropriate to do so, in mitigation measures until emergency response personnel arrive.
- Cooperating in the correction of identified hazardous conditions.
- Attending and actively participating in safety-training sessions.

Safety Committee Responsibilities

Many of the Human Resources / Risk Management responsibilities are shared by the Safety Committee. In addition to these responsibilities, the Safety Committee is tasked with evaluating and ensuring the effectiveness and consistency of County policies and does so under the counsel of the Human Resources / Risk Management Department. The Countywide Safety Committee is responsible for development of programs and initiatives to promote occupational health and safety, prevent accidents, and reduce accidental losses within the offices, institutions, and departments of the County; and to ensure County compliance with applicable Occupational Health and Safety regulations.

The Safety Committee is comprised of Safety Representatives from each department. Smaller departments may either join with a larger department or several smaller departments may join together, but every department must be represented with the exception of the Human Resources / Risk Management Department. If departments choose to join together, they should have similar occupational health and safety issues. Employee representatives are also invited to join the committee. Committee members should be at all levels including frontline staff, supervisors, managers, and department heads, and they should have a good understanding of the department's operations.

The Safety Committee's responsibilities are as follows:

- Developing a code of safe practices and inspection guidelines;

- Meet regularly, but not less than quarterly.
- Evaluating the adequacy and consistency of the County training programs;
- Reviewing, updating and evaluating the overall effectiveness of the IIPP
- Ensuring that employees are trained in accordance with this program;
- Developing methods for abating workplace hazards;
- Working with senior management to develop safety and health guidelines and policies;
- Preparing and distributing the County's guidelines, policies and procedures on safety and health issues;
- Planning, organizing and coordinating safety trainings;
- Arranging for safety and health inspections and follow up to insure necessary corrective action is completed;
- Reviewing injury and illness trends, including Form 300;
- Develop safety and accident prevention programs.
- Assist departments in identifying safety and accident prevention training needs and ensure those safety training needs are met.
- Review employee health and safety complaints.
- Promoting and enhancing the effectiveness of County occupational health and safety training, occupational health and safety awareness, accident prevention, loss control, hazard abatement, emergency preparedness, accident investigation, occupational health and safety recordkeeping, and occupational health and safety recognition programs.
- Reducing the incidence of preventable County employee injuries and illnesses, and thereby reducing the human and financial costs associated with on-the-job or job-related accidents and disabilities.
- Providing a forum and formal structure for the recommendation, implementation, monitoring and review of County occupational health and safety-related programs, policies, procedures, standards and practices.
- Serving as a central resource and distribution point for the dissemination of occupational health and safety-related information and coordination of occupational health and safety-related activities throughout the County.
- Serving as a principal review agency to develop and distribute the County Occupational Health and Safety Policies, Procedures, training and activities.
- Assisting, as appropriate, in the implementation of the Occupational Health and Safety-specific elements of the County Emergency Preparedness Plan.
- Assisting to ensure County compliance with applicable state and federal Occupational Health and Safety-related statutory requirements.
- Analyze and identify current and new trends where levels of risk exposure and/or accident or injury indicate the need for development of Occupational Health and Safety standards and procedures.
- Ensure that existing Occupational Health and Safety standards and procedures are periodically evaluated to determine their effectiveness and identify possible changes.

- Ensure compliance of approved and issued Occupational Health and Safety standards and procedures in cooperation with appropriate authorities.

COMPLIANCE

Tuolumne County shall make an ongoing good faith effort to provide its employees with a safe and healthy workplace. Department heads, managers and supervisors are responsible for establishing and maintaining good health and safety practices. Frontline staff are responsible for following these practices, suggesting improvements, and communicating hazards, unsafe conditions, and/or unhealthy environments to safety staff. All employees, including elected officials, department heads, managers, and supervisors, are required by T8CCR 3203 to follow these practices. Our system of ensuring that all workers comply with these practices include the following practices:

- Employees are recognized for following safe and healthful work practices;
- Employees are trained and retrained, as necessary or as required;
- Health and safety practices are integrated into new employee job descriptions and performance appraisals;
- Disciplinary actions are taken when employees fail to follow safe and healthful work practices.
- As part of their County and department new hire orientation training;
- Written guidelines for safety;
- Bulletin boards or equivalent;
- Recognition/incentives for compliance; employees may be recognized on their Performance Evaluation forms for their safe work practices.
- Corrective action for non-compliance, which may include comments on unsatisfactory safety practices being placed on an employee Performance Evaluation form and/or other appropriate disciplinary action as deemed by the seriousness of the infraction. Any action taken would be in compliance with the procedures outlined in the respective negotiated MOU.
- In instances where a County employee's conduct is such that it endangers his/her life or creates a condition where there is a risk of serious physical harm to themselves or others or the conduct endangers the life of other persons, the employee may be subject to immediate disciplinary action pursuant to their MOU.

COMMUNICATION

All department heads, managers, supervisors, and staff are responsible for two-way communication about occupational safety and health. Department heads will include all their employees by ensuring that communication can occur freely in both directions in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Human Resources / Risk Management will assume responsibility for communication of County-wide safety issues to all staff as appropriate. The department head/manager/supervisor or safety representative shall assume responsibility for communication of department/agency safety issues to all staff as appropriate.

County and Department/Agency Communication

The County will continuously adapt its communications systems to meet the needs of staff and ensure efficient and clear communication. Below is a non-comprehensive list of the various options the County currently uses. The County does not wish to limit itself to these methods by requiring they be used, but does require that Department Heads, Human Resources / Risk Management, and the County Safety Committee all make a good faith effort to communicate with every employee under their purview.

- The employees are to be made aware that it is the Board of Supervisors policy that they are encouraged to report unsafe conditions "without fear of reprisal".
- New hire orientation including a discussion of health and safety policies;
- Health and safety publications;
- Training programs;
- Health and safety meetings, e.g. tailgates;
- Anonymous and confidential hazard reporting;
- County safety committee meetings;
- Human Resources / Risk Management shall maintain an open-door policy for all employees.
- Bulletin Boards located in a common area of the department/office/site location where the following items may be found:
 - Cal-OSHA posters
 - Notice of Worker's Compensation Carrier
 - Job Care phone number
 - All department-specific Cal-OSHA citations
 - Log and Summary of Occupational Injuries and Illnesses posed from February 1 – April 30 of each year (OSHA Log 300)
- Safety Data Sheet (SDS) for all hazardous materials found in the office/division/site location.

Health and Safety Committee Meetings

The County agrees to establish a Safety Committee. The Committee is comprised of up to 15 employees who represent all departments and includes representatives from rank and file, management, employee representatives, and alternates. The Committee, as set forth by Cal/OSHA, shall communicate the following:

- Commitment to strengthen and broaden our Occupational Health and Safety program.

- Establish long range Occupational Health and Safety strategic planning effort that will require periodic review and updating.
- Define the roles and responsibilities of all County departments and individuals in the Occupational Health and Safety program.
- Establishes clear and readily achievable objectives with the focus to move our Occupational Health and Safety program forward in the years to come.
- Benefits of a workplace culture that includes health and safety.
- Health and Safety goals and objectives along with the metrics used to measure progress.
- Promote Occupational Health and Safety awareness as an integral part of work activities at all levels of the organizational structure (department heads, management, supervisors, and employees.)
- Encourage a positive attitude toward observation of Occupational Health and Safety practices on the job.
- Encourage early identification and prompt resolution of Occupational Health and Safety problems and concerns.
- Recognize and commend employee contributions to the maintenance/development of safe and healthy work practices, or noteworthy responses to significant Occupational Health and Safety problems.
- Provide enhanced visibility for County Occupational Health and Safety programs and County/Department Committee's Occupational Health and Safety activities.
- Promote the Occupational Health and Safety related benefits of the County Wellness Program (exercise to prevent injury and illness, smoking cessation, nutrition, etc.)
- Encourage the inclusion of Occupational Health and Safety considerations in the County's strategic and operational planning processes.
- Promote a safe environment to best serve the citizens of Tuolumne County.
- Encourage the CAO, the Director of Human Resources, and department heads to include Occupational Health and Safety programs and considerations in the County's overall and individual departments' strategic and operational planning processes.
- Prepare and make available to the affected employees, written agendas and minutes of the committee meetings. These records must be maintained for at least one year.
- Review results of periodic worksite safety inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the County Administrative Officer for correction and prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. The committee may conduct its own inspection and investigation to assist remedial solutions.
- Submit recommendations to assist in the evaluation of employee safety suggestions.
- Upon request from Cal/OSHA, verify abatement action taken by employer to abate citations issued by Cal/OSHA.

- Provide safety resource information and training.
- Clearly communicate health and safety programs and procedures to the employees.
- Encourage employees to report workplace hazards to management without fear of reprisal; and
- Encourage employees to report workplace incidents (injuries, exposures and illnesses).

The County Safety Committee will publish minutes of all safety meetings which will be sent to all department heads for distribution to staff. Departments will also publish/maintain meeting minutes and sign in sheets of all departmental safety meetings which should be located on the departments shared drive, the HR/Department shared safety folder and also available for review upon request.

Anonymous Hazard Reporting

The County has a system of anonymous notification whereby employees who wish to inform the County of workplace hazards or safety concerns may do so anonymously. Any concerned employee may submit ***IIPP Form 1 – Report of Unsafe Condition or Hazard*** identifying and describing the perceived hazard and its location to their department head/manager/supervisor or Safety Representative. The department head/manager/supervisor shall investigate all such reports in a prompt and thorough manner for corrective action and may refer it to the Human Resources / Risk Management for further action as appropriate. Alternatively, the form can be left in the Human Resources / Risk Management inbox in the mailroom on the first floor of the Admin Building.

HAZARD ASSESSMENT

Tuolumne County shall have procedures for identifying and evaluating workplace hazards, including scheduled period inspections to identify unsafe conditions and work practices. Department heads are responsible for seeing that periodic inspections are conducted. (***IIPP Form 2 – General Office Inspection and IIPP Form 3 – General Inspection***)

Work Area Inspection Schedule for Department Heads or Safety Representative

Work area inspections shall be conducted according to the following schedule:

- Recommended frequency:
 - office areas at least monthly ***IIPP Form 2 – General Office Inspection***
 - shops at least weekly (department specific inspection reports)
- When new substances, processes, procedures or equipment which present potential new hazards are introduced
- When new, previously unrecognized hazards are identified
- When occupational injuries, illness or near misses occur

Human Resources / Risk Management and Internal Audit

To assist department heads and supervisors in identifying and correcting potential hazards, Human Resources / Risk Management coordinates or conducts surveys (e.g. baseline occupational health and safety surveys of operating units, inspections of hazardous materials storage/disposal, fire safety, etc.).

Tuolumne County's departmental internal audit shall include a review of each department's compliance with health and safety issues related to the IIPP.

Recordkeeping of Scheduled and Periodic Inspections

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained by the department safety representative for a minimum of three years.

ACCIDENT/EXPOSURE INVESTIGATIONS

The duties of an employer as defined by *CCR Title 8, § 14001* requires every employer to file a complete report of every occupational injury or occupational illness which results in lost time beyond the date of injury/illness or which requires medical treatment. The employer's liability is determined in part by a specific condition known as "arising out of employment or course of employment." (AOE/COE)

Tuolumne County will ensure that department heads investigate workplace incidents (injuries, illnesses, exposures or near misses) completing the investigation section of the ***IIPP Form 4 – Report of Injury & Investigation Form***. Procedures established should include:

- Visiting the incident scene as soon as possible.
- Interviewing injured or ill workers and witnesses.
- Examining the workplace for factors associated with the incident, accident or illness.
- Determining the cause of the incident, accident or illness.
- Taking corrective action to prevent the incident, accident, illness or exposure from reoccurring.
- Recording the findings and corrective actions taken.

The following standardized procedures for reporting and investigating workplace injuries, illnesses and incidents are reviewed below:

Reporting Procedures

Employees are to report workplace incidents (injuries, illnesses, exposures and near miss incidents) to their department head/manager/supervisor as soon as possible and complete ***IIPP Form 4 – Report of Injury & Investigation Form*** or ***IIPP Form 5 – Near Miss Report Form***.

Injury / Illness-Exposure / Incident

Upon notification of any injury / illness / exposure not requiring immediate transport to a medical facility, an employee, in the presence of his/her department head/manager/supervisor must contact Job Care at (209) 536-3780.

The department head/manager/supervisor must provide the **State of California Employee's Claim for Workers' Compensation Benefits-- DWC-1 and Acknowledgment Form** to the employee within one day of knowing an employee became injured or ill because of work. The employee must fill out the employee portion of the form. The Department head or manager will complete the employer portion of the form and provide the employee with a signed and dated copy within one working day of the date the completed form was received. The DWC-1 must be provided to Human Resources / Risk Management immediately following completion.

If an employee is not at work to complete the form, Human Resources / Risk Management will send the form by email or via certified mail, within one day of knowledge of the injury, to the employee's mailing address on file. The employee shall complete the form and return to Human Resources & Risk Management.

The department head/manager/supervisor should never complete the employee's portion of the form under any circumstances.

The department head/manager/supervisor shall conduct an investigation and complete ***IIPP Form 4 – Report of Injury & Investigation Form*** and submit a copy of the completed form to Human Resources & Risk Management within 48 hours of being notified by the employee of the incident. Note that this form does not replace the Supervisor's Investigation report for Workers' Compensation.

Serious Injuries/Illness or Fatalities

Department head/manager/supervisor shall immediately contact Human Resources / Risk Management at (209) 533-5566 to report work related death, serious injury, or illness.

Human Resources / Risk Management is required to report immediately, by telephone to the nearest Cal/OSHA district office, any serious injury, illness or death of an employee occurring in a place of employment or in connection with any employment. ***Immediately*** means as soon as practically possible, ***but no longer than eight hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness.*** If the employer can demonstrate that exigent circumstances exist, the timeframe for the report may be made no longer than 24 hours after the incident. ***An employer who fails to report an employee's fatal injury or serious injury or illness to Cal/OSHA within 8 hours (or 24 hours if there are exigent circumstances) will be subject to a minimum civil penalty of \$5,000.***

A serious injury or illness is defined as:

- Loss of a body part (e.g., amputation)
- Serious degree of permanent disfigurement (e.g., crushing or severe burn type injury)
- In-patient hospitalization in excess of 24 hours for reasons other than observation
- Death

Near Miss Incidents

Upon notification of a near miss incident, it is the responsibility of the department head/manager/supervisor to provide the employee with the ***IIPP Form 5 – Near Miss Report Form*** (if not previously completed), investigate and complete ***IIPP Form 4 – Report of Injury & Investigation Form*** and/or ***IIPP Form 6 – Hazard Correction Report***.

Investigation Procedures

Within 24 hours of occurrence, the department head/manager/supervisor or safety representative must investigate any workplace incident (injury, illness, exposure or near miss) involving their staff and follow-up with corrective measures via completion of the ***IIPP Form 4 – Report of Injury & Investigation Form*** and/or ***IIPP Form 6 – Hazard Correction Report***.

Review of Incidents and Near Misses

- All serious accidents and overexposures to chemical, biological, radiation, and physical stressors are investigated immediately by Human Resources / Risk Management.
- The Safety Committee may decide to take up any incident or near miss for review.

AUTOMOBILE ACCIDENT OR INCIDENT REPORTING

For the County to ensure the health and safety of its employees as well as the public, and to defend and protect itself, County employees and/or their designated department representative shall complete and submit a Vehicle Accident Report as soon as possible after being involved in, or observing an accident, or having an accident reported to them. The following accident/incident situations shall be reported on the appropriate form ***IIPP Form 7 – Vehicle Incident Report*** as follows:

- All motor vehicle accidents involving County owned or leased vehicles and employee-owned or rented vehicles while being used on official business.
- All motor vehicle accidents involving County owned or leased vehicles and employee-owned or rented vehicles while being used on official business involved in an accident with a citizen, no matter what the damage.
- Any County vehicle damage, loss, vandalism or theft.

Reporting a Motor Vehicle Accident

- Employees involved in an *injury* accident should call 911, if able.
- Employees involved in a vehicle accident on a public roadway must call 911 to report it.

If an employee is involved in an automobile accident, he or she is required to report to the department head at the earliest opportunity. The department head/manager/supervisor will ensure that a Vehicle Accident Report is completed and forwarded to the Human Resources / Risk Management Department.

HAZARD CORRECTION

Hazard identification and correction is to be an ongoing effort in every Tuolumne County department. Each department is to develop and maintain a list of known hazards, including any related corrective action made. Such lists should also include an inventory of known chemical hazards for which an SDS should be on file. The department is expected to make reasonable efforts to correctly identify hazards and to ensure the continued maintenance of a safe work environment. All existing, corrected, and eliminated hazards should be submitted to Human Resources / Risk Management for analysis by the Safety Committee. The Safety Committee will cross reference these hazards County wide to search for the best solutions to existing hazards and provide recommendations to the departments based on the analysis of the data.

Department heads/managers/supervisors are responsible for ongoing and regular monitoring and inspection efforts with regards to work site hazards. Departments that fail to regularly report near misses, incidents, hazards, and corrections to Human Resources / Risk Management will be flagged for inspection.

At the direction of the Safety Committee or its own discretion, Human Resources / Risk Management at any time may arrange for unscheduled, surprise inspections that are unannounced and may include investigation of work site safety practices, employee working conditions, work environment or related issues. It is the responsibility of the department, via the designated Safety Representative, to maintain a clear written record of all efforts made with regards to the identification, control, correction or abatement of work site safety issues. Additionally, the department IIPP Coordinator should periodically review Safety Data Sheets to ensure that a SDS is available for identified chemical substances used in the workplace.

Employees are required to **IMMEDIATELY** report any unsafe condition or hazard that they discover in the workplace to their supervisor and/or Program Administrator. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition and may report anonymously.

Schedules for Reporting and Correcting Hazards

Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an *imminent* hazard exists which cannot be immediately abated without endangering employees, visitors, and/or property, all exposed personnel will be removed from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards.

Recordkeeping

- As corrective actions are implemented, supervisors shall document the effort, forward a copy to Human Resources / Risk Management and maintain a departmental copy of the records so they are available upon request.
- Human Resources / Risk Management will enter the records and prepare the data for analysis by the Safety Committee.
- Safety Committee recommendations will be kept in Human Resources / Risk Management and forwarded to the department for corrective action.
- Corrective action must be documented in the department and by submitting a copy to Human Resources / Risk Management.

TRAINING AND INSTRUCTION

Training Content

This IIPP requires staff be trained to recognize, document, correct, and protect themselves and others from hazards in their working environment. Each department shall develop a training program to ensure their employees receive adequate safety and health training for their specific job site and tasks. Department Heads, in consultation with Human Resources / Risk Management, and Department Safety Coordinators are responsible for providing safety training to employees according to need and law. The training program should be viewed as an exercise in continuous improvement and incorporated into every employee's daily work-life. This program shall include:

- General health and safety practices.
- Job-specific health and safety practices and hazards.
- Recognition and assessment of health and safety risks.
- Minimization of risk through sound safety practices and use of protective equipment.
- Regulations and statutes applicable to their work.
- Health and safety policies.

- Instruction to employees in general safe and healthful work practices and specific instructions with respect to hazards unique to the employee's job assignment.
- New employees shall be provided initial mandated safety training within 60 days after hire. Departments must train new employees on their Emergency Action and Fire Prevention plans, plus any other safety policies, at the time of hire.
- Employees will be provided safety training when assigned a new task or job for which training has not been received; when new substances, procedures or equipment are introduced into the workplace and represent a new hazard; and when the department learns of a new, previously unrecognized hazard.
- Supervisors will be trained on hazards and safe practices in their area of responsibility.

Department heads, in consultation with Human Resources / Risk Management and the Safety Committee, shall incorporate health and safety into departmental meetings with supervisory staff including a general discussion of pertinent safety issues, perceived hazards, hazard prevention procedures and accident review and prevention procedures. Supervisors are to receive training on all new equipment and all new procedures prior to implementation within the department.

Recordkeeping

- Documentation of health and safety training for each employee shall include: (1) employee name or other identifier, (2) training dates, (3) type(s) of training, and (4) training providers. This documentation shall be maintained in the employee file and a copy retained in their department.
- All training will be documented and maintained in writing. Departments are to retain the training documents for the length of employment plus two years after. Records should then be transferred to archive for 3 years / 5 years for Safety.
- Extra help, emergency hire and permanent part-time employees are required to have the same training as the full-time employees performing the same job. The supervisor is also responsible to alert temporary employees of any hazards unique to their assignments. Documentation is required for these employees.

T8CCR section 3203 requires that records be maintained of all scheduled and periodic inspections conducted to identify unsafe conditions and work practices (as required by § 3203(a) (4)). The records must identify:

1. The person(s) who conducted the inspection.
2. Any unsafe conditions and work practices which were identified during the inspection.
3. Any corrective measures taken to control the identified unsafe conditions and work practices.

These inspection records must be submitted to Human Resources / Risk Management immediately and maintained for at least one year in the department.

EMERGENCIES

In case of emergencies, County employees should be familiar with policies and procedures currently approved by both the County and their department(s). These include:

- a. Emergency Action Plan (Department)
- b. Fire Prevention/Response Plan (Department)
- c. Hazard Communication Plan (Department)
- d. In case of general, County-site emergency, employees should:
 - Call 9-1-1 as appropriate for medical, fire or similar emergency aid.
 - Immediately contact their department head/manager/supervisor;
 - Contact Human Resources / Risk Management

ACCESS TO THE IIPP

This IIPP is public record and available to anyone who wishes to view it. It may be downloaded from the County website or requested from the Human Resources / Risk Management Department. Employees will receive a hard copy during their new hire orientation and may request one free of charge anytime the Board of Supervisors approves an updated version. All updated versions will be submitted to employee representatives for review prior to being submitted to the Board of Supervisors.

ACKNOWLEDGEMENT

I certify that I have read and understand the County of Tuolumne's Injury and Illness Prevention Program (IIPP), including my responsibilities with respect to the policy and procedures outlined therein. I further agree to comply with all safe work practices.

Print Name

Date

Employee Signature