

**CHAPTER 1 INJURY AND ILLNESS
PREVENTION PROGRAM
POLICY**

County of Shasta

INJURY AND ILLNESS PREVENTION PROGRAM

Policies and Procedures Manual
Effective July 1, 1991
Last Full Revision October 30, 2012

Purpose

To define the County's Injury and Illness Prevention Program for compliance with the provisions of the California Code of Regulations and the California Labor Code.

Policy

It is the policy of the Board of Supervisors of the County of Shasta to establish guidelines and procedures for the maintenance of an on-going Injury and Illness Prevention Program, in compliance with the California Code of Regulations. This is accomplished through safety and health inspections, accident investigations, employee training, departmental safety officers, and drivers licensing program. Response to safety concerns will be given the highest priority at every level of the County.

Authorities

The California Code of Regulations, Title 8, Section 1509(a) of the Construction Orders, Section 3203 of the General Industry Safety Orders, and Labor Code Section 6401.7.

Appointment of Safety Officer

In accordance with California Code of Regulations, Title 8, Section 3203(a), the Board of Supervisors hereby appoints the *Director of Support Services, or, his or her designee* to develop and maintain an effective Injury and Illness Prevention Program for the County of Shasta.

INJURY AND ILLNESS PREVENTION PROGRAM

Labor Code Section 6401.7 requires that every employer shall establish, implement, and maintain an EFFECTIVE Injury and Illness Prevention Program.

The program must include the following elements:

1. **Written**. The Injury and Illness Prevention Program (IIPP) must be in writing and the employer must keep appropriate records of steps taken to implement and maintain its IIPP.
2. **Implementation**. Employers must designate and specify the person(s) responsible for implementing their IIPP.
3. **Hazard Identification**. Employers must establish a system for identifying and evaluating work place hazards, and that identification system must include scheduled periodic inspections at least annually for office space and bi-annually for shops "to identify unsafe conditions and work practices."
4. **Hazard Correction**. Employers must adopt methods and procedures for correcting unsafe or unhealthy conditions and work practices, and must ensure that such conditions and work practices are corrected "in a timely manner based on the severity of the hazard."
5. **Hazard Communication**. Employers must establish a system (making a copy available to all employees) for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards "without fear of reprisal."
6. **Employee Compliance**. Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and "such a system may include (provisions for) disciplinary action."
7. **Health and Safety Training**. Employers must institute an occupational health and safety training program "designed to instruct employees in general safe and healthy work practices and to provide specific instructions with respect to hazards specific to each employee's job assignment." The employer must train all employees when the program is established and thereafter train:
 - a. all new employees;
 - b. all existing employees when "new substances, processes, procedures, or equipment are introduced into the work place and represents a new hazard";
 - c. all existing employees whenever the employer learns of a new, previously unrecognized hazard;
 - d. all existing employees when given new job assignments for which training has not been previously received; and
 - e. all supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.