

County of Shasta

INJURY AND ILLNESS PREVENTION PROGRAM

Policies and Procedures Manual

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 (IIPP), in compliance with the California Code of Regulations. This written program includes elements such as safety inspections, incident investigations, employee training, departmental safety representatives, and a driver's license monitoring program as tools to maintain a safe workplace. 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, Sections 3203 and 3342 of the General Industry Safety Orders, and Labor Code Section 6401.7

Appointment of the County Safety Officer

In accordance with California Code of Regulations, Title 8, Section 3203(a), the Board of Supervisors appointed the Director of Support Services, or designee, to develop and maintain an effective IIPP for the County of Shasta.

Responsibilities of the County Safety Officer

1. Maintain the Shasta County IIPP.
2. Act as a safety advisor for County departments.
3. Prepare County safety memoranda.
4. Prepare annual reports and studies on the effectiveness of the Shasta County IIPP.

5. Assist departments in developing their departmental Injury and Illness Prevention Programs, designed to meet the specific needs for each department and comply with regulatory requirements.
6. Assist departments in identifying safety and loss prevention training needs and resources.
7. Coordinate CPR, Basic First Aid, Defensive Driving, and other safety and loss prevention training.
8. Coordinate County safety matters as may be necessary with appropriate enforcement agencies, civic groups, and private organizations.
9. Compile accident/injury statistics for County operations and distribute specific data to each agency/department.

Responsibilities of the Department

Each department is responsible for following the County's Injury and Illness Prevention Program (IIPP), and establishing, implementing and maintaining an effective departmental IIPP, with all levels of management contributing to ensure that employees are aware of the safe operation and safe condition of their job assignment and work area.

A department's IIPP shall be in writing, designed to meet the specific needs of the department and substantially meet the requirements outlined in CCR, Title 8, §3203 Injury and Illness Prevention Program.

The assignment of a Department Safety Representative to fulfill the role of liaison with the County Safety Officer or designee is essential to maintain an effective safety program. Although there may be more than one person assigned to perform these and other safety-related tasks, the department is ultimately responsible for carrying out the work. At minimum the department shall assure the following:

1. Maintain a system for identifying and evaluating workplace hazards, including investigating the cause of accidents, illnesses, and exposures.
2. Report incidents and investigations to the County Safety Officer or designee.
3. Establish methods and procedures for identifying and correcting workplace hazards at the job site, to include scheduled periodic inspections.
4. Maintain an occupational safety and health training and instruction program covering hazards basic to all types of employment in the department and those unique to each worker's job assignment.
5. Create a communication system enabling employees to freely discuss and report anonymously their occupational safety and health concerns without fear of reprisal.

6. Ensure employee compliance with safe and healthful work practices, to include a safety orientation for those new to the department.
7. Maintain a record-keeping system of inspections and abatement, incident investigation, training and retraining, and departmental IIPP establishment and maintenance.
8. Communicate safety and health policies and procedures; make both the County and departmental IIPP readily available to employees, and answer employee IIPP related questions.

Responsibilities of the Department Safety Representative

The role of the Department Safety Representative is to act as the department liaison with the County Safety Officer or designee, to include input in maintaining of the County's IIPP and participation in Risk Management's Quarterly Safety Meetings.

Safety-related tasks that fit within the scope of this role are the Responsibilities of the Department and include but are not limited to:

1. Manage, administer, and coordinate the departmental IIPP.
2. Maintain Safety Data Sheets (SDS) for the department.
3. Recommend departmental safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices.
4. Recommend methods to abate workplace conditions and practices that appear hazardous and suggest remedial action to department management; collaborate efforts with the County Safety Officer.
5. Serve as a source of information on safety policies and procedures, and industrial injury/illness record keeping and reporting.
6. Review accident reports and investigations to determine types of injuries and illnesses, their causes and corrective actions.
7. Prepare reports for departmental management and County Safety Officer or designee regarding departmental injuries and illness; identify trends and/or changes which call for attention.
8. Recommend methods to eliminate or control hazardous conditions and practices, recommending remedial action and coordinating with the County Safety Officer or designee.
9. Support safety training efforts within the department, and assist in the development, coordination and documentation of training. Ensure that written and/or electronic training

records identify training topic, training provider, type of training, training date, and employee name or other identifier.

10. Review notices and citations received from Cal/OSHA or other sources received with management, and immediately notify the County Safety Officer or designee. Monitor abatement efforts and coordinate response with the County Safety Officer or designee.
11. Ensure departmental compliance with County policies and procedures pertaining to occupational health and safety.
12. Assist department management and supervisors in the promotion of safety and health awareness, and education programs.
13. Ensure the appropriate OSHA Form 300A Summary of Work-Related Injuries and Illnesses is posted as required at all locations.
14. Maintain a Safety and Health bulletin board with current information, such as notices, posters, minutes of safety meetings, OSHA 300A (when required), and other pertinent information, disseminating as necessary to satellite locations.
15. Arrange for or conduct periodic safety inspections of all office operations and shop facilities; if warranted recommend corrective action and assure abatement occurs.
16. Complete the annual Risk Management Safety Audit and submit to the County Safety Officer.
17. Organize, conduct, and record completion of departmental safety drills for: Evacuation, Lockdown, Shelter-In-Place, and other safety drills as warranted.
18. Ensure employees complete initial and subsequent ergonomic self-evaluations based on present hazards and/or changes in work environment.
19. Consider disciplinary actions when warranted.
20. Arrange for or conduct periodic safety walk-through inspections no less than quarterly, to include:
 - a. First Aid Kit supplies and hard-surface body fluid kits, verifying complete stock and current expiration dates; replenish as needed.
 - b. Visually inspect ceiling tiles and windows for signs of water intrusion (daily during rain), doors for secure and safe operation, lights for proper operation, office and storage area(s) for required egress and sprinkler access, signage, and other hazards such as worn carpet, unsafe housekeeping, etc.
 - c. Report unsafe conditions, recommend corrective action to Department management and ensure follow-up hazard abatement is performed.
21. Maintain records of drills, trainings, inspections, etc. for a minimum of 5 years unless otherwise required by law or departmental policy.

Responsibilities of Department Managers and Supervisors

All managers and supervisors are responsible for maintaining a minimal-risk work environment in the areas under their control. While managers and supervisors may assign responsibility and delegate authority to others, they are accountable for those preventable oversights and errors within their areas which result in injury, illness, or property damage affecting employees and the general public.

The following components fit within the scope of this role, are considered Responsibilities of The Department to be practiced by managers and supervisors to ensure all employees comply with adopted practices:

1. Demonstrate a proactive and responsible attitude toward safe job performance and encourage safe behavior in subordinates.
2. Train and instruct employees in job safety and health practices; maintain a complete a training record.
3. Conduct a worksite safety orientation for employees new to the department as soon as possible, to include a walkthrough of evacuation routes, and Lockdown and Shelter-In-Place procedures, the specific location of first aid kits, fire extinguishers, IIPP and SDS.
4. Investigate promptly and thoroughly every incident to determine its cause and to prevent recurrence; report the incident to the County Safety Officer or designee within the appropriate time frame. Based on the type of incident. (See Supervisor's Incident Report).
5. Require employees to comply with relevant safety and health rules, regulations, and standards, to include the proper use and maintenance of Personal Protective Equipment.
6. Recognize employees who perform safe and healthful work practices.
7. Encourage employees to report occupational safety and health concerns, ensuring no reprisal; report safety and health hazards to the department, and ensure corrective action is taken.
9. Observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.

Responsibilities of the Employee

County employees are responsible for ensuring their own safety and the safety of others on the work site. Employees are responsible for using safe work practices, following all policies, rules and procedures, and assisting in maintaining a safe and healthy work environment, which is under the scope of Responsibilities of The Department. Employees are expected to follow these practices:

1. Learn, understand and follow all relevant safety and health standards and procedures which apply to each job assignment.
2. Properly use and maintain prescribed Personal Protective Equipment.
3. Promptly bring to your supervisor and/or management attention (or Risk Management, and anonymously if so desired) any activity, behavior, hazard or other unsafe condition which could cause or potentially cause injury or illness to others or damage property.
4. Report emergencies and, if safe to do so and you are appropriately trained, assist until emergency response personnel arrive.
5. Be familiar with the evacuation routes, and the Lockdown and Shelter-In-Place procedures of your worksite(s) and your role in these procedures.
6. Know your worksite(s) location(s) of safety equipment such as First Aid Kits, Body Fluid Clean-up Kits, and fire extinguishers, and of relevant safety resources such as emergency contact information, County and Department IIPP's, and SDS.

Effective July 1, 1991
Rev 10/30/12
Rev 5/2/18