



Town of Truckee Injury and Illness Prevention Program



SAFETY POLICY STATEMENT

It is the intention of the Town to develop, implement, and administer a comprehensive risk management, safety, and risk control program. The Town maintains that our employees and the general public are our most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all and the protection of the environment should be the utmost consideration. Employees at all levels of the work force are directed to make safety and health a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective risk management, safety, and risk control are an integral part of management procedures designed to maximize the Town's capital and personnel. Although profit is not the goal of municipal operations, the same efficiency that is demonstrated in for-profit organizations is desired to ensure that the Town can provide services and maximize the use of each available tax dollar.

Within the operational activities of any endeavor, there may be exposure to personal injury, personal illness, or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events, and most are preventable. Proper planning can control accidents. All employees are directed to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on risk management, risk control techniques, the refinement of work procedures, and safer working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the risk management policies and the risk control programs. All employees are expected, as a condition of employment, to adopt the concept that the safer way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Town.



Tony Lashbrook, Town Manager

The Town has established and implemented and is maintaining this written Injury and Illness Prevention Program (IIPP). This program has been established in accordance with Title 8, California Code of Regulations, and Section 3203 of the General Industry Safety Orders. Our safety and health program includes the following elements:

- Management commitment/assignment of responsibilities
- System for ensuring employee compliance with safe work practices
- Safety communications system with employees
- Scheduled inspections/evaluation system
- Accident investigation
- Procedures for correcting unsafe/unhealthy conditions
- Safety and health training and instruction
- Record keeping and documentation

TABLE OF CONTENTS

Section 1 - Safety Program Responsibility	6
Employee	8
Division Manager/Supervisor	9
Department Head	10
Administrative Services Director/Assistant to the Town Manager.....	11
An important part of the Administrative Services Director/Assistant to the Town Manager's job responsibilities is the prevention of occupational injuries and illnesses. These individuals must oversee and participate in all areas of the Town's safety program to ensure each department/division operates in a safe and healthful manner. The Administrative Services Director/Assistant to the Town Manager have the following responsibilities:	11
Town Manager	13
Section 2 - Safety Rules and Codes of Safe Work Practices	14
General Safety Rules	14
Use of Tools and Equipment.....	15
Fire Prevention.....	16
Fire Extinguisher Instructions	17
Lifting Techniques	18
Safe Lifting Tips	18
Material Handling and Storage Guidelines	19
Town Vehicles.....	19
Code of Safe Work Practices: Office - Clerical/Administrative/Management.....	20
Code of Safe Work Practices: Field Operations	22
Code of Safe Work Practices: Equipment Mechanic	25
Section 3 - Safety Training	28
Safety Training Responsibilities	28
Training and Education.....	28
Training Procedures.....	29
Training Documentation	29
Refresher Training and Education	29
Matrix of Safety Training Requirements by Function/Department	30
Section 4 - Employee Communication and Participation	31
Training	31
Safety Committee	31
Employee Safety Meetings	31
Safety Postings and E-mails.....	32
Reporting of Safety Concerns.....	32
Section 5 - Safety Committee Meetings.....	33
Functions of the Safety Committee.....	33
Safety Committee Meeting Procedures	34
Guidelines for Successful Safety Committee Meetings	35
Section 6 - Safety Inspections.....	36
Inspection Procedures	36
Unsafe Work Practices	37
Unsafe Conditions	38
Hazard Identification Categories	39
Section 7 - Hazard Correction.....	40
Hazard Correction Responsibilities.....	40
Section 8 - Accident Investigation.....	41
Investigation Procedures	41
Supervisor's Accident Investigation Report.....	42
Investigation Principles	42
Investigation Techniques.....	42
Investigation Objectives.....	43

TABLE OF CONTENTS

Corrective Action	43
Section 9 - Safety Program Enforcement.....	44
Employee Recognition	44
Disciplinary Action	44
Section 10 - Record Keeping and Documentation.....	45
Cal/OSHA Log and Annual Summary	45
Other Record Keeping	45

Section 1 - Safety Program Responsibility

The Town is committed to maintaining a safe and healthy working environment. To achieve this goal, we have implemented this comprehensive IIPP. This program is designed to prevent injuries, accidents, and illnesses in the workplace.

We recognize that the responsibility for safety and health is shared:

- The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for cooperating with all aspects of the safety and health program – including compliance with all rules and regulations – and for continuously practicing safety while performing their duties.

Every person is held accountable for his/her assigned responsibilities and his/her actions/inactions. Performance reviews are used to evaluate active participation in the safety and health program.

Persons with authority and responsibility for implementing the IIPP are:

Title: Employee

Description of Authority and Responsibility: Responsibility for working safely is assigned to employees at every level.

Title: Division Manager/Supervisor

Description of Authority and Responsibility: Implementation of the IIPP, employee safety training, safety inspections, accident investigation, and hazard correction.

Title: Department Head

Description of Authority and Responsibility: General authority and supervision of the IIPP, employee safety training, safety inspections, accident investigation, and hazard correction.

Title: Administrative Services Director/Assistant to the Town Manager

Description of Authority and Responsibility: General oversight of the IIPP, participation in safety program activities, and assistance to management to help ensure implementation of the IIPP throughout the Town.

Title: Town Manager

Description of Authority and Responsibility: General oversight of the IIPP and holding Town management accountable for the implementation of the IIPP throughout the Town.

SAFETY RESPONSIBILITIES

Employee

Employees are responsible for knowing and following all written and verbal safety policies and procedures and shall:

1. Report all work-related injuries immediately to their supervisor, no matter how minor.
2. Perform duties using safe work practices.
3. Report unsafe conditions, equipment, and work site and other hazards to their supervisor.
4. Report equipment failures immediately to their supervisor.
5. Perform tasks that they are trained and authorized to perform.
6. Use supplied safety gear and personal protective equipment as required by position and task being performed.
7. Actively contribute to the success of the overall safety program by providing ideas and suggestions to help prevent accidents and injuries.

SAFETY RESPONSIBILITIES

Division Manager/Supervisor

The Division Manager/Supervisor has the most influence and control over his/her employees' attitudes and work habits. A Division Manager/Supervisor is also the person most familiar with the day-to-day operations, conditions, and work environment in the Department and is, therefore, in the best position to prevent accidents. Every Division Manager/Supervisor has the following responsibilities for accident control:

1. Perform daily inspections of the work area to detect hazardous conditions and unsafe work practices.
2. Enforce all Town safety rules and safe work procedures in a consistent manner.
3. Ensure that every employee in the Department is properly trained in the operation of equipment and safe work methods.
4. Investigate all injuries, illnesses, and near-miss accidents to determine the cause and to prevent reoccurrence.
5. Ensure that all tools and equipment used in the Department are safe and, if a hazard exists, initiate action to have the condition corrected or repairs made.
6. Ensure that the Department is maintained in an orderly manner in accordance with Town standards on housekeeping and sanitation.
7. Establish a strong safety attitude among employees and a clear-cut understanding of specific duties and responsibilities.
8. Actively participate in safety meetings and lend support to promotional activities.
9. Notify the Department Head immediately whenever a lost-time injury occurs.
10. Ensure that adequate personal protective equipment is provided and being used by employees.
11. Provide positive reinforcement for employees who are observed following proper safety procedures.
12. Set an example for coworkers by observing safe work practices at all times.
13. Assist the Department Head in arranging light-duty assignments for injured workers.

SAFETY RESPONSIBILITIES

Department Head

The Department Head is responsible for carrying out the IIPP at each facility. Management performance, with respect to safety, will be evaluated at the completion of prescribed safety activities. The Department Head is responsible for the following duties:

1. Support a positive safety culture.
2. Ensure that all employees throughout his/her Department receive safety training in job hazards and safe work practices.
3. Provide the purchase of necessary safety and/or ergonomic equipment.
4. Hold safety meetings periodically with representatives from each division.
5. Ensure that periodic, scheduled safety inspections and work practices of the premises are conducted.
6. Review all occupational injuries and illnesses occurring in the Department.
7. Correct hazardous conditions and unsafe work practices in a timely manner.
8. Enforce safety rules and safe work practices, using discipline as required.
9. Ensure return-to-work accommodations are reviewed and implemented for all occupational injuries and illnesses.
10. Make weekly care calls to injured employees while employee is not able to return to work due to workplace disability.

SAFETY RESPONSIBILITIES

Administrative Services Director/Assistant to the Town Manager

An important part of the Administrative Services Director/Assistant to the Town Manager's job responsibilities is the prevention of occupational injuries and illnesses. These individuals must oversee and participate in all areas of the Town's safety program to ensure each department/division operates in a safe and healthful manner. The Administrative Services Director/Assistant to the Town Manager has the following responsibilities:

1. Monitor that Department Heads support and carry out the following safety activities as required:
 - a. Safety Meetings
 - b. Safety Training
 - c. Accident Investigation
 - d. Safety Inspections
 - e. Hazard Correction
 - f. Employee Care Calls
 - g. Return-to-Work
 - h. Safety Program Promotion
2. Assist the Department/Division management in correcting safety hazards that are reported by employees or outside representatives.
3. Personally review all accident reports to ensure follow-up, as needed.
4. Maintain accident reporting forms for reporting employee accidents.
5. See that copies of all accident reports and Cal/OSHA log and summary forms are kept on file to comply with Cal/OSHA.
6. Assist with periodic inspections of Town operations, including identifying safety and health hazards, and discuss the results of these inspections in the safety meeting.
7. Work with Division Managers/Supervisors to maintain safe conditions and ensure that safe work practices are followed.
8. Ensure programs and procedures are developed that address safety training in job hazards and safe work practices.
9. Provide information to employees regarding reporting and medical treatment procedures for on-the-job injuries.
10. Oversee implementation of Town-sponsored programs to promote safety awareness and reduce accidents.
11. Review safety inspection checklists to ensure that periodic inspections are being performed.
12. Make weekly care calls to injured employees while employee is not able to return to work due to workplace disability.

13. Ensure employees are provided with safety training and have completed the prescribed safety training for their position.

14. Correct hazardous conditions and unsafe work practices in a timely manner.

SAFETY RESPONSIBILITIES

Town Manager

It is the responsibility of the Town Manager to provide general oversight and guidance to Department/Division management in promoting accident prevention and holding Town management accountable for implementing the details of the IIPP.

1. Include safety performance as a regular part of discussions held with Department Heads and Division Managers/Supervisors.
2. Be observant during Department/Division visits for unsafe work practices and conditions that could cause injury or property damage.
3. Review injury data with each Department Head and set goals for safety performance.
4. Attend Department/Division safety meetings, on occasion, to demonstrate management support of the safety program.
5. Ensure Town safety rules and safe work practices are being enforced in a consistent manner by Department/Division management.
6. Support Department/Division safety promotional campaigns and safety recognition programs.

Section 2 - Safety Rules and Codes of Safe Work Practices

General Safety Rules

1. Report all on-the-job injuries immediately to the person in charge. Get any needed first aid right away.
2. Throwing objects or general horseplay is strictly prohibited.
3. Use a step stool or a ladder to reach high places. Never stand on boxes, chairs, shelves, or carts.
4. Do not load carts higher than shoulder level. You should always be able to see over the top so that you do not run into anyone or anything.
5. When possible, avoid storing heavy items on shelves above shoulder level or below knee level.
6. Always dry your hands before operating any electrical appliance.
7. Know and follow instructions when using or handling cleaning and sanitizing products.
8. When passing objects to another person, always hand them; never throw them.
9. Lift the right way to avoid strains. Keep your back straight and chin up, bend your knees, and use your legs for power. Obtain assistance with heavy or bulky objects.
10. Keep work and storage areas organized and free of clutter.
11. Before using a ladder, make certain that the legs are fully opened and the spreaders are locked.
12. Ensure that all overhead storage is secure and will not fall.
13. Do not obstruct aisles, stairs, emergency exits, fire extinguishers, or electrical panels with supplies or equipment.

Use of Tools and Equipment

1. Never operate or repair any equipment unless you are authorized and trained to do so.
2. Employees under 18 years of age are prohibited from operating, adjusting, repairing, or cleaning any power-driven equipment.
3. Stop machinery and disconnect the power supply before cleaning or making any adjustments or repairs.
4. Do not wear jewelry or loose, dangling clothing and maintain hair so that it does not become snagged or caught on moving equipment.
5. It is strictly forbidden to remove or make inoperative any safety guard or switch.
6. Make certain all power equipment and tools are properly grounded.
7. Use only heavy-duty, grounded extension cords for appliances and equipment. Extension cords are for temporary use, not permanent situations.

Fire Prevention

1. Never block access to any fire extinguisher. Coats or other material should not be hung on fire extinguishers.
2. Keep the area around sprinkler control valves and risers clear of storage and obstructions at all times.
3. Emergency exit doors must not be blocked, either from the inside or the outside.
4. At least 18 inches of clearance must be maintained below fire sprinkler heads so that water flow is not obstructed.
5. Smoking is prohibited inside any of the premises and where clearly marked by signs.
6. Misuse of portable fire extinguishers is strictly prohibited. Extinguishers are to be kept ready for use in an emergency.
7. Notify your supervisor of any fire extinguisher that needs to be serviced or recharged.
8. Flammable liquids (paint, solvents, cleaning fluids, etc.) should not be stored near a battery charger.
9. Quick burning and combustible materials should not be stored in compressor rooms, electrical rooms, or within three feet of water heaters.
10. Clean up all spills of flammable liquids immediately.
11. Do not let trash and waste materials accumulate in aisles, around motors, or in storage areas.
12. Make sure that electrical wiring is in good condition and do not overload electrical equipment.

Fire Extinguisher Instructions

If you detect smoke or fire, no matter how small it may appear to be, you are to notify your manager or the person in charge immediately. If you are the first person on the scene of a fire, call 911. If the fire is at the incipient stage and you are properly trained, you may attempt to put it out using a proper extinguisher. If the fire cannot be controlled, follow the instructions of the person in charge and evacuate the building through the nearest exit door and meet at a pre-determined evacuation assembly area for a headcount.

In the event of a small incipient stage fire, you may be able to control the spread of the fire by using a handheld fire extinguisher. Knowing how to use the extinguisher before a fire occurs is important for your safety.

When using a fire extinguisher, first ensure it is the correct type of extinguisher for the type of fire. By remembering the mnemonic "**P.A.S.S.**," you will be able to operate the fire extinguisher.

Pull the pin to unlock the handle.

Aim the extinguisher at the base of the fire.

Squeeze the handle to discharge the extinguisher.

Sweep the discharge nozzle from side to side to cover the burning area.

Lifting Techniques

You can avoid back pain by using correct body movements when you lift. The following techniques are to be practiced when lifting objects while at work:

1. Stand as close to the load as possible and have secure footing.
2. Position your feet shoulder-width apart, with one foot slightly in front of the other.
3. Squat down to the load. Bend your knees, not your waist. Make sure you have a good hold on the load.
4. Breathe in and tighten your stomach muscles as you grasp the load securely. Abdominal muscles support your spine when you lift.
5. Stay in a comfortable position, maintaining the normal curve of the low back.
6. Keep your eyes forward and your head and chin up as you lift.
7. Lift with your legs slowly straightening the knees and hips. Use your leg muscles to do the lifting.
8. Lift smoothly and keep the load close to your body. Do not jerk or twist. To avoid twisting, move your feet in the direction you want to travel.

Safe Lifting Tips

Here are some tips that will not only lessen the risk of injury but will improve your work performance as well.

- Store heavy items between your shoulder level and knee level whenever possible.
- If the load is too bulky or heavy for you to lift alone, get help.
- Size up the load and check for obstacles in your pathway before you lift.
- Get a firm grip on the object before you lift.
- Use a step stool or ladder rather than hoisting heavy objects over your head.
- Keep the load as close to your chest as possible. Remember, the farther away an object is from your body, the more stress is placed on your back.

Material Handling and Storage Guidelines

1. When using carts and racks, push the cart or rack, do not pull it. Pushing lets your leg muscles do the work instead of your back and uses your own body weight to your advantage.
2. Avoid twisting when loading or unloading a cart. Remember to pivot your feet in the direction you need to carry the item.
3. Never hesitate to ask for help when lifting heavy or bulky objects.
4. To reduce awkward lifting positions, avoid stacking materials in confined and restricted spaces.

Town Vehicles

1. Do not operate a Town vehicle unless authorized by your supervisor. Operators must have a valid driver's license.
2. It is the operator's responsibility to be familiar with operation of the assigned vehicle.
3. Every vehicle operator will be required to wear a seat belt and to ensure that passengers are properly seated and wearing seat belts.
4. Every vehicle operator must obey traffic laws and practice defensive driving.
5. Loads carried by Town vehicles will be properly piled and secured to prevent shifting or falling.
6. Adjust side and rear view mirrors, seats, and other features such as tilt steering wheel prior to moving the vehicle.
7. Do not operate the vehicle if problems are detected with key vehicle systems such as brakes, steering, lights, wipers, wheels, and tires. Report any problems to your supervisor.
8. All Town employees shall operate Town vehicles consistent with the Town's personnel rule related to vehicle use.

Code of Safe Work Practices: Office - Clerical/Administrative/Management

The Town's IIPP requires employees in this designated job safety class to abide by the following safe practices:

1. Report all unsafe conditions and equipment to the Division Manager/Supervisor, Department Head, Administrative Services Director/Assistant to the Town Manager, and/or Town Manager.
2. Report all accidents, illnesses, and injuries to the Division Manager/Supervisor, Department Head, Administrative Services Director/Assistant to the Town Manager, and/or Town Manager.
3. In the event of fire, sound the alarm and evacuate along established escape routes.
4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated evacuation assembly area for a headcount.
5. Only trained employees may attempt to respond to an incipient stage fire or other emergency.
6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
7. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways or block doors, exits, or fire extinguisher locations.
8. All spills shall be wiped up promptly, using appropriate materials.
9. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
10. Maintain adequate aisle space. Storage of materials on the floor shall be avoided.
11. Open file cabinet drawers one at a time and close when work is finished.
12. Use proper lifting and carrying techniques and appropriate equipment.
13. Plug all electrical equipment into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
14. Take care to properly secure electric cables and cords to avoid trips and falls.

Code of Safe Work Practices: Office - Clerical/Administrative/Management

15. Inspect electrical appliances, such as coffee pots and microwaves, regularly to replace worn or fraying cords. All equipment such as fans, paper cutters, and shredders shall be properly guarded to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
18. The use of alcohol or illegal drugs is not allowed in the workplace. Prescription drugs or over-the-counter drugs may adversely affect an employee's safety, health, or behavior.
19. Adjust computer workstations, including monitors, chairs, and keyboards as appropriate, for employee comfort and to reduce physical strain and unnecessary exertions.
20. Computer monitor background and screen lighting should be compatible.
21. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive computer use.
22. Maintain direct access to fire fighting equipment.
23. Label all chemical containers as to their contents.
24. Store files, materials, and supplies in such a manner to prevent damage to the articles or injury to personnel when they are moved.
25. Weapons are not permitted in the work environment except when required by the job.
26. Use equipment such as scissors and staplers for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

Code of Safe Work Practices: Field Operations

The Town IIPP requires employees in this designated job safety class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office - clerical/administrative/management.
2. Report all unsafe conditions and equipment to the Division Manager/Supervisor, Department Head, Administrative Services Director/Assistant to the Town Manager, and/or Town Manager.
3. Report all accidents, illnesses, and injuries to the Division Manager/Supervisor, Department Head, Risk Manager, and/or Town Manager.
4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated evacuation assembly area for a headcount.
6. Only trained employees may attempt to respond to an incipient stage fire or other emergency.
7. All routes of egress shall remain unblocked, well lighted, and be kept clear of items that can impair orderly evacuation.
8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
10. All spills shall be cleaned up promptly, using appropriate materials.
11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
12. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.

Code of Safe Work Practices: Field Operations

14. All electrical equipment shall be plugged into appropriate ground fault circuit interrupter receptacles.
15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.
17. All equipment shall be properly guarded to prevent cuts and abrasions.
18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders are not permitted in areas near electrical sources.
20. The use of alcohol or illegal drugs is not allowed in the workplace. Prescription drugs or over-the-counter drugs may adversely affect an employee's safety, health, or behavior.
21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
22. Employees shall comply with proper confined space procedures.
23. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) and abide by all health and safety procedures.
24. Employees shall be trained on the use and limitations of personal protective equipment.
25. Nonessential employees shall maintain a safe distance from field equipment.
26. Before digging, a utilities locator must be contacted if underground utilities are possible, and property owners will be asked to identify hidden utilities.
27. Cal/OSHA excavation safety standards shall be followed at all times.

Code of Safe Work Practices: Field Operations

28. Walls of trenches and excavations must be shored, benched, or sloped to avoid cave-ins. Workers may not enter a trench or excavation without appropriate protective systems in place.
29. Spoils piles must be no closer than two feet from the edge of any excavation.
30. A safe means of egress must be constructed every 25 feet of lateral travel for trench excavations.
31. Excavations shall not be dug near building foundations, walls, or sidewalks without using proper support systems.
32. Physical barriers shall be erected around excavations.
33. Do not ride in heavy equipment buckets or other equipment not designed for this purpose.
34. Maintain safe operations around electrical sources and equipment.
35. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
36. Employees working in cold environments shall wear appropriate clothing and protective devices.
27. Weapons are not permitted in the work environment except when required by the job.
37. All chemical containers shall be labeled to clearly identify the contents.
38. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
39. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.
40. Flammable liquids and gasoline shall be stored in appropriate containers.
41. Inspect motorized vehicles and other mechanized equipment daily prior to use.
42. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Code of Safe Work Practices: Equipment Mechanic

The Town IIPP requires employees in this designated job safety class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office - clerical/administrative/management.
2. Report all unsafe conditions and equipment to the Division Manager/Supervisor, Department Head, Administrative Services Director/Assistant to the Town Manager, or Town Manager.
3. Report all accidents, illnesses, and injuries to the Division Manager/Supervisor, Department Head, Administrative Services Director/Assistant to the Town Manager, or Town Manager.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated evacuation assembly area for a headcount.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
9. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
10. File cabinet drawers shall be opened one at a time and closed when work is finished.
11. Proper lifting and carrying techniques and equipment shall be used.
12. All electrical equipment shall be plugged in appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
13. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
14. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords.

Code of Safe Work Practices: Equipment Mechanic

15. All equipment, such as fans, saws, drills, and grinders, shall be properly guarded to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders may not be used near sources of electricity.
18. The use of alcohol or illegal drugs is not allowed in the workplace. Prescription drugs or over-the-counter drugs may adversely affect an employee's safety, health, or behavior.
19. Use proper lockout and tagout procedures prior to performing maintenance on equipment.
20. Employees shall use proper techniques for glass cutting and disposal.
21. Employees shall wear proper personal protective equipment (e.g., gloves, steel-toed shoes, and safety glasses/goggles) while working with tools and compressed air equipment.
22. Maintenance workers shall be familiar with and abide by the instructions and recommendations contained in the material safety data sheets of all chemicals in use.
23. Emergency shower and eyewash stations will be inspected periodically to ensure they are in proper working order.
24. Be aware of surrounding area and assure proper footing to avoid trips and falls.
25. Weapons are not permitted in the work environment except when required by the job.
26. All containers shall be labeled to clearly identify their contents.
27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
28. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage cabinets.

Code of Safe Work Practices: Equipment Mechanic

29. While operating vehicles, including cars, trucks, or field equipment, employees must wear a seat belt and shoulder harness, observe proper speed limits, and practice defensive driving.

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30. Inspect motorized vehicles and other mechanized equipment daily prior to use.
 31. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Section 3 - Safety Training

Safety training and education is an important element of the Town's IIPP. In order to ensure the safety of all employees, the Town has developed a comprehensive safety training program.

Safety Training Responsibilities

The Department Head is responsible to ensure that each employee receives the appropriate safety training and orientation for his/her position.

Division Managers/Supervisors are responsible for instructing each new employee on safety training elements specific to his/her division. Specific safety training requirements for each position are addressed in the Matrix of Safety Training Requirements by Function/Department.

Training and Education

General safety training for all employees consists of the following subjects:

- The Town's commitment to a safe work environment
- The employee's responsibility for working safely
- The Town's disciplinary policy concerning safety
- Back injury prevention
- Musculoskeletal disorders
- Basic chemical safety
- General safety rules
- Specific instruction on hazards and safe work practices
- Fire prevention
- Emergency procedures
- Bloodborne pathogen awareness

Training Procedures

The Town's safety training program is conducted as follows:

1. Each new employee completes his/her respective safety training required for his/her position.
2. The Division Manager/Supervisor should orally review key safety training elements to assess the employee's understanding of the safety training.
3. As new equipment is introduced or new procedures are developed, affected employees may be required to complete additional safety training.

Training Documentation

1. At the conclusion of each training session, all employees sign a document stating that they have completed safety training required for their position, are aware of the Town's safety policies, and realize that failure to comply with these policies may result in disciplinary action.
2. Individual acknowledgment forms should be kept in the departmental training file.

Refresher Training and Education

In order to maintain a high level of safety awareness and protect our employees from injury, the Town encourages refresher training for all employees.

At the discretion of the Division Manager/Supervisor, Department Head, or where required by law, employees will be asked to complete refresher training. A variety of training resources may be used.

Matrix of Safety Training Requirements by Function/Department

Safety training requirements are based upon the typical hazards that employees may be exposed to during the course of their work within their department. Additionally training may be required based upon new equipment, procedures or identified hazards.

Function/Department	Training
Administration	<ul style="list-style-type: none"> • General Safety/IIPP • Code of Safe Work Practices: Office - Clerical/Administrative/Management • Ergonomics
Field Operations (i.e. Public Works, Animal Control, Code Enforcement, etc)	<ul style="list-style-type: none"> • General Safety/IIPP • Code of Safe Work Practices: Field Operations • Bloodborne Pathogen Awareness • Confined Space • Ergonomics • Fall Protection • Hazard Communication/Chemical Training • Hearing Conservation • Lockout/Tagout • Powered Industrial Truck Training • Respiratory Protection • Trenching Safety
Police	<ul style="list-style-type: none"> • General Safety/IIPP • Bloodborne Pathogen Awareness • Ergonomics • Fall Protection • Hearing Conservation • Less Lethal Force Options • Manual Compliance Techniques • Respiratory Protection • Use of Force • Vehicle Pursuit • Verbal Judo

Section 4 - Employee Communication and Participation

The Town recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. Department Heads may use one or all of the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff within their departments:

Training

Training requirements are designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job.

Safety Committee

A Safety Committee provides a forum for management and employees to discuss issues, establish policies and procedures, review accident causes, and evaluate employee suggestions. Employee participation is encouraged.

Employee Safety Meetings

Employees are encouraged to participate in scheduled safety meetings for the purpose of freely and openly discussing health and safety issues. The frequency of employee safety meetings should be established by the Department Head based upon the workplace exposures but should not occur less than once annually. Additionally the employee safety meetings can be used to discuss:

- New hazards that have been introduced or discovered in the workplace.
- Causes of recent accidents or injuries and the methods adopted to prevent similar incidents in the future.
- Any health or safety issue deemed necessary by management to require reinforcement.
- Annual retraining on required procedures.

Supervisory employees in Public Works shall conduct "toolbox" or "tailgate" safety meetings or equivalent with their crews at least every ten working days to emphasize safety.

Documentation of all employee safety meetings and a list of employees in attendance must be kept for a minimum of one year.

Safety Postings and E-mails

Department Heads are encouraged to post and/or e-mail safety-related information to all employees.

Reporting of Safety Concerns

Department Heads should encourage employees to report safety concerns directly to their supervisor without fear or reprisal or punishment. Under California law, it is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Department Heads and Division Managers/Supervisors are to encourage employees to report hazards and commend them for their safety awareness.

In order to encourage employee reporting of unsafe conditions, the Town is required to have a system to allow employees to notify the Town of safety concerns anonymously. This is most easily accomplished through the Town suggestion boxes located in the break rooms. Department Heads are encouraged to develop additional means of anonymous reporting that best meet the needs of their departments.

Section 5 - Safety Committee Meetings

Safety Committee meetings provide a system for communicating with employees on safety matters. The purpose of Safety Committee meetings is to assist management in creating a safe work environment. Safety Committee meetings should enable employees from each department to get involved in the safety program. The objectives of Safety Committee meetings are to promote safety awareness, control accidents, and identify and solve safety problems. The Town's Safety Committee is not intended to be "Labor/Management Committee" as defined in Cal/OSHA 3203. Safety Committees are optional under Cal/OSHA IIPP requirements, but are a best practice.

Functions of the Safety Committee

- Establish safety objectives and policies designed to improve safety performance.
- Monitor the progress and effectiveness of the safety program.
- Evaluate problems, methods, and procedures and reach decisions for reducing the risk of injuries.
- Review safety inspections and reports of hazardous conditions to ensure corrective action.
- Investigate the causes of accidents and injuries and analyze accident trends.
- Follow-up on recommendations generated in previous meetings.
- Act as a source of ideas and suggestions for improving the Town's safety record.
- Recommend safety and health program enhancements to the Town Manager and/or Risk Manager.

Safety Committee Meeting Procedures

1. Safety Committee meetings are to be scheduled and held at least once per quarter.
2. Meetings should be no longer than 30-60 minutes long.
3. The Safety Committee membership should consist of the Administrative Services Director/Assistant to the Town Manager and supervisory and non-supervisory personnel and representatives from all departments.
4. Whenever possible, the Town Manager should be present at the Safety Committee meeting.
5. The Safety Committee members should select a chair who will conduct the meeting.
6. Conduct the Safety Committee meeting according to the topic areas in the Safety Committee Meeting Report Form.
7. Review reports of employee accidents submitted since the previous meeting. Discuss why each accident happened and what can be done to prevent a reoccurrence.
8. Ask Department Heads and/or Division Managers/Supervisors to report any unsafe conditions and work practices they have observed. Identify and solve safety problems in all areas of the organization.
9. Discuss a subject that is pertinent to Town operations.
10. Have Department Heads and/or Division Managers/Supervisors report on job safety training that has been given to employees during the quarter.
11. Review the results of worksite inspections conducted by the Safety Committee, departments, or outside representatives.
12. Analyze and monitor the safety performance of each department.
13. Evaluate and respond to employee safety suggestions.
14. Ensure correction of hazardous conditions brought to the attention of the Safety Committee or Town management.
15. During each Safety Committee meeting, someone in attendance should be asked to complete the Safety Committee Meeting Report while the meeting is in progress.
16. The Administrative Services Director/Assistant to the Town Manager should review the Safety Committee Meeting Report if he/she was unable to attend the meeting.
17. Copies of Safety Committee Meeting Reports should be kept on file for three years.

Guidelines for Successful Safety Committee Meetings

- Set an agenda and plan the details of the meeting in advance.
- Follow a meeting format that encourages and requires the active participation of everyone present.
- Focus the Safety Committee meeting on communicating potential problems and solutions.
- Keep the discussion focused on safety issues. Do not get involved in matters not directly related to accident prevention.
- Monitor the correction of safety problems and workplace hazards; otherwise, employees will question management's commitment to safety.
- Demonstrate by action and words that safety is equal in importance to productivity and customer service.
- Take the approach that accidents can be prevented.
- Show genuine concern for the well-being of Town employees. Safety cannot be promoted merely as a way to reduce the costs and inconvenience of people being injured.
- Report back to department representatives on what has been done relative to the safety problems discussed in previous meetings.
- Hold Safety Committee meetings at least once a quarter to ensure their effectiveness.
- Review and assign action items and the person responsible for the completion of the action item.

Section 6 - Safety Inspections

The purpose of a facility safety inspection is to identify potential hazards so that they can be corrected before an accident can occur. Regular self inspections are an essential part of our IIPP. Safety inspections should include a physical inspection of the premises, as well as identification of unsafe work practices.

Inspection Procedures

1. Safety inspections can be performed by any of the following:
 - a. Town Manager
 - b. Department Head
 - c. Division Manager/Supervisor
 - d. Administrative Services Director/Assistant to the Town Manager
 - e. Safety Committee Members
 - f. Consultants
 - g. Regulatory Agencies
2. Safety inspections are designed to prevent accidents and injuries that can result from unsafe workplace conditions and work practices.
3. Periodic safety inspections may be conducted:
 - a. As part of a daily, weekly, monthly walk-around; or,
 - b. In conjunction with a safety meeting.
4. Use the Safety Inspection Report as a guideline and record of what has been covered.
5. Record all findings of unsafe conditions and work practices in detail on the Safety Inspection Report.
6. Ensure that every area of each facility is covered in the inspection.
7. Correct deficiencies in a timely manner prioritized by the severity of the hazard.
8. Keep the original Safety Inspection Report for follow-up.
9. Completed Safety Inspection Reports should be kept on file for at least three years.
10. Technical safety inspections, such as boilers, may be provided by a third-party vendor or agency.

Unsafe Work Practices

In workplaces, unsafe work practices make up approximately 85 percent of all employee injuries and 15 percent may be attributed to unsafe physical conditions. Unsafe work practices are often a result of inadequate training, lack of accountability, and/or not enforcing safety and health policies. With this in mind, it is critical that safe work practice observations be included as part of the walk-around inspections.

The following is a sample of common unsafe work practices that, if left uncorrected, can result in employee injury and property damage:

- Improper lifting methods such as lifting heavy items above shoulder level, twisting while lifting, failing to break down a heavy load, or failing to ask for help.
- Poor housekeeping, failure to keep floors clean while working.
- Failure to disconnect power equipment before cleaning, replacing, or repairing.
- Disregard of safety rules.
- Working without personal protective equipment; such as safety glasses, cut-resistant gloves, chemical gloves and goggles.
- Horseplay and practical jokes.
- Removing safety guards powered equipment (hoists, compressors, grinders, etc.).
- Unauthorized use of equipment.

Included in this section is a list of observation categories and suggested questions that will help in identifying acts and general situations that are unsafe. If unsafe work practices are observed, the employee should be cautioned about the possible consequences of his/her actions. Correct procedures should be discussed, and the employee should be monitored to ensure that he/she follows safe work practices.

Unsafe Conditions

It is absolutely essential that the physical environment of Town facilities be maintained safely to prevent accidents and fires. The physical environment includes buildings, machinery, tools, fixtures, and other similar equipment.

The following is a list of commonly found unsafe conditions in municipalities:

- Poor housekeeping
- Improper computer workstation set-up
- Uneven or slippery walking surfaces
- Improper storage of boxes, supplies, and equipment
- Faulty machine guarding
- Congested storage rooms
- Defective ladders
- Exposed electrical wiring
- Sharp or protruding edges
- Blocked emergency exits
- Blocked electrical panels

When unsafe conditions exist, they should be immediately corrected. Employees should not be allowed to use dangerous equipment or work in unsafe areas until corrective measures are complete.

Hazard Identification Categories
Guidelines for Recognizing Hazardous Conditions & Unsafe Acts

Positions and Actions of People

- Is anyone in danger of injury by pulling or lifting heavy objects?
- Is anyone in a position where he/she could fall, be trapped, collide with anything, or be hit?

Work Procedures

- Are work procedures adequate? Do they prevent all unnecessary risks?
- Are safe work procedures being followed?

Tools and Equipment

- Are tools and equipment provided to do the job safely?
- Are they being used properly?
- Are they in good condition?

Personal Protective Equipment

- Are employees using the required protective equipment?
- Does it provide adequate protection against exposure and injury?
- Is personal protective equipment being used properly?

Orderliness

- Is the workplace clean and well organized?
- Are things stored in a safe manner?

Section 7 - Hazard Correction

The Town is committed to providing our employees with facilities and operations that are safe and healthful. Every effort will be made to ensure that our facilities and equipment are maintained in a safe working condition. If there is any physical condition or equipment that is hazardous, we will respond in a timely manner to take corrective action prioritized based on the severity of the hazard.

Hazard Correction Responsibilities

Division Managers/Supervisors

The Division Managers/Supervisors are responsible for maintaining their divisions in a condition that ensures the safety of employees and the public. Every effort will be made to identify and eliminate all potential hazards in the Division through daily walks of the facility and/or operations. When a hazard is identified, it should be eliminated immediately. If a hazard cannot be eliminated immediately, the hazard should be communicated to all affected employees through the use of proper warnings or barriers.

If a piece of equipment is identified and deemed to be unsafe to operate or could cause injury to an employee, the Division Manager/Supervisor should remove the equipment from service immediately. The Division Manager/Supervisor should notify the Department Head when equipment is taken out of service or when there is a possible delay in the correction of the hazard.

Imminent Hazards

Imminent hazard situations require immediate corrective action. If an employee detects a condition of imminent hazard, he/she must immediately leave the area and report the situation to the Division Manager/Supervisor or Department Head. The Town Manager and/or Administrative Services Director/Assistant to the Town Manager must be immediately notified of an imminent hazard situation. Corrective action will be taken promptly.

Non-Imminent Hazards

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

Section 8 - Accident Investigation

One of the most important responsibilities of Department Heads is to protect employees from being injured at work. If an injury does occur, it is essential that a thorough investigation be conducted in order to find out what caused the accident and to take action to avoid a similar occurrence in the future.

Investigation Procedures

1. All work-related injuries, illnesses, and near-miss accidents will be investigated.
2. The Department Head will ensure that the employee's supervisor conducts an in-depth investigation for every work-related injury.
3. Upon notification of an injury, the supervisor will:
 - a. discuss the circumstances of the injury with the injured worker
 - b. talk to the employee about the unsafe acts or conditions that contributed to the injury or illness
 - c. attempt to identify the primary and contributing causes of the injury or illness
 - d. ensure corrective action is taken to prevent similar incidents
4. Each supervisor should immediately notify his/her Division Manager/Supervisor of any injury that occurs in his/her department. The Division Manager/Supervisor should then immediately notify the Department Head of the injury.
5. The employee's supervisor will complete a Supervisor's Accident Investigation Report for every work-related injury or near-miss accident.
6. A copy of the Supervisor's Accident Investigation Report should be kept with the Cal/OSHA 300 log.

Supervisor's Accident Investigation Report

The Supervisor's Accident Investigation Report is intended to serve as a guide for identifying the factors that contributed to a work-related injury or illness. The questions on the form are arranged in a sequence as to lead the supervisory or management person conducting the investigation through the accident investigation process.

A sample Supervisor's Accident Investigation Report is included in this section of the Injury and Illness Prevention Program.

Investigation Principles

Effective accident investigation is based upon the principles that:

- All accidents have causes; eliminate the causes and prevent the accident;
- Accident causes can be determined; and
- Corrective action can be developed and applied that will prevent similar accidents.

Prevention of another accident and/or injury is the most important goal of an accident investigation. Faultfinding or placing blame serves no useful purpose and should not be the focus of the investigation. Sometimes, however, disciplinary action may be necessary if the accident investigation determines that an employee has violated an established safety rule or did not follow safe operating procedures.

Investigation Techniques

The following elements are essential to a successful accident investigation:

1. If appropriate, go to the scene of the accident as soon as possible and attempt to simulate the movements and conditions that contributed to the injury.
2. Talk to other employees who witnessed the injury and let them tell, in their own words, what they saw or heard.
3. Conduct a personal interview with the injured employee:
 - a. Ask him/her to give his/her version of what happened.
 - b. Ask him/her questions to fill in the details.
 - c. Check your understanding of the accident.
 - d. Discuss specific measures that can be taken to prevent a similar injury.

Investigation Objectives

The objective of accident investigation is to identify the operational error(s) and/or physical defects that caused the accident. Each accident has a primary cause and usually multiple secondary causes. Accident causes can be broken down into five categories:

1. Breakdown in the management system
 - a. Procedures
 - b. Equipment
2. Unsafe acts
3. Unsafe conditions
4. Personal factors
5. Job factors

All causes must be identified in order to implement effective preventative measures. Never make the mistake of simply passing an injury off to "carelessness." An injury is an indication of the need to consider changes in work methods, procedures, equipment, layout, or training. Since most on-the-job injuries are the result of unsafe behaviors, not unsafe conditions, the follow-up should be directed at evaluating the safety and health program management system.

Corrective Action

Investigation of an injury is not complete until permanent actions are taken to prevent reoccurrence. The investigation should be used as an opportunity to find and eliminate causes of problems that could result in other injuries. The Department Head and/or Division Manager/Supervisor should make immediate changes to eliminate or control the factors that caused the injury.

Section 9 - Safety Program Enforcement

The Town will support and enforce the safety program to ensure that employees know how to prevent injuries and illnesses and understand the importance of complying with the Town's safety policies and rules. Our enforcement system includes:

1. Informing employees of the provision of our IIPP in a "readily understandable" language;
2. Evaluating the safety performance of employees and management personnel;
3. Recognizing employees who perform safe and healthful work practices;
4. Providing training and education to employees whose safety performance is deficient; and
5. Disciplining employees for failure to comply with safe and healthful practices.

Employee Recognition

Town management should make every effort to recognize employees for following safe work practices. This recognition may include oral acknowledgement, recognition at meetings, awards or other recognition deemed appropriate by management.

Disciplinary Action

Town management supports an effective system of discipline and is responsible to:

1. Establish the safe work practices that employees are expected to follow;
2. Communicate to employees the penalties for violation of safety rules;
3. Be consistent in the enforcement of safety rules from department to department.

Employees should be disciplined and/or coached for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury or illness. Often, when an injury does occur, the accident investigation will reveal that the injury or illness was caused by an employee's violation of an established safety rule or safe work practice. The investigation should establish whether this violation was due to inadequate training, lack of accountability, not enforcing safety and health policies, the employee's disregard for established safe work practices, or other root cause. Violations of safety rules and safe work practices should be considered equal to violations of other aspects of Town policy.

Discipline for safety violations should be administered in a manner that is consistent with the Town's progressive disciplinary action system. Failure to follow safety rules and procedures can result in disciplinary action up to and including termination.

The Division Manager/Supervisor should consult with the Department Head and Human Resources when disciplinary action is being considered.

Section 10 - Record Keeping and Documentation

Cal/OSHA Log and Annual Summary

Federal and state laws require that a Cal/OSHA Form 300, Log of Work-Related Injuries and Illnesses, and Form 300A, Summary of Work-Related Injuries and Illnesses, be available at each individual record-keeping establishment. In the event of a Cal/OSHA inspection, you may be asked to produce these forms for the inspector. The Cal/OSHA Form 300 Log should be updated as injuries occur or within seven days of knowledge of an injury.

The previous year's Form 300A, Summary of Work-Related Injuries and Illnesses, must be posted from February 1 through April 30 of each year.

The law also requires Cal/OSHA Forms 300 and 300A be on file for each of the last five calendar years for each record-keeping establishment.

Other Record Keeping

The Town will maintain documentation and records required by the IIPP standard. These records may include:

- Initial IIPP training;
- Inspection records, employee communications, illness and injury incident reports, and investigation reports;
- Employee training documentation; and
- Any other pertinent health and safety documentation.