



COUNTY OF MADERA INJURY AND ILLNESS PREVENTION PROGRAM

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COUNTY OF MADERA INJURY AND ILLNESS PREVENTION PROGRAM

I. STATEMENT OF POLICY

The County is firmly committed to maintaining a workplace free from occupational injuries and illnesses and complying with all applicable laws and regulations that are applicable to the operations conducted by County employees. As the most effective means of achieving this goal, the County has developed and implemented this comprehensive Injury and Illness Prevention Program (IIPP) within the County.

This program is established in accordance with the requirements of the Cal/OSHA General Duty Clause [Labor Code § 6401.7] and the Injury and Illness Prevention Standard [8 CCR § 3203 and § 1509]. (A breakdown of the standard's mandates is displayed as Appendix I of this IIPP along with the corresponding section of the program that ensures compliance with each requirement.) This IIPP is designed to ensure the safety, health and security of all County employees regardless of position and job tasks. A copy of this IIPP will be maintained within each department and within each County facility offsite from the Government Center.

II. RESPONSIBILITY

The Risk Management Analyst is designated as the Program Administrator of this IIPP and has overall responsibility and authority for the implementation and ongoing maintenance of the IIPP within all departments.

A. Program Administrator's Responsibilities

The Program Administrator's duties include but are not limited to:

- √ Advising Department Heads, Managers and Supervisors on occupational safety and health policy issues.
- √ Maintaining current information on applicable local, state, and federal safety and health regulations and ensuring departmental compliance with all applicable laws.

- √ Assisting departments with development and implementation of County policies and procedures on safety and health issues, and ensuring compliance with these policies and procedures.
- √ Assisting departments in recognizing, identifying, and evaluating workplace hazards, including hazards related to workplace security, unsafe conditions, or unsafe work practices.
- √ Assisting departments in developing methods for abating and responding to reports of workplace hazards and ensuring that the identified hazards are abated in a timely manner.
- √ Assisting departments in developing Codes of Safe Practices¹ for addressing such hazards.
- √ Assisting departments with safety and health inspections and follow-up to ensure necessary corrective action is completed.
- √ Investigating or assisting with the investigation of accidents to determine cause(s) and identifying corrective action to prevent future occurrences.
- √ Planning, organizing, and coordinating workplace safety training.
- √ Assisting Department Heads, Managers and Supervisors in providing requisite training in workplace safety to employees.
- √ Reviewing injury and illness trends and developing incidence rates for injuries and illnesses for each department.
- √ Establishing a system for maintaining the records of inspection, hazard identification and abatement, and training in compliance with applicable laws.

B. Department Heads' Responsibilities

Although the Risk Management Analyst has County-wide responsibility for the IIPP, each Department Head shall be responsible for the IIPP implementation within their areas of operation. Departments with

¹*Codes of Safe Practices* are lists of safety rules addressing the mitigation of hazards identified within a given work area or a given job class. The *Codes* are to be enforced as requirements.

multiple Divisions and/or with facilities “offsite” also shall designate a responsible person at each facility.

Department Head responsibilities include, but are not limited to:

- √ Keeping abreast of occupational safety and health regulations affecting operations in the department. (The Risk Management Analyst provides direct assistance in this area.)
- √ Ensuring that Managers and Supervisors comply with all regulatory requirements applicable to their respective areas of operation.
- √ Ensuring that safety hazards within their department are identified at the implementation of the IIPP and that a system is in place to assure any new hazards, which arise, are identified.
- √ Ensuring that any identified hazards are corrected appropriately and in a timely manner.
- √ Ensuring that a periodic inspection system is in place to inspect departmental work areas for hazard mitigation and to identify any new hazards.
- √ Ensuring that accidents within their departments are timely investigated to discern causes and identify corrective actions to prevent future occurrences.
- √ Advising the Risk Management Analyst of the training needs of persons within their department.
- √ Ensuring that Managers and Supervisors conduct on-the-job safety training of those persons each one supervises.
- √ Ensuring that the employee communication system within the department is effective and operating appropriately. This includes assuring employees that they may report safety hazards anonymously if they choose and without fear of reprisal.

C. Division Managers’ and Supervisors’ Responsibilities

Division Managers and Supervisors are responsible for ensuring that all persons within their respective divisions or other areas of responsibility know and comply with the elements of this IIPP.

Division Managers' and Supervisors' responsibilities include, but are not limited to:

- √ Complying with all regulatory requirements applicable to their areas of operations, especially as they pertain to specific safety programs.
- √ Ensuring employees comply with all applicable regulations and laws related to occupational health and safety.
- √ Identifying safety hazards within their areas of responsibility at the implementation of the IIPP and putting in place a system to assure any new hazards are identified.
- √ Ensuring that any identified hazards are corrected appropriately and in a timely manner.
- √ Ensuring that employees abide by the Code of Safe Practices specific to their job operations.
- √ Establishing a periodic inspection system to ensure identified hazards are mitigated and to identify new hazards.
- √ Ensuring accident and injury investigation reports are thoroughly completed and are forwarded to the Risk Management Analyst within 24 hours of the occurrence. Additionally, the Risk Management Analyst shall be notified immediately by phone or email upon discovering that an accident or injury has occurred.
- √ Ensuring that the causes of the accident are discerned, that the investigation forms are completely filled out and corrective actions are identified to prevent future occurrences.
- √ Conducting on-the-job safety training and documenting all training. All training records shall be appropriately maintained.
- √ Ensuring that all equipment and machines in their areas of responsibility are in safe operating condition. (If any safety defects are found, the equipment is to be taken out of service and tagged out to prohibit use.)
- √ Ensuring that employees under their direction wear appropriate required protective equipment and that the equipment is in proper condition.

- √ Ensuring that the employee communication system to report hazards is effective and operating appropriately within their respective areas of responsibility. (This includes assuring employees that they may report safety hazards anonymously and without fear of reprisal.)
- √ Promptly reporting to the Department Head whenever a new substance, work procedure, and or equipment is introduced into the work area.

D. Employees' Responsibilities

Employees are required to follow all safety policies and procedures implemented in the County. This includes following all the requirements of this IIPP as well as adhering to all elements of any safety rules instituted for an employee's specific job tasks and operations. In addition, employees' responsibilities include, but are not limited to:

- √ Complying with all regulatory requirements applicable to their areas of operation.
- √ Reporting any unsafe condition, hazard, or unsafe work practice to their immediate supervisor, their Department Head, to the Departmental Safety Coordinator, or to the Risk Management Analyst. Note: No employees will be retaliated against for reporting any workplace hazard or unsafe condition.
- √ Always working in a safe manner and utilizing safety equipment as required in an appropriate way and remaining alert to unsafe or unhealthful conditions.
- √ Participation in all trainings required by policy and law.

III. COMPLIANCE ASSURANCE

Compliance with all applicable rules and regulations will be ensured by a combination of the following:

- √ A program of recognition and reinforcement for employees who follow and promote safe and healthful work practices.
- √ Employees who violate this policy may be subject to discipline, up to and including termination.

IV. COMMUNICATION

It is the policy of the County of Madera that open, two-way communication between management and staff on health and/or safety issues is essential to an injury free, productive workplace. The following system of communication is established in order to facilitate such communication:

- √ A discussion of this IIPP and safety policies and procedures at new employee orientation.
- √ Scheduled time at general departmental or divisional employee meetings when safety issues are openly discussed.
- √ Periodic posting and/or distribution of safety notifications or safety announcements.
- √ As appropriate, scheduled, regular meetings of a Management/Employee Safety Committee, where established. These meetings may be either at a County-wide or Departmental level.

In addition to the above, employees are encouraged by their Division Heads and Supervisors to make safety suggestions and to report any safety hazards.

V. IDENTIFICATION OF WORKPLACE HAZARDS

A. Periodic Inspections

Periodic inspections shall be performed in compliance with all applicable laws and regulations. Inspections shall be conducted using a prepared checklist that may be obtained from the County Risk Management Analyst. These checklists are compiled from Cal/OSHA documents and cover all areas applicable to County work operations. Not all checklists apply to all operations, however, and each Department or Division is to utilize only those elements of the checklist that directly relate to their respective work areas. Departments should review these checklists and add any items which apply to their operations but which are not on the checklists. The Risk Management Analyst is available to answer any questions related to these checklists.

B. Employee Hazard Reporting

County employees are encouraged to report any unsafe practice or hazard as such conditions are identified. As an effective means of making these notifications, employees shall use the Employee Hazard Report form obtainable from the Risk Management Analyst or electronically through Madera County MadCoServices. This report may be submitted without fear of retaliation and may be made anonymously if the employee so desires.

The employee shall submit the report directly to the Risk Management Analyst who will then contact the appropriate department and initiate an investigation of the complaint.

Once a hazard is identified the employee's department or division is to abate the hazard timely.

C. On-Going Assessment of Hazards

In addition to the job hazard analyses and the scheduled inspections, evaluations of workplace hazards are conducted whenever any of the following occur:

- √ The identification of new hazards in a work area.
- √ The introduction of any new substance, equipment, procedure, or operation to a work area.
- √ Occurrence of an occupational injury, occupational illness, or near miss accident.
- √ Whenever the employer is made aware of a previously unrecognized hazard.

Each Manager or Supervisor is responsible for promptly reporting in writing to the Department Head whenever new substances, new work procedures or operation, and/or new equipment is introduced into a work area. Each report must include an evaluation of the potential hazard(s) of any of the above, as well as the training or other steps which will be taken to abate the identified hazard(s).

VI. HAZARD, ACCIDENT & INJURY INVESTIGATION

A. Employee Report of Hazard or Unsafe Condition

After receiving an Employee Hazard Report, Supervisors are to investigate the reported hazard within seven (7) days of receiving the report. Investigations are to be documented.

A copy of the completed form is to be forwarded to the appropriate Departmental Head or a designee. The original form is to be sent to the County Risk Management Analyst who will verify the appropriate mitigation of the reported hazard according to Cal/OSHA criteria.

Once a hazard is identified, the employee's Department or Division is to abate the hazard timely.

B. Accident and Injury Investigations

Even after potential safety hazards are mitigated, there is still the possibility that accidents and/or injuries may occur in the workplace.

The purpose of an accident and/or injury investigation is to find the cause of the accident and prevent further occurrences. All accidents and injuries will be reported immediately to employee's supervisor, investigated and a cause (or causes) determined. Supervisors shall immediately notify the Risk Management Analyst of any reported accident or injury.

VII. EVALUATION AND ABATEMENT OF HAZARDS.

A. Evaluation of Identified Hazards

Each department, with Risk Management Analyst assistance, will review all hazard assessment documentation, evaluate and decide upon appropriate resolution.

B. Abatement of Hazards

Departments are to correct identified safety hazards in a timely manner. Departments are to base the timing of the hazard mitigation on the severity of the hazard(s).

VIII. TRAINING REQUIREMENTS

Awareness of potential workplace hazards, as well as knowledge of how to control such hazards, is essential to maintaining a safe and healthful work environment. In order to achieve this goal, the County will provide training to each employee with regard to general safety practices and to any hazards or safety procedures specific to the respective employee's work tasks. The County will provide training according to the following schedule:

- √ When the IIPP is first implemented.
- √ To all new employees upon hiring and prior to first job assignment.
- √ Whenever new substances, processes, procedures or equipment are introduced into the workplace.
- √ Whenever the County, its Departments and its Divisions are made aware of new or previously unrecognized hazards.
- √ Whenever the Department Heads, or their designees believe that additional training is necessary or when otherwise required by law.

Training will include the following:

- √ A brief overview of this IIPP.
- √ The job-specific workplace hazards employees may be exposed to. (This task specific training can be accomplished using the Codes of Safe Practice developed for the employee's respective job class or job task.) Job-specific training is handled by each Department.
- √ Documentation of all training at the time of the session.
- √ An overview or discussion of any additional information related to maintaining a workplace free from occupational injuries or illnesses.

IX. EMERGENCY ACTION PLANS

In compliance with the Cal/OSHA regulations [8 CCR § 3220] each facility is to have in place a written Emergency Action Plan implemented as a means of ensuring employee safety during an emergency incident.

County offices in facilities located offsite from the Government Center must develop their own written Emergency Action Plans appropriate to the complexity of the work location.

All employees with special responsibilities under any County Emergency Action Plan must receive training in their respective responsibilities.

X. RECORDKEEPING

A. Procedures

The maintenance of records relating to this IIPP are kept on file in each Department as they pertain to that Department's operations. These records include but are not limited to the following:

- √ Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.
- √ Documentation of all training provided to employees in accordance with this IIPP and applicable law.

These records will be maintained on-site for a minimum of one year from the time of generation, or as otherwise required by the County's document retention policies or procedures or applicable law. [8 CCR § 3203(b)]

APPENDIX I

Program Elements Check List: 8 CCR § 3203 Requirements

| | | Covered in IIPP | <u>Section/Page</u> |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------|
| 3203(a) | Written Injury & Illness Prevention Program established and implemented..... | Entire Program | |
| 3203(a)(1) | Person(s) identified with responsibility and authority to implement Program..... | Sect. II/pg. 3 | |
| | Specific responsibilities spelled out..... | Sect. II/pg. 3 | |
| 3203(a)(2) | System for ensuring employees comply with safe and healthy work practices..... | Sect. III/pg. 7 | |
| | Describe disciplinary procedures or source of disciplinary actions..... | Sect. III/pg. 7 | |
| | Specify training and retraining system..... | Sect. VIII/pg. 11 | |
| 3203(a)(3) | Communicating with employees on matters concerning safety and health..... | Sect. IV/pg. 8 | |
| | Describe method(s) for employees to inform management of hazards at work locations without fear of reprisal..... | Sect. V/pg. 9 | |
| | Describe method(s) used to ensure communication between management and employees regarding safety..... | Sect. IV/pg. 8 | |
| 3203(a)(4) | Identifying and evaluating work place hazards through scheduled periodic inspections..... | Sect. V/pg. 8 | |
| (A) | Specify process to identify and evaluate hazards when program first established..... | Sect. V/pg. 8 | |
| (B) | Specify process to identify new substances, processes, procedures, or equipment and incorporate these into the safety program..... | Sect. V/pg. 9 | |

| | | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| (C) | Specify process to identify new hazards, or previously unrecognized hazards, and incorporate them into the safety program..... | Sect. V/pg. 9 |
| 3203(a)(5) | Specify process to investigate injuries, illness, and near misses and to incorporate any hazard mitigations into the safety program..... | Sect. VI/pg. 10 |
| 3203(a)(6) | Specify system and/or procedures for correcting unsafe or unhealthy conditions, work practices, and work procedures in a <u>timely</u> manner based on severity of hazard | Sect. VII/pg. 10 |
| | Specify system to protect employees from imminent and serious hazards..... | Sect VII/pg. 10 |
| 3203(a)(7) | Specify health and safety training program..... | Sect. VIII/pg. 11 |
| | System for training all when program first established..... | Sect. VIII/pg. 11 |
| | For all new employees..... | Sect. VIII/pg. 11 |
| | Employees given new job assignments..... | Sect. VIII/pg. 11 |
| | To cover new substances, processes, procedures, or equipment which represent new hazards..... | Sect. VIII/pg. 11 |
| | In response to new or previously unrecognized hazards..... | Sect. VIII/pg. 11 |
| | For supervisors to ensure that they are familiar with the requirements of the standard, and with hazards to which the employees under their direction and control may be exposed..... | Sect. VIII/pg. 11 |
| 3203(b) | Records of steps taken to implement and maintain the program..... | Sect. X/pg. 12 |
| 3203(b)(1) | Records of inspections including: name of inspector, identification of unsafe condition or work practice, and specification of corrective action..... | Sect. X/pg. 12 |

Specify that records will be kept for at least one year.....Sect. X/pg. 12

3203(b)(2) Documentation of training for each employee
including: employee name, instructor's name, dates,
training content.....Sect. X/pg. 12