

Scotia



Community Services District

INJURY AND ILLNESS PREVENTION PROGRAM

FOR THE

SCOTIA COMMUNITY SERVICES DISTRICT

ADOPTED

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AMENDED

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**SCOTIA COMMUNITY SERVICES DISTRICT
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Scotia Community Services District

INJURY & ILLNESS PREVENTION PROGRAM

Safety Policy

No function at Scotia Community Services District (SCSD) is so critical as to require or justify a compromise of safety and health.

SCSD benefits from a safe and healthy work environment. SCSD is committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, SCSD has adopted an **Injury & Illness Prevention Program** (the IIPP). This IIPP is everyone's responsibility as we work to identify and eliminate conditions, practices, policies and procedures compromising safety.

The General Manager, supervisors and employees have the responsibility and the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

SCSD expectations are everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience.

1.0 SCOPE

The requirements of the IIPP apply to all SCSD employees.

2.0 RESPONSIBILITIES

A. GENERAL MANAGER

The GM is responsible for overseeing that the IIPP is implemented and has the following responsibilities:

- (1) Ensure supervisors have all the financial, educational and administrative assets necessary to implement an effective District safety program.
- (2) Provide the authority and ensure accountability to supervisors for District safety activities.
- (3) Ensure all laws and regulations are followed as required by authorities having jurisdiction.
- (4) The GM, as IIPP Administrator, has the responsibility for maintaining and updating the IIPP.

B. Managers & Supervisors

Supervisors have the responsibility of providing a safe place to work including facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe, and enforce compliance with established safety standards.

C. Employees

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

3.0 COMPLIANCE

A. Management Responsibility

Management is responsible for ensuring organizational safety and health policies are clearly communicated and understood by employees. Supervisors are expected to enforce the rules fairly and uniformly.

B. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

C. Performance Evaluations

(1) As part of regular performance evaluations, supervisors are evaluated on what they have done to ensure a safe workplace for their respective employees. They are also evaluated on their positive or negative loss results.

(2) As part of employee regular performance reviews, they are evaluated on their compliance with safe work practices.

D. Recognition

Supervisors and employees who make a significant contribution to the maintenance of a safe workplace, as determined by their superiors, receive written acknowledgment maintained in their personnel files.

E. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

F. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the organization's personnel-related policies and procedures.

Supervisors correct safety violations in a manner considered appropriate by organizational management.

A suggested pattern for normal correction is as follows.

(1) First Offense - The employee is given verbal counseling.

(2) Second Offense - The employee is given a written warning. The documentation outlines the nature of the offense, what action the employee must take to correct the problem, and warns the employee another violation will result in suspension.

(3) Third Offense - The employee is given a one working day suspension with pay for the purpose of considering whether s/he truly wants to be part of the organization. If yes, upon return, the employee completes an action plan for correcting their behavior and working with the organization within a positive safety culture.

(4) Termination - When an employee is terminated, specific and documented communication as outlined above must have occurred.

Notwithstanding the above, the organization reserves the right to correct in any fashion it deems appropriate, including the right to terminate an employee immediately for a safety violation.

4.0 COMMUNICATION

A. Two-Way Communication

Management recognizes open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

B. The Organization's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form readily understandable.

- (1) An orientation program is given to all new employees and includes a review of the IIPP and a discussion of policies and procedures employees are expected to follow. This program is documented on the *New Employee Safety Orientation Checklist*.
- (2) b. The organization has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly and all employees are expected to attend and are encouraged to participate in discussion. All such meetings are documented on the *Employee Safety Training & Meeting Report Form*.
- (3) c. From time to time, written safety notifications are included with paychecks or are posted on organization bulletin boards.
- (4) d. Other methods of communicating pertinent health and safety information are used as they are identified.

C. Safety Suggestions and Hazard Reporting

- (1) All employees are encouraged to inform their supervisors, or other management personnel of any matter which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally or preferably in writing on the *Identified Problem Report Form*. If done in writing, the notification may be given directly to the supervisor, the IIPP Administrator or other management personnel, or placed in a suggestion box.

- (1) If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete an *Identified Problem Report Form*, not filling in their name.
- (2) **No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.**
- (3) Management reviews all suggestions and hazard reports.
- (4) If employees provide their names in regard to the notification, they are informed of what is being done - within 5 working days of receipt.

7.0 HAZARD IDENTIFICATION AND EVALUATION

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While SCSD encourages all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluations and documentation.

A. Safety Inspections

- (1) Internal safety inspections are conducted on an every two months basis for all shop and maintenance facilities. Safety inspections are conducted for all office areas at least annually. Hazards found are corrected as soon as possible or recommendations are submitted for future corrections. Inspections are documented on the Safety Inspection Form/Action.

B. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- (1) Whenever new substances, processes, procedures, or equipment present a new safety or health hazard.
- (2) Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

8.0 INJURY/ILLNESS INVESTIGATION

A. Reporting occupational injuries or illnesses

- (1) **All** occupational injuries and illnesses, however slight, including *minor incidents* must be immediately reported to and documented by the General Manager.
- (2) **All** employees must be trained to report all occupational injuries and illnesses to the General Manager.
- (3) All facts, findings, and recommendations are documented on an *Investigation Report*. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

B. Investigating and documenting occupational injuries and illnesses

- (1) The General Manager must conduct an investigation of all occupational injuries and illnesses within seven working days of the initial report and complete an investigation report by following the procedure in the Appendix – Procedure for Conducting Injury and Illness Investigations and Preparing Reports. The General Manager must be contacted for **All** serious accidents.

9.0 HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection. All such actions taken and dates they are completed shall be documented on the appropriate forms.

10.0 TRAINING

A. Orientation – New Employees

- (1) The General Manager or his/her designee shall conduct the initial orientation on general safety within the first two days the new employee is on the job.
- (2) The Orientation is documented on the New Employee Safety Orientation Checklist.

- (3) All employees are provided with a copy of the IIPP and sign the *Acknowledgement of Receipt of the Injury & Illness Prevention Program (IIPP)*.
- (4) All new hires are given a copy of the organization's General Code of Safe Practices and sign the *Acknowledgement of Receipt of the General Code of Safe Practices*.

B. Initial and General On-The-Job Training

- (1) All new employees, including temporary employees, receive basic safety training as part of the new employee orientation process. The General Manager or Supervisor who conducts this training must document it on the Employee Safety Training and Meeting Report Form.
- (2) All employees, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:
 - a. Hazard Communication Program
 - b. IIPP
 - c. Fire Safety/Emergency Evacuation
 - d. Current Policies and Procedures:
 - i. Safety Requirements
 - ii. Reporting Occupational Injuries and Illnesses
 - iii. Accident Reporting
 - e. In addition to the topics listed above, each facility or division may have other safety related training for all new employees.
 - (a) Information about chemical hazards to which employees could be exposed and other hazard communication program information.
 - (b) Availability of toilet, hand-washing and drinking water facilities.
 - (c) Provisions for medical services and first aid including emergency procedures.

C. Specific Organization-Wide Training

(1) Disaster Preparedness

This training includes the organization's disaster preparation structure and how the employee fits into the structure, i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, and bomb threat.

(2) Ergonomics

All employees receive ergonomic training for their specific jobs. As a minimum, each employee receives training on proper lifting techniques and, if necessary, computer workstation design.

All specific organization-wide training is documented on the *Employee Safety Training & Meeting Report Form*.

D. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers, supervisors, and the IIPP Administrator perform retraining:

- (1) When an existing employee changes job functions.
- (2) On at least an annual basis as a refresher program.

Such training includes general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

All retraining is documented on the Employee Safety Training & Meeting Report Form.

E. Specialized Training

- (1) Supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction.

- (2) Supervisors and the IIPP Administrator:

- a. Determine safety-training needs
- b. Implement new training programs.
- c. Evaluate the effectiveness of these programs.

- (3) In addition, training is provided whenever:

- a. New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
- b. Supervision or the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

All specific specialized training is documented on the *Employee Safety Meeting & Training Report Form*.

F. Other Health and Safety Training

- (1) Training required by the insurance provider.
- (2) Other training as required.

11.0 RECORD KEEPING SUMMARY

In coordination with other management, the IIPP Administrator is responsible for maintaining all documentation relating to the implementation of the IIPP:

- A. For the purpose of displaying a tracking history of occupational safety and health programs

and activities, all documents are maintained for a minimum of one year plus the current year, unless otherwise stated.

For example, at the end of each year, the prior year's documents are removed from the files. During the next year, current year documents are maintained along with the just-past year's documents.

B. Specific records are maintained for each of the topics within the IIPP to include, but not be limited to:

(1) Employee Recognition and Correction

(2) Safety Meetings and Other Safety Communication

Form – *Employee Safety Training & Meeting Report Form*

(3) Safety Suggestions and Hazard Reporting

Form – *Identified Problem Report Form*

(4) Hazard Identification and Correction

Form – *Safety Inspection Form/Action Plan*

(5) Occupational Injury & Illness Investigations

Form – *Investigation Report*

(6) Safety Meetings and Training

Form – *New Employee Safety Orientation Checklist* – for each individual employee; filed in personnel file

Form – *Employee Safety Training & Meeting Report Form* – for each training and/or meeting session

Form – *Record of Training Form* – record of all training received by each employee

(7) Receipt of IIPP and GCSP

Form – *Acknowledgement of Receipt of the Injury & Illness Prevention*

Form – *Acknowledgement of Receipt of the General Code of Safe Practices*

APPENDIX – PROCEDURE FOR CONDUCTING INJURY AND ILLNESS INVESTIGATIONS AND PREPARING REPORTS

PURPOSE

The purpose of this procedure is to define the requirements and responsibilities for conducting investigations of occupational employee injuries and illnesses and for completion of reports:

- A. Provides a method for employees to report occupational injuries and illnesses promptly.
- B. Provides a method for conducting accident investigations and to reduce or eliminate future occurrences.

SCOPE

This procedure applies to all occupational injuries and illnesses for SCSD employees.

RESPONSIBILITIES

SUPERVISORS are responsible for:

- A. Training the employees on how to report work-related injuries and illnesses in accordance with the established procedure.
- B. Making the proper notifications regarding an occupational injury/illness to an employee as specified by Cal-OSHA, SCSD insurance carrier, and by established procedure.
- C. Conducting and thoroughly documenting an accident investigation of occupational injuries and/or illnesses to employees, as required by local and state law, Cal-OSHA, and SCSD insurance requirements.

EMPLOYEES are responsible for the following:

- A. Reading the IIPP.
- B. Reporting all work-related injuries/illnesses.
- C. Complying with all required reporting procedures and forms.
- D. Participating in the injury/illness investigation and offering recommendations for corrective action.
- E. Complying with implemented corrective actions.

OCCUPATIONAL INJURY AND ILLNESS INVESTIGATIONS AND REPORTS

- A. Reporting occupational injuries and illnesses
 - 1. Employees are to report **all** occupational injuries or illnesses to the General Manager.
 - 2. Supervisors will evaluate the occupational injury or illness and determine if the severity of the injury or illness justifies conducting an investigation and writing a report. If the Safety Officer is unsure, they are to contact the General Manager.

3. An Injury/Illness Investigation Report (See Form 3 for acute injuries) must be completed by the Supervisor and submitted to the General Manager. **The report must be submitted within 24 hours (excluding weekends) of the time that the injury is reported.**

B. Investigating work related injuries and illnesses

(1) Purposes of the investigation

- a. The primary purpose of the investigation is to determine if changes can be made to eliminate or reduce the possibility of future incidents. The investigation must be conducted to meet all local and state.

(2) The investigation process:

- a. Interview - The interview phase serves to gather data on the circumstances and perceived causes of the incident. The person(s) interviewed should be asked open-ended questions, regarding the facts of the incident. Ask questions specific to **why, when, where, and what** actually happened to cause the injury or illness. Conclusions should be based on verifiable facts pertaining to the incident.

(1) Employees to be interviewed.

- (a) The injured employee is the first person who should be interviewed and may be the only person interviewed.
 - (b) Any employees who were direct witnesses or in close proximity to the person at the time of the incident should be interviewed. Any witnesses or individuals capable of supplying direct information should be contacted and interviewed.
- b. Inspection - An inspection of tools, equipment, workstations, and a review of documentation or claims of statements made by others, should be completed. Procedures for investigating workplace accidents and hazardous substance exposures include:
 - i. Visiting the accident scene as soon as possible;
 - ii. Interviewing injured employees and witnesses;
 - iii. Examining the workplace for factors associated with the accident/exposure;
 - iv. Determining the cause of the accident/exposure;
 - v. Taking corrective action to prevent the accident/exposure from reoccurring; and
 - vi. Recording the findings and corrective actions taken.
 - c. Analysis - All statements and physical (visually obtained) data should be used to determine what actually occurred.
 - d. Summarization - The Injury/Illness Investigation Report is a summation of interviews, inspections, research and observations. Attach any notes or documentation supporting any observations to the report. Do not include

conclusions in the report. Where established safety rules were clearly violated and disciplinary action taken, it should be clearly noted on the report.

Correction and Implementation - Investigations often indicate that the incident was due to one or both of two circumstances, unsafe acts or unsafe conditions. The second circumstance is usually the result of the first circumstance occurring. Corrective measures should involve training the employee on safe work practice. If the employee is a habitual offender, it may be necessary to institute disciplinary action. Providing personal protective equipment with instruction on proper use and workstation/tooling modifications may be required. Physical conditions contributing to work place injuries or illnesses should be addressed. The safety inspection checklists for this procedure are used to determine the safety of the work area physical conditions.