

Article 9

Injury and Illness Prevention Program

Sec. 9.1

Program Goal and Outline. The goal of the District is to provide safe and healthful working conditions for all of its employees. Therefore, the District will maintain a program conforming to the best practices of agencies of this type. The District's injury and illness prevention program shall include:

- (a) Providing mechanical and physical safeguards to the maximum extent possible.
- (b) Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards and law for every job.
- (c) Training all employees in good safety and health practices.
- (d) Providing necessary personal protective equipment, and instructions for use and care.
- (e) Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- (f) Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
- (g) Developing a system of recognition and awards for outstanding safety service and performance.

Sec. 9.2

Program Responsibility. The General Manager shall be responsible and have full authority for implementing this policy and the District's injury and illness prevention program. The General Manager may designate the Safety Officer to carry out this program.

- (a) Supervisory personnel shall be 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 regard for the safety and health of all personnel involved, including themselves.
- (b) Employees shall be responsible for wholehearted, genuine operation of all aspects of the program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties. Any employee found not practicing safety or not complying with the program while performing his or her duties will be subject to appropriate discipline.

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Sec. 9.3

Injury and Illness Records. The District's record keeping system for its injury and illness prevention program shall conform to CAL/OSHA standards as they may be revised from time to time. Records shall be used to measure and evaluate the success of the program.

- (a) A report shall be obtained on every injury or illness requiring medical treatment.
- (b) Each injury or illness shall be recorded on the "Cal/OSHA Log and Summary of Occupational Injuries and Illnesses," Cal/OSHA Form 300, according to its instructions, or on such subsequent form which may be developed by Cal/OSHA.
- (c) A supplementary record of the occupational injuries and illnesses shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness," or on such subsequent form as may be developed by Cal/OSHA.
- (d) Annually, the summary Cal/OSHA Form 300A shall be prepared and posted no later than February 1st in a place easily observable by employees. The form shall remain posted until at least April 30th.
- (e) All records specified in this section shall be maintained in the District's files for a minimum of five years after their preparation.

Sec. 9.4

Documentation of Activities. Records shall be maintained of steps taken to establish and maintain the District's injury and illness prevention program. The records shall include:

- (a) Records of scheduled and periodic inspections as required by Cal/OSHA to identify unsafe conditions and work practices. The documentation shall include the name of the person conducting the inspection, any unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records shall be maintained for at least three years.
- (b) Documentation of safety and health training required by Cal/OSHA for each employee. The documentation shall specifically include employee name or other identifier, training dates, type of training and the name of the training provider. These records shall be kept for at least three years.

Sec. 9.5

Program Communication and Training. Readily understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the work site without fear of reprisal. Communications with employees shall include meetings, training programs, posted written information, and a system of anonymous notification by employees about hazards.

- (a) Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, communication shall be made orally in a language he or she can readily understand.
- (b) The District's CODE OF SAFE PRACTICES AND OPERATING PROCEDURES is set forth in Section III of the ACWA/JPIA Risk Control Manual. It shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.
- (c) Periodic meetings (at least one per quarter) of supervisory employees shall be held under the direction of the Safety Officer for the discussion of safety problems and accidents that have occurred. Written summaries of these meetings, including the subjects discussed and the persons present, shall be maintained for three years.
- (d) Supervisory employees shall conduct "tailgate safety meetings, or the equivalent, with their crew(s) at least every ten working days to emphasize safety. Written summaries of these meetings, including the subjects discussed and the persons present, shall be maintained for three years.
- (e) General employee meetings shall be conducted (at least one per quarter) at which safety is freely and openly discussed by those present. Such meetings shall be regular, scheduled, and announced to all employees so that maximum employee attendance can be achieved. Written summaries of these meetings, including the subjects discussed and the persons present, shall be maintained for three years. Discussions at these meetings should concentrate on:
 - 1. Occupational accident and injury history within the District, with possible comparisons to other similar agencies.

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Sec. 9.5 Program Communication and Training (Cont'd.)

2. Feedback from employees.
 3. Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.
 4. Brief audio-visual materials that relate to the District's operations.
- (f) Training programs shall be conducted when new equipment, machinery or tools are purchased. Employees shall be instructed in the safe operation of such equipment, machinery or tools. Documentation of training programs shall be maintained for three years.
- (g) New employees shall be trained by their supervisors in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of new employee training shall be maintained for three years.
- (h) Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance and administrative offices.
- (i) News articles and publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption and to all new employees at the time of their hiring.
- (j) A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns to the General Manager.
- (k) The General Manager shall develop a program for recognizing employees for outstanding safety performance.

Sec. 9.6

Hazard Assessment and Control. Periodic safety inspections shall be conducted to identify existing hazards in the workplace, or conditions, equipment and procedures which could be potentially hazardous. The inspections shall be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and who understand safe work practices.

- (a) Safety inspectors shall observe if safe work practices are being followed and shall ensure that unsafe conditions or procedures are identified and corrected properly.
- (b) Safety inspections shall be conducted at least annually. The frequency of the inspections will depend on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses.
- (c) Safety evaluations shall be conducted whenever new substances, processes, procedures or equipment are introduced into the workplace.
- (d) A written assessment shall be prepared after each inspection which will document identified hazards and prescribe procedures for the elimination of same, and measures that can be taken to prevent their recurrence.
- (e) The Safety Officer shall review written inspection reports and verify completion of previous corrective actions. He shall also review the overall inspection program to determine trends.
- (f) This Illness and Injury Prevention Program shall be supplemented to include identified workplace hazards and programs to minimize or eliminate such hazards.
- (g) Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
 - 1. When observed or discovered;
 - 2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
 - 3. All such actions taken and dates they are completed shall be documented on the appropriate forms.

Sec. 9.7

Mishap Reporting and Investigation. All District employees are required to report every injury, workplace hazard, unsafe work practice and near-miss to their supervisor. Injuries shall be reported no later than the end of the shift that the injury occurred. The filing of a Workers' Compensation Claim Form does not constitute the reporting of an injury, illness or hazard under this policy. Such reporting may be made without fear of reprisal. All accidents or near-misses shall be thoroughly investigated by the District, with the primary focus on understanding why the accident or near-miss occurred and what actions can be taken to preclude recurrence. A written report of the investigation shall be prepared which adequately identifies the causes of the accident or near-miss occurrence. For non-injuries, if normal channels are unavailable or inappropriate, employees are authorized to report unsafe conditions or procedures directly to the General Manager and may do so using an anonymous written communication.

- (a) The investigation shall obtain all the facts surrounding the occurrence including addressing the following questions:
 - 1. What caused the situation to occur?
 - 2. Who was involved?
 - 3. Was/were the employee(s) qualified to perform the functions involved in the accident or near-miss?
 - 4. Were they properly trained?
 - 5. Were proper operating procedures established for the task involved?
 - 6. Were procedures followed, and if not, why not?
 - 7. Where else might this or a similar situation exist, and how can it be corrected?
- (b) The accident investigator shall determine which aspects of the operation or process require additional attention and what type of constructive action can eliminate the causes of the accident or near-miss.
- (c) Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed.

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Sec. 9.7 Mishap Reporting and Investigation (Cont'd.)

- (d) Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.
- (e) Corrective action shall be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.

Sec. 9.8 Code of Safe Practices. The District's CODE OF SAFE PRACTICES AND OPERATING PROCEDURES is set forth in Section III of the ACWA/JPIA Risk Control Manual. All employees shall follow these rules of safe practices, render every possible aid to safe operations, and report all unsafe conditions or practices to their immediate supervisor, the Safety Officer, or General Manager. Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.

Sec. 9.9 ACWA/JPIA Risk Control Program. The ACWA/JPIA Risk Control Manual shall be part of the District's injury and illness prevention program. Any inconsistency between that program and any rule set forth herein shall be resolved in favor of the rule that provides the greater safety and protection for District employees and complies with all applicable legal requirements.

Per Ordinance No. 2004-12 Adopted 7/6/04 [Sec. 9.8]

Per Ordinance No. 2004-12 Adopted 7/6/04 [Sec. 9.9]