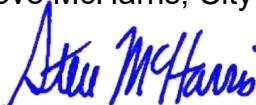




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CITY ADMINISTRATIVE POLICY

Policy No: 2.3.5	INJURY AND ILLNESS PREVENTION PROGRAM	Effective Date: 6/23/2021
Revision No: N/A	Policy Administrator: Human Resources	Next Review Due: As Needed
Related Policies and Procedures: Incorporates and replaces SOP 14-3 and SOP 14-4; CCP	Approved by: Steve McHarris, City Manager 	Date Approved: 6/23/2021

1. PURPOSE

- 1.1. The purpose of this policy is to document the actions for continued compliance with the requirements of California Labor Code Section 6401.7 (SB198) and the California General Industry Safety Order Code of Regulations, Title 8, § 3203 in order to establish and maintain a safe and healthy work environment. This policy is intended to ensure the occupational safety and health of all City employees regardless of position and job tasks.

2. POLICY

- 2.1. It is the policy of the City to provide all employees with a workplace as free as possible from health and safety hazards through a vigorous health and safety program. It shall be the policy of the City of Milpitas to comply with all laws pertaining to a safe, healthy workplace.
 - 2.1.1. The City of Milpitas recognizes its responsibility to furnish a place of employment which shall be safe for employees and visitors. The City shall provide safety devices and mechanical safeguards; use methods and procedures to protect the life, health, safety and welfare of employees, visitors and the general public; and maintain and enforce a program to fulfill this responsibility.
 - 2.1.2. When any work-related injury, illness, or accident occurs, employees are required to immediately report the incident to their supervisor, or as soon as reasonably practicable. Employees are required to cooperate with all accident investigations of any incident in which they were involved, witnessed, or where their knowledge of the situation or procedure could be helpful. The purpose of conducting accident investigations is to identify the cause(s) of the accident, injury or illness and identify corrective actions and mitigation controls to prevent reoccurrence.

The supervisor/manager/designee is responsible for ensuring the employee receives appropriate medical treatment immediately. The supervisor/Division Manager/designee is also responsible for assisting the employee through the workers' compensation process, completing the accident investigation, completing the investigation form, and ensuring corrective actions and mitigation controls are implemented. Worker's Compensation forms are attached to this policy and can also be located at:

https://milpitas.sharepoint.com/SitePages/_HR-WorkersComp.aspx

In the case of a serious injury or fatality, the Department Safety Officer in conjunction with the Human Resources Department shall report immediately by telephone, fax or email to



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the nearest District Office of the California Division of Occupational Safety and Health occurring in the employee's place of employment or in connection with City employment. Immediately means as soon as practically possible but not longer than 8 hours after the City knows or with diligent inquiry would have known of the death or serious injury or illness.

The District Office of the California Division of Occupational Safety and Health is located at:
39141 Civic Center Drive, Suite 310
Fremont, CA 94534
510-794-3889 (Phone)
510-794-3889 (Fax)
DOSHFremont@dir.ca.gov (E-mail)

Any equipment or machinery involved in an accident resulting in a fatality is not to be moved and is to be locked out from further operation until a representative of OSHA investigates the accident and authorizes its removal. If, however, it is necessary to move the equipment or machinery to prevent further accidents or to remove the victim, it may be moved as necessity dictates.

In the event of an employee injury or illness:

- Always consider the employee's well-being first and obtain medical treatment immediately. In emergency situations, call 911.
- If 911 is called, notify the Department Workers' Compensation Liaison and the Human Resources Department immediately.
- If 911 is not called, notify the Department Workers' Compensation Liaison immediately of any injury, illness, or property damage.

2.1.3. Major Elements

The IIPP is made up of eight parts as required by California regulations:

- 2.1.3.1 Responsibility – The person or people responsible implementing the IIPP
- 2.1.3.2 Compliance – System for ensuring employees comply with safe and healthy work practices
- 2.1.3.3 Communication – Mechanisms to distribute information related to health and safety in the workplace
- 2.1.3.4 Hazard Identification and Evaluation – Procedures for identifying and evaluating workplace hazards
- 2.1.3.5 Hazardous Incident and Exposure Investigation – Procedures for investigating incidents and exposures
- 2.1.3.6 Hazard Monitoring and Correction – Methods on how we will correct hazards that are identified
- 2.1.3.7 Employee Training – How we train employees on safe practices
- 2.1.3.8 Employee Access to the IIPP – How we provide employees with access to the IIPP
- 2.1.3.9 Recordkeeping – Process by which we maintain records related to the IIPP



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3. DEFINITIONS

3.1. The following definitions are provided solely as a guide to assist in the application of this policy. The following definitions may be subject to change.

3.1.1. Employee – All persons employed by the City, including all full-time, part-time, probationary, temporary, intern, and contract employees.

3.1.2. Fatality – Any occupational injury or illness which results in death.

3.1.3. Injury or Illness – An abnormal condition or disorder. Injuries include, but are not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, but are not limited to, a skin disease, respiratory disorder, or poisoning.

3.1.4. Serious Injury or Illness – Any injury or illness occurring in a place of employment or in connection to any employment which:

- requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation; or,
- in which an employee suffers a loss of any member of the body; or,
- suffers any serious degree of permanent disfigurement; but,
 - does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal code; or,
 - an accident on a public street or highway.

4. PROCEDURE

4.1. The IIPP will be accomplished as follows:

4.1.1. Responsibility

The Injury and Illness Prevention Program (IIPP) is designed to prevent injuries, industrial illnesses, and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the City of Milpitas employees and provide a safe and healthy work environment. The IIPP is intended to provide guidance and policy direction for each City department to follow in preparing a department specific IIPP and is available at https://milpitas.sharepoint.com/SitePages/_Forms.aspx. Department supervisors, managers, and department heads are responsible for creating, implementing, and maintaining a department specific IIPP for their respective work areas and for answering employee questions about the department specific IIPP. Employees are responsible for complying with the elements of the department specific IIPP.

- Health and Safety Committee

The City of Milpitas' Health and Safety Committee has been in existence since 1973. The Health and Safety Committee is composed of representatives from each department and bargaining unit.

The Committee may include as many ad-hoc members as it deems necessary. The Committee will select a chairperson, whose responsibility is to schedule and manage meetings. All seats shall be for one year beginning each July 1. The purpose of the committee is to serve as the primary coordinator of Health and Safety Program Activities.



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The responsibilities of the Health and Safety Committee are as follows:

- Recommend safety policies for the City and its departments.
- Review accident reports and make recommendations.
- Review departmental safety programs for adequacy.
- Establish sub-committees from the committee members to inspect City-owned or City-operated facilities.
- Receive reports and recommendations from employees on health and safety issues.
- Make recommendations for corrective action through proper channels and coordinate inter-departmental safety activities.
- Hold meetings at least quarterly or as requested by committee members.
- Identify health and safety training needs and make recommendations.
- Develop and disseminate annual health and safety program goals and objectives.

• **Management**
Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.

• **Supervisors and Leads**
Supervisors/lead workers have the responsibility of ensuring that all employees are properly trained when using new equipment or when new work practices are introduced. In addition, supervisors should evaluate the safety performance of all workers and correct the unsafe work practices of employees with training, instruction or discipline, as the incident may warrant.

• **Employees:**
All employees shall be responsible for the identification of workplace hazards. A hazard which creates an immediate danger shall be reported promptly to the supervisor. Employees wishing to report a hazard that does not create an immediate danger should inform their supervisor and submit a "Safety Hazard Report Form" (**Attachment A**) to the Department of Human Resources. Copies of the Hazard Report forms should go to the immediate supervisor and to the department head. The employee should complete the Safety Hazard Report Form completely including stating the nature of the hazard, the location, and any details on the possible danger involved. Hazards should be identified in the following manner:

A = Immediate action required

B = Requires action as soon as possible

C = Hazard should be eliminated As Soon As Possible, but the situation is not an emergency

Employees are encouraged to report any suspected safety hazards or make any safety suggestions and will not be disciplined or retaliated against for doing so.



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4.1.2. Compliance

The IIPP covers all employees, including all full-time, part-time, temporary, intern and contract employees. The City will make every effort to provide a safe and healthy work environment by furnishing safety devices and safeguards; by providing training where needed; by conducting regularly scheduled inspections of worksite; and by encouraging employees to immediately report unsafe work conditions without fear of reprisal. Any employee who fails to adhere to safe work practice procedures will be subject to appropriate disciplinary actions, up to and including termination.

The City has policies which encourage employees to immediately report work-related injuries, illnesses, and/or potential or actual hazards. Employees are advised that they have the right to report work-related injuries and illnesses without fear of retaliation.

4.1.3. Communication

The following system of communication is designed to facilitate a continuous flow of two-way communication between Management and employees so that safety and health information is in a form that is readily understandable and easily available.

Employee onboarding and departmental orientation shall include a discussion of site-specific safety and health policies and procedures and required training(s). Supervisors and lead workers shall monitor employee compliance with safety and health protocols to ensure effectiveness of training and direction. Training procedures shall continue to emphasize safe work practices and incorporate any new equipment or substances into training programs as acquired on the job site.

Safety meetings shall be held quarterly, or more frequently as deemed necessary by the creation of hazards, nature of the job, or occurrence of injuries and illnesses.

Safety information shall be posted and distributed to employees including at the worksite, as appropriate, and/or electronically via email, via informational posters at each work location, and/or on a department or City SharePoint site.

Employees are encouraged to report all hazardous conditions on the job site. It is the intent of this procedure that any employee reporting a hazard should have no fear of a reprisal.

4.1.4. Hazard Identification and Evaluation

Since 1987, the Health and Safety Committee has made semi-annual inspections of all City facilities and will continue to do so, except in circumstances of a state of emergency which precludes in-person inspections. The Health and Safety Committee shall continue semi-annual inspections of City facilities and will document the observations and results of the inspections by completing the Safety Inspection Summary form (**Attachment B**). The inspections shall identify any safety violations observed by the Committee and, where appropriate, recommend a mechanism of correction.



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In addition to the scheduled semi-annual inspections described above, an evaluation shall be performed to identify safety hazards under the following circumstances:

- When a new process or equipment is introduced into the workplace to identify potential safety hazards.
- When new, previously unidentified hazards are recognized.
- When a work-related injury or illness incident occurs.
- Whenever workplace conditions warrant an inspection.

4.1.5. Hazard Incident and Exposure Investigation

Employees shall report all incidents and/or injuries to their Supervisor or Department Head immediately. If immediate notification is not possible, the employee must notify his or her Supervisor as soon as possible. All incidents shall be investigated and recorded within twenty-four (24) hours of their report. Per Cal-OSHA §342, the City shall report work-connected fatalities and serious injuries, to Cal-OSHA within eight (8) hours after the City knows (or with diligent inquiry would have known) of the death or serious injury or illness.

When a workplace incident and/or exposure to hazardous substance occurs, the City [or Management, supervisor, or lead] will perform the following procedures to investigate the incident/exposure:

- a. Visit the scene of the incident/exposure as soon as possible.
- b. Interview injured workers and witnesses immediately or within a reasonable time when it is safe to do so.
- c. Examine the workplace for factors associated with the incident/exposure.
- d. Determine the cause of the incident/exposure.
- e. Take corrective action to prevent the incident/exposure from reoccurring.
- f. Document the results of the investigation and the corrective actions taken.

4.1.6. Hazard Monitoring and Correction

Elimination of hazards before there is an accident is the primary goal of the Injury and Illness Prevention Program. Supervisors will make all efforts to correct all identified hazards immediately as they are reported. Any hazard that cannot be corrected immediately should be brought to the attention of the Department Head for solution or further guidance. When there is an imminent hazard that cannot be immediately corrected, all exposed employees will be removed from the area except those necessary to correct the existing condition.

All records of hazards including the Hazard Report Form shall be distributed to the Department Head and the Health and Safety Committee by Human Resources. The Health and Safety Committee shall be responsible for follow-up on the action taken to correct the hazard. The Health and Safety Committee will keep a record of reported hazards and any corrective action taken.



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4.1.7. Employee Training

All employees shall be provided training on safe work practices, the proper procedures to be used when handling new equipment or chemical substances and whenever the City has received notification of a newly recognized hazard. This training shall be provided to new employees or when there is a change in job assignment or in job duties. All Supervisors shall be knowledgeable about the equipment and chemical substances, if any, required to be used by employees under their direction.

Training will consist of training on the proper use of personal protective equipment, information about chemical hazards to which employees could be exposed, availability of eye-wash rinse stations and showers (if provided on site), and first aid and emergency procedures.

Training of all employees shall be documented by individual supervisors. The documentation shall include:

- a. Type of training
- b. Date of training
- c. Materials distributed and copy of notes used for training
- d. Name of trainer
- e. Names of attendants

The Safety Training Attendance Record form (**Attachment C**) shall be used to document training as described above.

After receiving training, employees have the responsibility to comply with all safety rules and standards, including reporting unsafe practices and conditions to the supervisor. Employees who fail to comply with safety rules and regulations may be subject to disciplinary actions. Supervisors will be instructed to promptly act upon any reported substandard or hazardous condition in light of the City's desire to maintain a safe and healthy work environment for all employees.

4.1.8. Employee Access to the IIPP

All employees, or their designated representatives, have the right to examine and receive a copy of the City's IIPP. Employees (or their designated representatives) who wish to receive a copy of the IIPP may do so by one the following methods:

- Employees may access the IIPP by clicking on the following web link: https://milpitas.sharepoint.com/SitePages/_Forms.aspx; or

A printed copy will be provided upon request.

An employee who wishes to designate a representative to physically examine a copy of the IIPP must provide written request to do so. The written request must be dated and shall include the following:



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- a. The name and signature of the employee requesting the designated representative;
- b. The date(s) the representative is available to review the IIPP;
- c. The name of the designated representative; and
- d. The date upon which the written authorization will expire (if less than 1 year).

A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the City's IIPP.

4.1.9. Recordkeeping

The City has taken the following steps to implement and maintain an effective Injury and Illness Prevention Program:

- a. Maintain records of hazard identification and evaluations, and hazard incident and exposure investigations, including the person or persons conducting the evaluations/investigation, the unsafe conditions and work practices identified, and corrective action taken to prevent reoccurring incidents/exposures. These records shall be maintained for a minimum of 5 years; and
- b. Documentation of safety and health training provided to employees. The training records should be kept on file for a minimum of five years. Copies of training records should be sent to Human Resources and shall be maintained by the Health and Safety Committee as well as the individual supervisor.

In all cases, the health and safety of the employee will be paramount. In emergency situations call 911.



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ATTACHMENT A

SAFETY HAZARD REPORT FORM For Employee to complete

Date: Click or tap to enter a date.

Department/Division: Click or tap here to enter text.

LOCATION of the hazard: Click or tap here to enter text.

Description of the hazard:

Click or tap here to enter text.

Did an injury result from this hazard?

Yes

No

Did an illness result from this hazard?

Yes

No

Was there exposure to a hazard?

Yes

No

Number of people exposed to hazard Click or tap here to enter text.

Please explain any "yes" answer from above: Click or tap here to enter text.

Submitted by: Click or tap here to enter text.
(Optional- this form can be submitted anonymously, if preferred)

Title: Click or tap here to enter text.

Please complete and return this form to your supervisor or Human Resources



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ATTACHMENT A

SAFETY HAZARD REPORT FORM For Supervisor to complete

Classification of Hazard:

- Immediate action required
- Requires action as soon as possible
- Hazard should be eliminated, but not an emergency
- No hazard exists

Referred to: Click or tap here to enter text.

Recommended Action (if any) Click or tap here to enter text.

Supervisor's Signature Click or tap here to enter text. Date: Click or tap to enter a date.



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ATTACHMENT B

Safety Hazard Inspection Summary

Form completed by (initials): Click or tap here to enter text.

Date form completed: Click or tap to enter a date.

Inspection area (Department/Division) Click or tap here to enter text.

Building/Facility (floor): Click or tap here to enter text.

Date of previous inspection: Click or tap to enter a date.

Date of inspection: Click or tap to enter a date.

Inspector(s): Click or tap here to enter text.

Area(s) of concern: Click or tap here to enter text.

Issues not addressed from previous inspection (if any) Click or tap here to enter text.



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ATTACHMENT C

Worker Safety Training Record*

Training Topic:

Training Date(s):

Duration/Number of Training Hours:

Trainer(s):

***Copy of training material and notes must be attached to this form**