



Injury and Illness Prevention Program

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Prepared by:



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1.0 PURPOSE

The purpose of this Injury and Illness Prevention Program is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the City of Modesto's safe work practices and that they are being followed by each employee.

The City of Modesto is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers working for the City of Modesto.

2.0 SCOPE

This IIPP is not intended to cover all safety procedures at the City of Modesto. The City of Modesto has developed specific programs that may be found at each applicable department. These programs include, but are not limited to:

- Aerosol Transmissible Diseases
- Chemical Hygiene Plan
- Codes of Safe Practices (or Standard Operating Procedures)
- Confined Spaces
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Exposure Control for Bloodborne Pathogens
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Workplace Violence

3.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- v. Whenever the City of Modesto is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

4.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

4.1 EMPLOYER RESPONSIBILITIES

The City of Modesto is responsible for providing the following under this IIPP:

- i. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe.
- ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 6.0 of this IIPP).
- iii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP (Appendix D).
- iv. Provide training to employees as required by this program and other related safety programs to prevent injury and illness.
- v. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 5.0 of this IIPP).
- vi. Provide medical examinations and evaluations when required by Cal/OSHA standards.
- vii. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- viii. Enforce the provisions of this program and other related safety programs to prevent injury and illness.
- ix. Report immediately, but no longer than 8 hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee

occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 7.2 of this IIPP).

- x. Keep records of work-related injuries and illnesses on the OSHA 300 Log. At the end of the calendar year, copy the totals from the OSHA 300 Log and transfer the information to the OSHA 300A Log which must be posted February 1 through April 30 each year.
- xi. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

4.2 CITY-WIDE SAFETY COORDINATOR

The City-Wide Safety Coordinator has the lead role in advising and assisting Department and Division Safety Coordinators in executing their safety-related responsibilities.

The City-Wide Safety Coordinator for the City of Modesto is the Risk and Loss Control Coordinator. Their name and contact information can be found in Appendix C.

The City-Wide Safety Coordinator's responsibilities include:

- i. Assume the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilize all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Work with Department Safety Coordinators and management to ensure that the departments are compliant with the safety requirements.
- iv. Coordinate and ensure that all accident and injury reports have been filled out correctly so that if a workers' compensation claim is made, all documentation is correct. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- v. Coordinate with other third party safety consulting companies to provide support services.
- vi. Work with the Safety Management Oversight Committee/department management to ensure that safety training is scheduled.
- vii. Work with management and the Safety Management Oversight Committee to ensure that all employees' safety concerns or suggestions are being handled with due diligence.
- viii. Maintain the OSHA 300 Log. Post the OSHA 300A Log from February 1 through April 30 of the previous year's accident summary in prominent locations throughout the City of Modesto so that employees may have easy access to the summary.
- ix. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.
- x. Maintain all medical surveillance documentation.

4.3 MULTI-EMPLOYER

On multi-employer worksites, both construction and non-construction, citations may be issued only to the following categories of employers when Cal/OSHA has evidence that an employee was exposed to a hazard in violation of any requirement enforceable by Cal/OSHA:

- i. The employer whose employees were exposed to the hazard (the exposing employer);
- ii. The employer who actually created the hazard (the creating employer);
- iii. The employer who was responsible, by contract or through actual practice, for safety and health conditions on the worksite; i.e., the employer who had the authority for ensuring that the hazardous condition is corrected (the controlling employer); or
- iv. The employer who had the responsibility for actually correcting the hazard (the correcting employer).

Note: The employers listed in subsections (b) through (d) may be cited regardless of whether their own employees were exposed to the hazard.

4.4 SAFETY MANAGEMENT OVERSIGHT COMMITTEE

The Safety Management Oversight Committee is comprised of the City-Wide Safety Coordinator and Department Safety Coordinators. There are no term limits for any committee member. The City-Wide Safety Management Oversight Committee charter may be found in Appendix B and the members of this committee may be found in Appendix D.

Along with implementing the program, the Safety Management Oversight Committee members will, at a minimum, be responsible for the following:

- i. Attend Safety Management Oversight Committee meetings.
- ii. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reported hazards and corrective actions.
- iii. Relate relevant safety concerns from within their relative departments to the Safety Management Oversight Committee for remediation and/or collaborative problem solving. Report any unsafe conditions to their supervisor.
- iv. Assist with providing safety training for their departments.
- v. Review the periodic safety inspection reports and coordinate corrective actions as necessary.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employees who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

4.5 PUBLIC WORKS SAFETY COMMITTEE

The Public Works Safety Committee is comprised of the representatives from each of the Public Works Divisions. One member of the Public Works Safety Committee will also represent the Public Works Division on the Safety Management Oversight Committee. There are no term limits for any committee member. The Public Works Safety Committee charter may be found in Appendix B and the members of this committee may be found in Appendix D.

Along with implementing the program, the Public Works Safety Committee members will, at a minimum, be responsible for the following:

- i. Attend the Public Works Safety Committee meetings.
- ii. Disseminate safety related information to their department/divisions so they are aware of upcoming training, inspections, reported hazards and corrective actions.
- iii. Report to the Safety Management Oversight Committee any safety suggestion or hazardous condition brought to their attention that is unable to be resolved by the Public Works Safety Committee.
- iv. Establish and maintain a safety training schedule that is appropriate for each Division.
- v. Review the periodic safety inspection reports and coordinate corrective actions as necessary.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employees who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

4.6 DEPARTMENT SAFETY COORDINATORS

The Department/Division Safety Coordinators are found in Appendix D. Department/Division Safety Coordinators are responsible for the following:

- i. Ensure that there is someone available onsite to assume safety responsibilities in their absence, e.g. Safety Coordinator alternate.
- ii. Be a member of, and active participant in, the appropriate Safety Committee meetings. Responsibilities include those listed above in Section 4.4 and 4.5.
- iii. Keep their Department/Division's safety training matrix up-to-date.
- iv. Work with safety committee/department management to ensure that safety training is scheduled and appropriate. Document and maintain training records for each employee.
- v. Recommend corrective actions and refer workers to their Supervisor for discipline for failure to comply with the safety programs and policies.
- vi. Work with management and the Safety Management Oversight Committee to respond to employee safety suggestions and reports of hazardous conditions.
- vii. Document and maintain training records for each employee.

- viii. For Departments that have employees that are exposed to construction work, the Department/Division Safety Coordinator will make available, and maintain, a current written set of safety rules/Codes of Safe Practices appropriate for their employee operations. This includes providing tailgate meetings every ten working days.

4.7 MANAGERS, SUPERVISORS, CREWLEADERS

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under the construction orders (Section 3.8.2), conduct “tailgate” or “toolbox” safety meetings at least every ten working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness. The written Codes of Safe Practices of the equipment that will be used in the coming ten days may also be reviewed during these tailgate meetings.
- vi. Report any injury or near miss (non-injury incidents) to the next highest supervisor who will then forward any report to Human Resources/Risk Management.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with the Department Safety Coordinator/or the Safety Management Oversight Committee to ensure that said employee receives make-up training prior to job assignment.
- viii. Understand and be aware of all hazards associated with job assignments.

4.8 RISK MANAGEMENT

Risk Management responsibilities include:

- i. Coordinate the City-Wide Safety Management Oversight Committee efforts.
- ii. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- iii. Maintain the OSHA 300 Log. Post the OSHA 300A Log from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the City of Modesto so that employees may have easy access to the summary.
- iv. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
- v. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.

- vi. Maintain all medical surveillance and other Cal/OSHA related documentation.

4.9 EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees' responsibilities for safety include:

- i. Attend all required safety classes. This includes participating and being attentive.
- ii. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- iii. Follow the City of Modesto's safety policies, procedures and programs.
- iv. Report any unsafe or potentially dangerous situation so that the situation may be abated.
- v. Report all injuries and near misses to their supervisor immediately.
- vi. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 10.0).
- vii. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 5.0)
- viii. Encourage fellow employees to keep the "safety mindset".

4.10 JOB CLASSIFICATIONS

At the City of Modesto, employees are protected under the Cal/OSHA California Code of Regulations General Industry Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO."*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field staff could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel

Safety Orders or Compressed Air Safety Orders. Various other safety orders may also apply, and they include, but not limited to; the Electrical Safety Orders, Dept. of Transportation Orders, Manual of Uniform Traffic Control Devices, National Fire Protection Code, Government Codes, etc.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

4.10.1 General Industry Safety Orders (GISO)

Examples of work that would be considered falling under the GISO include:

- i. General administration
- ii. Clarification
- iii. Custodial work
- iv. Gardening
- v. Warehouse maintenance
- vi. General driving
- vii. Sewer/Storm maintenance
- viii. Treatment plant operations
- ix. Treatment plant maintenance
- x. Lift station maintenance
- xi. Laboratory work
- xii. Environmental compliance
- xiii. Fleet: Automotive repair and maintenance
- xiv. Parks and Recreation
- xv. Airport administration and maintenance
- xvi. Community and Economic Development
- xvii. Police
- xviii. Fire Dept. emergency operations
- xix. Parks maintenance
- xx. Recreation leaders

4.10.2 Construction Safety Orders (CSO)

Examples of work that would be considered falling under the CSO include:

- i. Airport repair construction
- ii. Building construction
- iii. Building services
- iv. Building electrical repairs
- v. Carpentry
- vi. Electrical
- vii. Fire Dept. training facility building alterations. NFPA guidelines will be used to direct this work in addition to the CSO.
- viii. Lift station construction maintenance
- ix. Locksmith
- x. Operating heavy equipment or earth moving equipment
- xi. Painting and/or Plastering
- xii. Plumbing
- xiii. Streets paving
- xiv. Traffic lighting
- xv. Treatment plant construction maintenance
- xvi. Collection systems repair and construction maintenance
- xvii. Underground construction
- xviii. Window replacement

5.0 CODE OF SAFE PRACTICES

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, Job Safety Analysis, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in an environment, or with construction equipment safely.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of the City of Modesto’s IIPP, it will refer to safe work rules used for both Construction and General Industry work.

Divisions at the City of Modesto Public Works Department have specific work practices that are unique to that division. Supervisors and managers of each division should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task. The Codes of Safe Practice may also be incorporated into the Standard Operating Procedures. These procedures may also be found as part of the division's job safety analysis documentation. The job safety analysis directions and blank forms may be found in Appendix A.

Employees are to receive specific instruction from their supervisors with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- i. The Codes of Safe Practice must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practices should be reviewed at least annually by each division.
- ii. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.

All Codes of Safe Practices may be found in the binder titled "Code of Safe Practices" located with each Division/Department safety coordinator and as found on the intranet:

<http://sp.modesto/hr/Risk%20Management/Forms/AllItems.aspx>

6.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed, the correct personal protective equipment (PPE) is being used, and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s). These inspections should be spontaneous with no advance warning given to the crews.

The City will conduct facility inspections of all employee areas annually. The Public Works Divisions and the Fire department are inspected semi-annually. Fleet services and the Public Works trucks and heavy equipment are inspected daily.

Police Dept., participates in the CALEA accreditation program and has additional inspections provided and uses these inspection reports to assist in satisfying the periodic inspection requirement for the IIPP.

Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the City of Modesto will remove all workers from the exposure. Those performing corrective actions must

receive special instruction from their Supervisor to ensure they'll be protected from injury and illness.

- iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
- iv. If any employee fails to follow the City of Modesto's safety procedures, the employee's supervisor should:
 - I. Inform the employee of the violation.
 - II. Inform or remind the employee of the correct procedure.
 - III. Ask the employee to comply and correct the violation(s).
 - IV. Remind the employee of the City of Modesto's disciplinary policy.
- v. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
- vi. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
- vii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

SAFETY RISK ASSESSMENT CODE

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol used may include one or more of the following. The priority should be given that follows the below list:

- i. Engineering control (i.e. ventilation, structural barriers, lights, etc.).
- ii. Administrative control (i.e. no cell phone use while driving or flagging, or providing for employee job duty rotation, etc.).
- iii. New safety rule (i.e. never stand in front of the machine while operating, or always use two persons when lifting 55 gallon cans, etc.).
- iv. Personal Protective Equipment (PPE).
- v. Employee training (i.e. ergonomic, back safety, etc.).

Required Inspection Frequency

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

7.0 INJURY & ILLNESS INVESTIGATIONS AND RECORDKEEPING

7.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor as soon as possible. The report should identify the root cause and clearly describe the corrective action necessary to prevent reoccurrences. All required and necessary forms may be completed by contacting the Company Nurse (877) 247-1456. They are available 24/7. All applicable forms should be completed in a timely manner and given to Risk Management. The forms that are included in the packet are:

- i. Employee Report of Injury
- ii. Workers' Compensation Claim Form (DWC-1)
- iii. Supervisors Investigation Report

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required. Appendix K gives a brief flowchart of the Accident Response.

The following are some key points when conducting an accident investigation:

- i. Placing blame is not an aspect of the accident investigation.
- ii. Immediately protect yourself, protect evidence, identify witnesses and document the accident scene before any changes are made. Take photos or draw sketches to scale, if possible and record measurements.

- iii. Record the facts. *It is better to have a short pencil than a long memory.*
- iv. Witnesses should be interviewed as soon as possible. Separate witnesses and explain to them the purpose of the investigation and put them at ease. Some may withhold information and some may be overly helpful. Locate each witness and their direction of view on the diagram. Understand that they want to protect themselves and their friends so let each witness speak freely and ask open ended questions rather than leading questions try “What did you see”? instead of “Did you see the car hit the victim”?
- v. Consent should be asked if the interview is to be recorded
- vi. Get background Information
 - Where and when the accident occurred
 - Who and what were involved
 - Operating personnel and other witnesses
 - Outside agencies that responded
- vii. Gather support data such as:
 - Maintenance Records
 - Training Records
 - Weather
 - Codes of Safe Practices
- viii. One of the main reasons for the accident investigation is to find the main cause and to try to prevent a reoccurrence. This may result in changes in personnel, equipment or processes.
- ix. The report may become evidence.

7.2 SERIOUS INJURY REPORTING TO CAL/OSHA

The City of Modesto shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows, or with diligent inquiry would have known of, the death or serious injury or illness.

A serious injury is defined as: *an injury or illness which requires hospitalization for more than 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.*

Exception: *An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a “vehicle accident”, notification to Cal/OSHA is advised.*

7.2.1 REPORTING PROCEDURE

Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee. The Manager or Supervisor will ensure the injured employee receives appropriate medical care. Management will then notify Risk Management of the situation. Risk Management will call and report the injury or illness to Cal/OSHA. If the Manager or Supervisor is unable to talk with the Risk Management or designee, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury or fatality at:

OSHA District Office Location

1209 Woodrow, Suite C-4

Modesto, 95350

(209) 576-6260

- i. When making notification the reporting party shall include the following information, if available:
 - I. Time and date of accident.
 - II. Employer's name, address and telephone number.
 - III. Name and job title, or badge number of person reporting the accident.
 - IV. Address of site of accident or event.
 - V. Name of person to contact at site of accident.
 - VI. Name and address of injured employee(s).
 - VII. Nature of injury.
 - VIII. Location where injured employee(s) was (were) moved to.
 - IX. List and identity of other law enforcement agencies present at the site of accident.
 - X. Description of accident and whether the accident scene or instrumentality has been altered.
- ii. If a contractor is injured, the contractor's employer must notify Cal/OSHA.

7.3 CAL/OSHA RECORDKEEPING

- i. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA 300 Log by Risk Management.
- ii. Risk Management will also complete the Cal/OSHA 301 Log.

7.4 GENERAL SAFETY RECORD KEEPING

Risk Management will keep records of:

- i. Documented accident, injury and illness investigations including the completed form(s) and medical surveillance documents
- ii. Copies of all required injury- and illness-related forms
- iii. Safety Management Oversight Committee meeting minutes.
- iv. Public Works Safety Committee Minutes

The Department/Division Safety Coordinators will keep records of:

- i. Inspection reports and corrective actions.
- ii. Training records including toolbox/tailgate meetings (Appendix F). Supervisors are responsible for giving a copy of their tailgate meetings to the Department/Division Safety Coordinator.
- iii. Safety suggestions (Appendix H).

7.5 RECORDS RETENTION

The legally mandated minimum records retention durations are given in Appendix E.

8.0 COMMUNICATION

Communication is an important part of the IIPP. The City of Modesto management believes the best ways to maintain open lines of communication are through the following means:

- i. A bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- ii. A City intranet site has been established to provide access and information to employees with regard to; written safety programs and policies, responses to employee safety suggestions and reports of hazardous conditions, safety training schedules, etc. The City may also use email to provide employees with safety information.
- iii. Since the employee is often in a better position to spot potential hazards in the work areas we have provided a hazard reporting hotline to report hazards and make suggestions to improve safety. The hazard reporting hotline phone number is: (209) 571-5899. This hotline goes directly into voicemail and that voicemail is forwarded directly to the Risk and Loss Control Coordinator to allow for anonymous reports. All reports and suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted on the safety bulletin board and noted in the safety committee meeting minutes.

- iv. Some areas of Public Works will have locked suggestion boxes that are checked weekly. All reports and suggestions on safety will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted on the safety bulletin board and noted in the safety committee meeting minutes.
- v. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- vi. There is a whiteboard used in the Collections Division that is used to post temporary hazards.
- vii. A standing City-Wide Safety Management Oversight Committee meets monthly but not less than quarterly. The Charter for the committee may be found in Appendix B.
- viii. A standing Public Works Safety Committee meets monthly but not less than quarterly. The Charter for the committee may be found in Appendix C
- ix. Supervisors with field staff shall conduct “toolbox” or “tailgate” safety meetings, or equivalent, with their crews at least every ten working days to emphasize safety.
- x. Employees may report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.

9.0 TRAINING

Training is one of the most important parts of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies.
- ii. Procedures to document and record workplace injuries or illnesses
- iii. Employee and management responsibilities towards safety.
- iv. The City of Modesto’s disciplinary policy as found in the Personnel Administrative Orders.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

Training is provided:

- i. To all employees and those given new job assignments for which training has not yet been received.
- ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.

- iii. Whenever the employer is made aware of a new or previously unrecognized hazard.
- iv. To specific subjects as recognized on the Department Safety Training Matrix.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to the appropriate Department/Division Safety Coordinator.

10.0 DISCIPLINARY PROCEDURES

Employees who fail to comply with the City of Modesto's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of the City of Modesto's goals and objectives.

While management wants to remain as positive as possible, management must properly address the adverse actions of employees.

Employees are referred to their management or Human Resources about the City of Modesto's disciplinary policies, procedures, appropriate MOU, and/or applicable general orders.

11.0 RECOGNITION AND SAFETY AWARD PROGRAM

Employees who make a significant contribution to the City's safety program, consisting of either a remarkable single event, or a sustained effort over time, will be recognized by the Safety Management Oversight Committee with a certificate of merit. Any employee can nominate a fellow employee for this certificate. The safety committee will review all nominations at the next regularly scheduled Safety Management Oversight Committee meeting.

The Public Works Department may provide safety recognition through the Excellent Performance award also known as the AMSHUTZ Award.

The Police Department has its own awards committee that recognizes employee achievements with safety and other aspects of job performance.

APPENDIX A

JOB SAFETY ANALYSIS FORM

JOB SAFETY ANALYSIS FORM

	Job: <div style="text-align: center;">Example</div>	Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:
Department:	Division/section:	Analysis by:
Required personal protective equipment:	Required material safety data sheets:	Reviewed by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE
<p>Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.</p>	<p>For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1)observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?</p>	<p>For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.</p>

JOB SAFETY ANALYSIS FORM

	Job:		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS		RECOMMENDED SAFE JOB PROCEDURE

APPENDIX B

SAFETY MANAGEMENT OVERSIGHT COMMITTEE CHARTER

Committee Name	Sponsor	Team Leader	Team Members
City of Modesto Safety Management Oversight Committee	Risk Management	Beverly Jensen	Department Safety Coordinators as identified in the Injury and Illness Prevention Program Appendix D
Meeting Times/Location:	Standing Meeting: Third Tuesday of the month at 2:30 PM in City Hall		
Purpose	<p>To help ensure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> ▪ Regular Safety Management Oversight Committee meetings ▪ Review safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training 		
Scope/Authority	<ul style="list-style-type: none"> ▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as a communications conduit between employees and management on safety concerns 		
Success Criteria	<ul style="list-style-type: none"> ▪ Compliance with safety regulations and receive no OSHA citations ▪ Provide regularly scheduled employee safety training ▪ Less frequent and less severe accidents & injuries as measured over time. ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and wellbeing 		
Decision-Making Process	<ul style="list-style-type: none"> ▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed. 		
Product(s)	<ul style="list-style-type: none"> ▪ Develop written safety programs in compliance with CCR, 8 ▪ Provide safety training and recordkeeping ▪ Produce periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions 		
Decision Communication	<ul style="list-style-type: none"> ▪ Minutes of safety committee meetings posted on bulletin boards ▪ Use of internal and external communication tools to disseminate major actions 		

APPENDIX C

PUBLIC WORKS SAFETY COMMITTEE CHARTER

Committee Name	Sponsor	Team Leader	Team Members
City of Modesto Public Works Safety Committee	Public Works Dept.	Beverly Jensen	Public Works Division Safety Coordinators as identified in the Injury and Illness Prevention Program
Meeting Times/Location:	Standing Meeting: Third Tuesday of the month at 1:00 PM in City Hall		
Purpose	<p>To help ensure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> ▪ Regular safety committee meetings ▪ Review safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training 		
Scope/Authority	<ul style="list-style-type: none"> ▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as a communications conduit between employees and management on safety concerns 		
Success Criteria	<ul style="list-style-type: none"> ▪ Compliance with safety regulations and receive no OSHA citations. ▪ Provide regularly scheduled employee safety training ▪ Less frequent and less severe accidents & injuries as measured over time. ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and wellbeing 		
Decision-Making Process	<ul style="list-style-type: none"> ▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed. 		
Product(s)	<ul style="list-style-type: none"> ▪ Develop written safety programs in compliance with CCR, 8 ▪ Provide safety training and recordkeeping ▪ Produce periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions 		
Decision Communication	<ul style="list-style-type: none"> ▪ Minutes of safety committee meetings posted on bulletin boards ▪ Use of internal and external communication tools to disseminate major actions 		
Evaluation	<ul style="list-style-type: none"> ▪ Annual review by the Safety Management Oversight Committee and Management on committee effectiveness. 		

APPENDIX D

**RESPONSIBLE PERSONS &
SAFETY COMMITTEE MEMBERS**

City of Modesto Safety Management Oversight Committee

Name	Department	E-mail
Beverly Jensen Risk & Loss Control Coordinator	Human Resources Primary Safety Coordinator	bjensen@modestogov.com
Rick Applegate Sergeant	Police Dept	ApplegateR@Modestopd.com
Michael Payton Fire Division Chief	Fire Dept	mpayton@modestogov.com
Steve Lumpkin Operations Manager	Parks & Recreation	slumpkin@modestogov.com
Kelly Gallagher Operations Supervisor	Alternate	kgallagher@modestogov.com
Robert Englent WW Collection Manager	Public Works	renglent@modestogov.com
Lynda Adams SR. AOA	Human Resources Committee Secretary	ladams@modestogov.com
Jessica Smart Admin Analyst II	Community & Economic Development	jsmart@modestogov.com
Dee Williams-Ridley Deputy City Manager	City Managers	dwilliams- ridley@modestogov.com
Mary Akin Risk Manager	Risk Management	makin@modestogov.com

City of Modesto Public Works Safety Committee

Name	Department	E-mail
Beverly Jensen Risk & Loss Control Coordinator	Human Resources Primary Safety Coordinator	bjensen@modestogov.com
Lynda Adams Sr AOA	Human Resources Committee Secretary	ladams@modestogov.com
Gabe da Silva Airport Maint Crewleader	Airport	gdasilva@modestogov.com
Brian Ferdinand Operations Supervisor	Fleet/Streets	bferdinand@modestogov.com
Ed Giuntoli Water Dist & Prod Sup	Water	egiuntoli@modestogov.com
Melissa Molina Admin Analyst I	Transportation	mmolina@modestogov.com
Robert Englent WW Collection Manager	Public Works	renglent@modestogov.com
Nick Schuller Admin Analyst	WW Division	nschuller@modestogov.com

APPENDIX E

INSPECTION AND CORRECTION FORM



Safety Inspection

Date:

Inspection conducted by:

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the City of Modesto, or possibly cause negative environmental impact, or interrupt the City of Modesto's ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are also reported. Note that failure to abate these hazards may still put the City of Modesto at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

For explanation of Risk Assessment Codes see the last page.

Item #	Finding	Risk Rating	Assigned to or Work Order Number	Date Fixed	Initials

The following items were previously identified and still need to be resolved.

Item #	Finding	Risk Rating	Assigned to or Work Order Number	Date Fixed	Initials

Please initial and date corrections as they are completed.

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

APPENDIX F

RECORDS RETENTION REQUIREMENTS

RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

APPENDIX G
TOOLBOX MEETING RECORD

APPENDIX H
MASTER AGENDA

**City of Modesto
Safety Committee Agenda**

Date:

Time:

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- ▶ Approval of Previous Meeting Minutes
- ▶ Written Program Update
 - 1.
 - 2.
 - 3.
- ▶ Training
 1. Conducted:
 2. Conducted:
 3. Upcoming:
 4. Upcoming:
- ▶ Accident Investigations/Near Misses Report
- ▶ Hazard Reports and Safety Suggestions
- ▶ Employee Recognition
- ▶ Action Items
- ▶ Next Meeting:

APPENDIX I
SAFETY SUGGESTION FORM



Safety Suggestion Form

This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.

Area of Unsafe Condition or Action: _____

What Unsafe Condition or Action Did You See?: _____

What Do You Think Might Have Caused This?: _____

How Would You Suggest Improving Safety?: _____

Has This Been Reported to the Safety Coordinator? _____

Name (optional): _____ Date: _____

THE CITY OF MODESTO ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

THE CITY OF MODESTO WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

Anonymous Suggestions: A response will be written and posted on the safety bulletin board and as noted in the safety committee meeting minutes.

APPENDIX J
NEW HIRE ORIENTATION CHECKLIST

Safety Program & Training Checklist

For all employees: at hire, transfer and annual performance review

Employee Name: _____

Hire/Review Date: _____

Job Title: _____

Department/Division/Unit: _____

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

- _____ Identify the Safety Coordinator and review the coordinators duties
- _____ Review the safety inspection and accident investigation procedures
- _____ Review avenues of safety communication (safety tailgate box, tailgates, etc.)
- _____ Review the safety discipline procedures (if not compliant with regulations, etc.)
- _____ Review of Codes of Safe Practices specific to the employee's area
- _____ Identification of necessary employee training on specific equipment:
 - _____ Spill Equipment, Forklift, Respirator, Lifts, Power Tools, etc.

Personal Protective Equipment (PPE):

- _____ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc.)

Provided: _____

Hazardous Materials:

- _____ Review the Hazard Communication program and chemical inventory
- _____ Review Material Safety Data Sheets (MSDS) and locations(s)
- _____ Review labeling requirements and the NFPA placard numbering system
- _____ Review how to safely handle chemicals on site
- _____ Review the spill procedures and spill equipment (location, etc.)
- _____ Review what to do in the event of an emergency or exposure
- _____ HAZWOPER Training
- _____ Emergency Response Program and Drills

Fire and Evacuation:

- _____ Review the primary and secondary evacuation routes
- _____ Review evacuation relocation area
- _____ Review evacuation Do's and Don'ts
- _____ Drill procedures
- _____ Plant Emergency Plan and Contact Phone Numbers

Fleet & Equipment Program

- _____ Commercial/Non-Commercial Driver License(s) & Certification
- _____ Pre & Post Trip Vehicle Inspection: (Training, Defensive Driving, Documentation, etc)
- _____ Seatbelt Use & Requirements
- _____ Radio, Cell Phone Use & Requirements
- _____ Vehicle Accident Process & Reporting
- _____ Equipment Specific Training & Refreshers _____

Emergency Response:

- _____ NIMS/SEMS 100, 200, 300, 700, 800, etc.

Safety Programs & Training: (Identify as required for specific job classification/title)

- _____ Knowledge, Awareness & Use of all City/Plant Policies/Procedures/Instructions.
- _____ Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certification
- _____ Asbestos Awareness Safety Training
- _____ Bloodborne Pathogens Program & Training
- _____ Confined Space Program/Permit and Entry/Rescue Training & Certification
- _____ Boom/Crane Safety Certification
- _____ Crane Rigging
- _____ DOT Requirements & Testing
- _____ Driver Safety, Defensive Driving Training
- _____ Electrical Safety Program & Training
- _____ Ergonomics & Back Safety Training
- _____ Excavation/Trench & Shoring/Utility Location
- _____ Fall Protection Program & Training
- _____ Fire Extinguisher Training
- _____ First Aid/CPR/AED Certification Training
- _____ Chain Saw Safety Training
- _____ Tree Work & Climbing Safety Training
- _____ Traffic Work Zone / Temporary Lane Closure Operations
- _____ Forklift Safety Training
- _____ Hazard Communication Program & Training
- _____ Hazardous Materials Program & Safety Training
- _____ Hazardous Materials Emergency Response, First Responder Training
- _____ Hearing Conservation Program, Training & Annual Audiometric Testing
- _____ Heat Stress & Illness Program & Training
- _____ Ladder & Scaffold Safety Training
- _____ Lead Awareness Safety Training
- _____ Lockout/Tagout Program & Training (Equipment Specific Procedures)
- _____ Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
- _____ Hotwork Program/Permit & Welding Safety Training
- _____ Emergency Action Plan
- _____ Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
- _____ Chemical Hygiene Plan & Lab Safety Training
- _____ Accident Investigation Training
- _____ IIPP Program, Tailgate, Training
- _____ Regular Safety Tailgates – ongoing provided by supervisor every 10 days
- _____ Additional Safety Training or Certification (s) identified as required: _____

Specific area equipment & safety rules reviewed: _____

Add additional pages as needed to comply with all regulations and as identified on the Training Matrix.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX K

ACCIDENT RESPONSE FLOWCHART

Accident Response Flowchart

