

Section: INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Number: XX.1.

Date Issued: Sept. 6, 1991, Date Revised: Dec, 1992, Date Revised: October 8, 2003;

Date Revised: June 16, 2010

Purpose

The purpose of this program is to guide County personnel in helping to prevent work-related injuries and illnesses.

Legal Basis

California Code of Regulations, Title 8, Section 3203

County Policy on the Prevention of Workplace Injuries and Illnesses

I. The County of Santa Cruz is committed to:

- A. Maintaining a workplace reasonably free of safety and health hazards.
- B. Complying with all applicable federal and state health and safety laws and regulations.
- C. Developing, implementing and maintaining an occupational safety and health program to prevent or reduce workplace accidents, injuries and illnesses. This IIPP is a part of the complete County Safety and Health Program. Copies of the complete program are available from:
 - The County General Services Dept. Rm. 330, 701 Ocean St.
 - Department heads or designated departmental safety representatives.
 - The County Intranet site (<http://countyintranet>), under General Services Dept, under "Safety".

Portions of the program applicable to specific worksites and job duties will be made available to affected personnel.

Injury and Illness Prevention Program Elements

I. Countywide Responsibility for Administering this Program.

- A. The County Administrative Officer (CAO) is responsible for overall compliance with this Injury and Illness Prevention Program.
Contact: Susan A. Mauriello, CAO
County of Santa Cruz
701 Ocean St., Rm. 520
(831) 454-2100
Santa Cruz, CA 95060

- B. The County Safety Officer is responsible for development, implementation, routine compliance, technical guidance and maintenance of this program.

Contact: Josh Reilly, Safety Officer
 General Services Department
 County of Santa Cruz
 701 Ocean St., Rm. 330
 Santa Cruz, CA 95060
 (831) 454-4820

Program Responsibilities

Personnel	Responsibilities
CAO	Overall compliance
County Safety Officer	Development, implementation, program management, review, routine compliance, technical guidance, training, record keeping and coordination with other personnel.
Department heads	Overall compliance in departments.
Managers/supervisors	Informing new and existing staff of this program within 30 days of its issuance or of hire date.
Departmental Safety Representatives (DSR's)	Disseminating safety information to and from County Safety Officer and staff; responding to Employee Safety Suggestions to the County Safety Officer.
Labor/Mgmt Safety Committee	Injury and illness data review, communication with workforce via newsletter, etc., recommending preventive or corrective action, walkthroughs.
Facilities Manager, General Services Department	Coordinating annual Fire and Life Safety Inspections, correction of identified facility risk factors, installation of new equipment, other responsibilities.
California Department of Forestry and Fire Prevention (CDF), Santa Cruz Fire Dept, Watsonville Fire Dept, Scotts Valley Fire Dept.	Providing annual Fire and Life Safety Inspections per applicable Fire and Life Safety Codes.
Employees	Observance of IIPP policy and procedures. Reporting apparent unsafe conditions to supervisors, DSR's or County Safety Officer

II. Ensuring Compliance

A. Disciplinary Action

Compliance with this program is mandatory for all County employees, per County policy and California Department of Occupational Safety and Health regulations. Failure to comply with this IIPP (and all other County safety rules) may result in disciplinary action.

B. Employee recognition

From time to time, employees who have made outstanding efforts to contribute to safety and health awareness and practice in their departments will be recognized by means of:

1. Articles in the Labor/Management Safety Committee Newsletter;
2. Letters of Recognition by Department Heads, Managers or the County Safety Officer;
3. Assignment to Departmental Safety Representative role or as observer to the Labor/Management Safety Committee meetings.

III. Safety Communications

The County has several means of communication with employees regarding the contents of this program and all safety and health matters:

A. Labor/Management Safety Committee.

This committee meets quarterly. Agenda items include current safety and health investigations, a monthly report on Worker's Compensation Injury and Illness trends, implementation of new safety programs and equipment, surveys of employee awareness and satisfaction with the County safety program and means of safety communication with County employees, including a safety newsletter produced by committee members [See PAM Section 2003 and the General Representation Memorandum of Understanding, Article 20.00, Page 75-76]

B. New Employee Orientation

Orientations are given several times per year, depending on number of new hires. Workplace rules, benefits, organizational structure, contacts and conditions of employment are covered. [See PAM Section 807]

C. Leadership Academy

The Leadership Academy is offered occasionally to all employees newly hired or promoted into supervisory positions. The curriculum covers the administration of County Personnel regulations, safety programs and policies, civil service rules, Worker's Compensation, other benefits, employee leave, holidays, etc. [See PAM 802]

D. Departmental Safety Meetings

General Services, Public Works and Health Services Department supervisors and/or DSR's hold regular safety meetings. Topics include safe use of vehicles, power tools, and ladders, hazard communication, accident reporting, electrical hazards, sanitation, bloodborne pathogens, confined space entry and others related to routine work and special projects as they arise. Meetings may include video or other A/V presentations.

E. Safety Suggestion Form

This form is posted on the County Intranet and is available in hard copy from the County Safety Officer and the Departmental Safety Representatives. Using this form, employees can notify their DSR of safety concerns and expect a response in 30 working days. The form may be filed confidentially without an employee name. A copy of the completed form including the DSR's response is kept in Risk Management.

F. Departmental Safety Representatives

Each County department has at least one departmental safety representative (DSR). These employees are assigned by the department or may volunteer for this committee. Quarterly DSR meetings are held, as needed to disseminate safety information of interest to the County workforce and to discuss current County practice. Employee Safety Suggestions are routed through the DSR, who is responsible for responding to the employee filing the Safety Suggestion and for ensuring that a satisfactory resolution is implemented within a reasonable time (30 days per County policy).

IV. Procedures for assessing workplace hazards

A. Annual Fire and Life Safety Inspection

Providers:
Santa Cruz City Fire Dept. 831-420-5820
Watsonville Fire Dept. 831-768-3200

Scotts Valley Fire Dept. 831-438-0211
CA Dept of Forestry 831- 335-6748

Locations and Frequency of Inspection: All buildings and work areas are inspected each fiscal year or more frequently as needed. The different fire departments mentioned above do inspections within their own jurisdictions. The County Safety Officer does self-inspections where allowed (Santa Cruz and Watsonville). The County Safety Officer maintains a list of all facilities requiring inspection and keeps copies of completed Fire and Life Safety Inspection Checklists as the inspections are completed.

B. Job Hazard Analysis

The County Safety Officer does job hazard analyses when new equipment, processes or procedures are installed and implemented. Job hazard analyses are also performed when County Job Classifications are revised and updated. Occasionally, the County will retain consultants to assist with this activity.

C. Unscheduled Inspections, job walkthroughs and pre-construction meetings

Unscheduled inspections are conducted by the County Safety Officer in response to a Safety Suggestion or other request by County personnel. Inspections are also conducted when new equipment, processes or materials are used for the first time. Inspections will focus on these specific issues, but may encompass other safety concerns at the facility inspected.

Pre-construction meetings are conducted with County Safety Officer, a representative of GSD and a contractor representative, if any.

V. Accident and Injury Investigations

- A. The County Safety Officer and/or departmental safety representative and the affected supervisor(s) will conduct accident and injury investigations. Exception: the County Sheriff's Office will perform its own accident and injury investigations. The Sheriff-Coroner will make Investigation reports available to the County Safety Officer upon request.
- B. The County Safety Officer will conduct the investigation within two working days of the incident.
- C. Procedure for reporting supervisor:
 - 1. Abate imminent hazards immediately.

2. Call County Safety Officer (454-4820 or 454-2210) or Risk Management (454-2253 or 454-2246) to report incident.
3. If injury has occurred, then report date, time, location, nature of task, equipment involved, nature of injury, health status of employee. If injuries are serious or life threatening, contact emergency medical services immediately at 911.
4. If a near miss has occurred, then report date, time, location, and nature of task, equipment involved.
5. Discuss incident with County safety Officer. Items for discussion:
 - a. Pre and post-incident condition of equipment (check inspection records, take faulty equipment out of service, etc.)
 - b. Between supervisor and affected employee(s), discuss equipment function and employee practice at the time of the incident.
 - c. If improper practice contributed, discuss any counseling regarding proper practice.
 - d. Discipline for gross negligence or improper practice.
6. Take a site walkthrough with County Safety Officer, employee and senior supervisor(s), if possible.
7. Immediately abate any imminent hazards that are identified during the investigation.
8. Implement corrective action as soon as feasible (see “Corrective Action Procedures” below).
9. Forward to Risk Management copies of all related records including incident reports.
10. Evaluate incident reports and WC reports annually to identify trends, key hazards, and areas of and for improvement.

D. Corrective Action Procedures for County Safety Officer

1. As soon as possible but no later than one week after the incident, investigate all reports of unsafe acts and/or conditions.
2. Document findings in the form of a written narrative text. Support text by means of photographs or videotape as needed.
3. Report findings to affected department supervisors/managers.
4. Immediately remove from service and tag inoperable or faulty equipment, apply “out of service” tag. Lock power switch in “off” position or otherwise render equipment inoperable.
5. Immediately remove personnel observed in unsafe acts and re-assign until after the incident investigation.
6. As soon as possible but no later than 3 months after the incident, correct observed unsafe acts/conditions via changing practice, training and re-training, discipline, replacing or repairing equipment, re-structuring task to reduce hazards. Consult with the department and GSD regarding technical issues.
7. Document corrective action.

8. Inform and train or re-train affected employees on the resolution of the incident, corrective action taken and changes in procedures, methods, equipment, etc.
9. Document training.

Note: the County Safety Officer will provide primary technical guidance for County Departments on all matters related to this IIPP.

VI. Training

Training regarding the policies and procedures in this IIPP is provided to all new employees during New Employee Orientation, offered 5 or 6 times annually (see PAM Section 807). For staff hired or promoted into positions as supervisors, additional training in this program is provided in the County Leadership Academy. The Leadership Academy is offered 2 to 3 times per year depending on demand.

Training on this IIPP is provided to Departmental Safety Representatives at one of the quarterly meetings scheduled for this committee.

Details of this program are also provided during regular safety meetings, pre-job "tailgate" meetings, and safety and health training sessions conducted by individual County departments, including Public Works, Health Services and General Services Departments.

VII. Records

County training, inspection, accident and near miss, hazardous materials and other safety and health related records are kept indefinitely or per regulatory requirements. The County Safety Officer is the custodian of all records related to this IIPP. Records older than 3 years may be located in archival storage.

Records required under this program will use the forms provided in the Cal-OSHA document, "Injury and Illness Prevention Model Program for Non-High Hazard Employers", or the equivalent, subject to approval by the County Safety Officer.