

Town of Tiburon



INJURY AND ILLNESS PREVENTION PROGRAM

September 2020

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PROGRAM OVERVIEW

The Town of Tiburon strives to maintain a safe and healthy work environment for all employees. We recognize the responsibilities for safety and health are shared. As your employer, the Town is committed to providing leadership and support for the effective implementation of its safety and health programs. The Town Manager, department heads, supervisors, and employees are required to comply with all applicable federal, state, and local safety laws and regulations. Each department is required to conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task that is determined to be unsafe. The Town Manager, department heads, supervisors, and employees are expected to report potential safety hazards without fear of retaliation and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of each Town department to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment.

The Injury and Illness Prevention Program (IIPP) establishes the Town of Tiburon's safety management program as required by Title 8, California Code of Regulations, Section 3203. The objective of the program is to prevent injuries and illnesses in the workplace and to engage Town employees in maintaining a safe and healthy work environment. The IIPP includes information on the implementation of the following critical elements:

- Program responsibilities
- Compliance methods to ensure safe workplaces
- Communication system on health and safety issues
- Hazard assessment and periodic inspections of work areas
- Hazard correction
- Accident investigation
- Health and safety training
- Record keeping

The IIPP applies to all Town of Tiburon departments under the direct control and authority of the Town Council. The program includes all Town employees providing services at all facilities, workplaces, and events.

RESPONSIBILITIES

IIPP Program Administrator

The Town Manager is the IIPP Program Administrator and has the ultimate authority and responsibility for the implementation and maintenance of the Town's IIPP. The Town Manager may designate IIPP Administrative tasks to another Town employee. Responsibilities include:

- Oversight of the safety program
- Enforcing safety rules and regulations
- Providing resources to support program implementation
- Providing director and supervisor health and safety training

Department Heads

Department Heads have the authority and responsibility for the implementation of the IIPP for employees, facilities and operations under their direct supervision and control. Department Head responsibilities include:

- Providing leadership to ensure the IIPP is effectively implemented
- Integrating safety communication in staff meetings, department meetings, and other forms of department communication
- Investigating all accidents and incidents within their area of responsibility to identify root causes and corrective actions
- Observing employee work practices and conducting periodic safety inspections of facilities
- Instructing employees on safe work practices for daily job assignments
- Recognizing employees who demonstrate safe work practices and behaviors
- Enforcing safe work practices and procedures for employees and operations under direct supervision and control
- Providing job-specific employee safety training
- Attending training to become knowledgeable about hazards and required controls in areas of responsibility

Department Supervisors

Department Supervisors are responsible for the implementation of the IIPP for employees, facilities, and operations under their direct supervision and control. Supervisor responsibilities include:

- Investigating all accidents and incidents within their area of responsibility to identify root causes and corrective actions
- Conducting regular observations of employee work practices and conducting periodic safety inspections of facilities
- Instructing employees on safe work practices for daily job assignments
- Conducting job-specific hazard assessments on an ongoing basis using tools such as job pre-planning, job safety analysis, ergonomics evaluations, and other hazard assessment tools
- Enforcing safe work practices and procedures for employees and operations under direct supervision and control

- Providing job-specific employee safety training initially (before assignment to a task) and periodically
- Attending training to become knowledgeable about hazards and required controls in areas of responsibility

Employees

Town employees are responsible for their own safety and the safety of others in the workplace. Employee responsibilities include:

- Participating in safety trainings
- Complying with the Town's IIPP including safe practices, procedures and programs
- Reporting unsafe conditions and correcting when feasible
- Obeying and enforcing safety rules and regulations
- Reporting any work related injury, illness or property damage

Safety Coordinators

The IIPP Administrator appoints one Safety Coordinator per Town facility. Safety Coordinators, or their appointed alternate, serves as a vital link in the Town's safety communication system. Safety Coordinators actively promote the Town IIPP and performs the duties as described in the Communication Section. Safety Coordinators must have the authority, skills, and knowledge to manage the department safety program, and ensure access to the Department Head to discuss the IIPP and safety concerns.

COMPLIANCE

The Town Manager, Department Heads, and Department Supervisors are responsible for ensuring all safety and health policies and procedures are clearly communicated and understood by all employees, will enforce the rules fairly and uniformly and set a good example for employees.

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

The Town's system of ensuring that all employees comply with the rules and maintain a safe work environment includes:

- Informing all employees of the IIPP requirements during new employee safety orientation training and ongoing IIPP and safety training in a readily understandable form
- Training all employees on general safety policies, rules, and work practices

- Providing comprehensive IIPP training to managers and supervisors concerning their responsibilities for program implementation
- Evaluating the safety performance of all employees
- Recognizing employees who effectively implement safe and healthful work practices which may include a written acknowledgment to be maintained in the employees' personnel file
- Providing supplemental training to employees whose safety performance is deficient
- Disciplining employees who fail to follow safe work practices and/or procedures or who violate organizational rules or directives

COMMUNICATION

The Town's IIPP will be most effective in preventing injury and illness when there is clear and open communications amongst all employees. All managers and supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. The following system of communication is designed to facilitate safety and health information in forms that are readily understandable by all employees.

New Employee Orientation

New employee orientation will include a discussion of safety and health policies and procedures, including a review of the IIPP, safety training programs and requirements, and contact information for the Safety Coordinators.

Employee Hazard Reporting

The employee hazard reporting system provides a means for employees to report safety hazards that may result in employee illness or injury, damage to Town property, or injury to the public. The employee may report a hazard to any supervisor, department head or the IIPP Administrator. The Town's Hazardous/ Unsafe Condition Report form can be used to document hazards and is included in Appendix A.

Employees may also report hazards anonymously and without fear of reprisal by completing the Hazardous/Unsafe Condition Report form without contact information and submitting the form in the Safety Suggestion Box located in the employee break room on the second floor of Town Hall. The IIPP Program Administrator, or his/her designee, will respond by posting a memo to the Town's Safety Bulletin Board, which will remain posted for 30 days following the date of receipt of the Hazardous/Unsafe Condition Report.

Department Staff Meetings

Department staff meetings will include a discussion of health and safety concerns and brief training sessions as appropriate. Each supervisor will document health and safety communication and training included in staff meetings. Training documentation should include the subject matter of the safety issues covered, the person presenting the information, the date of the training, and the name/signature of the employees in attendance.

Safety Bulletin Boards/Supplemental Communications

Each department work location will maintain a safety bulletin board to meet Cal/OSHA posting requirements and to ensure ongoing communication on significant health and safety issues. Department email messages and employee handouts on relevant topics are additional means of safety communication.

HAZARD ASSESSMENT

Periodic assessments to identify and evaluate physical hazards, use of hazardous materials, safe work practices are performed by a designated competent employee. The assessments are performed according to the following schedule:

Building/Location	Frequency
Town Hall	Annual
Police Station	Annual
Corporation Yard	Quarterly

In addition to the department periodic assessment schedule, assessments will be conducted in the following situations:

- When the IIPP is first established
- When new or previously unidentified substances, processes, procedures or equipment result in new hazards in department units/facilities
- When occupational accidents or incidents occur
- Whenever workplace conditions warrant an inspection

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. The appropriate department supervisor will promptly assess the hazard severity and the period for hazard correction. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Severity Schedule:

- Critical: may cause death, serious injury, significant environmental impact, or substantial financial losses and/or is likely to occur soon.
- Serious: may cause injury, occupational illness, or environmental or property damage and/or probably occur in time.
- Minor: probably would not affect personnel or environmental safety or health but is in violation of specific criteria.

Hazards shall be corrected:

- When observed, reported or discovered
- When an imminent hazard exists that cannot be immediately corrected without endangering employees and/or property, the Town will remove all employees from the immediate area except those needed to correct the condition and to address security issues

All corrective actions taken will be documented and dated.

ACCIDENT AND INCIDENT INVESTIGATIONS

Investigation Procedures

The responsible on-duty supervisor of the employee will investigate all accidents and incidents promptly. The purpose of the investigation is to find the root cause of the accident or incident to prevent further occurrences, not to assign blame. The supervisor is required to complete the Supervisor's Report of Employee Injury form (Appendix B) and the California required forms. All forms are located with the on the Town's website

All documentation must be completed within 24 hours and forwarded to the respective facility Safety Coordinator within three days of notification of the accident.

Accident Investigation Review Process

The IIPP Administrator or their designee and the appropriate department supervisor will review the accident investigation documentation to determine if the supervisor has identified the root cause of the accident or incident, contributing factors and applied corrective actions to prevent future injuries.

Cal/OSHA Reporting Requirement for Serious Accidents

All serious accidents, as defined by Cal/OSHA, must be reported to the Cal/OSHA District Office within 8 hours of the employer's knowledge of the accident.

Serious accidents are defined by Cal/OSHA include:

- A work-related death of an employee.
- A serious injury or illness that requires any in-patient hospitalization for other than observation.
- A serious injury that results in the loss of any portion of the body, or that results in any degree of permanent disfigurement.

The IIPP Administrator or their designee will contact the Cal/OSHA District Office. In the event the IIPP Administrator or their designee is not available the director or supervisor will call the Cal/OSHA Fresno District Office at (559)445-5302.

TRAINING

IIPP Training Requirements

All employees will participate in department occupational health and safety training on general and job-specific hazards and safe work practices. Supervisors will be trained on all health and safety hazards to which employees under his or her immediate direction and control are exposed.

Training will be provided as follows:

- When the IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations or equipment are introduced

Department Health and Safety Training

Department specific training requirements are identified in the Employee Safety Training Matrix.

RECORD KEEPING

All the following IIPP documentation is maintained for a minimum of three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices identified, corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Regular program review

Appendix A – Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department _____
Person Reporting _____ Contact Information: _____
(optional) (optional)

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor.

Description of unsafe condition or hazard.

What changes would you recommend to correct the condition or hazard?

Employee Signature: _____ Date: _____
(optional)

MANAGEMENT INVESTIGATION

Name of person investigating unsafe condition
or hazard _____

Results of investigation. What was found? Was condition unsafe or a hazard? (Attach additional sheets if necessary).

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

** Please note: Employees can report unsafe conditions anonymously without fear of reprisal. We encourage our employees to report hazards and commend them for their safety awareness.*

Appendix B – Supervisor’s Report of Employee Injury

Employee name: _____ Position: _____

Department: _____ Volunteer: Yes
 No

Hire date: _____ Injury date: _____ Time: _____ am/pm Date reported: _____

Location of accident (be specific): _____

Describe injury and ensuing treatment: _____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

Corrective action follow up date(s): _____

Investigation completed by: _____ Title _____ Date: _____

Reviewed by: _____ Title _____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.