

IIPP Department Supplement: Department of Administrative Services

Responsibilities

The Director of Administrative Services has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - The entire IIPP Safety Program, including appendices and report forms, is available on the Town's website (<http://townoftiburon.org/370/Illness-Injury-Prevention-Program>)
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in the Town's Personnel Rules & Regulations, and the Tiburon Police Officers' Association and SEIU Memorandums of Understanding.

Communication

Effective communications with employees have been established using the following methods:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Staff meetings | <input checked="" type="checkbox"/> Safety newsletter, handouts |
| <input type="checkbox"/> Tailgate meetings | <input type="checkbox"/> Employee safety recognition |
| <input checked="" type="checkbox"/> Specific policies/procedures | <input checked="" type="checkbox"/> Safety data sheets |
| <input checked="" type="checkbox"/> Department hazard assessment | <input checked="" type="checkbox"/> Posters and warning labels |
| <input checked="" type="checkbox"/> Employee safety training | <input checked="" type="checkbox"/> Hazard report response bulletins |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located on the Town's website at the link above. Forms should be submitted to the Town Hall safety coordinator or anonymously in the box in the employee break room on the second floor of Town Hall.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

Facilities and Workplaces	Frequency
Town Hall	Annual

Department inspection forms are located on the Town's website at the link above.

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. Those qualified and necessary to correct the hazardous condition are designated as the IIPP Administrator, Department Heads and Supervisors.

Accident Investigation

Employees will immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Supervisor's Report of Injury form will be completed and a copy retained. The forms are located on the Town's website at the link above.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of the Department Head.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor.

General and department specific safety training requirements are located on the Town's website at the link above.

Record Keeping and Documentation

The following documents are located at Town Hall and will be maintained within the **Department IIPP Records** for at least the three years.

- Department Hazard Assessment
- Employee Hazard Report Forms
- Inspection Reports
- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

Attachment A

Hazardous/Unsafe Condition Report

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? Yes No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?