

Illness and Injury Prevention

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the San Leandro Police Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

1033.2 POLICY

The City of San Leandro and the San Leandro Police Department are committed to employee safety in the work place and in furtherance of this commitment has adopted the Injury and Illness Prevention Program (IIPP AP-1060). The City has established, and will maintain, an Injury and Illness Prevention Program that will provide tools, training and safeguards that are designed to reduce the potential for accidents, illnesses and injuries. Nothing in this procedure is intended to impact standard operating procedures in the Police Department which by the very nature may include high-risk situations.



It is the intent of the Department to comply with all laws and regulations related to occupational safety.

To access the City of San Leandro's IIPP program AP-1060, refer to the attachment.

[See attachment: IIPP.pdf](#)

Attachments

IIPP.pdf

<p style="text-align: center;">CITY OF SAN LEANDRO</p>  <p style="text-align: center;">ADMINISTRATIVE PROCEDURE</p>	AP-1060 - INJURY AND ILLNESS PREVENTION PROGRAM
	DATE ISSUED: 10/10/05
	DATE REVISED: 11/01/10
	APPROVED BY CITY MANAGER: 

I. APPLICABLE TO:

All employees.

II. PURPOSE:

The City of San Leandro is committed to employee safety in the work place and in furtherance of this commitment has adopted the Injury and Illness Prevention Program (IIPP). The objective is to provide a safety and health program which reduces the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries. Nothing in this procedure is intended to impact standard operating procedures in the Police Department which by their very nature may include high-risk situations.

III. RESPONSIBILITIES:

A. General Statement

The persons with the authority and responsibility for implementing the Program are the City Manager and the Safety Coordinators identified in this document. Additionally, responsibility for safety and health is shared by the following entities:

- **The City of San Leandro** accepts responsibility for leadership of the safety and health program and for providing safeguards required to ensure safe conditions.
- **Supervisors** are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- **Employees** are responsible for the operation of all aspects of the safety and health program—understanding and complying with all departmental *Code of Safe Practices* (COSP), rules and City of San Leandro policies, regulations and procedures. Employees must continuously practice safety while performing their duties.

B. Safety Committee

The City Manager has the responsibility and authority to implement and maintain the IIPP. The Human Resources Director or his/her designee and IIPP Coordinator, as delegated by the City Manager, oversees the operations of the Safety Coordinators. The Safety Coordinators have the general authority and responsibility to supervise all aspects of the IIPP and other safety-related matters, utilizing the necessary resources to ensure hazards are abated in a timely manner. The safety coordinators and their areas of responsibility are shown in Appendix 3.

1. Ongoing Responsibilities

Along with implementing the program, the safety coordinators will, at a minimum, be responsible for the following:

- a. Periodic inspections (Section VII)
- b. Injury and illness investigations and medical attention (Section VIII)
- c. Record keeping (Section IX)
- d. Communications (Section XI)
- e. Employee training (Section XII)
- f. Safety enforcement and recognition (Section XIII)
 - 1) To maintain good housekeeping standards and cleanliness in their departments.
 - 2) To monitor and enforce safe working conditions and practices.
 - 3) To ensure that there is always a person on site with the authority to assume the responsibilities and duties of the safety coordinator in his/her absence.
 - 4) To evaluate new or modified equipment, machinery or tasks for hazards, using the Job Safety Analysis Form in Appendix 1E.
 - 5) To ensure the COSPs are consistent with current jobs, tasks and hazards.

2. Safety Committee Charter

The purpose of The City of San Leandro's Safety Committee is to help ensure a safe and healthful workplace and compliance with federal, state and local safety regulations (per CCR, 8 3203, (c) et. al.) through a review of safety inspections to help identify and correct hazards, a review of injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence, the development of communication between employees and management, and the schedule for and review of employee safety training.

In accomplishing the above purpose, the committee shall 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 and serve as the communications conduit between employees and management on safety concerns.

Success of the program will be determined by compliance with safety regulations and receipt of no OSHA citations, the provision of regularly scheduled employee safety training, fewer accidents and injuries, establishment of required safety programs and improved feedback regarding employees' sense of safety and well-being.

The products of the Safety Committee process shall be the development of written safety programs in compliance with Title 8, California Code of Regulations, provision of adequate safety training and record keeping, production of periodic inspection reports and responses to employee safety concerns and/or suggestions.

The committee shall strive for consensus. However, a majority vote by safety coordinators present shall be required to pass on recommendations or take action. Agenda and minutes of meetings shall be distributed to members and posted at employee worksites. The committee will utilize internal and external communication tools to disseminate major actions.

Success of the program shall be determined by annual review by the Safety Committee and management on committee effectiveness.

IV. HAZARD EVALUATION

Evaluating hazards is an essential part of hazard control. It is important to identify all equipment and practices during the course of all job classifications and their duties.

A variety of forms (Attachments 1A-F) may be utilized for identifying and evaluating work place hazards including the *Job Safety Analysis Form* (Appendix 1E). These tools aid safety coordinators in the "site specific" identification, evaluation, and further *Code of Safe Practices* development.

Refer to the material safety data sheets (MSDSs) found in the Hazard Communication Program for issues relating to chemicals on site, if applicable, for proper handling, storage, protective equipment, etc.

Hazard evaluations may be conducted using the Job Safety Analysis Form (Appendix 1E). Further instruction on how to use it is given in the sample.

A. Hazards need to be identified and evaluated:

1. When Safety Orders of the California Code or Regulations that govern the operation or activity (e.g., General Industrial Safety Orders, Construction Safety Orders, Telecommunication Safety Orders, Elevator Safety Orders etc.) are revised.
 2. During the accident investigation process.
 3. When established, based on an initial hazard evaluation.
 4. When revealed during a routine inspection.
 5. Whenever new substances, process, procedures or equipment are introduced to the work place that represent a new safety hazard.
 6. Whenever City of San Leandro is made aware of a new or previously unrecognized hazard.
 7. When employee safety suggestions are made regarding a hazard.
- B. The *Code of Safe Practices* must be reviewed and updated as new hazards are identified. When the *Code of Safe Practices* is updated, workers must be trained and/or alerted by the safety coordinators to the new hazard and the new proper safe practice(s) being implemented. When the *Code of Safe Practices* is updated, the *Periodic Inspection Checklist* may also need to be updated so the safety coordinators can periodically inspect any new potential hazard(s).

V. JOB SAFETY CLASSIFICATIONS

Under the California Code of Regulations, Title 8, Chapter 4, employees are protected under either the General Industrial Safety Orders (GISO), Subchapter 7, or the Construction Safety Orders (CSO), Subchapter 4, depending on the type of work being performed. 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 be considered construction, and will be regulated by the CSO. Based on this definition, shops and departments will be considered as listed below:

General Industry Safety Orders:

- Office & Administrative
- Automotive Mechanics/Equipment
- Engineering & Transportation
- Custodial Services
- Library
- Police
- Landscaping
- Environmental/Recycling
- WPCP
- Wood & metal fabrication shops

Construction Safety Orders:

- Facilities
- Streets
- Signals & Lighting

Because of the diverse nature of their assignments, many Public Works personnel could be governed by either set of orders depending on the task.

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

VI. CODE OF SAFE PRACTICES AND RELEVANT SAFETY WORK RULES

All hazards are identified and evaluated by using the General Industry Safety Orders, the Construction Safety Orders or other pertinent regulations, employee input and available published statistics. The *Code of Safe Practices* includes all the proper preventive measures to work in the environment safely.

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 San Leandro's IIPP, it will refer to safe work rules used for both construction and general work.

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

Other safe work rules may be found in the following documents:

- Operational Directives
- Administrative Code
- Personnel Procedures Manual
- New Employee Orientation Safety Handbook
- Memoranda of Understanding
- Employer/Employee Relations Resolution
- Personnel Rules

VII. PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the *Code of Safe Practices* is being followed and to help identify new or previously unrecognized hazards.

Periodic inspections are to be conducted at the following frequency:

- Annually: City Hall, Library and all office areas
- Semi-Annually: Police, Recreation, Water Pollution Control Plant and Public Works Corporation Yard

Hazards identified during inspections shall be corrected in a timely manner based on the severity of the risk. If a serious hazard cannot be immediately abated without endangering workers and/or property, the City of San Leandro will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided

with the necessary protection. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, correct the condition immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued). If there are any non-complying personnel, the employee is to be told immediately of the violation, informed of the correct procedure, asked to comply and correct actions, and reminded of the City of San Leandro disciplinary policy.

Inspection documentation must include: the inspector(s) name, date of inspection, location of inspection, hazards found and risk assessment code.

When a problem area is identified, all personnel exposed to the hazard are to be warned of the hazard. When the problem is fixed, the inspection form should be signed and dated by the person responsible for the work.

NOTE: AS A GENERAL RULE, ALL PERSONNEL WILL BE RESPONSIBLE FOR CONTINUOUS, ONGOING INSPECTION OF THE WORKPLACE AND THE IMMEDIATE REPORTING OF HAZARDS.

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).

VIII. INJURY AND ILLNESS INVESTIGATIONS

A. Investigations of Occupational Injury or Illness and Corrective Actions

1. Accident, Injury and Illness Investigation Form

Once an occupational illness, accident, or injury occurs, a report must be completed by the responsible supervisor immediately. The supervisor will evaluate the cause of the injury and what actions need to be taken to protect other employees. All actions will be documented on the Accident, Injury & Illness Investigation Form and will include identified hazard(s), who will be assigned to correct the hazard(s), and the date of completion. The correction protocol that is used may include one or more of the following: engineering control, Personal Protective Equipment (PPE), administrative control, new safety rule, employee training.

Police Department reports will be made in the manner outlined in the Operations Directives, for automobile accidents, non-vehicular accidents and injuries, and blood borne pathogen exposure.

2. Employee Claim for Workers' Compensation Benefits

Any representative of the employer must provide this form to the employee within 24 hours of learning of the injury or illness. Fill out Employee Claim Form, (DWC Form 1) bottom portion, give the form to the employee and retain a copy in a file as evidence of submission.

3. Employer's Report Of Occupational Injury or Illness, Form 5020:

The employer must fill out and complete the Employer's First Report when an employee suffers an occupational injury or illness if:

- a. The occupational injury or illness results in a lost time, defined as absence from work for a full day or shift as a result of the injury or illness.
- b. The occupational illness or injury requires medical attention beyond first aid. First aid is defined as :
 - 1) Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
 - 2) Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
 - 3) Cleaning, flushing or soaking wounds on the surface of the skin;
 - 4) Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
 - 5) Using hot or cold therapy;
 - 6) Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
 - 7) Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
 - 8) Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;

- 9) Using eye patches;
- 10) Removing foreign bodies from the eye using only irrigation or a cotton swab;
- 11) Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- 12) Using finger guards;
- 13) Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- 14) Drinking fluids for relief of heat stress.

Doctor's First Report Form:

If the employee goes to the doctor, Human Resources or Third Party Administrator will obtain a Doctor's First Report Form from the doctor for the file.

4. OSHA Log 300:

- **ALL SERIOUS INJURIES MUST BE REPORTED TO CAL/OSHA IMMEDIATELY BUT NO LONGER THAN 8 HOURS AFTER THE INJURY.**
- **During normal business hours, the supervisor shall contact the Director of Human Resources or in his/her absence, the Senior Human Resources Analyst supervising the benefits and workers' compensation function. If contact is not able to be made with a live person, then the Supervisor shall leave a message for the above-mentioned managers with the Human Resources Assistant and contact Cal/OSHA directly.**
- This notification will be made to the Cal/OSHA Enforcement District Office in Oakland at:

(510) 622-2916

5. Definition of Serious Injury:

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, but does not include any injury or illness or death caused by the commission of a Penal Code violation, or an accident on a public street or highway. Immediate is defined as: as soon as a call can possibly be made without interfering with medical treatment or emergency response activities.

- A. When making notification of a serious injury or death, be prepared to provide:

- 1) your name,
 - 2) a telephone number at which you can be reached for follow-up questions,
 - 3) the name of the injured employee,
 - 4) the nature of the injury to the best of your knowledge,
 - 5) where the employee is being hospitalized,
 - 6) a telephone number for the hospital, if the employee's family or other important person(s) have been contacted what, to the best of your knowledge, happened,
 - 7) where did the injury occur (site or location),
 - 8) when did the incident happen,
 - 9) the names of any other parties involved with the injury, as well as the names of witnesses, any other information you consider to be important.
- B. In the event of a serious injury or fatality, an inspection by Cal/OSHA should be expected. The following is a list of suggested questions from the Cal/OSHA Policy & Procedure C- 170. Managers and Safety Coordinators should be prepared to answer:
- 1) How long has the employee been employed by the employer?
 - 2) What was the employee doing at the time of the accident?
 - 3) Was the employee assigned to do the job (s) he was doing at the time of the accident, and who did the assigning?
 - 4) Who was the employee's immediate supervisor, or other supervisor, for the job the employee was doing at the time of the accident?
 - 5) Was the employee trained in the specific job and the hazards of that job? Who provided the training? Is there documentation of the training?
 - 6) Were there any written procedures for the job that was being performed and was the employee following those procedures?
 - 7) Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident?
 - 8) Was the proper equipment, including personal protective equipment, being used for the job?
 - 9) Is the process, operation or job new to the worksite?
 - 10) Was the injured employee being supervised? What was the proximity and adequacy of supervision?
 - 11) Did the employee receive hazard recognition training prior to the accident?
 - 12) What was the location of the accident? What was the physical condition of the area where the accident occurred?
 - 13) Were there immediate or temporary action(s) that could have prevented the accident or minimized its effect?
 - 14) Were there long-term or permanent action(s) that could have prevented the accident or minimized its effect?

- 15) Had corrective action been recommended in the past, but no corrective action been taken?
- C. The following documents may be requested by the Cal/OSHA investigator; Managers and Safety Coordinators should be prepared to present them:
- 1) Injury and Illness Prevention Program;
 - 2) Records that establish management policies governing the activity involved in the accident, e.g., Code of Safe Work Practices;
 - 3) Condition reports, hazard reports and analysis records that reflect decisions regarding the accident environment;
 - 4) Facility specifications and descriptions that construct the work environment;
 - 5) Purchasing specifications and directives that reflect decisions regarding equipment and work materials;
 - 6) Equipment installation, repair, maintenance and critical parts inspection records that reflect priorities and control of work; Equipment manufacturers' and company's operator manuals, work instructions, operator training criteria and skill certification requirements that reflect program standards;
 - 7) Employee selection, placement, and training records that relate to operators, repair and maintenance workers and supervisors;
 - 8) Work records that relate to the job and individual employee with respect to task assignment, classification, hazard exposure or health exposure; and Employer's Report of Injuries and Illnesses (5020) for accident and any other identified injuries or illnesses of interest.

NOTE: This list is not exhaustive and is intended to provide guidance as to the types of documents and records that may be relevant to the investigation. The guiding principle for compliance personnel is to collect all records relating to the accident until knowledge of factors or examination of individual records determines that certain records are not relevant to the accident investigation.

IX. RECORD KEEPING

- Each Safety Coordinator is responsible for keeping records for their Department or Division, and will send a copy to Human Resources. Records will include:
- A. Periodic inspections identifying unsafe work practices and conditions including:
 - 1) The name of the person(s) conducting the inspection.
 - 2) Date & location(s) of inspection.
 - 3) The unsafe condition or work practice(s) identified.
 - 4) The action taken to correct the unsafe condition or practice.
 - 5) Copies to the appropriate persons and files.
 - 6) The assigned risk assessment code number

- B. Documented safety and health training including:
 - 1) Employee name.
 - 2) Training dates.
 - 3) Type(s) of training.
 - 4) Name(s) of trainer(s).
- C. Documented accident, injury and illness investigations including the completed form(s).
- D. Safety Suggestion Forms and the documented responses.
- E. Copies of all required workers' compensation forms (Employer's First and Employee Claim Forms).
- F. Safety Committee meeting minutes.
- G. Tailgate Safety meeting records (Appendix 1F). These records are required for Corporation Yard and Water Treatment areas only.

X. RECORDS RETENTION (Revised 1/14/05)

The legally mandated minimum records retention durations are given below. It is often advisable to keep records longer than for the minimum; specific City records retention policies will supersede these minima.

<u>Record</u>	<u>Minimum Retention (yrs)</u>	<u>Code Citation</u>
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)
Blood Borne 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)

XI. COMMUNICATION

Communication is an important part of the program. City of San Leandro believes the best way to maintain the safety "mind set" is through the following means:

- A. Bulletin board for written communication, relevant safety topics, Safety Committee meeting minutes, and posted temporary hazards.
- B. Since the employee is often in a better position to spot potential hazards in the work areas, there are suggestion boxes and forms, near the bulletin boards, at the following locations: Public Works Corporation Yard, WPCP, City Hall, Main Library. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion.
- C. Bulletin Boards are found at the following locations:
 1. Public Works Corporation Yard, Water Pollution Control Plant, City Hall, Marina Community Center, Main Library, Police Department
- D. Safety posters and signs will be posted in areas of concern to help remind employees of certain hazards and to protect themselves.
- E. General safety meetings will be scheduled as needed to review changes in the program and receive employee input.
- F. A standing Safety Committee.
- G. For those areas identified as being covered by the Construction Safety Orders, the supervisor shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

Standard sign-in sheets for tailgate meetings (Appendix 1F), and safety suggestion forms (Appendix 1A) are found in Appendix 1 of this IIPP.

XII. TRAINING

- A. Training is an important part of this program. It is critical that everyone understand their workplace hazards and are trained by their respective safety coordinator in: The Code of Safe Practices; accident reporting; communication; the City of San Leandro safety policies, including recognition and disciplinary policies.
 1. 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.
 2. A Training Matrix has been developed as a tool to help identify the hazards associated with each job classification, and employee training required for it.
 3. 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.

B. Training is provided:

1. To all employees and those given new job assignments for which training has not yet been received.
2. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new hazard.
3. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees (Appendix 1B) is to be filled out completely, upon the completion of any training. All training logs should be forwarded to Human Resources.

XIII. DISCIPLINARY PROCEDURES

Employees who fail to comply with the City of San Leandro safety rules may be subject to disciplinary action, up to and including termination depending on the circumstances and the safety issues involved. Management will follow the disciplinary action procedures as identified in the City's policy and procedure manuals.

For those employees in a collective bargaining unit, specific procedures for discipline may also be contained in their respective Memorandum of Understanding (MOU).

Recognition Procedures

The safety committee, as a standing agenda item, will forward to the Recognition Committee the names of employees and Departments making positive contributions to the safety of others.