City of Dixon
INJURY & ILLNESS PREVENTION PROGRAM

Safety Policy

The City of Dixon believes that everyone benefits from working in a safe environment. To achieve this goal, the City has adopted the following Injury & Illness Prevention Program (IIPP). This IIPP details employee responsibilities as we work together to identify and eliminate safety concerns and practices that compromise safety.

It takes genuine and positive effort to ensure that City employees work in a safe environment. By implementing this policy, the City desires to avoid unnecessary workplace injuries that result from a failure to perform work duties in a safe manner.

Employees are required to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. All injury reports must be filed by the end of each work shift, unless delayed by emergency response needs.

The IIPP must have the commitment and support of all City employees on every level to achieve the goal "to protect the life, safety and health of employees." Safety should be the primary goal of all our employees and should be practiced every day. Thank you for your assistance in reaching this goal.

Jim Lindley
City Manager

9-9-13
Date

POLICY NO.
13-010
CITY OF DIXON

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Responsibilities

1. Managers/Supervisors

   Managers and supervisors are responsible for training the employees that they supervise to perform their jobs properly and safely and shall teach, demonstrate, observe and enforce compliance with established safety standards.

2. IIPP Administrator

   The IIPP Administrator is the Human Resource Director who has the responsibility for the implementation and maintenance of this policy.

3. Employees

   It is the responsibility of each employee to fully comply with the IIPP and to perform their work duties in a safe manner at all times. Employees should ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training with respect to safely performing their duties.

Compliance

1. Management Responsibility

   Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are also expected to enforce these rules fairly and uniformly.

2. Employee Responsibility

   All employees are responsible for using safe work practices, assisting in the maintenance of a safe work environment and for following directives, policies and procedures regarding health and safety.

3. Performance Evaluations

   Employee performance evaluations will include an evaluation of compliance with safe work practices and procedures.

4. Employee Recognition

   Employees who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, will receive written acknowledgment of such contributions which is maintained in the employees' personnel files.

5. Employee Training

   Employees who are unaware of correct safety and health procedures are trained or retrained.

6. Employee Correction

   Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination.

   The following is a suggested pattern of discipline for <u>less serious</u> violations of safe work practices and/or procedures.

   a. First Offense - The employee is given verbal counseling.

   b. Second Offense - The employee is given a written warning. The documentation outlines the nature of the offense, what action the employee must take to correct the problem, and warns the employee that another violation will result in suspension.

c. Third Offense - The employee is given a suspension without pay and is required to complete an action plan for correcting the employee's behavior and for helping to maintain a positive safety culture.

d. Fourth Offense - Termination.

Notwithstanding the suggested pattern noted above, the City reserves the right to discipline employees in any fashion it deems appropriate with respect to actions that are inconsistent with this policy and/or safe work practices or procedures, up to and including termination.

Communication

1. Two-Way Communication

   Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to maintaining an injury-free, productive workplace.

2. System of Communication

   The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable manner.

   a. An orientation program will be provided to all new employees that includes a review of the IIPP and a discussion of safety policies and procedures that the employee is expected to follow.

   b. The City will have safety meetings where safety will be freely and openly discussed at least every quarter, monthly and every 2 weeks (depending on department) and all employees are expected to attend and are encouraged to participate in such meetings.

   c. From time to time, written safety notifications are included with employee paychecks or are posted on organization bulletin boards.

   d. Other appropriate methods of communicating pertinent health and safety information will be implemented as such methods are identified.

3. Safety Suggestions and Hazard Reporting

   a. All employees are encouraged to inform their supervisors or other management personnel of any matter which they perceive to be an actual or potential workplace hazard. Employees are also encouraged to bring forward suggestions for safety improvement to the City.

      While the City prefers that safety reports and suggestions are made in writing, employees can also make such suggestions and reports orally. All safety reports or suggestion should be made to the reporting employee's supervisor, the IIPP Administrator or to other management personnel.

   b. If an employee wishes to report a hazard, safety suggestion, or other safety problem anonymously, he or she can complete a Safety

Suggestion Form which does not include a reference to employee's name or job title.

c. No employee shall be retaliated against for reporting potential or actual hazards or for making safety suggestions.

d. Management will review all safety suggestions and hazard reports.

e. If an employee's name is included with a hazard report or safety suggestion, the reporting employee will be notified about any non-confidential corrective action that is taken with respect to the hazard report or safety suggestion.

f. The resolution of safety issues will be communicated to employees in a manner consistent with this program.

Hazard Identification & Evaluation

Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While the City encourages all employees to continuously identify and correct workplace hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

   Internal safety inspections are conducted on a quarterly basis. Hazards found during these inspections are corrected on the spot. Any recommendations that are submitted for future corrective action will be timely filed with the IIPP Administrator.

   Quarterly internal safety inspections will include a manager and/or supervisor and at least one non-supervisory employee. The City strives to allow each employee at least one opportunity per year to participate in a quarterly inspection.

2. Additional Inspections

   Inspections are also conducted in accordance with Cal-OSHA requirements:

   a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.

   b. Whenever management becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

   c. Whenever it is appropriate to conduct an unannounced inspection.

Injury/Illness Investigation

1. Investigation

   All accidents resulting in injury or property damage, however slight, are investigated to determine the primary and contributing causes. The primary and contributing causes for workplace accidents will be documented and analyzed to assist the City in taking corrective action to prevent similar accidents from occurring in the future. The IIPP Administrator is responsible for insuring that workplace accidents are properly investigated.

2. Reporting

   All facts, findings and recommendations uncovered during workplace investigations are documented on an accident investigation report. Management will review all accident investigation reports with a view towards determining adequacy of corrective action.

3. Reporting to Cal-OSHA

   The following incidents are directly reported to the closest Area office of Cal-OSHA within 8 hours of occurrence:

   a. Fatalities
   b. In-patient hospitalization of three or more employees

   The following information must be provided with any such report:

   - Establishment name
   - Location of incident
   - Time of the incident
   - Number of fatalities or hospitalized employees
   - Contact person
   - Phone number
   - Brief description of the incident

Correction of Hazards

Unsafe or unhealthy working conditions, practices or procedures shall be corrected in a timely manner depending upon the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.

2. When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the City will insure that all exposed workers are removed from the area except the personnel necessary to correct the hazard who have been provided with the necessary safeguards and training to correct the hazard.

3. All correction actions taken shall be documented on the appropriate City incident forms.

Training

1. Orientation - New Employees

The IIPP Administrator or the City's Human Resources Department will conduct the initial orientation with new employees on general safety. New employees will sign acknowledgement forms for all safety materials that they receive during such an orientation. The safety orientation for new employees shall include a review of:

a. The IIPP

All new hires are provided with a copy of the IIPP and safety rules and regulations that apply to their position.

b. Emergency Action Plan (if applicable)

All new employees will be provided with a copy of those aspects of the Emergency Action Plan that pertain to their position.

c. Fire Prevention Plan (if applicable)

All new employees are given a copy of those aspects of the Fire Prevention Plan that pertain to their position.

d. Hazard Communication Program (if applicable)

During general employee safety orientation, employees are provided with information about their "right-to-know" about any hazardous substances in their work environment.

e. Specific accident prevention tips on the most common types of employee injuries:

1) Back injury control
2) Slips, trips and fall prevention
3) Repetitive motion injuries
4) Driving safety
5) Ergonomics

2. Initial On-The-Job Training

Shortly after an employee begins their employment with the City, a manager or supervisor will train the employee in all aspects of safety for the purpose of

educating the new employee on the hazards of the work environment and the required safety procedures that are designed to mitigate those hazards.

This training will be documented on the "New Employee Training Checklist" (Checklist). The manager or supervisor conducting the training and the new employee will both sign the Checklist when the training is completed. The Checklist will become a permanent part of the employee's personnel file.

3. Specific City Training Programs

The following training describes training programs applicable to certain City employees:

a. Emergency Action Plan

This training includes a discussion of the City's disaster preparedness structure and how the employee fits within the structure (i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency, or bomb threat). Refresher training will take place annually.

b. First Aid, CPR, and Bloodborne Pathogen Training

Designated employees will receive training in First Aid, CPR and A.E.D and/or bloodborne pathogen training in accordance with the American Red Cross, American Heart Association requirements and/or the National Safety Council.

c. Defensive Driver Training

All employees who are required to drive pursuant to their duties for the City will receive defensive driver training at least once every four years. Driving on organization business includes driving organization vehicles as well as personal vehicles on organization business. Additional safe driving subjects are covered in safety meetings on an as-needed basis.

4. Retraining

Retraining will be conducted by managers, supervisors and/or the IIPP Administrator when an existing employee changes job functions and at least annually as a refresher training. Retraining shall cover general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

5. Specialized Training

a. Supervisors are trained to understand their responsibilities with respect to the safety and health of the employees that they supervise. Such training will include both safety management and technical subjects.

Supervisors are trained in the hazards and risks faced by the employees under their immediate direction if their general safety training does not include such hazards and risks.

b. Managers/Supervisors/IIPP Administrator:

1) Determine safety-training needs
2) Implement new training programs.
3) Evaluate the effectiveness of these programs.

c. In addition, training is provided whenever:

1) New substances, processes, procedures or equipment pose a new hazard and there is a lack of adequate skill or knowledge to deal with the new hazard.
2) Management and/or the IIPP Administrator become aware of a previously unrecognized hazard and there is a lack of adequate skill or knowledge to deal with the hazard.

Recordkeeping

The City of Dixon maintains records for the purpose of:

1. Tracking and evaluating the City's loss experience and loss exposures.
2. Tracking and evaluating the safety activities that have been accomplished.
3. Providing a documentation of the safety activities.

All such documentation will be maintained on site for two years after the year that the safety activity was completed. After that time, the City will determine how long the records will be kept consistent with Federal, State, and local requirements.