

# City of Ceres



## Injury and Illness Prevention Program

September 2015



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The Management of City of Ceres is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees, workers over whom City of Ceres has an employer relationship according to 8 CCR 336.10.

The person with the primary authority and responsibility for implementing the Program:

Name Delilah Vasquez Title Human Resources Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **1.0 EVALUATING HAZARDS**

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.

An important tool used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

### **1.1 WHEN HAZARDS WOULD NEED TO BE IDENTIFIED & EVALUATED**

- a. When Safety Orders of the California Code of 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.
- b. During the accident investigation process.
- c. When revealed during a routine inspection.
- d. Whenever new substances, process, procedures, or equipment are introduced to the work place that represent a new safety hazard.
- e. Whenever the City of Ceres is made aware of a new or previously unrecognized hazard.
- f. When employee safety suggestions are made regarding a hazard.

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

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

## **2.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS**

## **2.1 EMPLOYER RESPONSIBILITIES**

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The following represents a list of the most important ones.

- a. Establish, implement and maintain an Injury and Illness Prevention Program and update it periodically to keep employees safe.
- b. Inspect workplace(s) to identify and correct unsafe and hazardous conditions.
- c. Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- d. Use color codes, posters, labels or signs to warn employees of potential hazards.
- e. Establish or update operating procedures and communicate them so employees follow safety and health requirements.
- f. Provide medical examinations and training when required by Cal/OSHA standards.
- g. Report immediately by telephone or fax to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment as required by section 342(a), Title 8, California Code of Regulations (T8CCR). Serious injury or illness is defined in section 330(h), T8CCR.
- h. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.
- i. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.
- j. If required to keep one, provide employees, former employees and their representative's access to the Log and Summary of Occupational Injuries and Illnesses, Cal/OSHA form 300, at a reasonable time and in a reasonable manner.
- k. Provide access to employee medical records and exposure records to employees or their authorized representatives.
- l. Provide the Cal/OSHA enforcement personnel with names of authorized employee representatives who may be asked to accompany enforcement personnel during an inspection.
- m. Do not discriminate against employees who exercise their rights under the California OSH Act.
- n. Post Cal/OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags.

- o. Correct cited violations by the deadline set in the Cal/OSHA citation and submit required abatement verification documentation.

## **2.2 SUPERVISORS AND MANAGERS**

Supervisors and Managers shall have the general authority to supervise all aspects of the IIPP and other safety related matters, utilizing the necessary resources to ensure hazards are reasonably resolved in a timely manner.

## **2.3 IIPP COORDINATORS**

### **2.3.1 Safety Coordinators**

The Human Resources Director is the Safety Coordinator for the City, responsible for the implementation of this program. Safety coordinators from each department are assigned to the Safety Committee and have the responsibility and authority to assist Supervisors and Managers in their departments in executing their safety-related responsibilities. The City-Wide Safety Committee is formed to assist in the coordination of the safety program.

### **2.3.2 Safety Committee**

The safety committee is comprised of the safety coordinators from different departments. Safety committee members communicate issues from the committee to their department and visa-versa. The safety committee charter may be found in Appendix B.

<b>Group</b>
Police
Human Resources
Fire Department
Finance ( <i>HR represents Finance</i> )
Planning/Engineering
Recreation
Public Works

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

- a. Attend safety committee meetings
- b. Transfer all safety related information to their supervisors so that each department is aware of upcoming safety classes, safety inspections or otherwise.
- c. Perform or coordinate periodic site safety inspections.
- d. Relate any safety concerns within their department to the safety committee for review and communication. Report any unsafe conditions to their supervisor.
- e. Report any accidents within their department to the safety committee.

## **2.4 JOB CLASSIFICATIONS**

Under the California Code of Regulations, Title 8, Chapter 4, employees may be protected under the General Industrial Safety Orders (GISO), Subchapter 7, or the Construction Safety Orders (CSO), Subchapter 4, depending on the type of work being performed; there are also other Safety Orders for specific types of work. 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, and the High-Hazard industry list, shops and Departments will be considered as listed below:

### **2.4.1 General Industry Safety Orders**

- a. All office and administration
- b. Recreation
- c. Police
- d. Fire
- e. Planning/Engineering
- f. Finance
- g. Public Works, with exception below\*

### **2.4.2 Construction Safety Orders**

- a. Streets & Parks but only for some work activities

\*Because of the diverse nature of their assignments, laborers could be governed by either set of orders depending on their tasks.

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

## **3.0 CODE OF SAFE PRACTICES**

After hazards are identified, they are evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published information. The Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in the environment safely.

Note that although under California Code of Regulations, the Term “Code of Safe Practices” pertains only to Construction Safety Orders, for the purposes of the City of Ceres’ 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.

- a. The Code of Safe Practices must be reviewed and updated as new hazards are identified.

- b. 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.
- c. 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 that new, potential hazard.

The Code of Safe Practices (COSP) for city employees is found in Appendix J of this document, with the exception of Public Works. The Public Works COSPs are found in a separate document under their document control.

#### **4.0 PERIODIC INSPECTIONS**

##### **4.1 INSPECTION FREQUENCY AND CORRECTION PROCEDURES**

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 annually.** 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 Ceres 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 Ceres disciplinary policy.

All findings will be documented using the form (Appendix C of this program), and a risk assessment code assigned, based on the descriptions given below.

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

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).

## **5.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING**

### **5.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS**

All employees must notify their Supervisor or Manager immediately when an incident or near miss occurs involving injury or illness

#### ***On-The-Job Injury, Illness or Exposure Investigation Form***

Once an occupational illness, accident, or injury occurs, a report must be completed by the supervisor immediately. The supervisor will evaluate the cause and what actions need to be taken to protect other employees. All actions will be documented on the On-The-Job Injury, Illness or Exposure Investigation Form and will include identified hazard(s), and recommendations for mitigating the hazard. The correction protocol that is used may include one or more of the following:

- a. Engineering control
- b. Personal Protective Equipment (PPE)
- c. Administrative control
- d. New safety rule
- e. Employee training

The supervisor shall accomplish corrective actions required for physical hazards by completing a facilities work request.

The supervisor shall accomplish corrective actions required for process or procedural hazards by updating written policies and/or providing training, coaching, discipline, etc.

#### ***Workers' Compensation Employee Claim Form***

The employer must provide this form to the employee within 24 hours of learning of the injury or illness. The employee should return the form in a timely manner.

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.

### ***Supervisor's Accident Report, Workers' Compensation Claims, Form W/C 3005***

Within five days of learning of an occupational injury or illness, City of Ceres will notify their Workers Compensation Insurance Carrier who will fill out and forward to Cal/OSHA the Employer's 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 :
  - i. 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);
  - ii. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
  - iii. Cleaning, flushing or soaking wounds on the surface of the skin;
  - iv. 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);
  - v. Using hot or cold therapy;
  - vi. 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);
  - vii. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
  - viii. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
  - ix. Using eye patches;
  - x. Removing foreign bodies from the eye using only irrigation or a cotton swab;
  - xi. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
  - xii. Using finger guards;
  - xiii. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or

- xiv. Drinking fluids for relief of heat stress.

### ***Doctor's First Report Form***

If the employee goes to the doctor, a copy of the Form W/C 3005 should be submitted to the Workers' Compensation Insurance carrier.

## **5.2 REPORTING TO CAL/OSHA**

### ***ALL SERIOUS INJURIES MUST BE REPORTED TO CAL/OSHA IMMEDIATELY.***

Cal/OSHA Enforcement District Office must be notified of a serious injury or death no longer than 8 hours after the employer (manager or supervisor) has been put on notice of the incident.

In the event of a serious injury, manager/supervisor is to call HR and contact a live person to provide the accident information. HR will then call Cal/OSHA and make the report. If the manager/supervisor is unable to contact a live person in HR, they are to leave a detailed message with HR and call Cal/OSHA to report the injury. Individual departments may have additional reporting requirements.

This notification is to be made to the Cal/OSHA Enforcement District Office at: (916) 263-2800 <http://www.dir.ca.gov/dosh/DistrictOffices.htm> ]

**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.

**Exception:** An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident).

**Immediate is defined as:** as soon as a call can possibly be made without interfering with medical treatment or emergency response activities:

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

- a. your name,
- b. a telephone number at which you can be reached for follow-up questions,
- c. the name of the injured employee,
- d. the nature of the injury to the best of your knowledge,
- e. where the employee is being hospitalized,
- f. a telephone number for the hospital,
- g. if the employee's family or other important person(s) have been contacted,
- h. what, to the best of your knowledge, happened,
- i. where did the injury occur (site or location),

- j. when did the incident happen,
- k. the names of any other parties involved with the injury, as well as the names of witnesses,
- l. any other information you consider to be important.

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:

- a. How long has the employee been employed by the employer?
- b. What was the employee doing at the time of the accident?
- c. Was the employee assigned to do the job (s)he was doing at the time of the accident, and who did the assigning?
- d. Who was the employee's immediate supervisor, or other supervisor, for the job the employee was doing at the time of the accident?
- e. Was the employee trained in the specific job and the hazards of that job? Who provided the training? Is there documentation of the training?
- f. Were there any written procedures for the job that was being performed and was the employee following those procedures?
- g. Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident?
- h. Was the proper equipment, including personal protective equipment, being used for the job?
- i. Is the process, operation or job new to the worksite?
- j. Was the injured employee being supervised? What was the proximity and adequacy of supervision?
- k. Did the employee receive hazard recognition training prior to the accident?
- l. What was the location of the accident? What was the physical condition of the area where the accident occurred?
- m. What immediate or temporary action(s) could have prevented the accident or minimized its effect?
- n. What long-term or permanent action(s) could have prevented the accident or minimized its effect?
- o. Had corrective action been recommended in the past, but no corrective action been taken?

The following documents may be requested by the Cal/OSHA investigator; Managers and Safety Coordinators should be prepared to present them:

- a. Injury and Illness Prevention Program
- b. Records that establish management policies governing the activity involved in the accident, e.g., Code of Safe Work Practices
- c. Condition reports, hazard reports and analysis records that reflect decisions regarding the accident environment
- d. Facility specifications and descriptions that construct the work environment
- e. Purchasing specifications and directives that reflect decisions regarding equipment and work materials
- f. Equipment installation, repair, maintenance and critical parts inspection records that reflect priorities and control of work
- g. Equipment manufacturers' and company's operator manuals, work instructions, operator training criteria and skill certification requirements that reflect program standards
- h. Employee selection, placement, and training records that relate to operators, repair and maintenance workers and supervisors
- i. Work records that relate to the job and individual employee with respect to task assignment, classification, hazard exposure or health exposure
- j. 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.

### **5.3 CAL/OSHA RECORD KEEPING**

- a. Whenever an Employer's Report of Occupational Injury or Illness, Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300 within 6 days of the event by the City or its TPA.
- b. City of Ceres' Worker's Comp carrier will also complete the Cal/OSHA Form 301.  
Note: If the report forms in Appendix D are used, they may be substituted for the Form 301.

## **5.4 RECORD KEEPING**

Safety related records will be kept by the Human Resources Department. Records include:

- a. Periodic inspections identifying unsafe work practices and conditions including:
  - i. The name of the person(s) conducting the investigation.
  - ii. The unsafe condition or work practice(s) identified.
  - iii. The action taken to correct the unsafe condition or practice.
  - iv. Copies to the appropriate persons and files.
- b. Documented safety and health training including:
  - i. Employee name.
  - ii. Training dates.
  - iii. Type(s) of training.
  - iv. Name(s) of trainer(s).
- c. Documented accident, injury and illness investigations including the completed form(s).
- d. Safety Suggestion Forms (See Appendix) and the documented responses.
- e. Copies of all required injury- and illness-related forms ( including Employer' Report of Occupational Injury or Illness( 5020), Doctor's First Report of Occupational Injury or Illness (5021) and Workers' Compensation Claim Form (DWC1)).
- f. Safety Committee meeting minutes.
- g. Toolbox Safety meeting records (Appendix G)

## **5.5 RECORDS RETENTION**

The legally mandated minimum records retention durations and City of Ceres requirements are given in Appendix E.

## **6.0 COMMUNICATION**

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

- 1) A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- 2) Since the employee is often in a better position to spot potential hazards in the work areas we have placed a suggestion box and forms throughout the agency. 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. In the event of an anonymous suggestion, a response will be provided in the safety committee meeting minutes as posted on the safety bulletin board of that area. Safety suggestion boxes and forms may be found at:

- PD Conference Room
  - Annex Break Room
  - Fire Station 1 Mail Room
  - Community Center Break Room
  - City Hall Break Room
  - Public Works Water Building
- 3) Safety suggestions may be submitted via the “Ask Ceres” website.
  - 4) Safety posters and signs will be posted in areas of concern to help remind employees of certain hazards and to protect themselves.
  - 5) General safety meetings will be scheduled as needed to review changes in the program and receive employee input.
  - 6) A standing Safety Committee meets on the third Wednesday of each month. The Charter for that committee can be found in the appendix.
  - 7) 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 discuss the hazards associated with the work in the coming two weeks.

## 7.0 **TRAINING**

Training is an essential part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- a. The code of safe practices.
- b. Accident reporting.
- c. Communication.
- d. The City of Ceres' safety policies, including disciplinary policies

Supervisors shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors 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. A safety training matrix has been developed as a tool for supervisors to identify the specific safety training that their employees need.

Training is provided:

- a. To all employees and those given new job assignments for which training has not yet been received.
- b. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- c. Whenever the City of Ceres is made aware of a new or previously unrecognized hazard.

Records of all training should be kept, including the name and signature of the person being trained, the date and topic of the training, and copies of training materials. Records shall be kept by the Safety Coordinator

Employees who fail to comply with the City of Ceres' safety rules (the Code of Safe Practices) will be subject to disciplinary action, up to and including, termination. Depending on the circumstances and the safety issues involved, the progressive disciplinary process may be appropriate. Managers and supervisors will follow the discipline procedures as found in the H.R. Policy & Procedure manual.

## Recognition

The City will recognize employees for their contributions to the safety program by providing certificates of appreciation at employee meetings. Other programs may be developed to recognize good safety performance.

### **APPENDIX A**

#### **JOB SAFETY ANALYSIS FORM**

## JOB SAFETY ANALYSIS FORM

	Job:  <b>Example</b>		Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>		<b>RECOMMENDED SAFE JOB PROCEDURE</b>
<p>Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.</p>	<p>For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?</p>		<p>For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.</p>

## JOB SAFETY ANALYSIS FORM

	Job:		Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>		<b>RECOMMENDED SAFE JOB PROCEDURE</b>

## **APPENDIX B**

### **SAFETY COMMITTEE CHARTER**

<b>Committee Name</b>	<b>Sponsor</b>	<b>Team Leader</b>	<b>Team Members</b>
Safety Committee	Human Resources	HR Director	Safety Coordinators as identified in the Injury and Illness Prevention Program
Meeting Times/Location:	Third Wednesday of the month at a mutually agreed upon time.		
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> <li>▪ Monthly safety committee meetings per 8 CCR, 3203, (c) et. al.</li> <li>▪ Review quarterly safety inspections to help identify and correct hazards</li> <li>▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence</li> <li>▪ Communication between employees and management</li> <li>▪ Schedule and review employee safety training</li> </ul>		
Scope/Authority	<ul style="list-style-type: none"> <li>▪ Provide advice and input to individual departments on safety matters</li> <li>▪ Ensure that all employees are provided with a safe and healthy workplace</li> <li>▪ Identify and discontinue unsafe practices and/or use of unsafe equipment</li> <li>▪ Schedule required safety training</li> <li>▪ Recommend corrective actions to address safety hazards</li> <li>▪ Serve as communications conduit between employees and management on safety concerns</li> </ul>		
Success Criteria	<ul style="list-style-type: none"> <li>▪ Compliance with safety regulations and receive no Cal/OSHA citations.</li> <li>▪ Provide regularly scheduled employee safety training</li> <li>▪ Fewer accidents and injuries</li> <li>▪ Establishment of required safety programs</li> <li>▪ Improved feedback regarding employees' sense of safety and well-being</li> </ul>		
Decision-Making Process	<ul style="list-style-type: none"> <li>▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action.</li> </ul>		
Product(s)	<ul style="list-style-type: none"> <li>▪ Develop written safety programs in compliance with CCR, Title 8.</li> <li>▪ Provide safety training and recordkeeping</li> <li>▪ Produce quarterly periodic inspections reports</li> <li>▪ Respond to employee safety concerns and/or suggestions</li> </ul>		
Decision Communication	<ul style="list-style-type: none"> <li>▪ Agenda and minutes of meetings to members and posted at employee worksites</li> <li>▪ Use of internal and external communication tools to disseminate major actions</li> </ul>		
Evaluation	<ul style="list-style-type: none"> <li>▪ Annual review by the Safety Committee and Management on committee effectiveness.</li> </ul>		

## **APPENDIX C**

### **INSPECTION AND CORRECTION FORM**

## Inspection Findings

**Inspection Date:** \_\_\_\_\_

The following are violations of Cal/OSHA regulations, building or fire codes, other standards, or are hazardous conditions that may cause injury or illness to employees, or cause environmental damage or property loss at the City of Ceres. These conditions require corrective action so as to ensure a safe and healthful workplace for employees and employer. Please initial and date corrections as they are completed.

The following hazards were identified during the safety inspection conducted by: \_\_\_\_\_

For explanation of Risk Assessment Codes see the last page.

Item Number	Hazard Identified	Risk Assessment Code	Correction Date	Initials
1.				
2.				
3.				
4.				
5.				

Keep one copy of these findings and use a copy as a working correction aid.

Correction notes that are required are:

1. Whom corrected the hazard.
2. The date of the correction.

### Risk Assessment Class

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 affect personnel or environmental safety or health, but is a violation of specific criteria).

**APPENDIX D**

**INJURY AND ILLNESS INVESTIGATION FORM**

Complete and send with the Employer's First Report to:

W/C 3005 (9-01)

**SUPERVISOR'S ACCIDENT REPORT  
WORKERS' COMPENSATION CLAIMS**

**ACCLAMATION INSURANCE  
MANAGEMENT SERVICES**

P.O. Box 28100  
FRESNO, CA 93729  
800-559-8891

DATE & TIME RPT'D.

EMPLOYER LOCATION LOCATION CODE NO.

A. EMPLOYEE NAME JOB TITLE

DEPARTMENT

☐ LOST TIME  
☐ NO L.T.

☐ FIRST AID

B. TIME AND PLACE OF ACCIDENT DATE HOUR DEPARTMENT IMMEDIATE SUPERVISOR

IDENTIFY EXACT LOCATION WHERE ACCIDENT OCCURRED (BE SPECIFIC)

JOB OR ACTIVITY AT TIME OF ACCIDENT (BE SPECIFIC)

C. WITNESS - LIST OF NAMES AND ADDRESSES

D. DESCRIBE ACCIDENT

E. ACCIDENT CAUSES (EXPLANATION)

UNSAFE CONDITION:

F. UNSAFE ACT

G. CORRECTIVE ACTION TAKEN - INCLUDE BOTH EMPLOYEE AND SUPERVISOR ACTIONS  
TO PREVENT FUTURE OCCURRENCES:

NAME

TITLE

PHONE

SIGNATURE

DATE

**APPENDIX E**

**RECORDS RETENTION REQUIREMENTS**

## Records Retention

Revised 9/15/15

<b><u>Record</u></b>	<b><u>Minimum Retention (yrs)</u></b>	<b><u>CODE CITATION</u></b>
Workplace inspections <sup>1</sup>	1	8CCR3203(b)(1)
Training records <sup>1</sup> (See below for exceptions)	1	8CCR3203(b)(2)
Annual training in the contents of fire safety and evacuation plans.	“Records shall be kept”	CFC 406.2
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None <sup>2</sup>	
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)
Issuance of PPE	“Records shall be kept”	8CCR 8414(j)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4), 22CCR66262.4
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 mandatory annual inspection of HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

<sup>1</sup> Local governmental entities are not required to keep these records. (8 CCR 3203 EXCEPTION No. 4) They are, however, still required to perform these activities.

<sup>2</sup> If the Accident Investigation Records are used in place of the Cal/OSHA 301 Form, they must be kept for a minimum of 5 years just as the Form 301 would.



**APPENDIX F**  
**TOOLBOX MEETING RECORD**

# Toolbox Safety Meeting Report

Date:
Department/Shop:
Meeting Leader (print):
Meeting Leader (signature):

Topic Discussed

[illegible]

**APPENDIX G**  
**MASTER SAFE COMMITTEE AGENDA**



## SAFETY COMMITTEE

<Date>

<Time>

**Location**

---

- ▶ Approval of Agenda
- ▶ Approval of Minutes
- ▶ Progress Report/ Action Items
  - Written Programs
  - Employee Training
- ▶ Periodic Inspection Report
- ▶ Safety Suggestions
- ▶ Review of Injury/ Accident Reports
- ▶ Next Meeting Date:

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s**

**APPENDIX I**  
**SAFETY SUGGESTION FORM**

**THE CITY OF CERES**  
**Safety Suggestion Form**

**This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.**

Area of Unsafe Condition or Action: \_\_\_\_\_

What Unsafe Condition or Action Did You See?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Do You Think Might Have Caused This?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How Would You Suggest Improving Safety?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has This Been Reported to the Supervisor or Safety Coordinator? \_\_\_\_\_

Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

THE CITY OF CERES ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

THE CITY OF CERES WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

**Anonymous Suggestions: A response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board of that area.**

## **APPENDIX J**

### **Code of Safe Practices (COSP)**

**(Note: Public Works COSP in separate document)**

#### **Code of Safe Practices**

##### **Job Safety Class: Office - Clerical/Administrative/Management**

The City's Illness and Injury Prevention Program requires employees in clerical/administrative/management positions abide by the following safe practices:

1. Report all unsafe conditions and equipment to the supervisor, Department Director, Program Administrator, or City Manager.
2. Report all accidents, illnesses, and injuries to the supervisor, Department Director, Program Administrator, or City Manager.
3. In the event of fire, sound the alarm and evacuate along established escape routes.
4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated area.
5. Only trained employees may attempt to respond to a fire or other emergency.
6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
7. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
8. All spills shall be wiped up promptly, using appropriate materials.
9. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
10. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
11. File cabinet drawers shall be opened one at a time and closed when work is finished.
12. Proper lifting and carrying techniques and appropriate equipment shall be used.
13. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.

14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
15. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords. All equipment such as fans, paper cutters, and shredders, shall be properly guarded to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not be allowed at the workplace.
19. VDT work stations, including monitors, chairs, and keyboards, shall be adjustable.
20. VDT work stations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
21. VDT monitor background and screen lighting should be compatible.
22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive VDT use.
23. Access to fire fighting equipment shall remain unblocked.
24. The contents of all containers shall be clearly identified on the labels.
25. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
26. Weapons are not permitted in the work environment.
27. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

## **Job Safety Class: Field Operations**

The City Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor, Department Director, Program Administrator, or City Manager.
3. Report all accidents, illnesses, and injuries to the supervisor, Department Director, Program Administrator, or City Manager.
4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress shall remain unblocked, well lighted, and be kept clear of items that can impair orderly evacuation.
8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
10. All spills shall be cleaned up promptly, using appropriate materials.
11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
12. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
14. All electrical equipment shall be plugged into appropriate ground fault interrupt circuit receptacles.
15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.

17. All equipment such as saws and drills shall be properly guarded to prevent cuts and abrasions.
18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.
20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior will not be allowed at the workplace.
21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
22. Employees shall comply with proper confined space procedures.
23. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) as identified in the Site-Specific HSP and abide by all health and safety procedures contained therein.
24. Employees shall be trained on the use and limitations of personal protective equipment.
25. Nonessential employees shall maintain a safe distance from field equipment.
26. Before digging, a utilities locator must be contacted if underground utilities are possible, and property owners will be asked to identify hidden utilities.
27. Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities. OSHA excavation safety standards shall be followed at all times.
28. Walls of trenches and excavations must be shored, benched, or sloped to avoid cave-ins. Workers may not enter a trench or excavation without appropriate protective systems in place.
29. Spoils piles must be no closer than 2 feet from the edge of any excavation.
30. A safe means of egress must be constructed every 25 feet of lateral travel for trench excavations.
31. Excavations shall not be dug near building foundations, walls, or sidewalks without using proper support systems.
32. Physical barriers shall be erected around excavations.

33. Do not ride in power shovels, backhoe buckets, or other equipment not designed for this purpose.
34. Maintain safe operations around electrical sources and equipment.
35. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
36. Employees working in cold environments shall wear appropriate clothing and protective devices.
37. Weapons are not permitted in the work environment.
38. All containers shall be labeled to clearly identify the contents.
39. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
40. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.
41. Flammable liquids and gasoline shall be stored in appropriate containers.
42. Inspect motorized vehicles and other mechanized equipment daily prior to use.
43. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

## **Job Safety Class: Equipment Maintenance Technicians**

The City Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
1. Report all unsafe conditions and equipment to the supervisor, Program Administrator, or City Manager.
2. Report all accidents, illnesses, and injuries to the supervisor, Program Administrator, or City Manager.
3. In the event of fire, sound the alarm and evacuate.
4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
5. Only trained employees may attempt to respond to a fire or other emergency.
6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
7. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
8. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
9. File cabinet drawers shall be opened one at a time and closed when work is finished.
10. Proper lifting and carrying techniques and equipment shall be used.
11. All electrical equipment shall be plugged in appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
12. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
13. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords.

14. All equipment, such as fans, saws, drills, and grinders, shall be properly guarded to prevent cuts and abrasions.
15. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
16. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders may not be used near sources of electricity.
17. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not be allowed in the workplace.
18. Use proper lockout and tagout procedures prior to performing maintenance on equipment.
19. Employees shall use proper techniques for glass cutting and disposal.
20. Employees shall wear proper personal protective equipment (e.g., gloves, steel-toed shoes, and safety glasses/goggles) while working with tools and compressed air equipment.
21. Maintenance workers shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets of all chemicals in use.
22. Emergency shower and eye wash stations will be inspected periodically to ensure they are in proper working order.
23. Be aware of surrounding area and assure proper footing to avoid trips and falls.
24. Weapons are not permitted in the work environment.
25. All containers shall be labeled to clearly identify the contents.
26. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
27. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage cabinets.
28. While operating vehicles, including cars, trucks, or field equipment, employees must wear a seat belt and shoulder harness, observe proper speed limits, and practice defensive driving.
29. Inspect motorized vehicles and other mechanized equipment daily prior to use.

30. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

## **Job Safety Class: Police**

The City Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the Watch Commander, Chief, Program Administrator, or City Manager.
3. Report all accidents, illnesses, and injuries to the Watch Commander, Chief, Program Administrator, or City Manager.
4. All hazardous waste materials, such as rubber gloves, and other contaminated materials, will be disposed of following established department safety practices and regulatory requirements.
5. All offices are expected to follow established departmental procedures regarding safety check of equipment prior to their shifts.
6. All equipment shall be properly cleaned and maintained and in proper working order.
7. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
8. Substance abuse, legally prescribed medication or other conditions that adversely affect the employee's safety, health, or behavior is not allowed in the workplace.
9. Employees must wear a seat belt and shoulder harness while operating vehicles. Observe proper speed limits and traffic laws and practice defensive driving.
10. Employees shall wear proper protective equipment as identified in departmental policy and abide by any and all health and safety procedures contained therein.
11. Employees shall be trained on the use and limitations of personal protective equipment.
12. Inspect vehicles and other equipment daily prior to use.
13. Employees shall be familiar with, and follow departmental policy regarding the safe use of maintenance equipment.

## **Job Safety Class: Emergency Services/Firefighters**

The City Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the Shift Captain, Commander, Chief, Program Administrator, or City Manager.
3. Report all accidents, illnesses, and injuries to the Shift Captain, Commander, Chief, Program Administrator, or City Manager.
4. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
5. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
6. All spills shall be wiped up promptly using appropriate materials.
7. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
8. Waste materials, such as gloves, disposable medical equipment, and other contaminated materials will be properly disposed of according to accepted hazardous material disposal procedures.
9. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
10. Proper lifting and carrying techniques and equipment shall be used.
11. All electrical equipment shall be plugged into appropriate wall receptacles.
12. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
13. All equipment, shall be inspected regularly to ensure proper working order and safe operation.
14. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
15. Substance abuse, legally prescribed medication, or other conditions that adversely affect the employee's safety, health, or behavior is not be allowed at the workplace.
16. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
17. All employees shall operate department vehicles in a safe manner and follow established departmental policy and procedures when responding to emergencies.

## APPENDIX J - DEPARTMENT-SPECIFIC IIPP SUPPLEMENTS

## REVISION HISTORY LOG

[illegible]