

RESOLUTION NO. 2012-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY AMENDING THE INJURY AND ILLNESS PREVENTION PROGRAM AND ADDING AN EMERGENCY ACTION PLAN

THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The City Council of the City of Jurupa Valley does hereby find and determine that:

(a) The City Council desires to provide a safe and healthful workplace for City employees.

(b) The City Council is governed by the California Occupational Safety and Health Act of 1973 and other applicable federal, state and local laws which ensure the safety and health of all City personnel at work.

(c) The development and implementation of an injury and illness prevention program and emergency action plan will likely reduce the costs and risks associated with workplace injuries and illness.

(d) The public interest is best served by providing a safe and healthful workplace for employees of the City of Jurupa Valley.

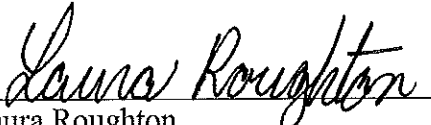
Section 2. Adoption of an Amended Injury and Illness Program. The City Council of the City of Jurupa Valley hereby adopts the amended Injury and Illness Prevention Program, and adds the Emergency Action Plan, attached and incorporated as Exhibit "A" hereto.

Section 3. Implementation. The City Manager has overall responsibility for insuring the implementation of an effective health and safety program for City personnel. The City Manager, or his/her designee, is the City's Safety Officer. The City Manager or his/her designee, as the City Safety Officer, in conjunction with each Department Head, is responsible for the development of specific policies and procedures to cover hazards unique to their department, and providing training on the written policies and procedures applicable to their Department. It is the responsibility of each Department Head to implement the Injury and Illness Prevention Program and Emergency Action Plan within his/her Department.

Section 4. Resolution Supersedes Resolution N0. 2011-29 City of Jurupa Valley Injury and Illness Prevention Program. It is the intent and order of the City Council of the City of Jurupa Valley that in enacting this Resolution, its terms shall supersede previous Resolution No. 2011-29.

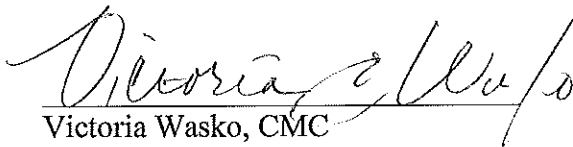
Section 5. Certification. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Jurupa Valley on this 19th day of April, 2012.



Laura Roughton
Mayor

ATTEST:



Victoria Wasko, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF JURUPA VALLEY)

I, Victoria Wasko, City Clerk of the City of Jurupa Valley, do hereby certify that the foregoing Resolution No. 2012-09 was duly passed and adopted at a meeting of the City Council of the City of Jurupa Valley on the 19th day of April, 2012 by the following vote, to wit:

AYES: GOODLAND, HANCOCK, JOHNSTON, LAURITZEN, ROUGHTON

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Jurupa Valley, California, this 19th day of April, 2012.

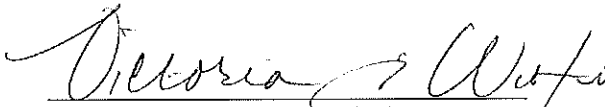

Victoria Wasko, City Clerk
City of Jurupa Valley

Exhibit "A" to Resolution No. 2012-09

**Injury & Illness
Prevention Program
and
Emergency Action Plan**

April 19, 2012

City of Jurupa Valley

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Section 1 Program Implementation

1.1. Policy Statement

This safety program is developed to provide standards for sound, workable safety activities to assist the City of Jurupa Valley (City) in fulfilling its important functions of leadership and public service.

To be successful, our program must embody proper attitudes toward injury and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

The City will abide by applicable Federal, State, County and City laws and regulations to ensure the safety and health of all City personnel while at work.

It is also the responsibility of each Department Head to establish safety as a standard operating procedure, and to ensure safe working conditions for all City personnel. It is a joint obligation of all City personnel to strive to prevent accidents and work injuries. Failure to adhere to this program and safety directions may result in progressive disciplinary action up to, and including, discharge.

The benefits of an active safety program touch on every area of our organization, as well as our homes and the community. Specifically, these benefits include better working conditions, improved public relations, higher morale of personnel, reduction of costs and liabilities, increased productivity, and harmonious personnel relations.

1.2. Purpose of the Program

The purpose of the Injury and Illness Prevention Program (IIPP) is for the continual improvement of health and safety in City operations and to eliminate work-related injuries and illnesses.

To accomplish these goals, this program establishes policies and procedures related to employee health and safety. Elements within the program comply with specific regulatory requirements of the California Occupational Safety and Health Administration (Cal/OSHA).

This document is designed as a working document to be used by all City personnel as a reference for health and safety issues.

1.3. Department – Specific Policies and Procedures

The Safety Officer, in conjunction with each Department Head is responsible for the development of specific policies and procedures to cover hazards unique to their department, providing training on the written policies and procedures applicable to their department.

1.4. Responsibilities

City Manager

The City Manager has overall responsibility for ensuring the implementation of an effective health and safety program for City personnel. The City Manager, or his designee, is the City's Safety Officer.

Safety Officer

As the representative of the City Manager for health and safety issues, the responsibilities of the Safety Officer include:

- Fully supporting this program and ensuring its full implementation for City operations
- Establishing City-wide health and safety policies and procedures to ensure compliance with governmental regulations and enhance the health and safety of personnel
- Establishing and chairing a City-wide Health and Safety Committee
- Ensuring adequate resources are available to provide for training, equipment, etc., for the effective implementation of the program
- Stopping any work operation deemed to be unsafe to personnel or the public
- Ensuring managers and supervisors enforce health and safety rules, policies, and procedures through periodic inspections and the use of incentives and corrective action
- Ensuring incident/accident investigations and reports are completed in a timely manner
- Investigating any serious accidents and reviewing accident/incident reports
- Assuming responsibility for visitors and contract personnel and requiring that contractor personnel abide by this program through amendments to agreements

- Performing periodic workplace evaluations to determine compliance with this program and assess program effectiveness
- Providing information to Department Heads on safety deficiencies noted during inspections of the facilities and operations
- Establishing a system to document and track the progress and completion of corrective actions
- Reporting on the status of the program and the results of any inspections and investigations to the Health and Safety Committee
- Ensuring availability of appropriate safety training for all personnel
- Establishing a system for maintaining the records and correspondence required by this program
- Maintaining outside professional resources and contacts as necessary to implement the program
- Reviewing revisions or additions of new procedures to assure that adequate health and safety measures are developed and implemented

Department Heads

Each Department Head is responsible for implementing the Injury and Illness Prevention Program within his/her department. Responsibilities include:

- Identifying safety and health hazards associated with their operations
- Implementing a system of periodic inspections, investigations, and incidents and correcting deficiencies according to this program
- Ensuring department personnel receive pertinent health and safety training
- Complying with recordkeeping requirements as specified by this program
- Demonstrating leadership by following all safety rules, policies and procedures themselves
- Ensuring department compliance with health and safety rules, policies, and procedures
- Investigating accidents or *near misses* that result in, or may result in, personnel injuries and completing accident investigation reports
- Routinely inspecting their workplace for health and safety hazards and correcting these hazards

Health & Safety Committee Members

Each Committee member is responsible for:

- Being alert for conditions that might cause an injury or illness and bringing these issues to the attention of management
- Assisting with the investigation of all accidents involving City property and/or personnel within their department

City Personnel

Ultimately, the responsibility for ensuring the effectiveness of the program rests with all City personnel. All City personnel are responsible for:

- Fully complying with all elements of this program
Participating in training sessions and becoming familiar with the information provided
- Using protective equipment and devices as required
- Reporting unsafe practices/conditions to their Department Head
- Reporting all injuries, regardless of the severity, to their Department Head as soon as possible

1.5. Communication and Employee Participation

Health & Safety Committee

The City Health and Safety Committee provides a forum for management and City personnel to discuss issues, establish policies and procedures, review accident causes, and evaluate employee suggestions. Participation by all City personnel in the program is encouraged through representation on the Committee.

City Personnel Suggestions

All City personnel are required to notify their Department Head or the Health & Safety Committee of any condition they perceive as a potential hazard. All City personnel are also encouraged to submit suggestions to the Health and Safety Committee to enhance workplace health and safety. In accordance with federal and state law, no City personnel will be retaliated against for reporting hazards or making suggestions related to health and safety. City personnel may also submit a suggestion, concern, or question (anonymously, if desired) using the "City Personnel Suggestion/Request for Safety Review" form provided in Appendix A.

Postings

Information related to health and safety will periodically be posted on City bulletin boards, by emails, or other means. City personnel should check

regularly for this information. Questions regarding postings should be directed to their Department Head.

1.6. Enforcement Procedures and Incentives

All City personnel are expected to comply with all safety and health policies, procedures and rules. Failure to do so may result in disciplinary action according to City Personnel Policies & Procedures.

Section 2 Health and Safety Committee

2.1. Goals and Responsibilities

The City Health and Safety Committee performs the following functions:

- meets semi-annually, or more often as necessary
- Establishes annual goals and objectives and determines and implements appropriate action plans
- Assists management and staff with performing periodic inspections and identify unsafe or unhealthful conditions and work practices
- Reviews accident reports to determine measures necessary to prevent future accidents
- To the extent possible, ensures any identified unsafe or unhealthful conditions and work practices are corrected
- Discusses and addresses all safety and health suggestions and concerns submitted to the Committee

2.2. Membership of the Committee

In addition to the Safety Officer, the membership of the Health and Safety Committee shall consist of Department Heads and/or other appropriate personnel appointed by each Department Head.

2.3. Committee Meetings

As a minimum, the following will be addressed using the "Safety Committee Meeting Agenda" form provided in Appendix A during each Committee meeting:

- Review all accident reports received since the previous meeting
- Review and take action on incomplete items
- As new business, the Committee should review the results of any inspections and address any concerns or suggestions regarding safety
- Record and post minutes of the meeting

Section 3 City Personnel Training

3.1. City Personnel Training

Department Heads will review their staff job responsibilities and the potential job hazards and prepare a list of the required and suggested safety training for their City personnel. All training must be documented using the "Health & Safety Training Attendance Roster" provided in Appendix A, and maintained according to Section 4 of this program.

3.2. New City Personnel Orientation

The Safety Officer will arrange for all City personnel to receive training and orientation on the policies and procedures outlined in this program; how to perform their jobs safely; potential hazards associated with their job; and emergency procedures.

All City personnel will also receive orientation covering hazard specific training prior to a new job assignment. A record of the orientation will be maintained using the "New City Personnel Orientation Checklist" form provided in Appendix A. Items to be covered during initial orientation include:

- City policy and personnel rights:
 - to ask questions and provide information/suggestions regarding safety issues and to notify management of any condition he/she believes to be hazardous without fear of reprisal.
 - to receive information regarding potential hazards associated with their job assignment and any hazardous chemicals to which they may be exposed.
- IIPP training - overview of this program and the location of a copy the employee can review.
- The functioning of the Health and Safety Committee
- Health and Safety Rules and Practices
- Disciplinary procedures used to enforce compliance with program safety policies and procedures
- Instructed to report all injuries immediately and procedures for reporting
- Emergency and evacuation procedures and locations of evacuation maps
- Location of emergency equipment and first aid kits
- Location of emergency phone numbers and the names of City personnel trained in first aid and the use of fire extinguishers

- Contents of the Hazard Communication Program, location of program for review, location of Material Safety Data Sheets (MSDSs) and information on specific hazardous substances to which they may be exposed during routine use or an emergency
- Some City personnel may require additional training which includes blood borne pathogens, confined space entry, and ergonomics.

3.3. Training Resources

A number of resources are available for preparing employee training. A few web sites include:

www.dir.ca.gov/dosh/PubOrder.asp

www.perma.dst.ca.us

The PERMA web site has safety training resources at the Members Area. See the City Risk Manager for password access to the Member Area of the web site.

Section 4 Recordkeeping

4.1. General Recordkeeping Requirements

The City shall maintain records to document and track implementation of the City's program in coordination with the City's adopted Records Retention Policy. In addition, health and safety records provide information necessary to learn from experience and determine actions necessary to improve the program.

The Safety Officer is responsible for establishing and maintaining a system for maintaining the records described by this section.

The following records shall be retained on file for at least three (3) years, or as stated:

- Minutes of health and safety meetings.
- Documents that verify the City has maintained on-going two way communication with all City personnel, i.e., information to City personnel on safety and health issues, new City personnel health and safety orientation checklists, City personnel suggestions and responses, City personnel submitted Corrective Action Requests
- All records of inspections/investigations including: date(s), person(s) who performed the inspection(s)/investigation(s), the unsafe conditions and work practices identified, and the corrective action(s) taken and date(s) of correction.
- Records reflecting the safety and health training received by City personnel. These records should contain the employee's name, training date, type of training, training materials, and identification of the trainer.
- Cal/OSHA injury and illness records must be retained for five (5) years.
- Exposure and medical records must be maintained for the duration of employment plus 30 years in accordance with Cal/OSHA regulations. This includes industrial hygiene monitoring reports and MSDS information.

4.2. Cal/OSHA Injury and Illness Reports

General

Cal/OSHA Injury and Illness Records must be completed for every injury and illness other than those requiring only first aid. Compliance with the regulations involves three important steps:

- Obtain a record on every injury or illness requiring medical treatment. For recordable cases, prepare an employer's report of occupational injury and illness (provided by the claims administrator/carrier).

- Record each injury or illness on the OSHA Log and Summary of Occupational Injuries or Illnesses, OSHA Form No. 300, according to the instructions provided.
- Complete a Cal/OSHA 301 Incident Report form, or an equivalent form, for each injury or illness on the Cal/OSHA Form 300.
- Every year, prepare the summary OSHA Form No. 300A, certify it, post it no later than February 1, and keep it posted until April 30 in an area where employees can review it.

The Cal/OSHA Forms can be found at: www.dir.ca.gov/DOSH/PubOrder.asp

Record Retention

Per CalOSHA, the records listed above must be retained for at least five (5) years. The log and summary must be available for inspection and copying by representatives of Cal/OSHA and other specifically designated agencies. The log and annual summary must also be available to any present or former City personnel, or their designated representatives.

Incident Report Form 301

The Incident Report Form 301 must be completed whenever a recordable injury/illness occurs. The report must be completed within seven calendar days after it is determined that a recordable case has occurred.

Cal/OSHA Log Form 300

The Cal/OSHA Form 300 is a running log of recordable injuries and illnesses during the year. A recordable injury or illness is any work-related injury or illness that results in:

- Fatality
- Lost workdays
- Injuries or illnesses resulting in a transfer to another job or in termination of employment
- Injuries or illnesses requiring medical treatment (other than first aid)
- Injuries or illnesses that involve a loss of consciousness or restriction of work (or motion)
- A diagnosed occupational illness reported by a physician

The entries on the log must be made as early as practicable but no later than seven calendar days after learning that a recordable injury/illness has occurred.

Reporting a Death or Serious Injury

Cal/OSHA regulations require employers to submit a report to the nearest Cal/OSHA district office if any of the following occurs:

- Any City personnel is seriously injured on the job
- Any City personnel suffers a serious job-related illness
- Any City personnel receives a fatal injury

The nearest Cal/OSHA district office is:

<p>San Bernardino District Office 464 W. 4th Street, Suite 332 San Bernardino, CA 92401 (909) 383-4321 Fax (909) 383-6789</p>

The injury or illness is defined as serious if:

- The City personnel is hospitalized for more than 24 hours for reasons other than medical observation
- The City personnel loses any part of the body or suffers permanent disfigurement

The report must be made immediately but not longer than eight (8) hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. The report can be by telephone, telegraph, or fax and must include:

- Time and date of the accident
- Employer's name, address, and telephone number
- Name and job title of the person reporting the accident
- Address where the accident occurred
- Name of contact person
- Name and address of the injured City personnel
- Nature of the injury
- Location where the injured person was moved (hospital)
- A description of the accident and whether the accident scene or any of the equipment or machinery has been altered

4.3. Exposure and Medical Records

General Requirements

All City personnel exposure and appropriate medical records shall be retained in files managed by the City Manager, or designee. Exposure and medical records shall be retained for the duration of employment plus thirty years, according to Cal/OSHA regulations.

Current and former City personnel, or their designees, who wish to have a copy of their records may do so by submitting a written request to the City Manager, or designee. The records will be provided within fifteen days according to the regulations.

Medical and Exposure Records

Medical records consist of physician and employment questionnaires or histories, medical laboratory results, medical opinions, diagnoses, treatments, etc., including any medical surveillance records for respirator users.

Exposure records consist of industrial hygiene monitoring data, environmental monitoring data, biological monitoring data, incident and accident reports relating to exposure to a hazardous substance, and material safety data sheets.

Section 5 Hazard Identification and Control

5.1. Periodic Inspections for Workplace Hazards

All City personnel will be responsible for informal and continuous inspection of their workplace. The Safety Officer & Department Heads are responsible for performing regular health and safety inspections of City facilities. The minimum frequency for these inspections is quarterly.

Potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action. A summary of an inspection checklist is included in Appendix B and can be used as a guide. The Cal/OSHA web site noted at Appendix B provides a full checklist for performing inspections. Supervisors are encouraged to develop checklists for their own work areas.

Periodic, planned and formal inspections will also be performed by the Health and Safety Committee at least once a year. The report will be reviewed by the Health and Safety Committee and actions will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion, and actual completion dates will be documented in the minutes of the Health and Safety Committee.

An inspection must also be performed to identify new hazards whenever new substances, processes, procedures, equipment, etc., are introduced into the workplace or to investigate a previously unrecognized hazard described in Corrective Action Requests.

Monthly inspections are required for certain items according to Cal/OSHA regulations:

- All emergency and first aid equipment
- Emergency eyewashes
- Fire extinguishers
- First aid kits

Inspections should also evaluate the effectiveness of specific programs and procedures, i.e., such as the Hazard Communication Program.

Documentation

All inspections will be documented and records of all inspections, including documentation of any follow-up measures, will be submitted to the Safety Committee for review and filing. Corrective action will be tracked using the "Corrective Action Request" form supplied in Appendix A. The Safety Officer

is responsible for ensuring all deficiencies are documented on this form and tracking the progress and completion of corrective actions. The status of all items will be reported to the Health and Safety Committee.

5.2. Incident and Accident Investigations

In general, all incidents should be investigated even if no injury occurs. The underlying cause of a non-injury may contribute to a more serious accident if the cause is not corrected. The Department Head, in conjunction with the Safety Officer, is responsible for investigation of all accidents and incidents.

In event of a serious injury, illness, or fatality, the Safety Officer will report the incident immediately to the City Manager. The City Manager will ensure the incident is reported by phone or facsimile to the nearest District Office of Cal/OSHA.

Accident Investigation

It is the policy of the City to carry out a thorough program of incident and accident investigation. The Safety Officer will be primarily responsible for making an investigation of all incidents and accidents. Investigation of near-miss incidents should also be performed when reported. Any accidents involving injuries must be performed within 24 hours.

The primary goal of the accident/incident investigation program is to identify cause and prevent future similar accidents - not to assign blame. The investigation should focus on causes - unsafe conditions, unsafe acts and how it can be prevented in the future.

All investigation facts, findings, and recommendations will be fully documented. The report will be submitted to the Health & Safety Committee for review and filing using the "Accident or Incident Investigation Form" provided in Appendix A.

The Safety Officer, or designee, must complete the Cal/OSHA Log Form 300 and the Incident Report Form 301. They must also provide a copy of all information to the insurance claims adjuster and discuss the file with him/her.

When any City personnel are injured at work, the Department Head or lead person is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other City personnel and equipment.

5.3. Correction of Identified Hazards

To the extent feasible, management will eliminate or correct all unsafe conditions or work practices in a timely manner. However, some corrective actions may be more protracted; the priority will be assigned to serious or

imminent hazards. Imminent hazards require immediate correction of the hazard or removal of City personnel from danger.

When deficiencies are found during inspections, a "Corrective Action Request" must be completed and issued to a responsible person by the Health and Safety Committee. The person assigned to the task shall be given a time to complete the action. The Safety Officer shall re-inspect the problem area to ensure that adequate corrective actions have been taken. The results shall be submitted to the Health and Safety Committee for review and evaluation.

Steps implemented and completion dates shall be documented on the "Corrective Action Request". When corrective action involves time consuming steps or phases, the Safety Committee will establish a plan with target dates. While a corrective measure is in progress, precautions will be implemented to protect affected City personnel.

Section 6 Health and Safety Rules and Procedures

6.1. General Rules

Health and safety is a cooperative undertaking requiring participation by all City personnel.

All City personnel are responsible for knowing and following health & safety rules; compliance with safe work practices will be evaluated continuously and during annual performance reviews.

The following general rules will be provided to all City personnel when first hired and during the IIPP training. Department-specific rules should be developed to be more applicable to the respective hazards of the department's workplace, including field work as applicable.

- Report any work-related injury or illness.
- All work must be performed only by personnel who have been trained in the specific tasks.
- All safety rules and procedures must be followed. Whenever personal protective equipment is issued to employees, appropriate training in use and care of the equipment will be provided.
- Computer workstations should be designed according to the Cal/OSHA ergonomic guidelines.
- No equipment will be used that requires repair or is otherwise unsafe.
- Keep aisles, exit doors and stairways clear at all times; these areas should not be used for storage, even temporarily.
- Secure items for earthquake safety.
- Keep fire extinguisher stations clear and accessible. Do not store materials in front of fire extinguishers or other emergency equipment.
- Know the location of the evacuation plan and emergency exits.
- Only trained personnel may attempt to respond to a fire or other emergency.
- Do not use electrical equipment that has frayed cords or is otherwise defective.
- Plug all electrical equipment into appropriate wall receptacles. Extension cords may be used only on a temporary basis when using portable equipment.

- Three-pronged plugs must be used to ensure continuity of ground.
- Do not store materials in front of electrical boxes or controls for a distance of 36".
- Use proper lifting techniques as instructed and get assistance with heavy items.
- Read and follow postings and warning signs.
- Always use rolling step stools or ladders (not chairs, wastebaskets, etc.) to reach elevated or overhead objects or materials.
- Never stack heavy objects or materials precariously on top of file cabinets, bookcases or other relatively high places.
- Good housekeeping is an integral part of any effective health and safety program.
- Do not use individual space heaters in office areas without approval, and keep individual space heaters at work areas clear of potentially combustible materials.
- Store cleaning supplies away from edible items in break and conference rooms. Store cleaning solvents, duplicating toner, and other office chemicals in original, labeled containers.
- Unsecured drawers may cause trips, block aisle ways, or dangerously over-balance cabinets in an earthquake. Store heaviest items close to the floor, and do not open more than one upper drawer at a time.

6.2. Specific Department Rules

The Safety Officer, in conjunction with the Department Heads, shall prepare rules specific to their individual departments and provide training to all City personnel.

Section 7 Emergency Action Plan

7.1. General Procedures

The Emergency Action Plan is written to comply with Title 8, Section 3220 of the California Code of Regulations. Its purpose is to provide the following:

- Methods for reporting fires and other emergencies
- Written procedures for emergency action, evacuation, and post-evacuation
- Rescue and first-aid duties for employees who will perform them
- Posted evacuation routes for all occupants
- Names or job titles of personnel to contact for more information

All City personnel are responsible for becoming familiar with, and following, the procedures outlined in this Section, assisting with an immediate emergency response in his/her area consistent with the training received, and notifying the proper authorities of an emergency situation as outlined in these procedures.

In the event of a non-catastrophic emergency such as a small fire or medical emergency, any employee may be required to notify emergency response personnel (fire facility, ambulance). Emergency phone numbers will be posted in each work area. If time permits, the City Manager and the Safety Officer should be notified. When reporting an emergency to outside emergency response personnel, give the following information:

- The nature of the emergency
- Your name
- Location (address, building, telephone number)

Send someone to the building's entrance way to flag down and direct emergency personnel. If trained in the appropriate emergency procedure, i.e., first aid, CPR, use of fire extinguishers, take necessary actions until emergency personnel arrive.

In the event of the need to evacuate for earthquake, fire or explosion, evacuate and call emergency response personnel.

Emergency drills will be performed at least annually for all City personnel. Problems encountered during the drills will be resolved as soon as possible.

7.2. Evacuation Procedures

This section describes the procedures to follow when evacuating a building during an emergency. In the event the facility must be evacuated, an evacuation route is posted in each work area. If an evacuation order is issued, each employee will:

- Go directly to the nearest exit, following the appropriate evacuation route assignment. Do not return to your office, desk, or work area to collect personal items.
- Assist members of the public and others who cannot leave quickly on their own.
- Take precautions as necessary. If you encounter fire or smoke, stay close to the floor (since toxic gases tend to rise to the ceiling).
- Go immediately to the designated evacuation area to be counted.
- Do not re-enter the facility until told to do so by a designated authority.

A designated person for the facility will account for employees at the evacuation area and notify emergency services of any discrepancies.

7.3. Earthquake Procedures

If an earthquake occurs, each employee will:

- *Duck and Cover* right away
- Not run out of a building during the shaking
- Move away from any windows
- Take shelter under a table or desk
- If you are in a hallway, crouch against the nearest wall
- If you are instructed to evacuate, beware of falling debris and electrical wires
- Do not re-enter the building unless directed to do so
- If you are outside, move away from anything that could fall on you (windows, trees, overhead wires, etc.)
- Be prepared for after-shocks

7.4. First Aid and Emergency Medical Procedures

The following procedures will assure prompt response for emergency first aid and medical assistance. In the event of a medical emergency, call emergency services and:

- Be prepared to describe the nature and location of the emergency; give your name, address, building and telephone number.
- Report the emergency to the Safety Officer as soon as possible.
- Notify others in the area about the nature of the emergency.
- Meet the ambulance or emergency personnel at the place you indicated. Send someone else to escort them if you cannot go.
- **Do not move a seriously injured person unless he/she is in danger of further injury.**

While waiting for assistance, do what is necessary to protect life: in order of importance, clear the airways, stop the bleeding, and treat for shock.

Follow these general guidelines for **FIRE**: If a person's clothing is on fire, douse him/her with water or wrap the victim in a coat; blanket or whatever is available to smother the fire. Get medical attention promptly.

Follow these general guidelines for **NOT BREATHING**: *If you have the proper training*, and the injured person is not breathing, provide mouth-to-mouth resuscitation. According to your training, use protective devices.

Follow these general guidelines for **BLEEDING**: *If you have the proper training in biohazards*, and the person is bleeding severely, control the blood by compressing the wound with a cloth or whatever is available, and elevate the injury above the level of the heart.

Follow these general guidelines for **CHEMICAL CONTACT, INHALATION, OR INGESTION**: Follow label recommendations and/or consult Material Safety Data Sheet for first aid. If chemicals have been spilled on the person, get him/her under a shower or spigot and thoroughly wash the affected area. If the victim has received chemicals in the eyes, irrigate the eyes with large amounts of water. If a person has been overcome from breathing a chemical, or from lack of oxygen, move him/her to good air and treat for shock (provide mouth-to-mouth resuscitation if necessary and you have the proper training and protective equipment). Be certain to find out exactly what substance was involved and inform emergency personnel; provide them with a copy of the MSDS.

Follow these general guidelines for **ELECTROCUTION**: If the person is in contact with a live electrical circuit, **DO NOT TOUCH HIM/HER -- DISCONNECT THE POWER FIRST** or you may be seriously injured. Check

the victim to see if he is breathing. If the victim has stopped breathing, begin mouth-to-mouth resuscitation. Notify someone to summon a person trained in Cardio-Pulmonary Resuscitation (CPR) at once. Keep the victim warm and elevate the victim's feet.

General guidelines for **GLASS IN EYE**: If a victim has glass fragments embedded in the eye **DO NOT ATTEMPT TO REMOVE THE GLASS.** Loosely cover the eye with a clean cloth and seek medical assistance.

7.5. Fire Prevention and Protection

The following items are notable for fire prevention and protection:

- Good housekeeping can minimize the potential of fires. Storage areas for combustibles should be cleaned and organized regularly.
- Hazardous substances should be used according to standards described on the warning labels.
- A-B-C class fire extinguishers (clearly marked on extinguisher) fire extinguishers are placed at required locations. All extinguishers will be maintained and visually inspected monthly and shall receive required inspection and certification annually. Employees shall be trained in the use and operation of portable extinguishers.
- In the case of fires which appear to be controllable, and if trained in the use of fire extinguishers, direct the fire extinguisher at the base of the flames. If this does not immediately bring the fire under control, contact the fire facility, notify other personnel, and evacuate.

Section 8 Program Evaluation

The Safety Officer is responsible for performing, or arranging for, an annual review of this program to ensure its continued effectiveness. The program will be modified as necessary to enhance protection of health and safety for all City personnel. The following checklist was prepared by Cal/OSHA and can be used for the annual review of the Injury & Illness Prevention Program.

- ✓ Is the person or persons with authority and responsibility for implementing the program identified?
- ✓ Is there a system for ensuring that all City personnel comply with safe and healthy work practices (i.e. incentives, training and retraining programs, and or disciplinary measures)?
- ✓ Is there a system that provides communication with affected City personnel on occupational safety and health matters (i.e. meetings, training programs, postings, written communication, a system of anonymous notification concerning hazards and/or Health and Safety Committees)?
- ✓ Does the communication system include provisions designed to encourage all City personnel to inform the employer of hazards at the worksite without fear of reprisal?
- ✓ Is there a system for identifying and evaluating workplace hazards?
- ✓ Were workplace hazards identified when the program was first established?
- ✓ Are periodic inspections for safety and health hazards scheduled?
- ✓ Are records kept of inspections made to identify unsafe conditions and work practices?
- ✓ Is there an accident and near-miss investigation procedure?
- ✓ Are unsafe or unhealthy conditions and work practices corrected expeditiously, with the most hazardous exposures given correction priority?
- ✓ Are all City personnel protected from serious or imminent hazards until they are corrected?
- ✓ Have all City personnel received training in general safe and healthy work practices?
- ✓ Do all City personnel know the safety and health hazards specific to their job assignments?
- ✓ Is training provided for all City personnel when the training program is first established?
- ✓ Is training provided to all new City personnel, and those given new job assignments?

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- ✓ Are training needs of all City personnel evaluated whenever new substances, processes, procedures or equipment are introduced to the workplace and whenever the employer receives notification of a new or previously unrecognized hazard?
- ✓ Are Department Heads knowledgeable of the safety and health hazards to which all City personnel under their immediate direction and control may be exposed?
- ✓ Are records kept to document safety and health training for all City personnel by name or other identifier, training dates, type(s) of training and training providers?
- ✓ Does the Safety and Health Committee meet at least semi-annually?
- ✓ Are the minutes of Safety Committee meetings maintained?
- ✓ Do the safety committee meeting minutes reflect that the committee covered the minimum required items?

Appendix A Health and Safety Forms

Corrective Action Request

City Personnel Suggestion/Request for Safety Review

Safety Committee Meeting Agenda

New City Personnel Orientation Checklist

Health & Safety Training Attendance Roster

Accident or Incident Investigation Form

CORRECTIVE ACTION REQUEST

Department:

Date:

Item Description/Location:

Description of Condition:

Observer:

.....

The above condition requires prompt action for correction or resolution.

Corrective action or response is requested from:

On or before:

.....

Proposed action to resolve this problem and/or proposed measures to prevent recurrence:

.....

Review of implemented corrective action:

Acceptable: Yes No (Remarks below)

Health and Safety Committee Chairperson:

Date:

Distribution:

**CITY PERSONNEL SAFETY SUGGESTION/REQUEST
FOR SAFETY REVIEW**

Instructions: City Personnel should complete the first item and submit the form to their supervisor or the Health and Safety Committee. This form may be submitted anonymously.

Name (optional) _____ Date _____
Area/Department _____

Health and Safety Suggestion/Suspected Hazard:

Response by Dept. Head: _____ Date _____

- Action Required
- No Action Required

Reason:

Dept. Head
Signature: _____

Final Disposition:

Action Taken:

Health & Safety Committee Approval:

Signature: _____ Date _____

SAFETY COMMITTEE MEETING AGENDA

Date:

Time:

Place:

Chairperson:

Attendees:

Agenda Topics

Notes

NEW CITY PERSONNEL ORIENTATION CHECKLIST

Person Name: _____ Position: _____

Date(s) of Training: _____ Trainer: _____

- 1. Reviewed safety policies and the location and contents of the IIPP. _____
- 2. Explained functions of health and safety committee. _____
- 3. Reviewed health and safety rules and disciplinary procedures. _____
- 4. Explained placards and signs used to warn of hazardous conditions and the use of employee communication methods. _____
- 5. Reviewed injury reporting procedures. _____
- 6. Reviewed emergency action plan and evacuation routes. _____
- 7. Located first aid kits and fire extinguishers and use of extinguishers. _____
- 8. Explained safe lifting procedures. _____
- 9. Discussed existence of Hazard Communication Program and its location, location of MSDSs, and performed hazard communication training as it applies to their position. _____
- 10. Discussed the Exposure Control Plan for Blood borne Pathogens and performed training as it pertains to their positions. _____
- 11. Covered City personnel rights to ask questions and provide information & suggestions regarding health and safety issues; to notify management of any condition he/she believes to be hazardous and to receive information regarding any hazards associated with their job assignment. _____
- 12. Encouraged to make suggestions and report hazards at any time using the City Personnel Suggestion/Request for Safety Review Form. _____

I acknowledge that information on the above subjects was furnished to me.

City Personnel Signature _____

Date _____

Trainer Signature _____

Date _____

Accident or Incident Investigation Form

Instructions: Department Head should complete this form and process it through the Safety Officer, and the Health & Safety Committee.

Person's Name _____

Date & Time of Accident/Incident _____

Area/Department _____

Description of the Accident/Incident:

Preventive Actions Recommended:

Corrective Actions Taken:

Management Review & Comments:

Signature: _____ Date _____

Appendix B Cal/OSHA Workplace Inspection Checklist

The following checklist is a summary of an extensive list for workplace inspections and available at the Cal/OSHA web site at: www.dir.ca.gov/dosh/dosh_publications/iiphizemp.html

**Cal/OSHA
HAZARD ASSESSMENT SUMMARY CHECKLIST**

*The following topics are summarized from the checklist
available at the Cal/OSHA website at:
www.dir.ca.gov/dosh/etools/09-031/HazAssessCheck.pdf*

- ABRASIVE WHEEL EQUIPMENT GRINDERS
- COMPRESSED AIR RECEIVERS
- COMPRESSED GAS & CYLINDERS
- COMPRESSORS & COMPRESSED AIR
- CONTROL OF HARMFUL SUBSTANCES BY VENTILATION
- CRANE CHECKLIST
- ELECTRICAL
- ELEVATED SURFACES
- EMERGENCY ACTION PLAN
- ENTERING CONFINED SPACES
- ENVIRONMENTAL CONTROLS
- ERGONOMICS
- EXIT DOORS
- EXITING OR EGRESS
- FIRE PROTECTION
- FLAMMABLE & COMBUSTIBLE MATERIALS
- FLOOR & WALL STAIRWAYS
- FUELING
- GENERAL WORK ENVIRONMENT
- HAND TOOLS & EQUIPMENT
- HAZARDOUS CHEMICAL EXPOSURES
- HAZARDOUS SUBSTANCES COMMUNICATION
- HOIST & AUXILIARY EQUIPMENT
- IDENTIFICATION OF PIPING SYSTEMS
- INDUSTRIAL TRUCKS - FORKLIFTS
- INFECTION CONTROL

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- LOCKOUT BLOCKOUT PROCEDURES
- MACHINE GUARDING
- MATERIAL HANDLING
- NOISE
- PERSONAL PROTECTIVE EQUIPMENT
- PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT
- PORTABLE LADDERS
- POWDER ACTUATED TOOLS
- SANITIZING EQUIPMENT & CLOTHING
- SPRAYING OPERATIONS
- STAIRS & STAIRWAYS
- TIRE INFLATION
- TRANSPORTING EMPLOYEES & MATERIALS
- VENTILATION FOR INDOOR AIR QUALITY
- WALKWAYS
- WELDING, CUTTING & BRAZING

EXHIBIT A TO RESOLUTION NO. 11-29

CITY OF JURUPA VALLEY

INJURY AND ILLNESS PREVENTION PROGRAM

(Adopted July 1, 2011)

The City Council of the City of Jurupa Valley hereby establishes the Injury and Illness Prevention Program for the City of Jurupa Valley.

Section 1. RESPONSIBILITY

(a) The Injury and Illness Prevention Program (IIP Program) administrator, City Manager has the authority and the responsibility for implementing and maintaining this IIP Program for the City of Jurupa Valley.

(b) Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

Section 2. COMPLIANCE

(a) All permanent and intermittent workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following checked practices: (1) Informing workers of the provisions of our IIP Program; (2) Evaluating the safety performance of all workers; (3) Recognizing workers who perform safe and healthful work practices; (3) Providing training to workers whose safety performance is deficient; and Disciplining workers for failure to comply with safe and healthful work practices.

Section 3. COMMUNICATION

(a) All managers and supervisors are responsible for communicating with all permanent and intermittent workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

(b) Upon hiring, management will identify any intermittent workers with special communication needs. Management will ensure that such a worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards.

(c) Our communication system includes one or more of the following checked items: (1) New worker orientation including a discussion of safety and health policies and

procedures; (2) Review of our IIP Program; (3) Workplace safety and health training programs; (4) Regularly scheduled safety meetings; (5) Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate; (6) Posted or distributed safety information; (7) A system for workers to anonymously inform management about workplace hazards; and (8) Our establishment has less than ten workers and communicates with and instructs workers orally about general safe work practices and with respect to hazards unique to each worker's job assignment.

Section 4. HAZARD ASSESSMENT

(a) Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

(b) Periodic inspections are performed according to the following schedule:

- 1) When we initially established our IIP Program;
- 2) When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- 3) When new, previously unidentified hazards are recognized;
- 4) When occupational injuries and illnesses occur;
- 5) When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- 6) Whenever workplace conditions warrant an inspection.

(c) Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist and any other effective methods to identify and evaluate workplace hazards.

Section 5. ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include: (1) Interviewing injured workers and witnesses; (2) Examining the workplace for factors associated with the accident/exposure; (3) Determining the cause of the accident/exposure; (4) Taking corrective action to prevent the accident/exposure from reoccurring; and (6) Recording the findings and corrective actions taken.

Section 6. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: (1) When observed or discovered; and (2) When an imminent hazard exists which cannot be immediately abated without endangering worker(s) and/or property, we

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.

Section 7. TRAINING AND INSTRUCTION

All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction can be provided through a brief on-site safety meeting. Any training and instruction shall be provided as follows:

- (1) When the IIP Program is first established;
- (2) To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
- (3) To all workers given new job assignments for which training has not previously provided;
- (4) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- (5) Whenever the employer is made aware of a new or previously unrecognized hazard;
- (6) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- (7) To all workers with respect to hazards specific to each worker's job assignment.

Workplace safety and health practices for all industries using intermittent workers include, but are not limited to, the following:

- (1) Explanation of the employer's IIP Program, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- (2) Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- (3) Prevention of musculoskeletal disorders, including proper lifting techniques.
- (4) Information about chemical hazards to which workers could be exposed and other hazard communication program information.
- (5) Availability of toilet, hand-washing and drinking water facilities.
- (6) Provisions for medical services and first aid including emergency procedures.

In addition, we train all workers about the checked applicable items found in the attached List of Training Subjects.

Section 8. RECORDKEEPING

We are a local governmental entity (any county, city, or district, and any public or quasi-public corporation or public agency therein) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

Section 9. LIST OF TRAINING SUBJECTS

We train our workers about the following training subjects: General safety applicable to the positions within the City.

Section 10. HAZARD ASSESSMENT CHECKLISTS

The following checklists contain safety and health hazard assessment items commonly found in the workplace. It is the employer's responsibility to identify, evaluate and control job-specific safety and health hazards in the workplace, and to meet all applicable Cal/OSHA requirements.

The following checklists are to be used as guides in identifying safety and health hazards in your workplace. Answer the questions contained in the General Workplace checklist and then identify and answer the questions contained in the checklist that applies to your specific industry.

GENERAL WORKPLACE

(SIC Codes: All)

Is the Cal/OSHA poster Safety and Health Protection on the Job displayed in a prominent location where all workers are likely to see it?

Do you have a written, effective Injury and Illness Prevention Program?

Are all work areas properly illuminated?

Are workers instructed in proper first aid and other emergency procedures?

Do you have a fire prevention plan?

Are all worksites clean and orderly?

Are all spilled materials or liquids cleaned up immediately?

Do you have eye wash facilities and a quick drench shower within the work area where workers are exposed to injurious corrosive materials?

When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?

Are aisles and passageways kept clear?

Are the directions to exits, when not immediately apparent, marked with visible signs?

Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?

Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics?

Is personal protective equipment provided, used and maintained wherever required?

Are there written standard operating procedures for the selection and use of respirators where needed?

Are restrooms and washrooms kept clean and sanitary?

Are workers instructed in the proper manner of lifting heavy objects?

Is there a list of hazardous substances used in your workplace?

Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and worker training?

Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?

Is there a Material Safety Data Sheet readily available for each hazardous substance used?

Is there a worker training program for hazardous substances?

Can the work be performed without eye strain or glare to the workers?

Does the task require prolonged raising of the arms and does the neck and shoulders have to be stooped to view the task?

Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?

Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?

Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?

Are you keeping the required records and documentation?

Have arrangements been made to maintain required records for the legal period of time?

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible: Date Completed:

WORKER TRAINING AND INSTRUCTION RECORD

WORKER NAME TRAINING DATES TYPE OF TRAINING TRAINERS