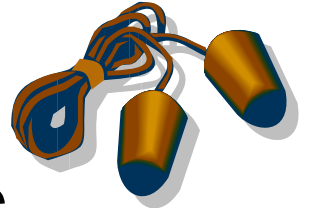
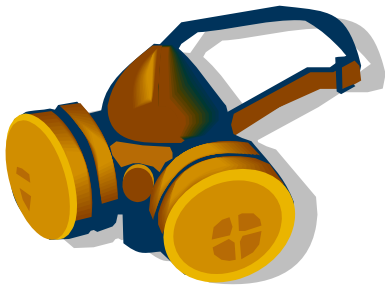




# CITY OF PITTSBURG INJURY AND ILLNESS PREVENTION PLAN



*SAFETY –  
We Make It Happen!*



August 2015

**City of Pittsburg**  
**INJURY and ILLNESS PREVENTION PLAN**

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**SAFETY POLICY STATEMENT**

*The City's Injury and Illness Prevention Plan ("IIPP") has been developed as a citywide guide for our workplace safety promotion and injury prevention efforts. This document represents our official policy and procedural guidelines for employee safety and meets a Cal/OSHA requirement for the development of such a plan. Cal/OSHA also requires that an IIPP be implemented - this will take the cooperation of all City employees.*

*Individual Departments shall add supplemental guidelines as appendices to this document as is necessary to implement their injury prevention programs. This plan will be revised at the direction of the Human Resources Manager.*

*I encourage all employees to review this document and to make every effort to carry out their duties with an emphasis on injury prevention. Employees should report any conditions which they feel are a hazard to themselves, other employees, or the public. Injury and illness prevention is a concern of the City of Pittsburg and we expect that all City employees will make every effort to maintain the safety of the work environment.*

*Joe Sbranti*  
*City Manager*  
*August 2015*

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## **PROGRAM DESCRIPTION:**

The Injury and Illness Prevention Plan for the City of Pittsburg includes the following elements: a description of program responsibilities; methods of compliance; safety communications; hazard assessment process; accident/exposure investigation; hazard correction; safety training; scheduled periodic inspections; record keeping; and training components.

## **PROGRAM RESPONSIBILITIES:**

City Manager: is responsible for the overall leadership and administration of the Injury and Illness Prevention Plan. The City Manager shall determine the Safety Policy of the City and will hold Department Directors accountable for their safety performance.

Human Resources Manager: has a specific organization-wide safety responsibility in addition to the development of the Human Resources Department's safety procedures. The Human Resources Manager shall oversee the following efforts:

1. Convene a City Safety Committee and sub-committees where appropriate, for the purpose of assisting Departments with their safety activities, such as training and safety promotions.
2. Investigation of serious accidents/illnesses in cooperation with the applicable Department Director.
3. In collaboration with Municipal Pooling Authority (MPA) provide interim reports to the City Manager, Department Directors, and the Safety Committee on the status of the safety program (injury and accident experience, new OSHA requirements, etc.).
4. Management of pre-employment screening, medical and physical standards, and fitness for duty testing practices.
5. Provide safety orientation including a copy of the IIPP to new regular and seasonal employees.
6. Integrate Safety Training into the overall employee training plan for both management and non-management staff.
7. Maintain and comply with OSHA record keeping requirements and injury reporting protocols of the MPA (OSHA 300 logs).
8. Coordinate the Citywide wellness program in cooperation with MPA.

Department Directors: are responsible for the leadership and administration of the safety program in their department. They must ensure that all safety and health

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policies and procedures are clearly communicated and understood by all employees. In addition, they shall:

1. Keep informed of laws/standards and attend management training related to injury prevention as provided by the Safety Committee, Human Resources Department, and MPA.
2. Communicate and enforce the safe work practices fairly and uniformly.
3. Provide, and enforce the use of, personal protective equipment (“PPE”).
4. Ensure that equipment, materials and work areas are maintained in a safe condition.
5. Actively participate in accident investigations and implement appropriate corrective measures.
6. Ensure that their employees attend designated safety training and encourage participation in City sponsored wellness events.
7. Arrange for Departmental safety inspections at appropriate intervals in consultation with the Department Safety Committee Representative.
8. Implement and participate in Department and Citywide safety promotional activities.
9. Disseminate safety and risk management information to the appropriate personnel in collaboration with the Safety Committee and MPA.

Managers/Superintendents/Supervisors: those individuals designated by their respective Departments with supervisory responsibilities for employee safety compliance provide a critical role in the successful operation of a comprehensive employee safety program. Each so designated supervisor shall make the safety of employees an integral part of their supervisory function. In effectively executing safety responsibilities, supervisors shall:

1. Support the implementation of their Department’s safety procedures.
2. Enforce safety regulations and safe work practices applicable to operations within their area of responsibility.
3. Conduct safety orientations and training of new hires for safety procedures particular to the tasks and activities specific to the new employee’s duties. In the case of regular employees the Human Resources Department will provide some general information. In the case of regular and seasonal employees, the department of assignment will be responsible for safety orientation specific to assigned duties.

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4. Conduct accident investigations and implement appropriate corrective action in consultation with the respective Department Director and the department's Safety Committee Representative.
5. Ensure that equipment, materials and work areas are maintained in safe condition.
6. Provide personal protective equipment ("PPE") to employees, monitor its use, and issue appropriate discipline when employees do not utilize this equipment.
7. Keep informed of safety regulations and standards as provided by the Safety Committee, Human Resources, Department Directors, etc. and attend supervisory training related to injury prevention when provided by the City and applicable to the safety of the employees they supervise.
8. Participate in Departmental Safety Committee and promotional activities.
9. Verify, take corrective action and follow-up on reported unsafe conditions and/or hazards.
10. Review and provide workspaces that ergonomically fit with equipment, lighting, and or other devices.

Safety Committee: each Department Director has designated a Safety Committee Representative. The Safety Committee shall:

1. Meet regularly (not less than quarterly) to develop and implement safety related activities. Periodically review accident reporting trends information.
2. Conduct an annual evaluation of the implementation of the Injury and Illness Prevention Plan. This evaluation shall include an assessment of the safety related activities of all City Departments. A report of findings and recommendations related to this assessment shall be submitted to the City Manager annually.
3. Provide support to individual Departments in the development of applicable safety procedures.
4. Assist Departments with Safety Inspections as requested.
5. Sponsor safety related training in conjunction with the Human Resources Department, MPA, and applicable Departments.
6. Investigate minor accidents/illnesses.

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Employees: it is the responsibility of each employee to work safely and comply with codes of safe practices as instructed by their respective Departments. Employees are expected and encouraged to assist management in accident prevention activities, and shall:

1. Attend scheduled safety training and wellness sessions applicable to their duties and job classification.
2. Be aware of safety regulations and safe work practices applicable to the work being done.
3. Report unsafe conditions and practices to their supervisor, Department Director, or the Department Safety Committee Representative immediately.
4. Maintain good housekeeping practices at all times.
5. Report injuries and hazardous exposures to their supervisor on the day of occurrence.
6. Use the personal protective equipment (“PPE”) provided for their duties.
7. Wear appropriate clothing and footwear for their job tasks.
8. Operate equipment with all safety guards in place.

### **COMPLIANCE WITH THE IIPP:**

All employees are responsible for working safely, following policies and procedures and assisting in maintaining a safe work environment. The City’s system of ensuring that employees comply with the IIPP includes:

1. Informing all employees of the provisions of the IIPP.
2. Evaluating individual safety performance.
3. Annual evaluation and updating of the Injury and Illness Prevention Plan.
4. Providing training, both initial (upon assignment) and remedial (to employees whose safety performance is deficient).
5. Disciplining employees for failure to comply with the City or Department’s safe work practices.

### **SAFETY COMMUNICATIONS:**

The City of Pittsburg recognizes that open, two-way communications between City management and staff on health and safety issues is essential to an injury

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free and productive organization. The following system of communication is designed to facilitate a continuous flow of safety and health information between management, supervisors, and staff in a form that is readily understandable and consists of:

1. New employee orientation to include a discussion of safety and health policies and procedures.
2. A review of the IIPP with all employees upon adoption and annually thereafter.
3. Safety topics discussed within department meetings as needed and required.
4. Safety communication bulletins and awareness posters.
5. Anonymous safety reporting program through the use of the ERMA reporting hotline.
6. Safety Training programs (see Exhibit 2 and Exhibit 3).
7. Health and Wellness program.
8. Citywide Safety Committee meeting minutes.
9. Material Safety Data Sheets.

**SAFETY HAZARD ASSESSMENT:**

**Safety Inspection Program:**

Ongoing safety inspections to identify and evaluate workplace hazards are to be conducted by employees at all worksites. Department Directors or their assignee will determine when additional departmental inspections are to be conducted.

Annual safety inspections shall be performed in all City facilities by the Safety Committee members. Once all inspections are completed a summarizing memorandum will be prepared and provided to each Department Director. Copies of the memos will be retained with the original Inspection Checklists in Human Resources. Each Department Director is tasked with ensuring hazards within their department are corrected. Follow up inspection data and documentation of corrective action taken shall be provided to and maintained in Human Resources.

Safety inspections shall be performed according to the following schedule:

1. Annually or at a more frequent interval as determined by the Safety Committee and Human Resources Manager.



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2. When new substances, processes or equipment which present potential new hazards are introduced into our workplace.
3. When new hazards are recognized.
4. Whenever workplace conditions warrant an inspection.

Members of the City Safety Committee, safety & risk control specialists or consultants may do additional inspections. These will be done based upon a specific need or as the result of a serious accident.

Hazard Evaluation Process:

A hazard evaluation has been conducted whereby general employment groups have been consolidated into general Job Safety Classifications. See Exhibit 2 for the safety trainings, which include a schedule of training and targeted audience.

**INJURY REPORTING AND ACCIDENT INVESTIGATIONS:**

When an employee is injured on the job, or when they first notice an illness that arose out of or occurred in the course of their job duties, they shall report such instances to their supervisor within 24 hours. Following that report they will: 1) place a call to Company Nurse; 2) be provided a DWC-1 form (Employee's Claim for Workers' Compensation Benefits) and a physician's packet. Employees who do not report an injury promptly may have their workers' compensation benefits delayed or denied.

In instances where either no, or a minor, injury takes places but it is the impression of the participants or observers that a much more serious event could have transpired – a “near miss” is said to have occurred. In an effort to make sure that these events are both recorded and analyzed, and in an effort to prevent a more serious injury resulting from a reoccurrence, they should be recorded utilizing the Minor Incident Report form.

Recordkeeping:

The Human Resources Department shall maintain records of accident investigation reports, safety inspections and the action taken to correct identified unsafe conditions. Loss information and injury statistics, including the OSHA 300 log, are maintained by MPA. These files must be available for inspection by representatives of Cal-OSHA during normal business hours.

Additionally the City Manager, Human Resources Representative, and/or supervising Department Director may require additional investigation into an injury/illness or “near miss” incident. In these cases the supervisor having responsibility for the activities or employees involved, or another investigator designated by the requesting official, shall conduct an additional investigation. The steps to be undertaken in this follow-up investigation shall include, but not necessarily be limited to:

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1. Interviewing the injured employee and any witnesses.
2. Visiting the accident scene and corroborate, or note any inconsistencies in, the testimony of the employee or witnesses. Take photos or make a sketch of the scene if necessary.
3. Examining the workplace factors or unsafe conditions associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Developing a plan for corrective action, including a date for implementation.

The completed investigative report will be forwarded to the applicable Department Director for review and signature, and then sent to Human Resources for any additional actions needed. Following completion of the investigation the report will be distributed as follows:

- Photocopy sent back to Department for filing (in Department).
- Original retained in Human Resources.

### Accident Reporting Procedures Involving City Vehicles and Equipment:

The Pittsburg Police Department shall be called to all accidents involving a City vehicle or a private vehicle being used for City business within the city limits. If an employee is on City business outside of Pittsburg and is involved in a vehicle accident, the appropriate law enforcement agency is to be called. If any City employee is injured in a vehicular accident while at work they shall complete a Minor Incident Report form or place a call to Company Nurse, whichever is applicable, in addition to a vehicle damage report. Employees are not to discuss fault concerning accidents involving City vehicles or equipment to any injured party involved in such accident.

### Workplace Violence Reporting:

All incidents of workplace violence, or potential workplace violence, shall be reported immediately and will be investigated to determine any mitigating measures that can be taken. See the Workplace Violence Prevention Policy for additional details.

### HAZARD CORRECTION:

It is the City's intention to abate, with all reasonable speed, any hazard, which gives rise to a risk of harm in the workplace. In correcting an imminent unsafe condition, appropriate precautions will be taken to protect the safety of employees. The following plan will be implemented for identified hazards in the workplace:

- Remove the hazard where possible.

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- Removal of employees from the area of exposure.
- Provide guarding mechanisms appropriate to the hazard and the specific process or piece of equipment being used.
- Provide appropriate personal protective equipment (PPE).
- Adjust work schedules, break periods, or job rotation where feasible.
- Provide training in recognizing and taking self-corrective action regarding the hazard.

**HEALTH AND SAFETY TRAINING:**

Training in the hazards unique to the workplace and the procedures to prevent accidents (personal protective equipment, tool guards, safe handling of chemicals, slips/trips, ergonomics, safe use of tools and equipment etc.) is critical to risk control and is required by various California Code of Regulations Title 8 Safety Orders. The City of Pittsburg's safety training program is provided as follows:

- To all new employees upon hire.
- Whenever an employee is given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
- Whenever the City is made aware of a new or previously unrecognized hazard.
- When required by a CCR Title 8 Safety Order.
- To every supervisor and member of management staff to insure their understanding of the safety procedures and rules that apply to their department.
- Whenever the City Manager feels that additional training is necessary.

Training shall be documented. Records of Citywide training programs (i.e. Ergonomics, Blood borne, etc.) will be maintained by Human Resources. Records of specialized training activities (orientation, "tailgate safety", workplace security, special workshops, etc.) shall be maintained in Department safety binders with copies to Human Resources. Department training records must be available for inspection by Human Resources or representatives of Cal/OSHA during normal business hours.

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**Exhibit 1 - Safe Work Practices**

1. All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisory employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or other to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or superintendent.
10. Crowding or pushing when boarding or leaving a vehicle or other conveyance shall be prohibited.
11. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
12. All injuries shall be reported promptly to the lead person or supervisor so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the legs and hips instead of the smaller muscles of the back shall be used.

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14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. The use of personal protective equipment (PPE) as required or necessary.