

Rodeo Sanitary District



Injury and Illness Prevention Program

August 2021

Prepared by



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REVISION HISTORY LOG

Date	Section	By	Correction Made
August 2021	All	Du-all Safety	New IIPP

1.0 PURPOSE

The purpose of this Injury and Illness Prevention Program is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of safe work practices and that safe work practices are followed by each employee.

This Injury and Illness Prevention Program meets or exceeds the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers.

2.0 RESPONSIBILITIES

2.1 ALL EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, all employees are ultimately responsible for their own safety. Employees' responsibilities for safety include:

- a) Attend all required safety training. This includes participating and being attentive.
- b) No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- c) Comply with safety policies, procedures and programs.
- d) Report any unsafe or potentially dangerous situation so that the situation may be abated.
- e) Report all injuries and near misses to their supervisor immediately.
- f) Understand that an employee may be disciplined for failure to follow safe procedures.
- g) Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed.
- h) Provide your manager with any training documentation for safety training provided outside of Rodeo Sanitary District.

2.2 EMPLOYER

Rodeo Sanitary District is responsible for providing the following under this IIPP:

- a) Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed annually by the Safety Advisory Committee and all employee input is taken into consideration.
- b) Periodically inspect workplace(s) to identify and correct unsafe and hazardous conditions.

- c) Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- d) Provide to employees information required by this program and other related safety programs to prevent injury or illness.
- e) Use color codes, posters, labels or signs to warn employees of potential hazards.
- f) Establish or update operating procedures and communicate them so employees follow safety and health requirements.
- g) Provide medical examinations when required by Cal/OSHA standards.
- h) Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- i) Report immediately, but no longer than 8 hours, by telephone 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. Serious injury or illness is defined in [section 330\(h\)](#).
- j) [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.
- k) Post, at a prominent location within the workplace, the [Cal/OSHA poster](#) informing employees of their rights and responsibilities.

2.3 SAFETY COORDINATOR (DISTRICT MANAGER)

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Safety Coordinator for Rodeo Sanitary District is the District Manager.

The Safety Coordinator's responsibilities include:

- a) Assume the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- b) Lead the Safety Advisory Committee.
- c) Utilize all available resources to ensure hazards are reasonably resolved in a timely manner.
- d) Work with the management team to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- e) Coordinate with Du-All Safety and/or other third party safety consulting company to provide support services.
- f) Ensure that safety training is scheduled and that employees attend required training
- g) Facilitate disciplinary action of employees for failure to comply with safe and healthful work practices.
- h) Work with management and the safety advisory committee to respond to employee safety suggestions and reports of hazardous conditions.
- i) Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

2.4 SAFETY ADVISORY COMMITTEE

The safety advisory committee is composed of the Safety Coordinator, the Senior Operator and any other employee with significant safety responsibilities. There are no term limits for any committee member. The safety advisory committee charter may be found in Section 4.0 and the list of Safety Advisory Committee Members may be found in Appendix A.

Along with assisting the organization in implementing the safety program, the safety advisory committee members will, at a minimum, be responsible for the following:

- a) Disseminate safety related information to their employees so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- b) Perform a physical safety inspection of your group's work area monthly and report the results during the Safety Advisory Committee Meeting. Use the form in Appendix B to document your inspection.
- c) Report to the safety advisory committee any safety suggestion, any safety concerns within their department or hazardous condition brought to their attention.
- d) Evaluate causes of injuries and what actions need to be taken to protect employees.
- e) Recognize employees who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.
- f) Be a member of, and active participant in, Safety Advisory Committee meetings.
- g) Ensure that there is someone available onsite to assume safety responsibilities in their absence.

2.5 SENIOR OPERATOR

All personnel responsible for employee supervision shall:

- a) Be current on all safe work practices, rules and regulations.
- b) Ensure that employees are wearing all required personal protective equipment (PPE).
- c) Avoid directing employees to perform tasks for which they have not received proper training.
- d) Visually inspect employees work areas and equipment monthly (using the form in Appendix B to document this inspection) to ensure they are in safe condition.
- e) Responding to employee reports of hazardous conditions and/or safety suggestions and providing corrective actions.
- f) Report any injury or near miss (non-injury incidents) to a supervisor, if applicable who will then forward any report to the District Manager.
- g) Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with the Safety Coordinator to ensure that said employee receives make-up training prior to job assignment.
- h) Understand and be aware of all hazards associated with job assignments.

- i) Ensure that his/her employees are following safety procedures and policies. Enforce/discipline employees that do not follow the safety rules and policies.
- j) Maintain records as described in Section 8.5.

2.6 SAFETY LEAD

The Administrative Manager is responsibilities towards safety include:

- a) Document and maintain training records for each employee.
- b) Coordinate and ensure that all accident and injury reports have been filled out correctly so if a Workers' Compensation claim is made, all documentation is correct.
- c) Maintain the OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year's accident summary in prominent locations so that employees may have easy access to the summary.
- d) Work with management and the safety advisory committee to ensure that all employees' safety concerns or suggestions are being handled with diligence.
- e) Maintain all medical surveillance and other Cal/OSHA related documentation.

2.7 JOB SAFETY CLASSIFICATIONS

Employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction Work is: 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 considered construction, and will be regulated by the CSO.

OSHA Definition of Structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders applies, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field staff could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

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

2.7.1 General Industry Safety Orders (GISO)

Examples of work in this category include:

- General administration
- Automotive repair and maintenance
- Custodial work
- Gardening
- Warehouse maintenance
- General driving
- Tending bridges

2.7.2 Construction Safety Orders (CSO)

Examples of work in this category include:

- Carpentry
- Electrical
- Locksmith
- Painting and/or Plastering
- Plumbing
- Operating heavy equipment or earth moving equipment

2.8 CODE OF SAFE PRACTICES

The Following Codes of Safe Practice are established for the District. Additional COSPs may be established for specific jobs or activities. These COSPs will be reviewed during new hire safety orientation and annually by the supervisor.

2.8.1 CODE OF SAFE PRACTICES / GENERAL INDUSTRY

It is the District's policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable District, State and Federal safety rules and practices, and take action as is necessary to obtain compliance.

The Code of Safe Practices will be posted on bulletin boards in all the buildings.

In addition to safety rules and practices particular to specific job duties, all employees should adhere to the following general safety practices:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator

2. Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
4. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
5. In the event of fire, sound alarm and evacuate.
6. Upon hearing fire alarm, stop work and proceed to the nearest clear exit.
7. Only trained workers may attempt to respond to a fire or other emergency.
8. Exit doors must comply with fire safety regulations during business hours.
9. Stairways should be kept clear of items that can be tripped over, and all areas under stairways that are egress routes should not be used to store combustibles.
10. Materials and equipment will not be stored against doors or exits, or fire extinguisher stations.
11. Aisles must be kept clear at all times.
12. Work areas shall be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
13. All spills shall be cleaned up promptly.
14. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.
15. Never stack material precariously on top of lockers, file cabinets or other relatively high places at heights greater than 54".
16. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
17. Do not stack material in an unstable manner.
18. Report exposed wiring or cords that appear to be damaged and in need of replacement.
19. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
20. Maintain sufficient access and working space for all electrical equipment, to permit ready and safe operations and maintenance.
21. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
22. All electrical equipment should 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.
23. Workers 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.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes prior to loading or unloading vehicles
27. Inspect pallets and their loads for integrity before loading or moving.
28. Do not use compressed air for cleaning off clothing.
29. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.

30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles and face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat or drink in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption are to be kept in well-labeled containers.
42. When working with a computer, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open which present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
46. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
48. Anyone known to be under the influence of drugs or intoxicating substances shall not be allowed on the job while in that condition.
49. 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 they might unnecessarily expose the employee or others to injury.
50. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
51. Gasoline shall not be used for cleaning purposes.
52. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the supervisor.
53. All injuries shall be reported promptly to the supervisor so that arrangements can be made for first aid medical treatment.

2.8.2 CODE OF SAFE PRACTICES / TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
3. Only appropriate tools shall be used for a specific job.
4. Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
5. Files shall be equipped with handles and not used to punch or pry.
6. A screwdriver shall not be used as a chisel
7. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
8. Electric cords shall not be exposed to damage from vehicles.
9. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

2.8.3 CODE OF SAFE PRACTICES / MACHINERY AND VEHICLES

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lockout procedures shall be used.
5. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
6. All excavations shall visually be inspected before backfilling to ensure that it is safe to backfill.
7. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
8. Loaders and trucks shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

2.8.4 CODE OF SAFE PRACTICES / GENERAL OFFICE

It is our policy that everything possible will be to done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by each employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable District, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above
2. Never stack material precariously on top of lockers, file cabinets or other high places.
3. Never leave desk or cabinet drawers open that present a tripping hazard.
4. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
5. Do not open more than one upper drawer at a time, particularly the top two drawers on the tall file cabinets
6. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy.
7. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc
8. All electrical equipment should 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.
9. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets.
10. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
11. Fans used in work areas should have guards that must not allow fingers to be inserted through the mesh.
12. Equipment such as scissors, staplers, etc., 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.
13. Cleaning supplies should be stored away from edible items on kitchen shelves.
14. Cleaning solvents and flammable liquids should be stored in appropriate containers.
15. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

2.8.5 CODE OF SAFE PRACTICE / PERSONAL PROTECTIVE EQUIPMENT-General Practice

PPE or personal protective equipment is designed to protect eyes, face, head, hands and feet of employees from environmental dangers that cannot be removed or controlled. The District, by law is only required to provide eye (not prescription), face, hand and head protection. The District also provides uniforms, and footwear.

In general, where conditions warrant, personnel and visitors shall wear:

- Hard Hats
- Safety glasses or goggles

- Gloves
- Steel toed safety shoes
- Uniforms, jackets, coveralls and all winter-wear provided by the District.

2.8.6 CONFINED SPACE - General Practice

1. It is the Policy of the Rodeo Sanitary District for all employees to never enter a confined space.
2. It is the Policy of the Rodeo Sanitary District to utilize outside licensed contractors for maintenance activities that require entry into confined spaces.
3. The following outlines general practices for confined spaces in the industry.
 - Never enter a confined space without testing the atmosphere and filling out a permit.
 - Only “designated responsible individuals” trained in the use of the gas monitor can test atmospheres for hazards.
 - Never enter an atmosphere with flammable gases.
 - Never use equipment that does not operate satisfactorily.
 - All confined space safety equipment must be inspected, checked and tested before each use.
 - Check the CAL/OSHA permissible exposure limits (PEL’s) and atmosphere test results before every entry.
 - Whenever operations include atmospheres immediately hazardous to life or health, at least two persons equipped with approved respiratory equipment must be on the job.
 - Confined space procedures shall be reviewed quarterly.

RESPIRATORY PROTECTION - General Practice

It is the Policy of the Rodeo Sanitary District to not allow the use of respirators of any kind for all employees of the District. It is the Policy of the Rodeo Sanitary District to utilize outside licensed contractors for maintenance activities that require the use of respirators. There are no respirators or SCBA apparatuses allowed at the District.

2.8.7 LOCKOUT / TAG-OUT - GENERAL COMPLIANCE

The District wants to ensure the safety of all personnel through the means of establishing procedures based on CAL/OSHA to control energy sources by establishing and enforcing an effective Lockout/Tag-out program.

Lockout/tag-out procedures are designed to control all forms of energy to prevent accidental release that result in accidental injuries and deaths. Types of energy include:

- hydraulic
- electrical
- pneumatic
- chemical
- thermal
- potential

All qualified personnel involved in maintenance requiring the need to de-energize a system shall be trained to identify and isolate equipment and use lockout devices and/or tag-out the equipment being worked on and notify appropriate personnel. A review of procedures will be conducted annually or more frequently as additions to the system or personnel changes require it.

2.8.8 DISTRICT MOTOR VEHICLES

1. Operators of vehicles shall conduct Preventive Maintenance checks (PM's) on vehicles. Any fault found shall be written up and handed to the Engineer-Manager and reported to the Department supervisor. The vehicle shall not be operated unless it is safe to do so, and red tagged if taken out of service. Refer to page 34 for schedule of vehicle inspections.
2. Seat belts shall be worn by the driver and all passengers when the vehicle is in motion.
3. All cargo that extends four feet beyond the end of the truck or trailer, and loads in excess of authorized length, shall be clearly marked with a red warning flag or cloth not less than sixteen inches square. At night, red lights shall be used
4. Elevated dump truck bodies shall be secured with blocking arm any time a person is working underneath the bed.
5. All drivers shall complete driver's safety training annually.
6. There shall be no smoking in any District vehicles or Equipment.

2.8.9 FIRST AID - GENERAL COMPLIANCE

All supervisors shall perform first aid duties as required.

- Maintaining first aid supplies on vehicles
- Dissemination of emergency procedures
- Providing the opportunity for their staff to participate in first aid training made available to District staff.

As it pertains to Confined Space Entry Procedures, Cal/OSHA requires that personnel be certified in first aid and CPR.

It is District policy that all personnel shall be trained, and stay current in CPR certification.

All field personnel shall be trained in first aid and stay current in first aid certification.

3.0 COMPLIANCE

3.1 ENFORCEMENT

Employees who fail to comply with the district's safety policies and procedures will be subject to disciplinary action in accordance with the District's progressive discipline policy.

Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of the District's goals and objectives.

Managers and supervisors may stop work if hazardous conditions need to be corrected.

If any employee fails to follow safety procedures, in accordance with District Policies, the employee's supervisor should:

- a) Inform the employee of the violation.
- b) Inform or remind the employee of the correct procedure.
- c) Ask the employee to comply
- d) Remind the employee of the District's disciplinary policy.
- e) Provide written documentation of corrective actions to the employee.

3.2 RECOGNITION

Employees that contribute to the safety program by reporting unsafe conditions, making safety suggestions, or helping improve the safety program will be recognized by the safety advisory committee with a certificate of appreciation. Management may make other awards as they determine necessary.

4.0 COMMUNICATION

Communication is an important part of the IIPP. Management believes the best way to communicate safety is through the following means:

- a. Employee Access: The District provides a copy of this IIPP in a binder in the District Office. The binder is available to all employees during normal work hours. In addition, unobstructed access through the District server is also provided, which allows an employee to review, print, and email the current pdf version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the physical binder or electronic means to communicate with management or coworkers. This access policy effects all other written safety programs required by Title 8 of the California Code of Regulations as enforced by Cal/OSHA, and relevant to the work performed by the employee or employee representative requesting it.

- b. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- c. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms in the District Office. Employees should report verbally or use the Employee Safety Information Form location in Appendix E to report hazardous conditions. Employee input with regard to safety is encouraged. All reports of hazardous conditions will be reviewed immediately by management and at the Safety Advisory Committee Meeting with a response given in a timely manner to the person reporting the hazard or making the suggestion. In the event of an anonymous suggestion, a response will be written and posted on the safety bulletin board by a committee member. No one will be retaliated against for reporting safety concerns.
- d. The District maintains an intranet server where all employees have access to safety documents, including; safety advisory committee meeting minutes, training schedule, inspection schedule, log 300A, written safety programs/policies, etc.
- e. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- f. Supervisors with field staff shall conduct “toolbox” or “tailgate” safety meeting/trainings, or equivalent, with their crews at least monthly to emphasize safety.
- g. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- h. Report any injury or near miss (non-injury related accident) to a supervisor who will then forward any report to the District Manager.
- i. The Safety Advisory Committee meets Monthly. The Charter for the committee may be found below.

Committee Name	Sponsor	Team Members
Safety Advisory Committee	District Manager	District Manager, Senior Operator, Safety Lead and Safety Consultant. Operators may attend if they wish.
Meeting Times/Location:	Quarterly in the District Office	

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"> ▪ Quarterly safety advisory committee meetings per CCR, 8 3203, (c) et. al. ▪ Review periodic safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training
Scope/Authority:	<ul style="list-style-type: none"> ▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as communications conduit between employees and management on safety concerns
Success Criteria:	<ul style="list-style-type: none"> ▪ Compliance with safety regulations and receive no OSHA citations. ▪ Provide regularly scheduled employee safety training ▪ Fewer accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and well-being
Decision-Making Process:	<ul style="list-style-type: none"> ▪ Strive for consensus; all input is equal, and the District Manager will make the final decision
Product(s):	<ul style="list-style-type: none"> ▪ Develop written safety programs in compliance with CCR, 8. ▪ Provide safety training and recordkeeping ▪ Produce periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions
Decision Communication:	<ul style="list-style-type: none"> ▪ Agenda and minutes of meetings to members and posted at employee worksites ▪ Use of internal and external communication tools to disseminate major actions

5.0 HAZARDS ASSESSMENT

Before a task or job is started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

Supervisors and managers must be aware of all hazards related to equipment being operated or tasks being performed by employees.

Hazards must be identified and evaluated:

- When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised
- During an accident investigation process
- When revealed during a routine inspection
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace, to determine if they represent a new safety hazard
- Whenever the District is made aware of a new or previously unrecognized hazard
- When employee safety suggestions are made regarding a hazard

The Code of Safe Practices in this manual and other District Safety Procedures address these safety hazards and the accompanying safe work practices to control the hazards and avoid injuries. The District Safety Programs/Procedures include, but are not limited to:

- Chemical Hygiene Plan
- Confined Spaces
- Emergency Action Plan
- Exposure Control for Bloodborne Pathogens
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Lockout/Tagout
- Personal Protective Equipment Policy
- Silica Safety Procedures
- Covid-19 Safety Procedures
- Workplace Violence

5.1 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspections will be conducted by supervisors and reported to the District Manager.

All safety violations, hazards and safety concerns will be documented.

A third-party facility safety inspection will be conducted annually and will cover the safety of all District operations and activities.

Supervisors will conduct a monthly safety inspection of their employee primary area(s) and equipment to ensure it is in safe condition. They will use Appendix B to document this inspection which will be discussed during the Safety Advisory Committee Meeting.

In addition, the following regulatory required inspections will be performed by qualified staff members using the work order system for scheduling and documentation.

Required Inspection Frequency	
Fire Extinguisher	<i>Monthly</i>
Eye Wash Station	<i>Monthly</i>
Emergency Shower	<i>Monthly</i>
Forklift	<i>Pre-shift</i>
Hazardous Waste Containers	<i>Weekly</i>
Fall Protection Equipment	<i>Annually</i>
Confined Space Equipment	<i>Annually</i>

The Lead Operator should conduct inspections **as often as possible** to ensure safe working conditions at all times.

5.2 HAZARD CORRECTION

All identified hazards shall be corrected in a timely manner.

- A supervisor will designate who will resolve the hazard using the Inspections and Correction of Hazards Form (Appendix B). All open items will be tracked by the safety advisory committee until closed-out.
- If a serious hazard cannot be abated immediately without endangering workers and/or property, exposed workers will be removed from the area, except those necessary to correct the hazard.
- Workers correcting any hazardous condition shall be provided with protection.
- If there is an observation of equipment or a procedure that presents an immediately dangerous to life and health situation, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazard is to be abated via lockout tagout for equipment or procedural change as applicable.

When a problem is corrected, the Inspection and Correction of Hazards Form will be signed and dated by the person responsible for the work.

The correction protocol that is used may include one or more of the following:

- Engineering control (for example: cones, flags, or lights)

- Personal Protective Equipment (PPE)
- Administrative control (for example: job rotation)
- New safety rule (for example: no cell phone use while driving or flagging)
- Employee training

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORDKEEPING

6.1 ACCIDENT / EXPOSURE INVESTIGATION

When an occupational illness, accident, or injury occurs, a report must be completed immediately by the employee and the employee's supervisor. Once the emergency situation has been resolved and the safety of all employees ensured, the supervisor will have the affected employees complete the Employee Report of Accident or Exposure (Appendix H). Each employee involved will complete their own report. The supervisor will complete the Supervisor Report of Accident or Exposure (Appendix I) as well. Once these reports have been completed. They will be forwarded to the District Manager.

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

The District Manager, or another manager assigned by the District Manager will review the reports from the employees and supervisor and will determine if the causes of the incident have been adequately identified and adequate corrective actions proposed. A third party safety specialist may support these investigations as needed with expertise in accident investigation techniques and causal analysis.

Accident reports are reviewed at the monthly Safety Advisory Committee Meeting.

6.2 ACCIDENT INVESTIGATION PROCEDURE

- Provide medical attention to the injured employee
- Go to the scene of the accident
- Talk with involved employee
- Interview witnesses
- Complete accident investigation documentation
- Determine causal factors and provide corrective actions. These corrective actions will be tracked by the safety advisory committee until closed-out.

6.3 REPORTING TO CALOSHA

With regard to reporting to Cal/OSHA, a serious injury or illness is now defined as one involving:

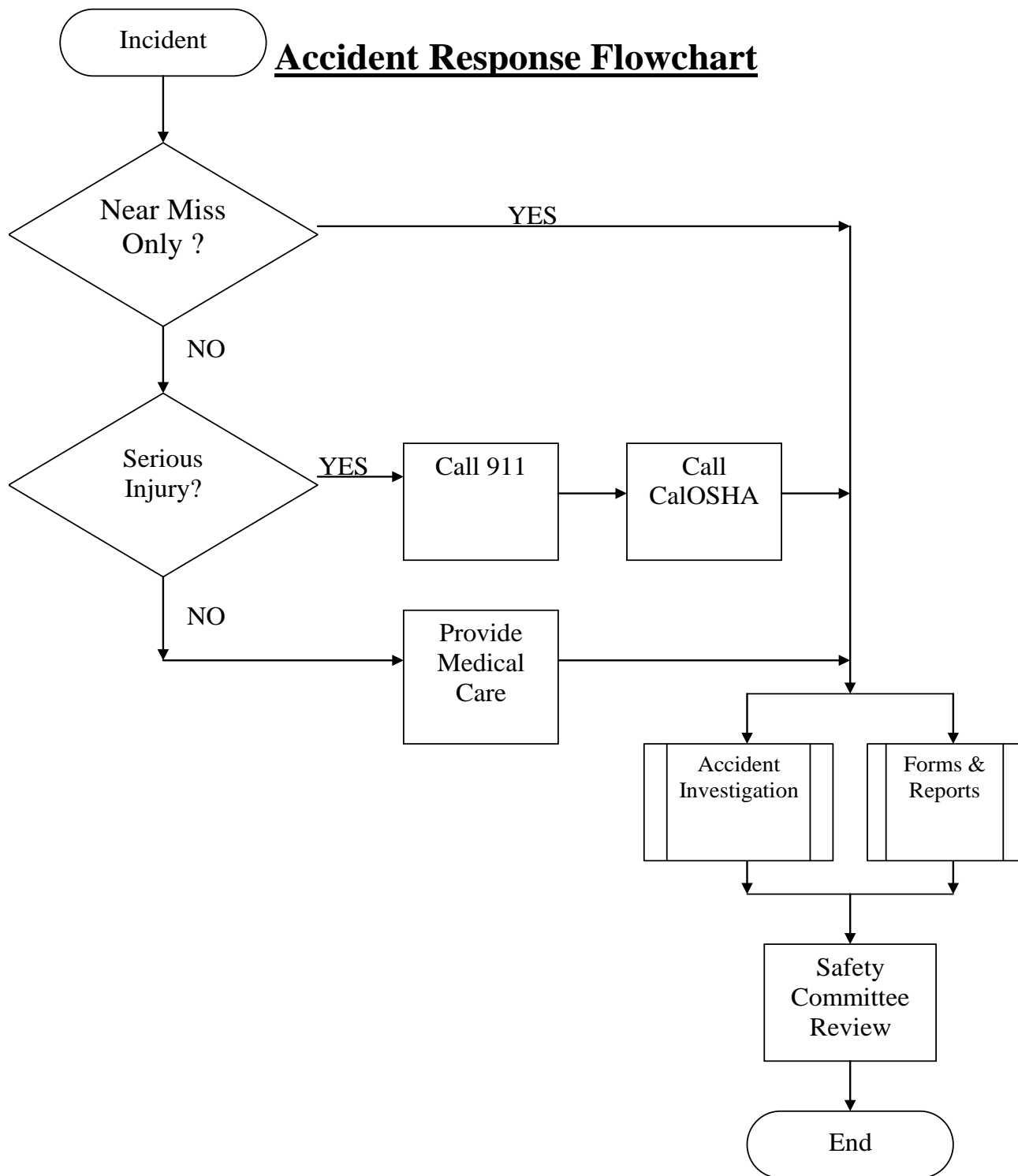
- any hospitalization, regardless of length of time, for other than medical observation or diagnostic testing;
- amputation;
- loss of an eye; or
- serious degree of permanent disfigurement.

Accidents that result in serious injury or illness, or death that occur in a construction zone on a public street or highway are now included by statute. Work-related injuries, illnesses and deaths caused by the commission of a Penal Code violation are no longer excluded from the definition of "serious injury or illness".

A serious exposure is now defined as an exposure to a hazardous substance that occurs as a result of an incident, accident, emergency, or exposure over time and is in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.

American Canyon Cal OSHA District Office

(707) 649-3700



The District will report immediately by telephone to the American Canyon Cal OSHA District Office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after any supervisor knows of or with diligent inquiry would have known of the death or serious injury or illness. If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

7.0 RECORDKEEPING

7.1 GENERAL SAFETY RECORDKEEPING

The District will maintain safety records of

- Documented safety and health training
- Documented accident, injury and illness investigations including the completed form(s)
- Safety Advisory Committee meeting minutes
- Disciplinary records
- Inspection reports and corrective actions
- Training records including toolbox/tailgate meetings.
- Employee safety suggestions and reports of hazardous conditions
- Medical surveillance documents

7.2 SUPERVISORS ARE RESPONSIBLE FOR:

- Providing the District Manager copies of any safety training they provide to employees and any copies of the above documents they develop.

Record retention requirements:

Record	Minimum Retention (yrs)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)

Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
MSDS & SDS, and employee hazardous material exposure records	30 years	8,CCR 5194
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

8.0 TRAINING AND INSTRUCTION

Training is a key component of any safety program. It is critical that all employees understand their workplace hazards and are trained in:

- a) Safety procedures and policies
- b) Procedures to document and record workplace injuries or illnesses
- c) Employee and management responsibilities towards safety

The District has developed an Environmental Health and Safety (EH&S) Training matrix that identifies the training that employees and supervisors will receive. This identifies the appropriate EH&S training, and the refresher training frequencies required for all employees and management. Supervisors may trigger the need for training, outside the scope of the EH&S training matrix, based on; hazard assessments, processes, equipment, accidents, or incidents that may occur.

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.

Supervisors will stop work practices that are not safe and address them.

All employees have the responsibility to stop work if hazardous conditions are present. Employees may stop work and notify their supervisor who will take corrective action and provide for a safe work environment.

Training is provided:

- a) To all employees prior to performing work tasks with refresher training provided in accordance with the training matrix. Supervisors use Appendix J to document training to new staff upon assignment.
- b) Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- c) Whenever the employer is made aware of a new or previously unrecognized hazard.

Supervisors may use the Toolbox Meeting Form (Appendix C) to document training they provide to employees. These forms shall be forwarded to the District Manager once the training is completed.

APPENDIX A

SAFETY COMMITTEE MEMBERS

Title	Name
District Manager	Steve Beall
Lead Operator	Jim Petalio
Safety Lead	TBD
Safety Consultant	Richard DeBusk

APPENDIX B

Safety Inspection and Correction Report

The following are unsafe conditions discovered during the safety inspection. Each of the unsafe conditions will be tracked until it is completed. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Location of Inspection _____

Persons Conducting the Inspection: _____

Date and time of the Inspection: _____

Please initial and date corrections as they are completed.

Item #	Finding	Risk Rating (H, M or L)	Assigned To Or Work Order Number	Date Fixed	Initials

Signature of Supervisor and date when all hazards have been corrected:

Risk Assessment Class

High (H) - (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Medium (M) - (could cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Low (L) - (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

APPENDIX C
TOOLBOX SAFETY MEETING REPORT

DATE:
DEPARTMENT/SHOP:
MEETING LEADER (PRINT):
MEETING LEADER (SIGNATURE):

TOPIC DISCUSSED

PERSONNEL IN ATTENDANCE	
EMPLOYEE NAME (PRINT CLEARLY)	EMPLOYEE SIGNATURE

APPENDIX D
SAFETY ADVISORY COMMITTEE
AGENDA



Rodeo Sanitary District Safety Committee Meeting

AGENDA

Date

Time

- Meeting Opening and Agenda
- Attendance
- Date and Time of Last Meeting
- Review action items from previous meeting
 - XXX
 - ◆ YYY
 - ◆ YYY
 - XXX
- Departmental Inspection Reports
- Report on Injuries/Near Miss Events / Employee Safety Suggestions
- Review previous month and 90-day look ahead for safety training/activities
- Open Discussion
 - AAA
 - BBB
 - CCC
 - DDD
 - EEE
- Adjourn
 - Next meeting Date/Time

APPENDIX E
RODEO SANITARY DISTRICT
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 Safety Coordinator? _____

Name **(optional)**: _____ Date: _____

RODEO SANITARY DISTRICT ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

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

Anonymous Suggestions: A response will be written and posted on the safety bulletin board.

APPENDIX F

Safety Program & Training Checklist

For all employees: at hire, transfer and annual performance review

Employee Name: _____

Hire/Review Date: _____

Job Title: _____

Department: _____

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

- _____ Identify the Safety Coordinator and review the coordinators duties
- _____ Review the safety inspection and accident investigation procedures
- _____ Review avenues of safety communication (safety tailgate box, tailgates, etc.)
- _____ Review the safety discipline procedures (if not compliant with regulations, etc.)
- _____ Review of Codes of Safe Practices specific to the employee's area
- _____ Identification of necessary employee training on specific equipment:
 - _____ Spill Equipment, Forklift, Respirator, Lifts, Power Tools, etc.

Personal Protective Equipment (PPE):

_____ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc)

Provided: _____

Hazardous Materials:

- _____ Review the Hazard Communication program and chemical inventory
- _____ Review Material Safety Data Sheets (MSDS) and locations
- _____ Emergency Response Program and Drills

Fire, Evacuation and Medical:

- _____ Review the primary and secondary evacuation routes
- _____ Review evacuation relocation area
- _____ Review evacuation Do's and Don'ts
- _____ Drill procedures
- _____ Plant Emergency Plan and Contact Phone Numbers
- _____ First Aid Kit locations
- _____ Fire Extinguisher locations

Vehicle Safe Operation

- _____ Commercial/Non-Commercial Driver License(s) & Certification
 - _____ Vehicle Inspection Requirements
 - _____ Seatbelt Use & Requirements
 - _____ Radio, Cell Phone Use & Requirements
 - _____ Vehicle Accident Process & Reporting
 - _____ Equipment Specific Training & Refreshers _____
-

Safety Programs & Training: (Identify as required for specific job classification/title)

- _____ Knowledge, Awareness & Use of all Policy/Procedures/Instructions, etc.
 - _____ Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certs
 - _____ Bloodborne Pathogens Program & Training
 - _____ Confined Space Program/Permit and Entry/Rescue Training & Certification
 - _____ Boom/Crane Safety Certification
 - _____ Electrical Safety Program & Training (Non-Electrician & Electrician NFPA 70E)
 - _____ Ergonomics & Back Safety Training
 - _____ Fall Protection and Ladder Safety Program & Training
 - _____ Fire Extinguisher Training
 - _____ First Aid/CPR/AED Certification Training
 - _____ Traffic Work Zone and Flagging Safety Training
 - _____ Forklift Safety Training
 - _____ Hazard Communication Program & Training
 - _____ Hearing Conservation Program, Training & Annual Audiometric Testing
 - _____ Heat Stress & Illness Program & Training
 - _____ Lockout/Tagout Program & Training (Equipment Specific Procedures)
 - _____ Emergency Action Plan
 - _____ Working Safely with Respirable Silica
 - _____ Chemical Hygiene Plan & Lab Safety Training
 - _____ Accident Investigation Training
 - _____ Additional Safety Training or Certification (s) identified as required: _____
-
-

Specific area equipment & safety rules reviewed: _____

Add additional pages as needed to comply with all regulations and as identified on the Training Matrix.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX G

RODEO SANITARY DISTRICT EMPLOYEES REPORT OF ACCIDENT / EXPOSURE

Employee's Name _____ Age _____ Sex _____

Job Position/Title _____ Social Security Number _____

Shift Hours _____ Days Off _____ Supervisor's Name _____

Date, Time Accident Reported _____ To Whom? _____

Name of Witness _____

Witness comments: _____

Describe the Injuries in Detail _____

Date, Time You First Sought Medical Attention _____

Name of Doctor and/or Hospital Medical Attention _____

Could Anything Be Done To Prevent Accidents of This Type? If So, What _____

Signature of Employee _____ Date _____

APPENDIX H
RODEO SANITARY DISTRICT SUPERVISORS REPORT OF ACCIDENT /
EXPOSURE

Employees Name _____

Social Security Number _____

Job Position/Title _____ Supervisor's Name _____

Date and Time of Accident _____ Location _____

Task Being Performed when Accident Occurred _____

Date and Time Accident Reported to You _____

Name of Witness(es) _____

Witness(es) Comments

Describe How the Accident Occurred _____

What Part of the Body Was Injured _____

Describe the Injuries in Detail _____

Date and Time you first sought medical Attention _____

Name of Doctor and/or Hospital _____

Could Anything Be Done To Prevent Accidents of This Type? If so, What: _____

Signature of Employee _____ Date _____

APPENDIX I

PROCEDURES TO FOLLOW WHEN AN ACCIDENT OCCURS

ON THE JOB ACCIDENT

1. Report accident to the job Supervisor or to the Safety Specialist, or if immediate medical treatment is required, call into District Office to advise that you are going for medical treatment. Advise the office of the location of the accident, and they will notify your Supervisor and the Safety Specialist. If you are incapable of doing this, the co-worker assisting you should follow-up with the procedure and make appropriate notifications.
2. An investigation at the job site should take place immediately. This to be performed by the Supervisor and Safety Specialist with the employees involved.
3. Forms to be filled out:
 - a) Employee's Compensation Claim Form (DWC 1)
 - b) Employer's report of Occupational Injury Illness Form (5020)
 - c) Declination of Medical Treatment Form (if warranted)

Copies of these forms are in Section VII.

VEHICLE ACCIDENTS:

Procedure to follow:

1. Obtain first aid for injured persons
2. Call police
3. Obtain names and addresses of injured persons and witnesses
4. Inform your supervisor. If your supervisor is unavailable, advise the office staff, and they will advise your supervisor and the Safety Specialist.
5. Do not discuss the accident or its cause with anyone other than the police, or District/Agency Representative. Never admit to liability or agree to pay for damages.

Pull the JPIA packet and follow the instructions on the outside of the packet and on each card. This packet will assist you in developing all information needed from parties involved with the accident, as well as witnesses to the accident.

1. Insurance Identification Card lists the name and address of our insurance carrier.
2. Telephone courtesy card. Utilize this if you cannot get radio contact with office.
3. Witness courtesy cards to give to witnesses of the accident to fill out (one is in Spanish).

4. DMV form: Traffic Accident Report. This is to be filled out by the driver and the District will submit this to the DMV within ten (10) working days under two conditions:
 - a) There is a personal injury involved
 - b) There is more than \$500 in vehicle damage
5. JPIA form: Driver's Report of Accident. This is to be filled out by the driver.

You may request assistance from the District in filling out all the paperwork.

Copies of the driver's reports will be submitted to the District and kept on file.

DEFINITION OF A REPORTABLE WORKMAN'S COMP CLAIM

California Law requires employers to report within five days of knowledge every occupational injury or illness that results in lost time beyond the date of the incident or requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury/illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

APPENDIX J

SAFETY TRAINING RECORD

This report is to be completed by the supervisor whenever a new employee is hired, or an employee is assigned new responsibilities with a new hazards.

NAME: _____ DATE HIRED _____

TYPE OF WORK _____

ASK EMPLOYEE: "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? YES ___ NO___

IF YES, ANY WORK RESTRICTIONS INDICATED _____

The SUPERVISOR is to go over the following safety concerns, where applicable, with the new employee:

- High priority this District gives to safety.
- Maintaining good standards of housekeeping,
- Must use mechanical means of lifting and carrying whenever possible to avoid back strains. Those available:

_____ hand trucks _____ Jacks
_____ cart(s) _____ Hoists
_____ forklift(s) _____ wheelbarrow(s) _____ Other

- When lifting by hand, get yourself in a comfortable position, bend at the knees, and get close to the load. Lift with your leg muscles and not your weaker back muscles. Do not lift especially heavy materials by yourself.
- Maintain safety guard electrical grounding on power tools and/or equipment:
- Chemicals or other health hazards: _____
- Personal protective equipment that must sometimes be worn, when, where, and why:

_____ goggles / face shields

_____ earplugs / muffs

_____ hard hat

_____ dust mask-respirator

_____ safety shoes/boots

- Safety operation of the following vehicles: _____
- In addition to this general safety checklist, the new employee is aware of the specific safety rules regarding: _____
- Fire extinguisher(s) located: _____
- First aid kit(s) located: _____
- Report all injuries immediately to your Supervisor: _____
- Report unsafe conditions immediately to your Supervisor: _____
(there is an Unsafe Conditions Report that is to be used)
- Possible disciplinary action for ignoring safety rules (1st time, 2nd time, etc.) _____
- Positive safety incentives for good safety record.
- Annual workman's compensation award-accident free year.
- Add other items that apply specifically to your operation or other Cal/OSHA required training: _____

Signed _____

Supervisor

Date _____

Signed _____

Employee

Date _____