

INJURY AND ILLNESS PREVENTION PROGRAM



City of Ceres
2720 Second Street
Ceres, CA 95307

ORIG DATE: June 24, 1991
REV. #1: March 1, 1995
REV #2: March, 2004
REV #3: October, 2006
REV #4: January , 2007

STATEMENT OF PURPOSE

“We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of the supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.”

Our safety and health program will include:

- ◆ Providing mechanical and physical safeguards to the maximum extent possible.
- ◆ Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- ◆ Training all employees in good safety and health practices.
- ◆ Providing necessary personal protective equipment, and instructions for use and care.
- ◆ Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- ◆ Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
- ◆ Setting up a system of recognition and awards for outstanding safety service or performance.

We recognize that the responsibilities for safety and health are shared:

- ◆ The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- ◆ Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the highest regard for the safety and health of all personnel involved, including themselves.
- ◆ Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

I. RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator, Keith Howes, Human Resources Manager, has the authority and the responsibility for implementing and maintaining this IIP Program for the City of Ceres.

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 and will be included in the Employee Orientation Binders.

II. COMPLIANCE

All 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 one or more of the following practices:

- ◆ Informing workers of the provisions of our IIP Program.
- ◆ Evaluating the safety performance of all workers.
- ◆ Recognizing employees who perform safe and healthful work practices.
- ◆ Providing training to workers whose safety performance is deficient.
- ◆ Disciplining workers for failure to comply with safe and healthful work practices.

III. COMMUNICATION

All managers and supervisors are responsible for communicating with all 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.

Our communication system includes one or more of the following items:

- ◆ New worker orientation including a discussion of safety and health policies and procedures.
- ◆ Review of our IIP Program.
- ◆ Training programs.
- ◆ Regularly scheduled safety meetings.
- ◆ Posted or distributed safety information.
- ◆ A system for workers to anonymously inform management about workplace hazards.
- ◆ Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

IV. HAZARD ASSESSMENT

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

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; and
5. Whenever workplace conditions warrant an inspection.
6. During regularly scheduled quarterly inspections by the Safety Team.

V. ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

VI. 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 employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

VII. TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

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 employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating and storing food and beverages in areas where they can become contaminated.

VIII. RECORDKEEPING

Documentation and records required by the IIP Program standard will be maintained by the Program Administrator for a minimum of three years. These records include:

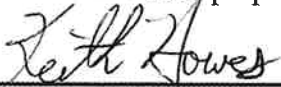
- ♦ Initial IIPP training (will be documented and kept in employee files.);
- ♦ Inspection records, employee communications, Illness and Injury Incident Reports, and investigative reports will be maintained by the Human Resources Department;
- ♦ Employee training documentation; and
- ♦ Any other pertinent health and safety documentation

INJURY AND ILLNESS PREVENTION PROGRAM APPROVALS


This Injury and Illness Prevention Program (IIPP) has been prepared for the following location:

CITY OF CERES
2720 SECOND STREET
CERES, CA 95307

This IIPP has been prepared, reviewed, and approved by the following:



Keith Howes
Program Administer



Brad Kilger
City Manager/Administrator