Before the Board of Supervisors
County of Placer, State of California

In the matter of:

Approval of the Placer Administrative Manual
Injury and Illness Prevention Programs Policy

Resolution No.: 2016-157

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held August 23, 2016 , by the following vote on roll call:

Ayes: DURAN, HOLMES, UHLER, MONTGOMERY, WEYGANDT

Noes: NONE

Absent: NONE

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

WHEREAS, the purpose of the Injury and Illness Prevention Programs Policy is to assist Placer County Management with their responsibility to develop and enforce an effective, written, department specific Injury and Illness Prevention Program;

WHEREAS, the policy is recommended by the Placer Administrative Manual (PAM) Committee, comprised of representatives of the Auditor-Controller, County Executive Office, County Counsel, Human Resources, and Administrative Services.

BE IT RESOLVED, by the Board of Supervisors, County of Placer, State of California, adopts the Injury and Illness Prevention Programs Policy.

Attachment A: Injury and Illness Prevention Programs Policy

PLACER COUNTY

INJURY AND ILLNESS PREVENTION PROGRAM POLICY

1.0 PURPOSE

The Injury and Illness Prevention Program Policy has been developed to assist Placer County with its responsibility to develop and enforce an effective, written, department specific Injury and Illness Prevention Program (IIPP). This policy has been designed to meet or exceed the requirements of Cal-OSHA General Industry Safety Orders, Title 8, §3203 Injury and Illness Prevention Programs.

This policy covers all Placer County employees, including temporary, part-time, inmate labor, work release and any other employees who are under the direct control and supervision of Placer County management.

2.0 POLICY

It is the policy of Placer County to provide a safe, healthy, and secure workplace for all employees through the implementation of an effective safety program. Each department head/elected official shall develop and maintain an effective, written, department specific safety program for their respective departments. The IIPP shall be updated as needed and at least annually. All employees shall receive initial training on the IIPP and they will be retrained on any subsequent updates. Training shall be documented and a copy of that documentation shall be provided to Organizational Development for recordkeeping. Each department shall also keep a copy of their training records. Each department specific IIPP shall include, at a minimum, the following eight elements:

1) **Management Commitment and Responsibility:** Identify the person(s) with authority and responsibility for implementing the program.

2) **Employee Compliance:** Include a system of rewards/discipline to ensure employees comply with safe and healthy work practices in accordance with the training they have received.

3) **Health and Safety Communications:** Include a system for communicating with employees, in a form readily understandable by all affected employees, on matters relating to occupational safety and health. Include provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

4) **Hazard Assessment**: Include procedures for identifying and evaluating work place hazards, including scheduled periodic inspections to identify unsafe conditions, unsafe work practices and the need for additional training.

5) **Accident/Exposure Investigation:** Include a procedure for investigating occupational injury or illness using the Placer County Injury and Illness Investigation Report Form.

6) **Hazard Correction:** Include procedures, based on the severity of the hazard, for correcting unsafe or unhealthy conditions or practices in a timely manner.

7) **Provide Training and Instruction:** Training and instruction related to department specific hazards will be provided: when the program is first established; to all new employees; to all employees given new job assignments for which training has not previously been received; when new substances, processes, procedures or equipment are introduced to the workplace that represent a new hazard; when management is made aware of a new or previously unrecognized hazard; when supervisors need to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

8) **Recordkeeping and Documentation:** Maintain documentation of all inspections and associated corrective actions. Maintain documentation of safety and health training provided to employees. Maintain documentation of safety committee activities. Maintain documentation of Injury and Illness Report Forms and associated corrective actions.

Each department is required to keep their documentation updated and to provide their IIPP documentation to Placer County Risk Management and/or Cal-OSHA upon request.

3.0 DEPARTMENT SAFETY COMMITTEE

Each department/division is required to have an effective safety committee. At a minimum the safety committee shall:

1) Meet regularly, but not less than quarterly.

2) Prepare and make available to affected employees written records of the safety and health issues discussed at the committee meetings. The committee meeting records shall be maintained for at least one year or until any identified safety/health issues have been resolved, whichever is longer.

3) Review the results of scheduled worksite inspections, along with the associated corrective actions taken, and determine if the results are satisfactory or if additional adjustments are needed.

4) Review accident investigations related to occupational injury or illness, or exposure to hazardous substances, and submit corrective action recommendations to management for the prevention of future incidents where appropriate.

5) Review alleged hazardous conditions, and their corresponding investigations, brought to the attention of any committee member. The committee may conduct its own investigation, at its discretion, to assist in making corrective action recommendations.

6) Evaluate employee safety suggestions and recommend solutions if warranted.

7) Upon request from Risk Management or Cal-OSHA, verify the department action taken to abate citations from Cal-OSHA or to carry out corrective action recommendations issued by Risk Management.

4.0 UPHOLD LAWS

All employees, officials and management representatives shall uphold all federal, state and local laws, including any ordinances and regulations, and shall never be a party to their evasion.

5.0 DEPARTMENT SAFETY REPRESENTATIVE

Each department head/elected official is responsible to appoint one or more Department Safety Representatives (DSR), depending on the size of their department, to effectively administer their health and safety responsibilities. The DSR is responsible to keep their department head/elected official informed of all health and safety responsibilities under their respective IIPP.

When a new DSR is appointed, it is the responsibility of the outgoing DSR and department management to train the incoming DSR on all aspects of the existing IIPP and its associated responsibilities. When a new DSR is appointed department management must notify the Placer County Safety Officer.

6.0 RESPONSIBILITIES

Department heads and elected officials are responsible for ensuring compliance with this policy and their department specific IIPP. They will ensure all provisions of this policy have been implemented and updated as necessary in their department specific, written program. Department heads and elected officials are responsible for planning and budgeting in order to fund the necessary training and provisions needed to meet the requirements of this policy. Written IIPPs shall be reviewed at least annually and updated as needed.

Managers and supervisors are responsible for implementing this policy and ensuring all employees under their span of control have been trained and understand the requirements of this policy and their department specific IIPP. All training shall be documented in training logs. A copy of completed training logs shall be forwarded to Placer County Organizational Development for addition to the employee's training record.

Employees are responsible for attending training sessions and are encouraged to ask for clarification of any provisions of this policy they do not understand. Employees shall comply with all aspects of this policy and their department specific IIPP and immediately notify management of any concerns or questions regarding this policy. Employees who do not comply with the provisions of this policy may be subject to disciplinary action.

Any questions regarding this policy should be directed to your Department Safety Representative and/or the Placer County Safety Officer in CEO/Risk Management.