CITY OF PACIFICA ADMINISTRATIVE POLICY	No. 51 REVISED
INJURY AND ILLNESS PREVENTION PROGRAM	DATE ISSUED: 2022

Responsible Department: Human Resources

Approved: _____

Kevin Woodhouse, City Manager

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REVISION HISTORY LOG

Date	Section	By	Correction Made

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1. PURPOSE

The purpose of this Injury and Illness Prevention Program ("IIPP") is to provide employees, interns and volunteers with a safe and healthy workplace by identifying responsibilities to be followed by management, employees, interns and volunteers and the City of Pacifica. Employees, interns and volunteers have a right to a safe workplace and the City of Pacifica has a duty to ensure that every manager and supervisor is aware of the City of Pacifica's safe work practices and that they are being followed by each employee intern and volunteer.

The City of Pacifica ("City") is adopting this IIPP to meet or exceed the requirements of the California Code of Regulations, Title 8, Section 3203.

This IIPP applies to all City employees. The following sections of this IIPP shall apply to all City interns and volunteers .[1] in the same manner as City employees: 1; 2.1; 2.2; 3.0; 4.0; 5.0; and 7.0 , except when the IIPP specifically provides otherwise.

This IIPP does not create any contract of employment, express or implied, or any rights in the nature of a contract, or any vested contractual right. This IIPP is not intended to create any rights of employment, express or implied or any rights in employment to non-employees, including interns and volunteers.

2. RESPONSIBILITIES

2.1 ALL EMPLOYEES, INTERNS AND VOLUNTEERS

Although the City and management have the primary responsibility of providing employees, interns and volunteers with a safe and healthy workplace, all employees, interns and volunteers are responsible for their own safety. Responsibilities for safety of employees, interns and volunteers include:

a) Attend all required safety classes. This includes participating and being attentive.

b) Comply with the City's safety policies, procedures, and programs.

c) Report any unsafe or potentially dangerous situation so that the situation may be abated.

d) Report all injuries and near misses to their supervisor immediately.

e) Understand that an employee (and intern and volunteer when applicable) may be disciplined for failure to follow safety procedures.

f) Provide Human Resources with any training documentation for safety training provided outside of the City .

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2.2 THE CITY

The City is responsible for providing the following under this IIPP:

a) Establish, implement and maintain an effective IIPP and update it periodically to keep City employees, interns and volunteers safe. The IIPP is reviewed periodically by management with input taken into consideration.

b) Periodically inspect workplace(s) to identify and correct hazardous conditions.

c) Identify Human Resources Manager.

d) Provide to all City employees, interns and volunteers 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, interns and volunteers of potential hazards.

f) Establish and/or update operating procedures and communicate them so employees, interns and volunteers follow safety and health requirements.

g) Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent re-occurrence.

h) Report immediately, but no longer than 8 hours, by telephone to the nearest CalOSHA Enforcement Unit district office any serious injury or illness, or death, of an employee, intern or volunteer occurring in a place of work or in connection with any employment. Serious injury or illness is defined in section 330(h).

i) 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.

j) Post, at a prominent location within the workplace, the CalOSHA poster informing employees, interns and volunteers of their rights and responsibilities and the Human Resources Manager , IIPP administrator contact information

The Human Resources Manager, IIPP administrator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The IIPP administrator for the City is the Human Resources Manager and the alternate is the Assistant City Manager or designee.

The IIP Administrator's responsibilities include:

a) Assume the lead role and the general authority to supervise all aspects of the IIPP and other safety-related matters.

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b) Utilize all available resources to ensure hazards are reasonably resolved in a timely manner.

c) Work with Department Safety Advisory Members (Appendix B) and management to ensure that safety is compliant in all departments by performing periodic inspections, training, or site visits.

d) Work with Safety Advisory Committee and Department Safety Advisory Members to ensure that safety training is scheduled.

e) Work with management and the Safety Advisory Committee to respond to employee, interns and volunteers safety suggestions and reports of hazardous conditions.

f) Ensure that CalOSHA has been notified within 8 hours of any serious injury or death.

g) Maintain records as described below in Section 8.5.

2.3 SAFETY ADVISORY COMMITTEE MEMBERS

The Safety Advisory Committee is composed of the IIP administrator and Department/Division Safety Advisory Members or designee. There are no term limits for any committee member. A list of Safety Advisory Committee members may be found within Human Resources and is updated periodically.

Along with implementing the program, the Safety Advisory Committee members will, at a minimum, be responsible for the following:

- Disseminate safety related information to their supervisors so that each department/division is aware of upcoming training, inspection findings, reporting hazards and corrective actions, as applicable and necessary.
- Report to the Safety Advisory Committee any safety suggestion, any safety concerns within their department or hazardous condition brought to their attention.
- Evaluate causes of injuries and what actions need to be taken to protect employees, interns and volunteers.
- Recognize employees, interns and volunteers who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.
- Be a member of, and active participant in, Safety Advisory Committee meetings.

2.4 MANAGERS, SUPERVISORS, LEAD WORKERS

All personnel responsible for supervision shall:

a) Be current on all safe work practices, rules and regulations.

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b) Ensure that City employees, interns and volunteers are wearing all required personal protective equipment (PPE).

c) Avoid directing employees , interns and volunteers to perform tasks for which they have not received proper training.

d) Visually inspect work areas and equipment regularly to ensure they are in safe condition. Conduct "tailgate" or "toolbox" safety meetings on an as needed basis for all employees. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent injury or illness. Maintain training records accordingly.

e) Respond to reports of hazardous conditions and/or safety suggestions and providing corrective actions.

f) Ensure any injury is reported to Company Nurse at 1-877-854-6877 with search code: CCC.

g) Forward any report of injury or near miss (non-injury incidents that almost resulted in injury) to Human Resources and Department Director.

h) Ensure that everyone required to attend safety training is in attendance and attentive. If an employee, intern or volunteer misses a class, work with them and/or Human Resources to ensure that they receive make-up training prior to job assignment pertinent to the training.

i) Understand and be aware of all hazards associated with job assignments.

j) Ensure that City employees, interns and volunteers are following safety procedures and policies.

k) Coach employees, interns and volunteers that do not follow the safety rules and policies of the City, and discipline in accordance with City policy.

2.5 HUMAN RESOURCES

Human Resources responsibilities towards safety include:

a) Document and maintain training records for each employee, intern and volunteer.

b) Coordinate and ensure that all accident and injury reports have been filled out correctly.

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 a prominent location, where the City typically posts notices for employees, so that there is easy access to the summary.

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d) Work with management and the Safety Advisory Committee to ensure that safety concerns or suggestions raised by employees, interns and volunteers are being handled with diligence.

e) Maintain all CalOSHA related documentation.

2.6 JOB SAFETY CLASSIFICATIONS

At the City, employees are protected under the CalOSHA 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 be considered construction, and will be regulated by the CSO.

CalOSHA 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 CalOSHA.

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.

2.6.1 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

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- Tending bridges

2.6.2 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

3. COMPLIANCE

3.1 ENFORCEMENT

Employees who fail to comply with the City's safety policies and procedures will be subject to disciplinary action, up to and including, termination. City interns and volunteers who fail to comply with the City's safety policies and procedures, will be subject to disciplinary action, up to and including separation, as applicable.

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

3.2 RECOGNITION

Employees, interns and volunteers that contribute to the safety program by reporting unsafe conditions, making safety suggestions, or helping improve the safety program will be recognized. The Human Resources Division, Department and the Safety Advisory Committee will assist by providing support and guidance in this process.

4. COMMUNICATION

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

a) A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.

b) Since City employees, interns and volunteers are often in a better position to spot potential hazards in the work area, their input with regard to safety is encouraged. They are encouraged to report safety hazards to general Human Resources e-mail address at HR@pacifica.gov. Anonymous suggestions can be mailed to Human Resources Manager at 540 Crespi Drive, Pacifica, CA 94044. All suggestions will be reviewed at the Safety Advisory Committee Meeting with a

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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 folder located on the intranet. The City prohibits retaliation for reporting safety concerns.

c) City maintains an intranet where all employees have access to safety documents, including; Safety Advisory Committee meeting minutes, inspection schedule, Log 300A, written safety programs/policies, etc. For employees, interns and volunteers without access to the intranet, they may request copies of the information from their Supervisor.

d) City provides a wealth of resources through an Employee Assistance Program (EAP) for all employees and their families to help lead a healthy, happy, and well-balanced life including clinical emotional health, wellness, and work and life benefits.

e) Safety posters and signs will be posted in common areas to help remind employees, interns and volunteers of certain hazards and to protect themselves.

f) Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.

g) A standing Safety Advisory Committee meets regularly. The committee structure and responsibilities may be found below.

Committee Name	**Sponsor**	**Team Leader**	**Team Members**
City of Pacifica Safety Advisory Committee	Human Resources Manager	Department/Division Safety Advisory Members or designee as identified in the Injury and Illness Prevention Program	
Meeting Times/Location:	Third Wednesday of Every Month		
Purpose:	To help ensure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in: ▪ Quarterly safety advisory committee meetings per CCR, 8 3203, (c) et. al. ▪ Review results of periodic worksite inspections. ▪ Prepare and make available written records of safety and health issues discussed at the committee meetings. Maintain such records for CalOSHA's review upon request. These records shall be maintained for at least one year. ▪ Communication between employees, interns and volunteers and management.		

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Committee Name	Sponsor	Team Leader	Team Members
	▪ Schedule and review safety training.		
Scope/Authority:	▪ Submits recommendations to assist in the evaluation of safety suggestions. ▪ Ensure that all employees, interns and volunteers are provided with a safe and healthy workplace. ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment. ▪ Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to hazardous substances, and submit suggestions to management for prevention of future incidents ▪ Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, recommend corrective actions to address safety hazards. ▪ Serve as an additional communications conduit between employees, interns and volunteers and management on safety concerns. ▪ Upon request from CalOSHA, verify abatement action taken by the City to abate citations issued by CalOSHA		
Success Criteria:	▪ Compliance with safety regulations and receive no OSHA citations. ▪ Fewer accidents and injuries. ▪ Establishment of required safety programs. ▪ Improved feedback regarding sense of safety and well-being by City employees, interns and volunteers.		
Decision-Making Process:	▪ Majority vote by area Safety Advisory Members present to pass on recommendations or take action. City Manager has final approval.		
Product(s):	▪ Provide safety training and recordkeeping. ▪ Produce periodic inspections reports. ▪ Respond to safety concerns and/or suggestions by City employees, interns and volunteers.		
Decision Communication:	▪ Agenda and minutes of meetings to members and posted at worksites. ▪ Use of internal and external communication tools to disseminate major actions.		
Evaluation:	• Annual review by the Safety Advisory Committee and management on committee effectiveness.		

5. HAZARDS ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed. Before a certain high risk 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 open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

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The City , supervisors and managers must be aware of all hazards related to equipment being operated or tasks being performed by employees, interns and volunteers.

The Job Safety Analysis Form (Appendix A) is designed to help identify and evaluate workplace hazards.

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 City is made aware of a new or previously unrecognized hazard
- When reasonable safety suggestions are made regarding a hazard

This IIPP is not intended to cover all safety procedures at the City. The City has/or will develop specific programs as needed, which can be found at each applicable department and/or within Human Resources and/or on the intranet. These programs include, but are not limited to:

- Concrete Dust Generating Operations
- Confined Spaces
- COVID-19 Prevention Program
- Emergency Action Plan
- Emergency Operations Center (SIMS/NEMS)
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention

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- Hot Work
- Lockout/Tagout
- Personal Protective Equipment Policy
- Respiratory Protection
- Protection from Wildfire Smoke
- Workplace Violence

5.1 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the safety practices are being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s).

All safety violations, hazards and safety concerns will be documented, and a Safety Risk Assessment Code assigned, based on the descriptions given below. Facility inspections of all work site locations will be conducted as needed, depending on industry requirements, with one inspection done minimally annually.

Field crew inspections will be conducted as needed, depending on industry best practices and requirements. These inspections will be spontaneous with no advance warning given to the crews.

As needed, Supervisors will review with their work crews any hazards associated with work to be performed prior to work being conducted.

In addition, the following inspections will be performed:

Required Inspection Frequency	
Fire Extinguisher	*Monthly*
Eye Wash Station	*Monthly*
Emergency Shower	*Monthly*
Forklift	*Pre-shift*
Hazardous Waste Containers	*Weekly*
Fall Protection Equipment	*Semi-annually*
Confined Space Equipment	*Per Equipment Manufacturer*

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Managers and Supervisors should conduct inspections **as needed** to ensure safe working conditions at all times.

SAFETY RISK ASSESSMENT CODE

The Safety Risk Assessment Code is determined as follows:

Class 1 – Critical: may cause death, serious injury, significant environmental impact, or substantial financial losses and/or is likely to occur soon.

Class 2 – Serious: may cause injury, occupational illness, or environmental or property damage and/or probably will occur in time.

Class 3 – Minor: probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria.

5.2 HAZARD CORRECTION

All identified hazards shall be corrected in a timely manner based on the Safety Risk Assessment Code.

- A supervisor will designate who will resolve the hazard and a completion date will be established and checked off by the appropriate person. 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, the City will remove all exposed workers 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 (IDLH) 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, controlled access, or procedural change as applicable.

When a problem is corrected, the inspection 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)

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- New safety rule (for example: no cell phone use while driving or flagging)
- Training

6. 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, intern or volunteer and their supervisor. All required and necessary forms are available at the Human Resources office or on the City's Intranet. All applicable forms should be completed in a timely manner and given to Human Resources.

City interns and volunteers, will be provided with applicable forms from Human Resources.

The forms that are included in the packet for employees are: Accident Investigation Report

a) Short Form Accident or Injury (injuries not requiring medical attention)

b) Employer' Report of Occupational Injury or Illness (5020) (injuries requiring medical attention)

c) Worker's Compensation Claim Form (DWC1) (injuries requiring medical attention)

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. A short form will be recommended.

6.2 ACCIDENT INVESTIGATION PROCEDURE

a) Provide medical attention to the injured employee, intern or volunteer.

b) Go to the scene of the accident if practicable .

c) Talk with hurt employee, intern or volunteer.

d) Interview witnesses.

e) Complete forms as described above in section 6.1.

f) Determine root cause and provide corrective actions. These corrective actions will be tracked by the Safety Advisory Committee until closed-out.

6.3 SERIOUS INJURY REPORTING TO CALOSHA

The City shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. If a contractor is injured, the contractor's employer must notify CalOSHA. City shall also comply with any reporting obligations related to City interns and volunteers.

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Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness.

A serious injury is defined as: any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

6.3.1 REPORTING PROCEDURE

City Employees, interns and volunteers are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee, intern or volunteer. Management will then notify the Human Resource Manager. Human Resources will call and report the injury or illness to CalOSHA as soon as possible but not longer than eight hours after serious injury or death of any employee, intern or volunteer. If the Manager or Supervisor is unable to speak directly with the Human Resources Manager or designee, they are to leave a detailed voice message on the Human Resources Manager's voicemail and then call CalOSHA to report the serious injury or fatality at:

Foster City District Office
1065 East Hillsdale Blvd., Ste. 110

Foster City, CA 94404
phone:(650) 573-3812
fax:(650) 573-3817

7. RECORDKEEPING

7.1 GENERAL SAFETY RECORDKEEPING

The City is responsible for keeping General Safety Records as follows:

7.2 RECORD RETENTION REQUIREMENTS:

Record	Minimum Retention (yrs)	Code citation	Responsibility
Workplace inspections	1	8CCR3203(b)(1)	Program Administrator & Department

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Record	Minimum Retention (yrs)	Code citation	Responsibility
			Director
Training records (See below for exceptions)	1	8CCR3203(b)(2)	Program Administrator &/or Department Director
Safety committee meeting records	1	8CCR3203(c)(2)	Program Administrator
Accident investigation records	None		Program Administrator & Department Director
OSHA300, 300A, 301	5	8CCR14300.33	Human Resources
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)	Human Resources
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	"At least" 30 yrs	8CCR3204(d)(1)(B)	Program Administrator & Department Director
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)	Department Director
Sharps injury log	5	8CCR5193(h)(3)	Department Director
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)	Department Director
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must	8CCR1529(n)(6)	Department Director

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Record	Minimum Retention (yrs)	Code citation	Responsibility
	be transferred to new owner		
Maintenance of fire extinguishing systems	5	19CCR904.1(b)	Department Director
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1	Department Director
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2	Department Director
MSDS & SDS, and employee hazardous material exposure records	30 years	8 CCR 5194	Department Director
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143	Department Director
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)	Department Director

8. TRAINING AND INSTRUCTION

Training is the most important part of this program. It is critical that all employees, interns and volunteers understand their workplace hazards and are trained in:

a) Safety procedures and policies.

b) Procedures to document and record workplace injuries or illnesses.

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c) Responsibilities towards safety.

d) City's disciplinary policy.

Departments are responsible for maintaining an industry required Environmental Health and Safety (EH&S) Training matrix (found within departments) 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 and Department Safety Advisory Members shall receive training to familiarize them with the health and safety hazards to which employees, interns and volunteers under their immediate direction and control may be exposed.

Supervisors and Department Safety Advisory Members 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, interns and volunteers have the responsibility to stop work if hazardous conditions are present. They may stop work and notify their supervisor who will take corrective action and provide for a safe work environment.

Training is provided upon establishing this IIPP and:

a) To newly hired employees, interns and volunteers.

b) To all employees given new job assignments for which training has not yet been received.

c) Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.

d) Whenever the City is made aware of a new or previously unrecognized hazard.

e) To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.

f) To all workers with respect to hazards specific to each individual's job assignment.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be maintained in accordance with the above section 7.2.

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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.

Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

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APPENDIX A

JOB SAFETY ANALYSIS FORM

JOB SAFETY ANALYSIS FORM

	Job: Example		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**		**RECOMMENDED SAFE JOB PROCEDURE**

JOB SAFETY ANALYSIS FORM

Break the job down into its basic steps, e.g., what is done first, what is done next, and so on. You can do this by: 1) observing the job; 2) discussing it with a knowledgeable person; 3) drawing on your knowledge of the job; or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by: 1) observing the job; 2) discussing it with a knowledgeable person; 3) recalling past accidents; or 4) a combination of the three. Ask yourself, can the person be struck by or make contact with anything; can the person strike against or come in contact with anything; can the person be caught in, on or between anything; can the person fall; can the person overexert; does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?	For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by: 1) observing the job for leads; 2) discussing precautions with a knowledgeable person; 3) drawing on your personal experience; or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

JOB SAFETY ANALYSIS FORM

	Job:		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**		**RECOMMENDED SAFE JOB PROCEDURE**

JOB SAFETY ANALYSIS FORM

APPENDIX B

SAFETY ADVISORY COMMITTEE MEMBERS

Appendix B-Safety Advisory Committee Members

Name	Department
Police Captain – Primary Police Sergeant– Alternate	Police
Battalion Chief – Primary Battalion Chief- Alternate	Fire
Public Works Manager – Primary Maintenance Worker II - Alternate	Public Works Field Services
Management Analyst II – Primary Senior Planner - Alternate	Planning & Building
Assistant Superintendent – Primary Plant Manager - Alternate	Wastewater Treatment
Human Resources Manager – Primary Human Resources Analyst - Alternate	Administrative Services
Recreation Coordinator – Primary Recreation Coordinator - Alternate	Parks, Beaches & Recreation

APPENDIX C

INSPECTION AND CORRECTION FORM

Safety Inspection

Date:____/_____/_____

Inspection conducted by: _____

The following are violations of CalOSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees, interns, or volunteers at the City of Pacifica, or possibly cause negative environmental impact, or interrupt the City of Pacifica's ability to do business. These conditions require corrective action to ensure a safe and healthful workplace.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the City of Pacifica at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

For explanation of Risk Assessment Codes see the last page.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

Please initial and date corrections as they are completed.

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

APPENDIX D

TOOLBOX MEETING RECORD

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 E

MASTER AGENDA

City of Pacifica

Safety Advisory Committee Agenda

Date:_____/_____/_____

Time:_____

- Approval of Minutes
- Action Items
-
    1.
    2.
    3.
- Training
    1. Conducted: XXXXXXXXXXXXXX
    2. Conducted: XXXXXXXXXXXXXX
    3. Upcoming: XXXXXXXXXXXXXX
    4. Upcoming: XXXXXXXXXXXXXX
- Accident/Near Misses Report
- Open Discussion/Safety Suggestions
- Next Meeting:

APPENDIX F

SAFETY SUGGESTION FORM

Safety Suggestion Form

This form is for use by employees, interns and volunteers 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 Advisory Member?_____

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

THE CITY OF PACIFICA ENCOURAGES EMPLOYEES, INTERNS AND VOLUNTEERS TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

The Human Resources Manager WILL review all safety suggestions and/or concerns and collaborate with staff and management in order to resolve any safety hazards in a timely manner.

APPENDIX G

NEW HIRE ORIENTATION CHECKLIST

Safety Program & Training Checklist

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

Employee Name: _____

Hire/Review Date: _____

Job Title: _____

Department/Division/Unit: _____

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

_____ Identify the Safety Advisory Member 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.)
_____
_____ 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 & SDS) and locations(s)
_____ Review labeling requirements and the NFPA placard numbering system
_____ Review how to safely handle chemicals on site
_____ Review the spill procedures and spill equipment (location, etc.)
_____ Review what to do in the event of an emergency or exposure
_____ HAZWOPER Training
_____ Emergency Response Program and Drills

Fire and Evacuation:

_____ 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

Fleet & Equipment Program

_____ Commercial/Non-Commercial Driver License(s) & Certification
_____ Pre & Post Trip Vehicle Inspection: (Training, Defensive Driving, Documentation, etc.)
_____ Seatbelt Use & Requirements
_____ Radio, Cell Phone Use & Requirements
_____ Vehicle Accident Process & Reporting
_____ Equipment Specific Training & Refreshers _____
_____

Emergency Response:
_____ NIMS/SEMS 100, 200, 300, 700, 800, etc.

Safety Programs & Training: (Identify as required for specific job classification/title)
_____ Knowledge, Awareness & Use of all City/Plant Policy/Procedures/Instructions, etc.
_____ Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certification
_____
_____ Bloodborne Pathogens Program & Training
_____ Confined Space Program/Permit and Entry/Rescue Training & Certification
_____ Boom/Crane Safety Certification
_____ DOT Requirements & Testing
_____ Driver Safety, Defensive Driving Training
_____
_____ Ergonomics & Back Safety Training
_____ Excavation/Trench/Shore Program/SOP & Training
_____ Fall Protection Program & Training
_____ Fire Extinguisher Training
_____ First Aid/CPR/AED Certification Training
_____ Chain Saw Safety Training
_____ Tree Work & Climbing Safety Training
_____ Traffic Work Zone and Flagging Safety Training
_____ Forklift Safety Training
_____ Hazard Communication Program & Training
_____ Hazardous Materials Program & Safety Training
_____ Hazardous Waste Operations First Responder Certification (8 hour)
_____
_____ Heat Stress & Illness Program & Training
_____ Ladder & Scaffold Safety Training
_____
_____ Lockout/Tagout Program & Training (Equipment Specific Procedures)
_____ Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
_____ Hotwork Program/Permit & Welding Safety Training
_____
_____ Emergency Action Plan

_____ Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
_____ Chemical Hygiene Plan & Lab Safety Training
_____ Accident Investigation Training
_____ IIPP Program, Tailgate, Training
_____ Regular Safety Tailgates – ongoing provided by supervisor twice a month
_____ 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: _____

Injury Illness Prevention Program

Acknowledgement Form

I, _____ acknowledge that I have been provided the **Injury Illness Prevention Program (IIPP)** of the City of Pacifica. I understand that I should consult with my supervisor or the Department of Human Resources regarding any questions not answered in the IIPP.

I acknowledge that information in the IIPP is subject to change. The City of Pacifica reserves the right to modify and eliminate information in the IIPP, at any time, based on CalOSHA Healthcare Emergency Temporary Standards updates. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing documents.

Furthermore, I acknowledge that the IIPP is made available to me on the City's Intranet or at the City's Human Resources office. I have received the IIPP and I understand that it is my responsibility to read and comply with the IIPP.

_____ _____

(Print Name) **Date**

_____

Signature