



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: INJURY & ILLNESS PREVENTION	Policy Number K-1	Page Number: 1 of 11
	Date Adopted: 08/05/1986	Revised Date: 04/21/1992

BACKGROUND:

This policy is intended to define responsibilities related to establishment, maintenance, and control of the County's programs related to occupational safety and health. The policy is intended to promote interdepartmental and joint labor/management cooperation to achieve program objectives. Objectives include compliance with CAL-OSHA and other regulations bearing on employee safety and health, and effective control, of losses. The program is intended to assist in identification and implementation of preventive measures.

POLICY:

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1. PURPOSE AND SCOPE

It has long been the policy of the El Dorado County Board of Supervisors to provide safe and healthful working conditions for all County employees. The Board desires to



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encourage and create a standard of employee safety and health equal to the best practices anywhere. To promote this goal an Injury and Illness Prevention Program (IIPP) is hereby established. A coordinated effort is necessary to achieve this goal: Specific procedures are provided to identify and eliminate unsafe conditions and employee actions. Responsibility and authority created in this program are in addition to departmental rules and procedures.

2. OBJECTIVES

A primary objective of the Program is to establish a high level of safety and occupational health awareness. Implementation will assure compliance with CAL/OSHA regulations, with special reference to Title 8 CCR Section 3203. The program will develop prevention recommendations through workplace inspections, accident investigation, and job safety analysis.

3. AUTHORITY

Authority and responsibility for implementation of the program is hereby delegated to the Chief Administrative Officer (CAO), or his designated representative.

4. DEPARTMENTAL RESPONSIBILITIES

Each Department Head is hereby delegated operational authority and responsibility for implementation of injury and illness prevention within each department, and shall at a minimum accomplish the following:

- A. Identify staff to assist with periodic facility and equipment inspections in cooperation with the Prevention Committee.



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- B. Provide adequate first aid equipment and training.
- C. Provide necessary safety equipment.
- D. Secure any needed employee health or workplace exposure monitoring.
- E. In cooperation with the Prevention Committee, implement accident and injury reporting procedures and accident investigation.
- F. Designate department personnel and assign them to participate in the IIPP program per guidelines herein ("8" below).
- G. Support interdepartmental and labor/management cooperation through Departmental IIPP Representatives.
- H. Establish necessary training and operational procedures to ensure that employees are made aware of all safety-related procedures and responsibilities.
- I. Establish, in cooperation with the Prevention Committee, a reliable system for employees, without fear of reprisal, to notify management in writing about conditions that appear hazardous, and to receive timely and appropriate responses.
- J. In cooperation with the Prevention Committee and other departments, develop and enforce written safety and health rules, including safe and healthful work procedures for specific operations, as appropriate to the potential hazards in the department.



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K. In cooperation with the Prevention Committee, and the office of Emergency Services, procedures will be developed for response to emergencies requiring first aid, medical care, emergency exit, fire response, and disaster. These procedures will be written, communicated to all employees, and should include emergency phone numbers, exit routes, and training as appropriate.

L. With reference to the requirements for employee training set forth in Title 8 CCR, Section 3203, (a) (7), Department Heads shall provide such training, in cooperation with Personnel and the Prevention Committee. Documentation sufficient to meet the requirements for training documentation shall be provided to the Prevention Committee at least annually. [See Title 8 CCR, 3203, (b) (2).]

5. EMPLOYEE RESPONSIBILITIES AND RIGHTS

Employees shall adhere to all departmental rules and regulations connected with safe work practice. They are encouraged to report unsafe conditions or practices to their supervisor. They may also use the County Prevention Committee format ("9" below) to secure improvement in safety in their work places as necessary. Thus, any employee may report suspected unsafe conditions or practices to any of the following individuals: (a) their Department Injury and Illness Prevention Program Representative; (b) the Risk Manager; (c) their employee organization or union. The Prevention Committee shall establish a system to preserve employee anonymity.

6. SUPERVISION

The supervisor is defined as the initial person of management authority to which a group of workers reports. The individual may be any level of supervisor depending on



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departmental structure. Supervisors shall implement the following functions of the IIPP program:

- A. Evaluate safety conditions of assignments.
- B. Conduct safety meetings and provide training in safe and healthful work practices per departmental procedures, and assist in development of these procedures.
- C. Facilitate correction of safety problems at the lowest possible administrative level.
- D. Forward through their own supervisor and department representative matters which cannot be handled at the supervisor's level.
- E. Investigate accidents and complete reports per departmental direction.
- F. Participate in IIPP representation assigned by department.
- G. At all times act in such a way as to encourage by example the use of safe work practices by all employees.

7. RISK MANAGEMENT

Risk management shall provide staff support for the IIPP, including the following functions:

- A. Review safety goals and objectives proposed by individual departments, provide technical advise, and communicate them to the Program Committee.



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- B. Provide scheduling and clerical support for the Program Committee.
- C. Inform management of the Injury Prevention Program status, problems, and improvements.
- D. Analyze procedures, rules, and practices to ensure hazard elimination or control by communication to the Program Committee.
- E. Collect and review data regarding accident rates and preventability.
- F. Participate in hazard identification and control.
- G. Coordinate research and expert consultation, such as CAL/OSHA Consultation Service, Industrial Hygienists, and safety engineering as needed.
- H. Review accident prevention/investigation reports and conduct supplemental prevention investigation as required, communicating results to the Program Committee.
- I. No less frequently than annually, Risk Management staff shall conduct inspections to identify unsafe work practices and conditions. The results of these inspections shall be documented, with records kept for three years. The results shall be communicated to the Program Committee and to all department(s) affected and involved. The department shall document actions taken in response to such inspections, and shall provide a copy to the Program Committee. These inspections shall be performed with the aid and advice of the Program Committee, and shall be performed in conjunction with the Department Program Representative.



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8. DEPARTMENTAL PROGRAM REPRESENTATIVES

Each department head shall name an individual (or several individuals depending on department/division structure) in their organization who best meets the following criteria:

- A. The individual should preferably (though not necessarily) be a first level supervisor of lowest level employees who, by reason of seniority, experience, safety-related training, and interest will be best equipped to set a positive example, through leadership skills, for all department employees, of correct work practices.
- B. This individual may be assigned safety related responsibilities within the department structure.
- C. Each department's safety program representative shall undertake the following responsibilities:
 - 1. Lead accident prevention investigations, with responsibility for review of the accident investigation form for each department accident. In this responsibility the safety representative may enlist the help of other supervisory personnel and Risk Management as appropriate to the case.
 - 2. May make safety related recommendations both within the department's chain of command and within the scope of the IIPP.
 - 3. Assists fellow supervisors in special training, planning, new employee orientation, and other matters relating to their contact with the IIPP program.



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4. May be called upon by the Program Committee to assist in accident investigations or work place inspections for any department as desirable.

9. EMPLOYEE/MANAGEMENT PREVENTION COMMITTEE

A. Objectives: The Prevention Committee will provide direction for the Illness and Injury Prevention Program. It will involve representation from all levels of the County's organization. It will constitute the last "in house" review of employee safety and health policy and procedure, short of outside regulatory agency involvement. It will review safety and health related issues and problems, and develop recommendations for hazard abatement actions. The committee may communicate such recommendations to individual, Department Heads, and/or to the Board of Supervisors or the CAO as it deems appropriate.

B. Membership shall include the following:

1. Seven Management Representatives, Appointed by the Chief Administrative Officer, as follows:
 - (a) The CAO or designated representative, who shall chair the Committee;
 - (b) An Elected Department Head, or designated representative;
 - (c) An Appointed Department Head, or designated representatives;
 - (d) One Unrepresented Management representative;



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- (e) The Director of Human Resource or designated, representative;
 - (f) One representative of the Risk Management Division;
 - (g) One representative of the Health Department.
2. Five Representatives of Employee Organizations, one selected by the Deputy Sheriff's Association, two by the County Employees Association, and two by the Operating Engineers.
 3. Membership shall be reviewed annually by the CAO and rotation to broaden the base of departmental involvement shall be considered.
- C. Regular meetings will be held, a minimum of quarterly, at which the status of employee safety and health will be reviewed. Minutes will be kept and distributed to all Department Program Representatives and Department Heads, and shall be posted within each department. Risk Management shall prepare an agenda and notify members of meetings at least 10 days in advance. The committee will observe or assist in the investigation of major accidents, and may meet on an ad hoc basis to develop solutions to specific problems as they arise.
- D. The Committee shall perform the following activities:
1. Review the results of work site inspections performed by staff, and all significant reports of accident investigations and causes of incidents resulting in occupational injury, illness or exposure of employees to hazards.



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2. Review all allegations of hazardous conditions or practices brought to the attention of any member.
3. Upon the request of the State of California, Division of Occupational Safety and Health, verify abatement action taken by the County to abate any citations issued by the Division.
4. Monitor for trends, by review of injury and illness statistics.
5. Initiate special investigations of major accidents or injuries or safety hazards identified. In such instances, the Committee may recommend that an investigating team be appointed by the Chairperson.
6. If the Safety Committee determines that an unsafe or unhealthy condition or practice exists, the Committee shall:
 - (a) Notify the responsible Department Head.
 - (b) Record this action in its minutes, and schedule review for its next meeting.
 - (c) If at its next meeting the Committee finds the unsafe condition or practice is not corrected, the Committee shall notify the CAO or, at the Committee's option, the Board of Supervisors, to request direction and assistance.
7. The Committee shall prepare at least annually, a formal report for review by the Board of Supervisors. This report shall summarize program activities,



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significant recommendations, hazards eliminated, outstanding problem areas if any, and regulatory compliance status. Recommendations for action by the Board shall be included as appropriate.

10. DISCRIMINATION

Employees with health and safety responsibilities under this program are hereby guaranteed protection from discrimination resulting from their actions in this program in the same manner as Sections 6310 – 6312 of the Labor Code protects employees in the exercise of rights under those sections.

Primary Department: Human Resources

References: Title 8, California Code of Regulations, Section 3203

