



Subject:  <b>INJURY AND ILLNESS PREVENTION PROGRAM</b>	Policy Number: _____ Page Number: _____
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	Date Adopted: _____ Effective Date: _____
	<b>06/16/2015</b> _____ <b>06/16/2015</b>

**I. PURPOSE**

~~Pursuant to The California Labor Code §, Chapter 1369, Section 6401.7 and the California Code of Regulations, Title 8, Subchapter 7, Sections 1509 and 3203, every employer shall establish, require the County of El Dorado (County) to develop and implement and maintain an effective employee Illness and Injury and Illness Prevention Program. The Program shall be in writing (IIPP). This policy establishes that program which applies to all County employees and volunteers.~~ The purpose of this policy is to define responsibilities related to the establishment, implementation, and maintenance of the County’s programs related to occupational safety and health.

**II. POLICY**

It is the policy of the ~~County~~ Board of Supervisors ~~of the County of El Dorado~~ to provide a safe and healthful workplace by establishing guidelines and procedures for the ~~development and~~ maintenance of an ongoing ~~Injury and Illness Prevention Program~~ IIPP in compliance with the California Labor Code and the California Code of Regulations. ~~The A copy of the County’s Injury and Illness Prevention Program or department-specific IIPP shall be in writing within each department and shall, at a minimum, include integrate the requirements set forth in California Labor Code §6401.7 policies and procedures intended to identify, control, and California Code of Regulations, Title 8, Subchapter 7, §3203 resolve occupational hazards and incidents. A safe and healthful workplace is accomplished through communication, training, ongoing inspections, and collaborative investigations. Response to safety concerns will be given the highest priority at every level of the County.~~

**III. PROCEDURE**

**County Safety Committee**

~~The County Safety Committee is responsible for the development of El Dorado programs and initiatives to promote occupational health and safety in an effort to prevent and to reduce accidental losses within the offices, institutions, and departments of the County. Membership consists of the following:~~

- ~~Chair: Chief Administrative Officer (CAO) or designee~~
- ~~Member/Secretary Risk Manager or designee~~
- ~~Member: Human Resource Director or designee~~
- ~~Member: Sheriff or designee~~
- ~~Member: Health and Human Services Agency (HHS) Director or designee~~
- ~~Member: Information Technology Director or designee~~
- ~~Member: County Counsel Director or designee~~



Member: Community Development Services designee

Member: Such representatives as appointed or invited by members

County Safety Committee meetings will be held bi-annually and shall include a review of accident events, health/safety exposures, and actions taken to prevent future occurrences. They will also address the elimination of risks found during safety inspections. The meeting shall include County-wide safety topics, trends, recent/potential safety issues, and will maintain an element of Enterprise Risk Management shall(ERM) including:

- A. Resolve to proactively manage risks rather than to react to them;
- B. Clarify the organization's risk philosophy and develop a strategy to achieve it;
- C. Think broadly and examine carefully events that may affect the organization's objectives;
- D. Collaboratively develop action plans and share strategies and outcomes with other departments;
- E. Assess risks and maintain the flexibility to respond to new or unanticipated risks;
- F. Use metrics to monitor the effectiveness of the risk management process where possible;
- G. Circulate risk information throughout the organization; and
- H. Embed ERM into the culture by integrating the knowledge of risks in internal audit planning, balanced scorecards, budgets and performance management systems.

### **Responsibility**

The CAO is ultimately responsible for ensuring that a safe and healthy workplace is established and maintained. The CAO or designee will ensure that department heads implement the IIPP and develop corresponding safety policies and procedures for operations under their control. All County employees are responsible for promoting safety and enhancing the effectiveness of safety awareness, training, accident prevention, and emergency preparedness.

Department heads or their designees shall:

- A. Develop department-specific IIPP safety policies and procedures when department operations fall outside of the scope of the County IIPP, including department-specific Code of Safe Work Practices (COSWP) and facility-specific Emergency Action Plans (EAP);
- B. Ensure a hard copy of the IIPP, including the EAP and COSWP, are in writing, readily available, and its location known by all department personnel;
- C. Be familiar with and ensure department personnel are familiar with the attached County policies in support of the IIPP;
- D. Appoint one or more department safety coordinators (DSC);
- E. Provide employee IIPP orientation and department and job-specific safety training prior to assignment of employees;
- F. Post all health and safety information, such as safety posters and the Occupational Safety and Health Administration (OSHA) 300 Log annual summary;
- G. Participate on the County Safety Committee;
- H. Designate staff responsible for serving on the department safety committee and ensure quarterly meetings are held;
- I. Ensure that each supervisor adheres to adopted policies and procedures and consistently enforces safety rules and regulations; and



J. Upon request from the Human Resources Department, Risk Management Division, verifying abatement action taken to mitigate citations issued by the California Division of Occupational Safety and Health (Cal/OSHA);

Managers and supervisors are integral components in ensuring an injury and illness free workplace and complying with applicable laws and regulations governing workplace safety. Employees in these positions are responsible for the safety of their subordinates and for ensuring that employees know and abide by the IIPP and corresponding safety policies and procedures. Managers and supervisors shall:

- A. Be aware of safety and health regulations affecting operations;
- B. Schedule, conduct, and record new-employee safety orientation and ongoing safety training;
- C. Enforce safety policies and procedures;
- D. Investigate accidents, injuries, and near misses and prepare written documentation;
- E. Evaluate new equipment and procedures and make recommendations to the department head, safety coordinator, and/or Risk Management;
- F. Ensure the maintenance of materials and equipment in safe operating conditions per the manufacturer's specifications;
- G. Determine necessary personal protective equipment and provide training for the proper selection, usage, maintenance, and disposal;
- H. Inspect work areas routinely;
- I. Train employees in the identification and reporting of safety hazards and concerns;
- J. Work with the department head, department safety coordinator, and Risk Management on all safety related issues;
- K. Correct or report unsafe conditions; and
- L. Implement and document the training program designed to instruct employees in safe work practices and specific job duties.

DSC's are responsible for:

- A. Conducting, facilitating, or assisting ongoing department safety committee meetings with management and employee representatives and maintaining written records of attendance and topics discussed;
- B. Conducting periodic facility safety inspections and recommending appropriate measures for the elimination of unsafe conditions;
- C. Ensuring employees are informed of any identified hazards;
- D. Maintaining a department safety bulletin board;
- E. Representing employees on health and safety issues;
- F. Acting as a liaison to Risk Management;
- G. Participating in incident investigations;
- H. Periodically updating the department head on safety activities with a copy to the County Safety Officer; and
- I. Reviewing investigations of occupational accidents, injury, illness or exposure to hazards, and identifying preventative measures.

Employees are responsible for:

- A. Becoming familiar with and complying with the County and Department IIPP's in addition to



corresponding safety policies and procedures;

- B. Reporting any hazardous conditions and equipment to supervisors;
- C. Observing all County safety policies, procedures, and rules;
- D. Using all safety clothing, equipment, and personal protective equipment (PPE) as required;
- E. Not performing any job duties for which safety training has not been provided;
- F. Attending all general and tailgate safety meetings; and
- G. Reporting all injuries, accidents, and near-miss incidents to supervisors.

**Risk Management shall:**

- A. Be responsible for establishing, implementing, and maintaining an effective ~~Countywide Injury and~~ County-wide IIPP;
- B. Be the County liaison with Cal/OSHA;
- C. Advise departments on safety and health policy issues and assist in developing and implementing department-specific IPPs and policies;
- D. Keep abreast of current information on federal, state, and local safety and health laws, regulations, and ordinances;
- E. Coordinate development and implementation of the County-wide IIPP with all departments;
- A. Maintain records of employee accidents and injuries, and review injury and illness trends;
- B. Track hazard reports and safety concerns through resolution;
- C. Investigate and report to Cal/OSHA any serious injuries resulting in hospitalization or fatality, and provide recommendations to prevent reoccurrence;
- D. Provide technical assistance and recommendations on occupational health and safety issues to departments;
- E. Facilitate and participate in the County Safety Committee meetings;
- F. Facilitate environmental monitoring of work sites where employees have potential exposure to harmful biological, chemical, or physical agents; and
- G. Investigate reports of hazardous conditions, accidents, injuries, and near-misses, and make necessary remedial recommendations.

**Compliance**

The expectation is for all agents of the County, including employees and volunteers, to abide by the policies and procedures contained within the IIPP and corresponding regulatory compliance policies. The willful violation of County-wide or Department safety rules or state regulations may result in disciplinary action up to and including termination. All disciplinary action will be in compliance with the current and applicable Personnel Rules, Memoranda of Understanding, or Salary and Benefits Resolution for employees.

**Communication**

Every County employee is encouraged to suggest or recommend measures which will eliminate unsafe practices or unsafe physical conditions. Employees are required to report any hazardous conditions to their immediate supervisor. Employees may report safety concerns anonymously or directly to Risk Management. No employee shall be disciplined for reporting any workplace hazard or unsafe condition or practice. The following methods have been established to communicate with employees on matters relating to health and safety:



- A. Departments that utilize safety committees will schedule meetings at least quarterly. Records will be maintained for a period of at least two years and will contain the dates of meeting, agendas, attendance rosters, and summary minutes of the issues discussed. Administrative departments may establish employee communication programs other than a safety committee.
- B. Individual departments are responsible for maintaining current hazardous chemical or substance Safety Data Sheets (SDS) for their departments. SDS's regarding hazardous materials that employees may be exposed to while working shall be maintained in the department's Hazard Communication binder (physical or online) and shall include an SDS for every hazardous chemical or substance used or encountered as part of the job and be readily available for employees to review.
- C. Managers and supervisors will encourage employees to report any unsafe or unhealthy conditions that they discover without fear of reprisal. In some cases, suggestion boxes may be available to provide employee anonymity and encourage prompt reporting of safety concerns. Employees may also communicate suggestions in face-to-face conversations, via telephone, through interoffice mail, by completing the online "See Something Say Something" form on the Risk Management intranet website or via email to their managers, DSC, or Risk Management.
- D. Employees will be informed of safety rules and Cal/OSHA regulations through the County safety training program.
- E. County-wide safety policies and programs will be available on the Risk Management intranet web site. Hard copies of the IIPP will be available in all departments. Department-specific safety policies and procedures will be available from the department.
- F. Communication regarding workplace hazards is accomplished through documents including:
  - 1. Safety Orientation Checklist (Attachment 2)
  - 2. Incident Report Form (Attachment 3)
  - 3. Driver's Report of Accident (Attachment 4)
  - 4. County Safety Inspection Checklist (Attachment 5)
  - 5. Monthly Risk Management newsletter
- G. Department safety bulletin boards shall, at a minimum, include:
  - 1. Evacuation plan for the area;
  - 2. Identification of all fire extinguishers;
  - 3. Name and extension for the DSC;
  - 4. Name and extensions of Risk Management personnel;
  - 5. Emergency and safety phone numbers including, but not limited to: Fire, Law Enforcement, Poison Control, and Cal/OSHA; and
  - 6. Upcoming safety training classes and schedules.

Department heads may develop specific safety rules. Such rules are subject to review by Risk Management. Upon approval, department-specific safety rules will be published for distribution to all affected employees and comply with County-wide safety plans required for regulatory compliance (Attached Policies 1-18).

### **Hazard Assessment**

Departments will investigate all hazard reports and, when needed, in partnership with Risk Management. Identified hazardous conditions will be prioritized for correction through consideration of both the potential consequence



(severity) and probability (frequency) of an injury or illness occurring. Risk Management staff will provide or obtain expert assistance when necessary. Workplace hazards are assessed the following ways:

A. Risk Management staff will assist department staff in conducting periodic scheduled and unscheduled inspections of all County facilities. Supervisors are responsible for the safety of physical conditions in which their subordinates work. Each supervisor will make frequent work area inspections. Departments engaged in hazardous operations are strongly encouraged to schedule frequent inspections such as monthly, weekly, or daily depending on the operation. Safety inspection forms are available from the Risk Management office as well as on its website, and are included in Attachment 5. Inspection recommendations will be made to the department head and also reported to the DSC and Risk Management.

1. Informal Inspections: Informal inspections can be done at any time. Department heads, DSCs, managers, and supervisors are responsible for ensuring safety inspections take place in their work areas daily; these inspections are unscheduled and informal.

2. Scheduled Inspections: Each department shall conduct scheduled inspections. If the department has a workplace with hazards that are not addressed in the County Safety Inspection Checklist, a specific inspection checklist shall be created by that department to address the work area needs. Departments shall forward a copy of completed inspection checklists to Risk Management and retain originals for a minimum of one year. It is recommended that all County facilities be inspected at least annually. Department heads shall identify a set schedule for inspections of their facilities.

3. Additional Inspections: Each department shall conduct inspections in addition to those described above whenever (i) new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard, or (ii) the department is made aware of a new or previously unrecognized hazard.

B. All employees are encouraged to identify, correct (if possible and safe to do so), and report hazards and poor safety practices. If there is a danger of imminent harm to employees and/or property, the employee shall immediately stop the process and vacate the area, report the hazard immediately to their supervisor, manager, department head, DSC, and/or Risk Management. Any condition or practice that may cause death or serious physical harm is considered an imminent hazard. Submission of the Incident Report form shall not be delayed until after the hazard has been abated. The department head will assure that all employees are informed of imminent hazards and that all necessary precautions are taken to prevent injuries or illnesses.

C. Safety suggestions will be assessed at the department level through regular lines of authority (e.g., chain of command). Those suggestions that cannot be approved or disapproved at the department level will be referred to Risk Management.

### **Accident/Hazard Exposure Investigation**

The purpose of the investigation is to gather facts to determine the cause of the injury, illness, or accident; the purpose is not to assign blame. Serious risks shall be investigated immediately. All accidents, incidents, and near-miss investigations shall be initiated as soon as personnel are aware, and corrective actions to prevent reoccurrence documented. The investigation shall be performed by the involved department unless otherwise mandated by statute. In the event that an investigation involves more than one department, a joint and cooperative investigation shall be done, or a request may be made to Risk Management for assistance in the investigation. If an investigation requires outside agencies, Risk Management shall provide any necessary assistance with cooperation of complimentary authorities.

Department procedures shall be established for the timely inspection of and response to any reported hazard. Procedures shall:

A. Identify the party responsible for inspecting the reported incident and/or hazard;



- B. Specify the degree of participation of the department head, department staff, and Risk Management in the inspection process;
- C. Identify the party responsible for documenting the reported incident and/or hazard response;
- D. Describe the immediate and long term action(s) taken to abate the identified incident and/or hazard and the steps initiated to prevent hazard recurrence, including projected and actual dates for completion; and
- E. Ensure the Incident Report and the reported incident and/or hazard response are distributed to the department head, DSC, and Risk Management.

Basic rules for the investigation of reported work-related injuries, illnesses, or accidents, including incidents and near-misses:

- A. Unbiased approach for obtaining objective findings;
- B. Examination of the scene of the accident as soon as possible while the facts and evidence are fresh and before witnesses forget important details;
- C. Interview the injured worker at the scene (if any) and have them walk through a mock re-enactment of the accident. Interviews should be conducted privately;
- D. One-on-one interviews with witnesses. Talk with everyone who has knowledge of the accident;
- E. Signed statements in cases where facts are unclear or there is an element of controversy;
- F. Photographs, sketches, and diagrams including measurements when appropriate;
- G. Concentrate on causes and hazards;
- H. Analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury;
- I. Preserve evidence;
- J. Open-ended questions that do not elicit one-word answers, such as, "What did you see?" rather than "Did you see anything?"; and
- K. Not accepting, denying, or promising anything.

Questions that should be answered during investigations of reported work-related injuries, illnesses, or accidents (including incidents and near-misses) may include:

- A. What was the person involved doing at the time of the accident?
- B. What tools or equipment were involved, if any?
- C. Where did the accident occur (be specific, including location, area, or job site)?
- D. What else was happening around the work area?
- E. Did the person involved know what the hazard was?
- F. Was the person involved trained on how to do the job?
- G. What contributed to the accident, such as another work group, defective tool, faulty equipment?
- H. Was more than one person involved? If so, who and how?
- I. Were there any witnesses? If so, who are they and what did they see?
- J. Was the accident preventable? If so, how?



### Work Incurred Illnesses and Injuries

Work-specific injuries and illnesses shall be immediately called in to Company Nurse Injury Hotline at 1-877-545-9152 by the employee or their supervisor. Company Nurse will gather information over the phone and assist the injured worker in accessing appropriate medical evaluation. An employee who reports being injured on the job or has a work-related illness shall be provided with a Workers' Compensation claim form within 24 hours of reporting the employee's injury or illness. The completed and signed claim form shall be forwarded to Risk Management within 24 hours of receipt by the department. Risk Management shall notify Cal/OSHA of any serious injury, illness, or death of an employee occurring in a place of employment or in connection with any employment. This notification shall be as soon as practically possible, but no longer than eight hours after the County knows or with diligent inquiry would have known of the death or serious injury or illness.

Supervisors are responsible for:

- A. Securing further medical treatment for employees, if required, from a County physician or a pre-designated provider;
- B. Completing Form WC001, Report of Industrial Injury, for any employee who reports a work-incurred illness or injury and forwarding it to the Human Resources Department, Workers' Compensation Unit within 24 hours;
- C. Providing a DWC Form 1, Workers' Compensation Claim Form, to the worker within 24 hours of an illness or injury that requires medical treatment;
- D. Forwarding the completed DWC Form 1 to the Human Resources Department, Workers' Compensation Unit within 24 hours of receipt from the injured worker;
- E. Reporting any serious illness or injury involving hospitalization, loss of consciousness, dismemberment, disfigurement, or death to the Human Resources Department, Workers' Compensation Unit and Risk Management Division immediately by phone; and
- F. Investigating the cause of work-related illnesses and injuries, as well as near-misses.

Risk Management staff are responsible for:

- A. Providing workers' compensation benefits as set forth by the California workers' compensation laws, as well as the County of El Dorado Charter and Civil Service Board Rules;
- A.B. Collecting and collating OSHA 300 Illness Prevention Program and Injury Log data;

~~B. Ensure that the Countywide Injury and Illness Prevention Program is reviewed on an annual basis and updated as necessary with concurrence from County Counsel.~~

~~C. Be the County liaison with the California Occupational Safety and Health Administration (Cal/OSHA).~~

~~D. Direct all departments to complete departmental Injury and Illness Prevention Programs as may be required in the County-wide Injury and Illness Prevention Program under "Department Head Program Responsibilities".~~

- C. Reporting any work related injury or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway by immediately (within 8 hours) calling (916) 263-2800; and





D. Distributing and posting printed copies of the annual OSHA 300 Illness and Injury Log as required by law from February through April of each year.

#### Motor Vehicle Accidents

It is the duty of the employee operating a vehicle on County business to immediately notify law enforcement if involved in an accident, no matter how minor. When a County driver or equipment is involved in an accident in another jurisdiction, the driver will call the California Highway Patrol or the local law enforcement agency to make an accident report. When it becomes necessary for a disabled county vehicle to be towed away as a result of an accident, the employee can contact Fleet Management to remove the vehicle. When this is not possible, law enforcement personnel investigating the accident will make the arrangements for the removal of the vehicle. Employees are responsible for completing a Driver's Report of Accident Form (Attachment 4) for all vehicle accidents. After the employee and supervisor have signed the accident report form, copies will be distributed as designated. Please refer to the County's Transportation Policy (D-4) for additional post-accident procedures.

#### Incidents Involving Non-Employees on County Premises

Any county employee who witnesses an incident involving a member of the public or any non-employee's interaction with County employees or property will complete an Incident Report and distribute it as designated on the form after emergency medical response is provided to the person(s) involved. The form will also be completed if a member of the public reports a loss or an injury involving the County.

#### Near-Misses

Near-misses are defined as unintended events which have the potential for causing personal injury, illness, property damage, or environmental impairment but do not actually result in personal injury, illness, property damage, or environmental impairment. Unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work-related injuries. It is every employee's responsibility to report or correct these near-miss incidents immediately. The Incident Report will be used to report and investigate near-misses.

#### Accident Investigation

Employees will not answer questions or discuss an accident with anyone except persons representing the County of El Dorado and law enforcement officers investigating the accident, except as advised by County Counsel. The purpose of the supervisor's investigation is to gather information and determine the cause(s) of accidents to prevent recurrence or to look into reported near-misses so they do not become incidents. The department head may require an additional investigation of accidents. In general, causes of accidents fall into four general categories: unsafe physical acts by people, unsafe physical conditions, unsafe equipment or use of equipment, and acts of nature. Risk Management may conduct an investigation of any accident or near-miss involving County employees or property when additional information is deemed necessary to determine cause. Accident investigation reports are confidential.

#### Hazard Correction

The County shall correct work conditions, practices, or procedures in a timely manner based on the severity of the hazards. Corrective action for hazard elimination is the responsibility of the department heads. Corrective action/abatement of reported workplace hazards:

- A. If the reported hazard is considered to be of an imminent nature by the department head, manager, supervisor, DSC, or Risk Management, immediate action shall be taken to eliminate or abate the hazard.
- B. If the reported hazard cannot be immediately eliminated or abated without endangering employees and/or property, personnel shall be removed from the area of potential exposure. Access shall be limited to personnel trained to correct the hazardous condition. Any employee(s) involved in correcting the hazardous condition shall have received appropriate training and shall be provided the necessary safeguards and



protective equipment.

- C. After an investigation has been completed and the facts relating to the occurrence are known, immediate action to eliminate or abate any identified hazard and to prevent a recurrence of the hazard is the responsibility of the department head, who may request assistance from Risk Management.
- D. If a concealed hazard is identified, employees who have exposure to that hazard shall be informed immediately and the information shall be posted in the affected area. Immediate action shall be taken to eliminate or abate the hazard.

### **Training and Instruction**

The objective of safety training at the County is to develop employee appreciation for safety and accident prevention as well as the skills and knowledge needed to bring about a reduction in the number and severity of illnesses and injuries. Each department is responsible for providing safety training to their employees. Training shall include safety requirements designed to instruct each employee on general and job specific safety procedures. All County employees will be trained by their supervisor and DSC in safe practices applicable to the performance of their work prior to assignment. Tailgate safety topics and refresher training will be provided as required to maintain regulatory compliance. Employees shall also receive safety training before exposure to a new risk or whenever the employee is given a job assignment for which safety training has not previously been provided.

Each supervisor and DSC will receive safety training appropriate to the responsibilities of the supervisory position held. Such training will include the basic techniques of accident prevention, accident investigation, and safety training. When a new employee begins employment, their supervisor shall ensure that they receive training on their work assignment while integrating safety instructions into each aspect of the job. This training is part of their new hire orientation and shall be documented on Attachment 2. Training shall include:

- A. Introduce the new employee to the workplace in general;
- B. Review the County and Department IIPP, as well as corresponding safety policies and procedures;
- C. Introduce the new employee to key safety personnel contacts for the department;
- D. Show the new employee their work area and discuss what the employee will be doing, including any hazards;
- E. Discuss safety and performance expectations;
- F. Provide the new employee with the necessary personal protective equipment and training on how to use the equipment;
- G. Monitor and counsel the new employee when tasks are not performed safely;
- H. Show the new employee the emergency routes during an evacuation and the rally point; and
- I. Provide new employee with emergency contact phone numbers.

All training will be documented and records will be maintained per the County's Records Retention Policy. To ensure compliance by determining training frequency, specific Title 8 requirements can be found in Attachment 6 and at the following Cal/OSHA website: <http://www.dir.ca.gov/samples/search/query.htm>

### **Recordkeeping**

Departments will maintain records of inspections and hazard reports for at least two years. Records must include the names of those who conducted the inspection, the dates of the inspection, the hazards that were identified and any corrective action that was taken.

Departments will maintain training records per the County's records retention schedule. Training records must include the names of the employees trained, the topics covered in the training, the date of the training, the trainer's identity, and signatures of employees who attended. Forms for documentation of training and inspections are



available at the Risk Management office or on the intranet website. Electronic training records are also acceptable. Because safety is an integral part of each employee's job, it is recommended that safety performance be considered in employee performance appraisals.

Employee records from medical monitoring and exposure evaluations will be preserved and maintained for the duration of employment plus t30 years. Employees and their designated representatives have a right to access relevant medical and exposure records.

Departments will maintain SDS'S for chemicals for 30 years unless an inventory, including the identity of the substance, where it was used and when it was used is retained for at least 30 years. The County's Hazard Communication Program specifies procedures for maintenance of SDS and chemical inventories.

**IV. REFERENCES**

California Government Code § 8CCR1509 1

California Government Code § 8CCR3203

California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §3203.

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**V. RESPONSIBLE DEPARTMENT**

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The responsible department for the County IIPP is the Human Resources Department, Risk Management Division. The Board of Supervisors hereby designates the Risk Manager as the individual with the authority and responsibility to develop and maintain an effective IIPP for the County of El Dorado.

**VI. DATES ISSUED AND REVISED; SUNSET DATES:**

<b>Issue Date:</b>	<u>06/16/2015</u> <u>08/15/1986</u>	<b>Sunset Review Date:</b>	<u>06/15/2018</u> <u>XX/XX/XXXX</u>
<b>Original Adoption/Revision Date:</b>	<u>08/05/1986</u> <u>XX/XX/XXXX</u>	<b>Previous Revision/Sunset Review Date:</b>	<u>04/21/1992</u> <u>XX/XX/XXXX</u>



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

### **ATTACHMENTS**

1. Injury & Illness Prevention Program Review Sheet
2. Safety Orientation Checklist
3. Incident Report
4. Driver's Report of Accident
5. Safety Inspection Checklist
6. Safety and Health Training & Instruction Requirements

### **ATTACHED POLICIES**

- |  |  |
|--|--|
| <u>1. AED Program</u>                          | <u>10. Fire Prevention</u>                 |
| <u>2. Aerosol Transmissible Disease</u>        | <u>11. Hearing Conservation</u>            |
| <u>3. Blood Borne Pathogens</u>                | <u>12. Heat Illness Prevention</u>         |
| <u>4. Bomb Threats and Suspicious Packages</u> | <u>13. Hazard Communication</u>            |
| <u>5. Code of Safe Practices</u>               | <u>14. Hot Work</u>                        |
| <u>6. Confined Spaces</u>                      | <u>15. Lead Exposure control</u>           |
| <u>7. Crisis Communication Plan</u>            | <u>16. Office Safety</u>                   |
| <u>8. Emergency Action Plan</u>                | <u>17. Respiratory Protection</u>          |
| <u>9. Ergonomics</u>                           | <u>18. Trenching and Excavation Safety</u> |



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 1**

**Injury & Illness Prevention Program Review Sheet**

## Injury & Illness Prevention Program Review Sheet

Use this sheet to review the Departmental IIPP. If you answer No to any of the questions you will want to either update the IIPP or provide the training indicated

**YES**

**NO**

		<u>Does the written Injury and Illness Prevention Program contain the elements required by Section 3203(a)? See: <a href="http://www.dir.ca.gov/title8/3203.html">http://www.dir.ca.gov/title8/3203.html</a></u>
		<u>Are the person or persons with authority and responsibility for implementing the program identified?</u>
		<u>Is there a system for ensuring that employees comply with safe and healthy work practices (i.e., employee incentives, training and retraining programs, and/or disciplinary measures)?</u>
		<u>Is there a system that provides communication with affected employees on occupational safety and health matter (i.e., meetings, training programs, posting, written communications, a system of anonymous notification concerning hazards and/or health and safety committees)?</u>
		<u>Does the communication system include provisions designed to encourage employees to inform the County of hazards at the worksite without fear of reprisal?</u>
		<u>Is there a system for identifying and evaluating workplace hazards whenever new substances, processes, procedures, or equipment are introduced to the workplace and whenever the employer receives notification of a new or previously unrecognized hazard?</u>
		<u>Are workplace hazards identified when the program was first established?</u>
		<u>Are periodic inspections for safety and health hazards scheduled?</u>
		<u>Are records kept of inspections made to identify unsafe conditions and work practices, if required?</u>
		<u>Is there an accident and near-miss investigation procedure?</u>
		<u>Are unsafe or unhealthy conditions and work practices corrected expeditiously, with the most hazardous exposures given correction priority?</u>
		<u>Are employees protected from serious or imminent hazards until they are corrected?</u>
		<u>Have employees received training in general safe and healthy work practices?</u>
		<u>Do employees know the safety and health hazards specific to their job assignments?</u>

		<u>Is training provided for all employees when the training program is first established?</u>
		<u>Are training needs of employees evaluated whenever new substances, processes, procedures, or equipment are introduced to the workplace and whenever the employer receives notification of a new or previously unrecognized hazard?</u>
		<u>Are supervisors knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed?</u>
		<u>Are records kept documenting safety and health training for each employee by name or other identifier, training dates, type(s) of training and training providers?</u>
		<u>Does the Department have a safety and health committee?</u>
		<u>Does the committee meet at least quarterly?</u>
		<u>Is a written record of safety committee meetings distributed to affected employees and maintained for Department review?</u>
		<u>Does the committee review results of the periodic, scheduled worksite inspections?</u>
		<u>Does the committee review accident and near-miss investigations and, where necessary, submit suggestions for prevention of future incidents?</u>
		<u>When determined necessary by the committee does it conduct its own inspections and investigations, to assist in remedial solutions?</u>
		<u>Does the committee verify abatement action taken by the County? _____</u>



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 2**  
**Safety Orientation Checklist**





## County of El Dorado

### Human Resources Department-Risk Management Division

www.edcgov.us

330 Fair Lane, Placerville, CA 95667

Phone: 530.621.5565 Fax: 530.642.9815 TDD: 530.621.4693

### SAFETY ORIENTATION CHECKLIST

This form is to be completed by the supervisor of a new or reassigned employee and returned to the Human Resources Department-Risk Management Division within 45 days after employment or reassignment begins.

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Assigned Department: \_\_\_\_\_ Date Employed: \_\_\_\_\_

#### Completed

#### Item

- Employee safety responsibilities and General Safety Rules
- County Injury Illness and Prevention Program (IIPP)
- Department IIPP and Code of Safe Work Practices
- Target Solutions computer-based training (scheduled through Human Resources)
  - Sexual Harassment Awareness
  - General Office Ergonomics
  - Workplace Violence
  - Driving Safety
  - IIPP
- Procedures for reporting work-related incidents
- Safety communication procedures; i.e. department safety coordinator, safety meetings, bulletin boards, location of safety equipment, incident forms
- Site-specific Emergency Action Plan (evacuation, fire extinguishers, emergency phone numbers)
- Additional training unique to department (please list):

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 3**  
**Incident Report**



## County of El Dorado

### Human Resources Department-Risk Management Division

www.edcgov.us

330 Fair Lane, Placerville, CA 95667

Phone: 530.621.5565 Fax: 530.642.9815 TDD: 530.621.4693

#### INCIDENT REPORT

**Note: Vehicle accidents should be reported on the Driver's Report of Accident form.**

#### INSTRUCTIONS

1. In cases involving extensive damage, call Risk Management at (530) 621-5565.
2. If appropriate, call the Local Law Enforcement Agency to file a report.
3. Photograph / preserve damaged property for investigation.
4. Complete appropriate sections for report type, forward to Risk Management within 24 hours of incident.

<b>Type of Incident</b> (circle one)	<input type="checkbox"/> <b>General Public</b> (Citizens, Non-employee)	<input type="checkbox"/> <b>County Property Loss</b> (Theft, Vandalism, Damage)	<input type="checkbox"/> <b>Hazard</b> (Near-miss, Potential Safety Issue)
<b>Incident Information</b>	Date/Time:	Location:	Law Enforcement Agency & Report Number:
<b>Incident / Hazard Description*</b>			
<b>Person(s) Injured / Property Owner(s)</b>	Name:	Address:	
	Phone:		
<b>Estimated Replacement Cost</b>	Name:	Address:	
	Phone:		
		<b>Inventory Number / ID Number:</b>	
<b>Proposed Corrective Action</b>			
<b>Witness Information</b> (if any)	Name:	Address:	
	Phone:		

<b>Report Information</b>	Filed By:	Title:
	Department:	Date:
Supervisor Signature:	Date:	
Risk Management Reviewer:	Date:	
Action Taken:		

*\*If additional space is required or additional information is available, use a supplemental sheet of paper and attach.*



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 4**

**Driver's Report of Accident**



## County of El Dorado

### Human Resources Department-Risk Management Division

www.edcgov.us

330 Fair Lane, Placerville, CA 95667

Phone: 530.621.5565 Fax: 530.642.9815 TDD: 530.621.4693

### DRIVER'S REPORT OF ACCIDENT

1. This form is required whenever County vehicular equipment is involved in an accident causing any damage.
2. Call the appropriate law enforcement agency in all cases except when the accident involves only County equipment on County property and there are no injuries.
3. Only discuss the accident with a supervisor, law enforcement, or Risk Management.
4. Take photos and send with completed form to riskmanagement@edcgov.us and fleet.services@edcgov.us

<b>ACCIDENT</b>	Date		Law enforcement agency	<input type="checkbox"/> CHP	<input type="checkbox"/> Police	<input type="checkbox"/> Sheriff
	Time		Officer name / Report #			
	Location					
	Briefly describe what happened & complete below diagram					
<i>(continue on back if needed)</i>						
<b>COUNTY VEHICLE</b>				<b>OTHER VEHICLE</b>		
<b>DRIVER</b>	Name		<b>DRIVER</b>	Name		
	Phone			Phone		
	Department			Address		
	DL # / State			DL # / State		
<b>VEHICLE</b>	County vehicle #		<b>VEHICLE</b>	Year		
	Make			Make		
	Model			Model		
	Plate #			Plate #		
	Vehicle towed?			Vehicle towed?		
<b>WITNESS</b>	Name		<b>WITNESS</b>	Name		
	Address			Address		
	Phone			Phone		
<b>OTHER</b>	Passenger name(s)		<b>OTHER</b>	Insurance Co.		
	Injured name(s)			Insurance policy #		
				Injured name(s)		

Label streets  
Label County vehicle as 1, Other vehicle as 2  
Label pedestrian(s) as O  
Show direction of travel:  
**Before** accident ←—————  
**After** accident ←-----

+  
Indicate points of compass  
North, South, East, West

Signature of County Driver \_\_\_\_\_

Date \_\_\_\_\_



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 5**  
**Safety Inspection List**

## **SAFETY INSPECTION LIST**

Department: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Inspector's Name/Title: \_\_\_\_\_ Site Location: \_\_\_\_\_

Inspector's Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>ADMINISTRATIVE SAFETY</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>1</b>	<u>Is there an assigned safety representative for this department? If so, provide contact information.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	<u>Is there a safety binder/IIPP in each site location accessible to all employees?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3</b>	<u>Are Safety/Labor Law posters and safety bulletin boards with safety related materials and emergency phone numbers posted?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<u>Is there a Safety Data Sheet (SDS) binder for the department in a central location?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	<u>Are current evacuation maps located in all public access areas/rooms?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6</b>	<u>Are there written records of department safety training and regular fire drills? When was the last drill conducted (if known)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GENERAL FIRE SAFETY/HOUSEKEEPING</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>7</b>	<u>Does the department have proper first aid kits available, adequately supplied (without medication such as Ibuprophen etc. which should not be in the first aid kit)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8</b>	<u>Are filing cabinets, bookcases, and other items over 4 feet tall securely placed to prevent tipping hazard?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9</b>	<u>Are boxes and heavy materials above chest level secured and marked legibly 'heavy item'?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10</b>	<u>Are items that are stored overhead lightweight? If not, can they be moved to chest level or below?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11</b>	<u>Are cubicle walls secure? Are shelves secured and stable?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12</b>	<u>Are office areas organized and maintained to avoid tripping hazards? Note problem areas.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>13</b>	<u>Are sturdy stepladders available and in proper working order?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>14</b>	<u>Is there adequate lighting throughout the building, including storage and entrance lighting?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>15</b>	<u>Are light fixtures clean and in proper working order with appropriate covers?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16</b>	<u>Are ceilings and walls free of holes?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>17</b>	<u>Are adequate waste receptacles appropriate for worksite needs? Special attention to healthcare areas and sharps containers.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>18</b>	<u>Is flooring/carpeting in good condition, with loose rugs and mats secured? Snags in carpet need repair?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>19</b>	<u>Are paper cutters equipped with guards and closed?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>20</b>	<u>Are restrooms clean, with hand washing signs, soap, towels, and toilet paper? Is hand sanitizer available in multiple locations for clients and staff?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>21</b>	<u>Do all electric fans have a grill or guard for finger protection?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>22</b>	<u>Are stairwells unobstructed? Are non-skid materials used on steps whenever possible? Are railings in good repair, tightly secured to the wall?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>23</b>	<u>Are fire doors marked and kept securely closed at all times?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>24</b>	<u>Are exit signs in appropriate locations and working properly?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>ELECTRICAL SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>25</b>	<u>Are electrical rooms clearly marked with appropriate signs?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>26</b>	<u>Are all multi-plug extension outlets UL approved surge suppressors or protectors (not power strips or taps)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>27</b>	<u>Are any UL approved surge suppressors or protectors plugged in to another UL approved surge protector (as this is a safety hazard)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>28</b>	<u>Are all circuit breakers clearly labeled and free of tape or any other obstruction that may prevent them from functioning properly?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>29</b>	<u>Has a clear access of at least 30 inches in width, 78 inches in height, and 36 inches in front of all electrical panels been provided?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>30</b>	<u>Are all circuit breaker spaces in the power panel covered?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>31</b>	<u>Are all breakers in the power panel properly labeled?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>32</b>	<u>Is there at least 30 inches of clearance around hot water heaters, heating units, and heat-producing appliances?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>33</b>	<u>Do all electrical outlets, switches, and junction boxes have cover plates? Are they in good repair (not broken, showing signs of arcing, or overheating)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>34</b>	<u>Are there any exposed electrical wires in need of repair?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>35</b>	<u>Are electric heaters plugged directly into a wall plug, not an extension cord? Are they placed at least three feet away from combustible materials and have adequate ventilation space?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>KITCHEN &amp; FIRE SAFETY (If applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>36</b>	<u>Are the kitchen hood, duct, filters, exhaust fans, and suppression system heads clean (free of grease build up) and working properly?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>37</b>	<u>Are the protective caps installed on all sprinkler heads over the cooking equipment (applies to kitchen hood suppression systems only)?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>38</b>	<u>Has the hood and duct fire extinguishing system been serviced and tagged in the last 6 months?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<b>39</b>	<u>Does the kitchen appear clean and in good working order?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMBUSTABLE MATERIAL &amp; FIRE SAFETY</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>40</b>	<u>Are compressed gas cylinders secured so they cannot be knocked over?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>41</b>	<u>Do fuel tanks have proper warning signs?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>42</b>	<u>Are fuel tank emergency disconnect switches marked and easily accessible?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>43</b>	<u>Are combustible materials stored in assigned storage cabinets or designated areas, and are MSD sheets on file for each item?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>44</b>	<u>Is combustible storage at least 24 inches below the ceiling in non-sprinklered rooms and 18 inches below the ceiling in sprinklered rooms?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>45</b>	<u>Are materials susceptible to spontaneous ignition, such as oily rags, kept in an approved noncombustible container with a self-closing lid?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>46</b>	<u>Are boiler rooms, mechanical rooms, and electrical rooms maintained free of all combustible materials?</u>				
<b>FIRE EXTINGUISHER SAFETY</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Corrections/Notes</b>
<b>47</b>	<u>Have fire extinguishers been serviced and tagged in the last year?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>48</b>	<u>Are fire extinguishers mounted in an easily accessible location?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>49</b>	<u>Have fire extinguishers been inspected by office personnel each month and initialed?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Necessary Corrections/Repairs/Replacement/Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Necessary Work Orders/When Submitted?** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Inspector's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Correction Follow Inspection Date (approximately 2 weeks for minor issues):** \_\_\_\_\_

**Forwarded to Department Head/Designee for Review on:** \_\_\_\_\_

**Department Head Comments/Directions for Follow-Up:**

\_\_\_\_\_  
 \_\_\_\_\_

**Department Head Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Forwarded to Risk Management on:** \_\_\_\_\_

**Risk Management Follow-Up Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Risk Management Approval as to Form Only:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Safety Inspection File Closed:** \_\_\_\_\_



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Attachment 6**  
**Safety and Health**  
**Training and Instruction Requirements**

**SAFETY AND HEALTH  
TRAINING AND INSTRUCTION REQUIREMENTS**  
*REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS  
(August 2006)*

The following is a list of the *instruction and training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for –or a legal interpretation of– the occupational safety and health standards.

Users may review Title 8 Regulations at: <http://www.dir.ca.gov/samples/search/quer.htm>

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Accident Investigation	3203(a)(7)(F)	Initial	Supervisors/Accident Investigators	Model Program(s) IIPP:  For High Hazard Employers  For Non-High Hazard Employers  For Employers with Intermittent Employees  For Employers with Intermittent Workers in Agriculture (English & Spanish)  Guide to Developing IIPP
Accident Prevention Signs and Tags	3341(d)(5)	Initial	Impacted Employees	Lockout/Blockout
Acetylene & Fuel Gas Safety	1740(k)(1)	Initial	Users	
Acrylonitrile (AN)	5213(o) 5213 (appendix B)	Initial Annual	Exposed Employees <b>Qualified Person</b>	
Actinolite (Non-Asbestos)	5208.1	Initial Annual	Exposed Employees	
Agricultural Equipment & Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators	Agricultural-Industrial Tractors Farm Labor Contractors Guide

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed => PEL and those who perform Class I-IV operations	
Class I-IV Operations	1529(o)(4) 341.9	Initial Annual	<b>Competent Person</b> <b>Qualified Person</b>	
Building Inspector Project Designer	341.16	Initial	Assigned	
Cement Pipe	341.17	Initial	Exposed Employees	
Asbestos Consultant Site Surveillance Technician	341.15	Initial	Certified Persons	
Battery Handling/ Changing/Charging	5185(a)	Initial	Assigned Employees	
Benzene	5218(i) & (j)(3)	Initial Annual	Exposed Employees	
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees	Best Practices Approach for Reducing Bloodborne Pathogens Exposure  Exposure Control Plan for Bloodborne Pathogens
Boatswains Chair	1662(a)	Initial	Users	
1,3-Butadiene	5201(l)(2)	Initial Annual	Exposed Employees	
Cadmium	5207(m)(4) 1532	Initial Annual	Exposed Employees <b>Competent Person</b>	
Carcinogens As Listed	5209(e)(5)	Initial	Exposed Employees	
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees	
Coke Oven Emissions	5211(t)	Initial Annual	Exposed Employees	
Compaction Equipment	4355(a)(2)	Before Use	Users	
Confined Spaces	5157(g) 5158(c)(2)	Initial Program Update Changes	Affected Employees	Confined Space: Is It Safe To Enter
Marine Terminal Operations	3463(b)(5)(B)		Exposed Employees	
Cotton Gins/ Processing Mach.	4646		<b>Qualified Person</b>	
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Blockout

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Cranes & Other Hoisting Equipment Incl. Mobile/Tower/Derrick	5006.1(a) 5006 4966,4994, 4999,5000, 5004, 5031,5043, 5044	Initial Mobile & Tower Cert. @ 5 yrs	Mobile and Tower Crane Operators <b>Qualified Person Authorized Employees</b>	
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators	
Demolition	1734 1735(u) 1736		<b>Qualified Person</b>	
1,2 Dibromo-3-Chloropropane (DBCP)	5212(j)(3) & (n) 5212 (Appendix B)	Initial Annual	Exposed Employees <b>Qualified Person</b>	
Diving Operations	6052	Initial	Assigned Employees	
Elevating Work Platforms and Aerial Devices	3648(l)(7) 3648(c) 3646(c) 3638(d)	Before Use	Users Authorized Personnel	
Emergency Action Plan	3220(e)	Initial Plan Update	Impacted Employees	
Emergency Procedures (Construction)	1512(d)	Initial	Assigned Employees	
Equipment and Machinery (Construction)	1510(b)	Initial	<b>Qualified Person</b>	
Erection and Construction – Bolting/Riveting/ Plumbing  Structural Wood/ Steel Frame Steel Erection	1716 1716.1  1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees <b>Competent person Qualified Person</b>	Pocket Guide for the Construction Industry (English/Spanish) (Spanish Update Sheet)
Ergonomics	5110(b)(3)	Initial – When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered	Back Injury Prevention Guide in the Health Care Industry for Health Care Providers  Easy Ergonomics  Ergonomics in Action  Fitting Task to the Person: Ergo for the Very Small Business  Easy Ergo for the Computer User
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Ethylene Oxide	5220(j)(3) 5220 Appendix A	Initial Annual	Exposed Employees	
Excavation/ Trenching/Shoring	1541		Competent Person	Trenching Safety (Tailgate Topic)  Pocket Guide for the Construction Industry
Explosives	5239 5322 5329 344.20, 344.21	Initial	Assigned Employees  Competent Person Licensed Blaster	
Explosives – Deteriorated	5240		Competent Person	
Explosives Storage Magazines	5256		Competent Person	
Fall Protection	1671.1	Initial	Affected Employees Competent Person Qualified Person	
Fall Protection – Date Palm Ops.	3458		Competent Person	
Fire Brigades (Private)	3411(c)	Initial/Quarterly/ Annual Refresher	Assigned Employees	
Fire Extinguisher & Fire Fighting Equipment	6151(g)(1)-(2)	Initial Annual	Assigned Employees	
Fire Prevention Plan	3221(d)(1)-(2)	Initial New Hazards	Exposed Employees	
Fire Protection – Fixed Extinguishing Systems	6175(b)(10)  6181(b)(2)	Initial Annual	Employees Assigned Maintenance/Operation  Exposed Employees	
Fire Protection – Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees	
First Aid First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors	
First Aid (Construction)	1512(b) & (d)	Initial Updated	Assigned Employees	
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees	
Flammable Liquids/ Gasses/Vapors – Industrial Plants	5561		Qualified Person	
Formaldehyde	5217(n)	Initial Annual	Exposed Employees	
Fumigation – General	5221(b)	Initial	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees	Guide to CA Hazard Communication Regulation
Hazardous Substance Containers Clean/Repair/Alter	5166(a)	Initial	Assigned Employees	
Hazardous Waste Operations & Emergency Resp.	5192 (e) & (q)(6)	Initial Annual Refresher	Assigned Employees <b>Qualified Person</b>	
Hearing (Noise) Protectors	5098(a)(4) 5097(d)(5)(A)&(B)	Initial Retraining	Employees Provided Protectors	
Conservation	5099(a)	Initial Annual	All Employees Exposed to =>85 dBA TWA	
Heat Stress	3395(e)	Initial	Exposed Employees	Protect Yourself from Heat Illness (English/Spanish)
Helicopter Operations	1901(c)	Daily Briefing	Involved Personnel	
Industrial/Lift Trucks (Forklifts) & Tractors	3657(j) 3664(b) 3668	Initial, Annual Observed Unsafe Operation Post Accident Equipment Change Workplace Change (Operator eval. @ 3 years)	Operators	Operating Rules for Industrial Trucks Poster (English/Spanish)
Injury & Illness Prevention Program	3203(a)(7) 1509(e)	Initial Updated	All Employees Supervisor Tailgates	Model Program(s) IIPP  For High Hazard Employers  For Non-High Hazard Employers  For Employers with Intermittent Employees (English/Spanish)  For Employers with Intermittent Workers in Agriculture (English & Spanish)  Guide to Developing IIPP
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees	



TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Job Hazard(s)	3203(a)(7) 1510(a) & (c)	Before Job Assignment New Hazards	<b>All Employees</b>	Guide to Developing IIPP
Laboratory Safety (See Chemical Hygiene)	5191(f)	Initial New Hazards Refresher	Laboratory Employees	
Laser Equipment	1801(a)	Initial	Operators <b>Qualified Person</b>	
Laundry/Dry Cleaning	4494(a)	Initial Periodic	Assigned Employees	
Lead in Construction	5198(f) 1531.1(f)(1)(C)-(D) 1532.1(f)	Initial Annual	Exposed Employees/ Supervisors Exposed Employees => Action Level	Lead in Construction (Fact Sheet)
Lift Slab Construction	1722.1		<b>Competent Person</b>	
Lockout/Blockout	3314 3314(j)	Initial When Updated	Affected Employees <b>Qualified Person</b>	Lockout/Blockout
Machinery and Equipment	1510(b)	Before Use	<b>Qualified Person</b>	Lockout/Blockout
Marine Terminals	3463(b)(5)(B) 3464(a)(1) 3462(b) & (d) 3463, 3472	Initial	Exposed Employees Supervisors <b>Qualified Person</b>	
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees	Access to Medical and Exposure Records (poster) (English/Spanish)
Metal Working (forging) Machines	4243(a)(6)	Initial	Operators/Maintenance Personnel	Power Press Safety – Tool Box Topics
4,4-Methylenebis (2-Chloroaniline) MBOCA	5215(j)	Initial Annual	Exposed Employees	
Methylene Chloride	5202(f) 5202 (Appendix A)	Initial & As Necessary	Exposed Employees <b>Qualified Person</b>	
Methylenedianiline	5200(k)(3) 1535	Initial Annual	Exposed Employees	
Miter Saws	4307.1(c)	Initial	Operators	
Noise Exposure	5099(a)	Initial Annual	Employees Exposed = > 85dBA TWA	
Openings/Holes – Floors and Roofs	3212(b)		<b>Qualified Person</b>	
Paper Converting/ Printing Machines – Hand-Fed Engraving Presses	4445(3)	Initial Changes	Operators/Maintenance Personnel	
Personal Fall Arrest/Restraint Systems	1670(b)(19)		<b>Competent Person</b>	
Personal Protective Equipment	3380(c)	Initial	PPE Users	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Pesticide Safety	5194(h)	Initial New Hazards	Handlers & Applicators	
Pile Driving	1600		<b>Competent Person</b>	
Calif. Posting Requirements	340	Initial	All Employees	
Powder-Actuated Tools	1685(a)(1) 1689(a)	Initial	Users <b>Qualified Person</b>	
Power Presses	4203(a) 4203(b) 4208.1(m)(1) 4208	Initial Annual	Inspectors/Maintenance Operators PSDI Operators <b>Qualified Person</b>	Power Press Safety (Tailgate Topic)
Powered Platforms (Installed) for Building Maintenance	3298(a) 3296	Initial	Assigned Employees <b>Qualified Person</b>	
Process Safety Management	5189(g)	Initial Refresher & Supplemental Certification	Involved Employees	
Pulp, Paper and Paperboard Mills	4402	Initial	Exposed Employees	
Railroad – Signs & Signals	3333(d)	Initial	Assigned Employees	
Reinforcing Steel/Similar Projections	1712(f)(A)		<b>Qualified Person</b>	
Respiratory Protection	5144(c) & (k) 5144 Appendix A & C	Initial Annual	Users	Resp. Protection in the Workplace  New Respirator Reg. (Fact Sheet)
Roofing	1509(a) 1730(b)(8)-(9)	Initial	<b>Qualified Person</b>	Roofing Safety (Tailgate Topic)
Rope Access Equipment	3270.1(c)  3270.1	Initial Annual Refresher	Assigned Employees  <b>Qualified Person</b>	
Rubber/Composition Working Machines	4592		<b>Competent Person</b> Test/Maintenance	
Scaffolds	1637(k)(1) 1637 1658(g)	Initial	Erectors and Dismantlers: <b>Qualified Person</b>	
Supervisory Safety Training	3203(a)(7)(F)	Initial Change	Supervisors	
Tanks – Open Surface	5154(j)(1)	Initial	Assigned Employee	
Traffic Control – Flaggers	1599(f) & (g)	Initial	Flaggers	
Tree Work General  Date Palm Ops.	3420(b), 3421(c) 3423(a), 3427 3428(a) 3458	Initial	Assigned Employees <b>Qualified Person</b>	
Tremolite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Vinyl Chloride	5210(j)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Welding & Cutting Safety – Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers <b>Qualified Person</b>	
Wheels or Rims – Servicing	3326(c)	Initial	Service Personnel	Servicing Single, Split Rim & MultiPiece Rim Wheel (Tailgate Topic)
Window Cleaning	3282(d) &(f) 3286(a)(2)	Initial	Assigned Employees	

### Qualified Person

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely **all** assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples: **Mobile Crane** and Tower Crane Operators 5006.1(a)  
**Scaffold** Erection and Dismantling Supervisors 1637(k)(1)  
**Demolition** 1736

### Competent Person

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Examples: **Excavation** - Inspectors 1541  
**Fall Protection** Plan implementers and supervisors 1671.1  
**Lift Slab Construction** 1522.1

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