

Injury and Illness Prevention Program 2016 Annual Report

Health and Safety Committee Meetings:

The Committee continues to meet quarterly. The 2016 meetings took place on March 22th, June 15, September 7 and December 7th.

The Committee consists of the following:

- Health & Safety Committee Chairperson/Coordinator: *Gabriela BañosGalván*
- Administration/Finance/Clerk/Legal Representative: *Nancy Marquez-Suarez*
- Building/Planning/Community Development Representative: *Dean Hurney*
- Maintenance Representative: *Frank Zuno (retired), Francisca Rojas*
- Parks and Landscape Division Representative: *Jesse DelaCruz*
- Public Works/Streets Representative: *Dave Newman*
- Recreation Division Representative: *Cindy Coelho*
- Police Department Representative: *Jeff Billeci (retired)*

The Committee members are representatives from their own work areas in matters pertaining to health and safety. They've helped to build support for the City's safety and wellness programs leading by example. Their respective work areas are kept tidy, they proactively carry out their job functions with safety in mind, they recognize co-workers for the safe practices, they bring innovative ideas to the committee meetings, they assist with a variety of assignments, ensure corrections required following inspections are completed, they help review safety related accidents/incidents investigations, reports, and trends.

Transitions experienced this year included two retirements that impacted the Maintenance and Police Department representatives. Francisca Rojas, the contractor providing janitorial/maintenance services, has accepted our invitation to step in and brings great enthusiasm. It has yet to be determined who will fill the void left by Lieutenant Billeci who has retired.

Health and Safety Training:

All City of Oakley employment positions have been consolidated into safety classes based on upon potential and actual safety and health concerns for each job Safety Classification.

The Health and Safety Committee has taken the primary responsibility for facilitating the trainings that are required/applicable to all Staff. They help conduct

research and advice on materials and/or instructors for safety training. Great strides were made in 2014 and 2015 to offer the general trainings applicable to all (10 in total). The trainings that had yet to be offered and tackled this year were Illegal Harassment/Sexual Harassment (that also met AB 1865 requirements) Employee Assistance Program, and Injury and Illness Prevention Program initial/refresher training. In addition,

The challenge now becomes essentially starting over and offering the general trainings again, to “catch up” Police Staff, now that these employees are direct hires (City established municipal police department effective May 2016).

Division Managers/Supervisors continue to take the lead in offering tailgate trainings and job specific trainings based on needs and hazards of their Job Safety Classes.

In June of this year, we began using Target Solutions and hope that this added resource will allow for more consistent tailgate trainings because training materials/content is now so readily available.

Accident Investigation & Hazard Analysis:

The Health and Safety Committee continues to review worker’s compensation claims and accident investigation reports to help identify and analyze workplace safety trends and provides recommendations of prevention opportunities.

Hazard Correction:

- The Committee reported some bollards across the street from City Hall that were falling apart. Those were replaced with galvanized steel bollards.
- The Committee recognized the need to update the map in the Fire Prevention Plan and the list of staff trained to use AEDs.
- The Committee continues to carry out inspections of City facilities and methodically track corrections needed within a log.

Accident/Incidents:

- An employee who stood on an unstable surface, fell and that led to him puncturing his hand on a fence. The corrective action was to train staff to pay close attention to their surroundings. He was seen at the occupational clinic, placed on modified duty and released to full duty after two follow up appointments.

- An employee slipped on a gravel embankment, causing them to fall on the left ankle (twisting ankle) of another employee who was at the time squatting down looking at a work truck. Self-care advice was given.
- An employee was rear-ended at a high rate of speed, while he was stopped at a red light. The employee was provided self-care advice.
- One staff was cut while searching a suspect. No corrections were identified as staff followed the search process correctly.

Near Miss Incidents:

- During summer camp, a gust of wind blew up and broke an EZ-up tent which hit one of the camp children. Staff had staked the tent to the ground. Staff decided to reconfigure the camp set up to use existent natural shade at parks and use EZ-up tents sparingly.
- During camp one child ran into another playing blob tag.
- A vehicle hydroplaned.
- A rear view window of a truck was broken by a baseball. Staff was completing tasks assigned and according to proper safety measures, however a baseball league caused the property damage.
- A staff member backed up into a fire hydrant. The Committee recognized that the hydrant was oddly placed, but staff was reminded to be aware of their surrounding and be more cautious.

Policy Updates:

The addition of the Police Department requires that we update the Injury and Illness Prevention Policy to add a training matrix for Police. For this reason, trainings in 2016 were scheduled until after the transition to capture both the participation of the miscellaneous staff and the Police staff.

The training requirements will be challenging in that there are staff to train who have varied schedules (graveyard, weekend etc.) and these same staff also have POST training requirements. Where possible we'll attempt to have the POST trainings count for the IIPP.

While the Violence Prevention Policy was finalized in 2015, because of the transition in Police leadership, the audit had yet to be completed. Per the policy, an inspection/audit will be conducted by Police Department staff to evaluate workplace security hazards and threats of workplace violence. The audit was conducted and in 2017 we'll evaluate the results and carry out any necessary follow up/corrective actions.

Having recently exceeded 50 employees, the City is required to establish an ADA Transition Plan. This year Dean Hurney, our Permit Center Manager, completed the ADA Grievance Policy, which was then formally adopted. We also added the completion of the ADA Transition Plan as an action item in the 2016-2018 Strategic Plan. Due to the specialized/highly technical nature of the process, we will proceed with working with a consulting firm to develop such.

Safety Award Program:

Positive reinforcement of safety policies and practices is an essential part of the City's Safety Program. Every quarter the Committee selects recipients of the Safety Award. The individuals selected demonstrate exceptional leadership by contributing to safety activities and programs, or who set a superior example to their co-workers through their safe practices and safety awareness. Selected individuals receive certificates signed by the City Manager, a \$25 gift certificate to a local business and have their names added to a plaque. The Safety Committee presents the awards to recipients in a public forum.

The 2016 recipients of the Safety Award were:

- Parks and Landscape Division
 - Joe Burgueno, Roman Cervantes, & Martin Contreras
- Sergeant Steve Perata
- Recreation Manager Lindsey Bruno
- Recreation & Events Coordinator Cindy Coelho

Wellness Program:

In 2016 the City hosted the annual Health Screening in April, sponsored by the Municipal Pooling Authority, as well as two Walk N' Lunches in June and October. Both events were well received as evidenced by superb participation. We continue to post the [MPA Health and Safety Newsletters](#) for employees to read wellness tips year round.

In short, thanks to a dedicated Health and Safety Committee that exemplifies commitment to safety and is supported by their Division/Department heads, all elements of the IIPP are being implemented. Next year, will bring new challenges that build on well-defined systems and very thoughtfully laid-out foundation.