



INJURY AND ILLNESS PREVENTION PROGRAM

Last Revision 4/22/15

SAFETY POLICY STATEMENT

The City of Oakley is committed to providing a safe work environment for all City personnel. Employees are our most important asset, and their safety is our greatest responsibility. With that in mind, the City's lead supervisors have the direct responsibility to provide reasonable safeguards for employee wellness and safety. We also have a responsibility to direct and insure that all employees perform their assigned tasks in a safe working manner. Most of all, we have a responsibility to develop a heightened safety awareness amongst our Team. As City employees, we share the responsibility for maintaining a safe and healthy environment for ourselves, our coworkers and the public as they visit our facilities and/or encounter our work-sites in the field.

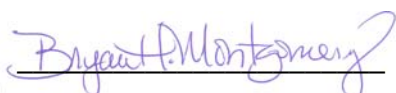
We have instituted a formal health and safety program which, with the employees' help, will succeed in providing safe, healthy and pleasant working conditions.

All employees will receive a copy of the Injury Illness Prevention Plan (IIPP) for immediate review and to keep for future reference. It is the responsibility of each member of the Team to follow the established safety procedures and to adhere to safe work practices. It is *your* duty as an employee of the City of Oakley to immediately report any workplace safety concerns to your supervisor or other responsible department management staff. Safety is the responsibility of every employee and it is the practice of the City to hold *all* members of the Team accountable for the workplace behavior that affects their own safety and health, as well as the safety of co-workers and the community.

This IIPP is the basis for the City's workplace safety and injury prevention program. This document meets the Title 8 General Industry Safety Order Section 3203 requirement for the development of such a plan. Future revisions of this plan will be made when deemed appropriate and/or required by law, with approval of the City Manager. The basis for the IIPP is to reduce or eliminate accidents with every reasonable precaution and by aggressively promoting safe practices in the City.

Injury and illness prevention is everyone's responsibility and everyone stands to benefit from compliance with our written safety program. We expect all of Team Oakley to make every effort to maintain a safe work environment.

Safety is paramount in our City's operations. Please work safely!



Bryan H. Montgomery, City Manager

INTRODUCTION

The City of Oakley makes all reasonable efforts to:

- Protect the health and safety of employees and the public
- Provide safe workplaces
- Provide information to employees about health and safety issues
- Identify and correct health and safety hazards and encourage employees to report hazards. Hazards can be reported using the Hazard Correction Report (see appendix D)
- Provide information and safeguards to employees regarding hazards arising from operations at the City of Oakley

It has always been and shall continue to be our intention to provide the safest possible work environment and take steps necessary to prevent injury to our employees. This document is a written IIPP (Safety Program) to assist with this goal.

PLAN DESCRIPTION

The Injury and Illness Prevention Plan (IIPP) for the City of Oakley includes the following elements: a description of plan responsibilities; methods of compliance; safety communications; hazard assessment process; accident/exposure investigation; hazard correction; safety training and instruction programs; scheduled periodic inspections; recordkeeping; the establishment of a City Safety Advisory Committee.

I. PLAN RESPONSIBILITIES

The City Manager's Office is responsible for the overall leadership and administration of the IIPP. The City Manager shall determine the safety policy and administrative procedures related to safety; however, health and safety is the responsibility of every individual. Department Directors, Supervisors, and Employees will be held accountable for their safety performance and adherence to the code of safe practices, through an annual safety program evaluation and individual performance evaluations. It is a priority of the City Manager to encourage and support efforts of City staff at all levels of the organization, to provide and maintain a safe work environment.

The Assistant to the City Manager has been delegated by the City Manager to serve as the Program Administrator/Safety Coordinator with the authority and responsibility to implement the IIPP in conjunction with Department Directors.

The IIPP **Program Administrator/Safety Coordinator** is: **Nancy Marquez-Suarez**, Assistant to the City Manager/Human Resources Manager

The Program Administrator/Safety Coordinator's responsibilities include:

- Primary responsibility for all managerial facets of the City's Safety program with authority to make many of the necessary decisions to ensure success of the program.
- Convene and coordinate the activities of the City Health Safety Advisory Committee.
- Keep Department Directors informed of safety-related laws and standards.
- Assure that information regarding the IIPP is provided to new employees.
- Maintain OSHA record keeping requirements and injury reporting protocols of the Municipal Pooling Authority (MPA).
- Provide loss runs and analysis reports to the Safety Committee periodically as received from MPA.
- Coordinate the wellness and health maintenance programs.
- Represent the City at the MPA Executive Loss Control Committee.
- Coordinate a comprehensive annual evaluation of the implementation of the IIPP.
- Post Safety Committee meeting minutes on the City of Oakley Human Resources password protected page for employee viewing.

It is important to note that although it is the Program Administrator/Safety Coordinator's responsibility to manage the City-wide safety program, responsibility for individual department implementation and administration rests with the directors, managers, and supervisors.

City Health and Safety Advisory Committee

The Health and Safety Advisory Committee is appointed by the City Manager and consists of at least five (5) members and no greater than eight (8), with no more than one representative from each of the following City Divisions:

- Administration/Finance/Clerk/Legal
- Building/Community Development
- Engineering/Public Works
- Recreation Division
- Parks Division
- Streets Division
- Facility Maintenance Division

- Police Department

This Advisory Committee will have the following principle duties:

- Provide assistance in leading and administering the Injury and Illness Prevention Program (IIPP).
- Assist in creating and administering City safety recognition and promotional programs.
- Oversee and review documented and regularly scheduled safety inspections and/or assist Departments with their safety inspections.
- Develop a city-wide safety training plan of action.
- Recommend needs, priorities, and strategies to promote good health and safety to Program Administrator/Safety Coordinator.
- Review incident and accident investigation reports periodically for trends and prevention opportunities.
- Provide reports to the City Manager and Department Heads on the status of the IIPP, accident trends or allegedly hazardous conditions that have not been corrected.
- Submit an annual report to the City Manager evaluating safety efforts and the IIPP.
- Review and discuss safety concerns, suggestions, and needs of employees and supervisors and respond to appropriate member(s) of the management team.

The City's Health and Safety Advisory Committee shall meet at least quarterly. Minutes of the meeting shall be maintained and posted on the City's website under the Employee Only H.R. page.

The Advisory Committee in no way replaces or supersedes administration or line management's responsibility for health and safety.

Department Directors and Division Managers

Department Directors are responsible for the leadership and administration of the safety plan in their department. They will ensure that all safety and health policies and procedures are clearly communicated to all employees. In addition, they will:

- Recommend to the City Manager an appropriate representative for potential appointment to the City Safety Advisory Committee.
- Support the Safety Advisory Committee's activities, goals and objectives.
- Keep informed of laws and standards.
- Attend management training related to injury prevention.

- Communicate health and safety policies and procedures; fairly and uniformly enforce the code of safe practices.
- Provide and enforce the use of personal protective equipment, as appropriate.
- Ensure that task observations of employees are done periodically to assure compliance with safety procedures.
- Direct that equipment, materials and work areas be maintained in safe condition.
- As necessary, participate in accident investigations and recommend or implement appropriate corrective measures.
- Arrange for safety self-inspections periodically.
- Implement and participate in department and city-wide safety promotional activities.
- Disseminate safety and risk management information to the appropriate personnel.
- Participate in emergency preparedness and fire prevention drills.
- Ensure that copies of sign-in sheets for tailgate safety training are sent to the Human Resources Office. Sign in sheets should include training topic, location of training session, department, employee name, and employee signature and be sent to the Human Resources Office.

Supervisors

First line supervisors provide a critical role in the successful operation of a comprehensive employee safety program. Each Supervisor shall make the safety of employees an integral part of their management function. In effectively executing safety responsibilities, supervisors will:

- Keep their Department Director/Division Manager informed of all safety issues or problems.
- Support the Department's/Division's safety activities, goals and objectives.
- Understand and enforce safety regulations and code of safe practices applicable to operations within their area of responsibilities.
- Conduct safety orientations and training of new hires, as required beyond that done by Human Resources Staff at the new employee orientation.
- Instruct employees on hazards that are unique to their job.
- Conduct task observations of all employees periodically, to assure compliance with safety procedures.
- Conduct regular safety inspections of work areas.

- Hold safety meetings and disseminate risk management information to employees.
- Participate in incident and accident investigations and recommend corrective action.
- Ensure that equipment, materials and work areas are maintained in safe condition.
- Provide personal protective equipment as appropriate and monitor its use.
- Keep informed of laws and standards.
- Attend training related to injury prevention.
- Encourage employees to report workplace hazards to Supervisors or Department Directors without fear of reprisal. Hazards can be reported using the Hazard Correction Report (see appendix D).
- Participate in department and city-wide safety promotional activities.
- Ensure that copies of tailgate training sign in sheets, inspections, and investigation records are maintained for the designated period(s) of time and copies provided to the Human Resource Office.

Employees

It is the responsibility of each employee to work safely and comply with code of safe practices. Employees are expected and encouraged to assist management in accident prevention activities, and shall:

- Attend scheduled safety training.
- Be aware of and comply with safety regulations and code of safe practices applicable to the work being done.
- Report unsafe conditions and practices immediately to your supervisor. If your supervisor is unavailable, contact another supervisor within your department/division, or the City Manager. Hazards can be reported using the Hazard Correction Report (see appendix D).
- Keep your work area and work-related tools organized and tidy to the best of your ability to avoid creating unsafe conditions.
- Report all injuries and exposures to the person in charge on the day of occurrence, no later than the end of your work day.
- Use and maintain the personal protective equipment provided.
- Wear appropriate clothing and footwear for the job tasks.
- Operate equipment with all safety guards in place.

- Coach fellow employees on safe work practices, whenever appropriate.
- Perform only authorized jobs.

II. COMPLIANCE WITH THE IIPP

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Directors, Division Managers, and Supervisors are expected to enforce rules fairly and uniformly.

All employees of the City are responsible for working safely, following policies and procedures, and assisting in maintaining a safe work environment. The City's system of ensuring that employees comply with the IIPP includes:

- Informing all employees of the provisions of the IIPP.
- Evaluating individual safety performance.
- Annual evaluation by applicable Department Directors/Division Managers and City Safety Advisory Committee of each Department's implementation of their safety plan of action.
- Recognizing employees who perform safe and healthful work practices.
- Developing incentive based programs to encourage participation in the safety program.
- Providing training, both initially and remedial to employees whose safety performance is deficient.
- Disciplining employees through corrective discipline for failure to comply with safe work practices after being trained and reminded.

III. SAFETY COMMUNICATIONS

The City of Oakley recognizes that open, two-way communications regarding health and safety issues is essential to an injury free, productive City. The following system of communication is designed to facilitate a continuous flow of safety and health information in a form that is readily understandable and consists of:

- New employee orientation to include a discussion of safety and health policies and procedures.
- A review of the IIPP with all employees.
- Regularly scheduled trainings within all departments/divisions.
- Safety communication bulletins and awareness posters.
- Anonymous safety reporting program through the use of the 24 hr. hotline telephone reporting system. Employee Protection Line phone number is (877)

651-3924, use organization code 10272. *(There is no identification number needed to access the service, the employee only needs to report the location of the incident, but need not identify themselves).*

- Safety Training programs.
- Safety Data Sheets available at each major job location.
- The Health and Safety Committee is the primary two way communication system. Comments and concerns can be made to designated representatives. Meeting dates and minutes are posted on the City's Human Resources password protected page. Updates regarding the activities of the Committee will be communicated back to Staff by the designated representative, in the FYI Memorandum and verbal updates provided to Department Directors.

Safety Training Program

The safety training program is an integral component of the communication system. The training program is described in section 7.0 of this document.

IV. SAFETY HAZARD ASSESSMENT

A. Safety Inspection Program

Annual safety inspections to identify and evaluate workplace hazards shall be performed in all Departments by the Health and Safety Committee. The inspections shall be done using an inspection form/checklist. Directors, Managers, and Supervisors are all responsible for seeing that periodic inspections are conducted. A record of the inspections and documentation of corrective action taken shall be maintained by the Department Directors and the Program Administrator/Safety Coordinator. Safety inspections shall be performed according to the following schedule:

- Upon initial establishment of the IIPP.
- On an annual basis at the beginning of each fiscal year, or as determined by the City Manager and/or Department Director with input from the Safety Advisory Committee, and as required by law.
- When new substances, processes or equipment, which present potential new hazards are introduced into the workplace.
- When new hazards are recognized/identified.
- Whenever workplace conditions warrant an inspection.

The inspection records shall include the name(s) of the person(s) conducting the inspection, any descriptions of the unsafe conditions and work practices, and the actions taken to correct the unsafe conditions and work practices.

Members of the Safety Advisory Committee, safety and risk control specialists, or consultants may do additional inspections with Department Director or City Manager approval. These will be done based upon a specific need or as the result of a serious accident. All reports of inspections will be forwarded to the Department Director and Program Administrator/Safety Coordinator for action.

B. Workplace Safety Concerns Evaluation Process

A hazard evaluation has been conducted whereby general employment groups have been consolidated into general Job Safety Classifications.

All City of Oakley employment positions have been consolidated into the following Job Safety Classes based upon potential and actual safety and health concerns for each Job Safety Classification:

- Administrative & Clerical Personnel
- Inspection Services Personnel
- Maintenance Personnel (Parks, Building, Public Works)
- Recreation Personnel

The General Safety Hazards, Code of Safe Work Practices, and Training Requirements are contained in the appendices.

V. INJURY AND ILLNESS REPORTING AND INVESTIGATIONS:

The City investigates all accidents, occupational injuries and/or illness, as well as “near miss” incidents and property damage incidents to reduce the potential for future occurrences that could result in injury. The following include procedures for reporting and investigating occupational injuries, illnesses, and accidents:

A. Reporting Procedure

When an employee is injured on the job, or when they first notice an illness that is a result of or occurred in the course of their job duties, they shall report such instances to their supervisor on the day of occurrence or notice, no later than the end of their shift. Following the report to their supervisor, the employee will contact Company Nurse at the RN First Call Service toll free number (1-877-854-6877) to report the injury/illness, receive advice and, if necessary, referral for medical treatment. Should the injury/illness require medical treatment beyond first aid, a Division of Workers’ Compensation DWC Form 1 - Employee’s Claim for Workers’ Compensation Benefits shall be provided. Medical treatment means the management and care of a patient to combat disease or disorder. Employee’s who do not report an injury promptly may have their workers’

compensation benefits delayed or denied. The accident will be investigated by the supervisor or his/her designee, if supervisor is unavailable within 72 hours.

B. Accident/Exposure Investigation Procedure

The following accident investigation steps will be performed as circumstances allow:

1. Interview the injured employee and any witnesses.
2. Visit the accident scene and gather facts from the employee and any witnesses. Note any inconsistencies that arise in the course of your fact gathering. Take photos or make a sketch of the scene if necessary.
3. Examine the workplace factors or unsafe conditions associated with the accident/ exposure.
4. Determine the cause of the accident/exposure.
5. Develop a plan for corrective action including the date of implementation.

The results of the accident investigation must be documented on the Accident Investigation Report and reviewed by the Department Director or designee.

All documents and completed report forms shall be copied and forwarded to the Program Administrator/Safety Coordinator, who will ensure that the accident investigation was completed and that corrective actions were taken when appropriate.

C. Accident Reporting Procedures Involving City Vehicles:

For all accidents (no matter how minor) involving a City vehicle, the Department Director and the jurisdictional Police Department shall be called by the employee/driver. If a City employee is injured in an accident involving a City Vehicle, they shall complete an Accident Investigation Report form. This form is in addition to other required vehicle damage reports pursuant to the *Personnel Manual*.

The purpose of the Accident Investigation Form is to report information related to a bodily injury incurred as the result of an accident. If the employee is physically unable to complete the Accident Investigation Report form, the employee's supervisor will complete the form on the employee's behalf based upon information that is available.

VI. HAZARD CORRECTION

The City has a commitment to correct or abate with all reasonable speed, any hazard, which gives rise to a risk of harm in the workplace. In correcting an imminent unsafe condition, appropriate precautions will be taken to protect the safety of employees.

The following procedure(s) will be implemented for correcting identified hazards in the work place:

- Remove or take out of service the hazard where possible.
- Remove or relocate employees from the area of exposure.
- Provide guarding mechanisms appropriate to the hazard and the specific process or piece of equipment being used.
- Provide appropriate personal protective equipment.
- Adjust work schedules, break periods or job rotation where feasible.
- Provide training in recognizing and taking self-corrective action regarding the hazard.

All such action taken and the dates of completion shall be documented by the Department Director or designee and reported to the Program Administrator/Safety Coordinator. Hazard corrections will be noted on the Hazard Correction Report or Safety Inspection forms themselves.

VII. HEALTH AND SAFETY TRAINING

The City's policy requires that employees are trained to protect themselves from hazards in their work environments.

The Program Administrator/Safety Coordinator, Directors, Managers, and Supervisors shall identify training for employees in job classifications under their control, and conduct or cause to be conducted training as needed.

Training in the hazards unique to the workplace and the procedures to prevent accidents (personal protective equipment, tool guards, safe handling of chemicals, safe use of tools and equipment etc.) is critical to risk control and is required by various Title 8 Safety Orders.

A. Training Content and Schedule

Directors, Managers, and Supervisors shall ensure that employees are provided training in relation to:

- Safety orientation to all new employees upon hire (including general health and safety practices and policies along with job-specific health and safety practices and hazards).
- Whenever an employee is given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.

- Whenever the City is made aware of a new or previously unrecognized hazard.
- When required by Federal or State law, regulations or statutes applicable to their work.
- Understanding of the safety procedures and rules which apply to their department.
- Recognizing and assessing health and safety risks.
- Minimizing risks through sound safety practices and use of protective equipment.
- Whenever a Department Director feels that additional training is necessary.

B. Training Program

The City has organized its training system into the training program below.

C. **Training Subjects:** Safety training subjects include, but are not limited to the following:

1. An explanation of the IIP Program, emergency preparedness and action plan, fire prevention plan and the Employee Assistance Plan for counseling services.
2. How to report unsafe conditions or work practices
3. The safe use of tools and equipment
4. The use of personal protective equipment and the appropriate clothing for work, including footwear and gloves.
5. The availability of toilet, hand washing and drinking water facilities.
6. The provision of medical services and first aid.

In addition, employees will be provided job specific safety training in the following subjects depending on what Job Safety Classification they are in:

- Asbestos Awareness
- Aquatics Safety
- Back Safety
- Bloodborne Pathogens and Infectious Disease Awareness
- Burns
- Body Mechanics
- Code of Safe Practices for their Job Safety Class
- CPR and First Aid
- Defensive Driving
- Electrical Safety Program
- Ergonomics Safety Program
- Eye and Face protection

- Fall Protection
- Forklift Training
- Hazard Communication Program
- Hearing Conservation Program
- Heat Illness
- Industrial Truck Safety
- Materials Handling
- Mobile Equipment Safety
- Power tools
- Respirator Protection Program
- Slips and Falls
- Traffic Control Safety
- Workplace Violence Prevention

The above safety training topics will be prioritized by each Department Head based on the needs and hazards of the Job Safety Classes in their department and documented in their Department Safety Plan. The actual training may be coordinated through the Program Administrator/Safety Coordinator, the Department Director or his/her designee.

All training shall be documented by the Program Administrator/Safety Coordinator. Records of training activities (including, but not limited to: orientation, “tailgate safety”, workplace security, and special workshops) shall be kept by individual departments. A copy of the sign in sheet including training topic, location of training session, department, employee name, and employee signature will be sent to the Program Administrator/Safety Coordinator.

D. Training Record Keeping

Documentation of health and safety training for each employee shall include: 1) Name of individual, 2) Training date(s), 3) Type(s) of training, and 4) Training Provider(s).

Department Directors, Division Managers and Supervisors are responsible for maintaining these records for employees. Copies of training records shall be forwarded to the Program Administrator/Safety Coordinator.

E. General Safety Rules

The City has established a Safety Manual that is intended to develop behaviors, skills, and habits which assist employees in meeting the responsibilities associated with safety work practices. The Safety Manual has been specifically tailored for both general and certain specific job duties in some departments.

VIII. RECORDKEEPING

Each Department will maintain records of accident investigation reports, safety inspections, the action taken to correct identified unsafe conditions and employee safety training.

The Program Administrator/Safety Coordinator maintains copies of the above noted records, however, additionally maintains separate files of the City Safety Advisory Committee activity, loss information and injury statistics, including the OSHA 300 log. It is the intent of the City to maintain record keeping and postings in accordance with state and federal mandates, including California Code of Regulations, Title 8, Section 3204.

IX. ANNUAL PROGRAM EVALUATION

The Program Administrator/Safety Coordinator will coordinate an annual evaluation of the City's IIPP. The evaluation may utilize a variety of information sources, including reports from MPA for statistical trending of claims history, or assistance from MPA staff. Minutes of safety meetings are reviewed for action taken. Accident investigation reports are evaluated for completeness, corrective measures identified and action taken. Department safety activities including, but not limited to: safety inspections and employee safety training are measured against each Department safety plan. This annual review examines the objectives, scope, performance and effectiveness of the IIPP as it is applied throughout the City.

The annual safety program evaluation will be presented to the City Health and Safety Advisory Committee for review and comment, prior to being formally presented to the City Manager. Department Directors are responsible for implementing to the greatest extent possible, any recommendations in the report as directed by the City Manager, with the findings being used in the management performance review process.

Department Directors, or their designee(s), shall utilize the annual safety program evaluation to enhance their Department annual safety plan. The Department plan(s) should address and prioritize the safety action steps for the year, new hire orientations, specific safety training, safety meeting schedules, dates of inspections, personal protective equipment needs, and safety communication materials to be used during the following year.

Each Department's annual safety plan shall be submitted to the City Manager during the month of December for review.

Appendix A

GENERAL SAFETY HAZARDS

Below are identified job safety hazards that are known as potentially causing injury to employees. Some are not applicable to any of the job classes at this time.

Aquatics Safety

Burns

Chemical Spills

Compressed Air

Dust, Fumes, Mists, Gases, and Indoor Air

Electrical Shocks and Burns

Emergencies / Disasters

Falls from Elevations

Falls from Mobile Equipment

Firearms

Fires

Foot Injuries

Foreign Body in Eye

Forklifts and Industrial Truck Operations

Hazardous Materials/Chemicals

Hearing Loss

Infectious Diseases and Bloodborne Pathogens

Ladders

Lacerations

Mental / Psychiatric Injury

Motor Vehicles in the Workplace and Operation of Motor Vehicles

Office Equipment

Police Pursuit Operations; Police Arrest Operations

Powered Tools

Repetitive Motion

Slips, Trips, and Falls

Strains and Sprains

Struck by Supplies/Equipment

Tree Falling Operations

Trenching and Excavation Work

Violence in the Workplace

Welding and Cutting

Working in Confined Spaces

CODE OF SAFE WORK PRACTICES

The safety of all employees is of prime importance to the City of Oakley. All employees have a responsibility to work safely and to follow the Injury and Illness Prevention Plan. The following must be adhered to:

1. All employees shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to a supervisor, Manager, or Director.
2. Supervisory employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor.

10. Crowding or pushing when boarding or leaving a vehicle or other conveyance shall be prohibited.
11. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
12. All injuries shall be reported promptly to the lead person or supervisor so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, use the large muscles of the legs and hips instead of the smaller muscles of the back.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
16. The use of personal protective equipment (PPE) as required or necessary.

It is the duty and responsibility of each employee to participate in the effort to promote and maintain a safe work environment. Failure to follow the above rules may cause serious injury and/or illness.

Disciplinary action, up to and including termination, may be used to assure rule enforcement. Please use common sense and think before you act. If you are not sure how to complete a job or task safely or have any questions, ask your supervisor.

TRAINING REQUIREMENTS

All City of Oakley employment positions have been consolidated into the following Job Safety Classes based upon potential and actual safety and health concerns for each Job Safety Classification:

- **Administrative & Admin. Support Personnel**

Job Class/Position:

City Manager
Assistant to the City Manager
Human Resources Assistant
City Clerk
Record Management Clerk
Receptionist
Finance Director
Accounting Technician
Senior Accountant
Public Works Director/City Engineer
Senior Engineer
Assistant Engineer
Parks & Landscape Division Manger
Public Works Office Coordinator
Economic Development Manager
Senior Planner
Chief Building Official
Permit Technician
Assistant to the Police Chief
Police Services Assistant;
and related

- **Inspection Services Personnel**

Job Class/Position:

Building Inspector II
Code Enforcement/Building Inspector II
Public Works Inspector II;
and related.

- **Maintenance Personnel (Parks, Building, and Public Works)**

Job Class/Position:

Parks and Landscape Foreman
PW/Streets Maintenance Worker
Facility Maintenance Worker
Parks Maintenance Worker

Parks Maintenance Laborer;
and related.

- **Recreation Personnel**

Job Class/Position:

Recreation Manager
Recreation Technician
Lifeguard, Recreation Leader;
and related

ADMINISTRATIVE AND ADMIN. SUPPORT

Training

Frequency

Injury and Illness Prevention Program (IIPP)	Every 3 years
Hazard Communication/Global Harmonizing	Every 3 years
Sexual Harassment (any employee with supervisory authority)	Every 3 years
Illegal Harassment Awareness (all non-supervisory employees)	Every 3 years
Defensive Driving (designated employees)	Every 3 years
Emergency Preparedness and Action Plan	Every 3 years
Fire Prevention Plan and Use of Fire Extinguishers	Every 3 years
Ergonomics Awareness	Every 3 years
Bloodborne Pathogens Awareness	Every 3 years
Prevention of Workplace Violence	Every 3 years
Employee Assistance Program/Stress	Every 3 years
IIPP Refresher	Annually – Tailgate

INSPECTION PERSONNEL

Training

Frequency

Injury and Illness Prevention Program (IIPP)	Every 3 years
Hazard Communication/Global Harmonizing	Every 3 years
Sexual Harassment (any employee with supervisory authority)	Every 3 years
Illegal Harassment Awareness (all non-supervisory employees)	Every 3 years
Defensive Driving (designated employees)	Every 3 years
Emergency Preparedness and Action Plan	Every 3 years
Fire Prevention Plan and Use of Fire Extinguishers	Every 3 years
Ergonomics Awareness	Every 3 years
Bloodborne Pathogens Awareness	Every 3 years
Prevention of Workplace Violence	Every 3 years
Employee Assistance Program/Stress	Every 3 years
IIPP Refresher	Annually – Tailgate
Heat Illness Prevention	Annually – Tailgate
Ladder Safety	Annually – Tailgate
Confined Spaces (Awareness Level)	Annually – Tailgate
First Aid/CPR (Field Inspectors)	As required
Personal Protective Equipment (PPE Users- Field Inspectors)	Annually – Tailgate
Asbestos Awareness	Annually – Tailgate
Hard Hat Safety	Annually – Tailgate

MAINTENANCE PERSONNEL

Training

Frequency

Injury and Illness Prevention Program (IIPP)	Every 3 years
Hazard Communication/Global Harmonizing	Every 3 years
Sexual Harassment (any employee with supervisorial authority)	Every 3 years
Illegal Harassment Awareness (all non-supervisory employees)	Every 3 years
Defensive Driving (designated employees)	Every 3 years
Emergency Preparedness and Action Plan	Every 3 years
Fire Prevention Plan and Use of Fire Extinguishers	Every 3 years
Ergonomics Awareness	Every 3 years
Bloodborne Pathogens Awareness	Every 3 years
Prevention of Workplace Violence	Every 3 years
Employee Assistance Program/Stress	Every 3 years
IIPP Refresher	Annually – Tailgate
Heat Illness Prevention	Annually – Tailgate
Ladder Safety	Annually – Tailgate
Confined Spaces (Awareness Level)	Annually – Tailgate
First Aid/CPR (Field Inspectors)	As required
Personal Protective Equipment (PPE Users- Field Inspectors)	Annually – Tailgate
Hearing Conservation (Exposed Employees)	Annually – Tailgate
Traffic Control & Flagger Training	Annually – Tailgate
Outdoor Hazards (plants, animals, insects)	Annually – Tailgate
Pesticide Safety	Annually & As needed
Forklift Training	As required
Burns	Annually – Tailgate
Power Tool Safety	Annually – Tailgate
Electrical Safety/Lock Out Tag Out Awareness	Annually – Tailgate

RECREATION PERSONNEL

Training

Frequency

Injury and Illness Prevention Program (IIPP)	Every 3 years
Hazard Communication/Global Harmonizing	Every 3 years
Sexual Harassment (any employee with supervisory authority)	Every 3 years
Illegal Harassment Awareness (all non-supervisory employees)	Every 3 years
Defensive Driving (designated employees)	Every 3 years
Emergency Preparedness and Action Plan	Every 3 years
Fire Prevention Plan and Use of Fire Extinguishers	Every 3 years
Ergonomics Awareness	Every 3 years
Bloodborne Pathogens Awareness	Every 3 years
Prevention of Workplace Violence	Every 3 years
Employee Assistance Program/Stress	Every 3 years
IIPP Refresher	Annually – Tailgate
Heat Illness Prevention	Annually – Tailgate
Outdoor Hazards (plants, animals, insects)	Annually – Tailgate
CPR/AED (American Red Cross certificate)	As required
Lifeguard only:	
Lifeguard Training (American Red Cross certificate)	Every 2 years
CPR/AED (American Red Cross certificate)	Every 2 years

HAZARD CORRECTION REPORT

Department/Division: _____

All hazards should be reported promptly. While this form allows for you to report multiple hazards, if only one exists please complete the form and turn in to your Supervisor or Human Resource Office thereafter.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone: _____

Supervisor/Safety Coordinator Signature: _____ Date: _____

Description & Location of Unsafe Condition	Date Identified	Corrective Action & Responsible Party	Injury		Completion Date	Safety Cmte. Review Date
			Yes	No		

Completed copies of this form should be routed to the Safety Coordinator, Nancy Marquez-Suarez and kept in the Human Resources files for at least three years.

City of Oakley

INJURY AND ILLNESS PREVENTION PROGRAM

ACKNOWLEDGEMENT OF RECEIPT

My signature below acknowledges that I have received a copy of the City of Oakley Injury and Illness Prevention Program. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of this document, to follow the established safety procedures, and to adhere to safe work practices.

Furthermore, I understand that it is my duty as an employee of the City of Oakley to immediately report any workplace safety concerns to my supervisor or other responsible department management staff.

Signature

Printed Name

Date

A-1 ADMINISTRATION IIPP ADDENDUM

City Manager: **Bryan Montgomery**
Address: **3231 Main Street, Oakley, CA 94561**
Telephone Number: **(925) 299-3227**

The Administration IIPP Addendum includes the following administrative personnel:

1. City Manager's Office

Contact: **Nancy Marquez-Suarez, Asst. to the City Manager**
Phone: **(925) 625-7007**

2. City Clerk's Office

Contact: **Libby Vreonis, City Clerk**
Phone: **(925) 625-7013**

3. Finance Office

Contact: **Paul Ableson, Finance Director**
Phone: **(925) 625-7010**

4. Human Resources

Contact: **Nancy Marquez-Suarez, Asst. to the City Manager**
Phone: **(925) 635-7007**

The Administration IIPP Addendum also includes:

5. Planning & Zoning Office Personnel

6. Police Department- Non-Sworn Personnel

1.0 Responsibilities

The **City Manager** has the overall authority and responsibility for ensuring the implementation of this IIPP addendum throughout the operations referenced. The **Assistant to the City Manager** coordinates program implementation in the Administrative Offices.

2.0 Compliance

The following methods are used to reinforce employee compliance with safe work practices and procedures:

- City of Oakley Administrative Policies and Procedures
- Employee Training Programs
- Safety Observations / Employee Performance Evaluations
- Disciplinary process consistent with the City of Oakley Personnel Rules

3.0 Communication

Effective communications with employees have been established using the following methods:

- New employee orientation to include a discussion of safety and health policies and procedures.
- All- hands safety trainings
- Health & Safety Committee meetings
- H.R. Employee Only page (committee minutes, safety messages)
- Administrative policies/procedures
- Safety email from H.R. to Department/Division Heads
- Safety bulletin board

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Employee Hazard Correction Report form is located with the IIPP on the H.R. Employee Page. Forms should be submitted to **Nancy Marquez-Suarez, Assistant to the City Manager**. Employees who wish to make an anonymous hazard report are instructed to contact the Employee Protection Hot line: **(877) 651-3924 (City Code: 10272)**.

4.0 Hazard Assessment and Correction

The Administrative Offices Hazard Assessment addendum outlines the employee safety hazards encountered in office settings.

Annual workplace inspections of city offices will be conducted to ensure that hazards are recognized and corrected on an ongoing basis. The Hazard Correction Form or Annual Inspection Log will be used to document hazards and corrective actions by supervisors, including actual completion dates. The Assistant to the City Manager will ensure that inspections are conducted and corrective actions are completed in a timely manner.

If an imminent hazard exists, work in the area must cease, and the supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition.

5.0 Accident Investigation Report Review

The Assistant to the City Manager will review the Supervisor's Accident Investigation reports to ensure that all contributing factors have been identified and that corrective actions are appropriate to prevent future injuries/illnesses. A proactive safety management approach will be the primary goal of the accident investigation review process.

6.0 Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the supervisor with oversight by the Assistant to the City Manager. All designated individuals have received communication on their responsibilities for employee safety training, including the safety training matrix included in this addendum.

7.0 Record Keeping and Documentation

The following documents are retained by the Assistant to the City Manager:

- Administrative Offices Hazard Assessment
- Annual Office Safety Inspection records and corrective actions (3 years)
- Accident Investigation forms with corrective actions (3 years)
- Initial IIPP / Safety Orientation training records
- Administrative Safety Training matrix and attendance records (3 years for trainings repeated on a periodic basis. Length of employment for initial safety trainings which will not be repeated periodically.)

CITY OF OAKLEY

ADMINISTRATION Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Administration Offices	Police (Civilian)	Planning & Zoning
Injury & Illness Prevention Program (IIPP)	I/A	3203	X	X	X
Hazard Communication/Global Harmonizing	I/U	5194	X	X	X
Defensive Driving (staff who drive while at work)	I	3203	X	X	X
Emergency Action/Fire Prevention	I/U	3220 , 3221	X	X	X
Ergonomics-Workstation/Back Safety/Falls/Slips	I	5110	X	X	X
Bloodborne Pathogens (Awareness Level)	I/A	5193	X	X	X
Prevention of Workplace Violence	I	3203	X	X	X
New Employee Safety Orientation	I	3203	X	X	X
Supervisor Safety Training/Accident Investigation	I	3203	X	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

OFFICE HAZARD ASSESSMENT

Hazard Category	Potential Hazards	Control
Ergonomics Computer Workstations Adding Machines, Copiers Telephone Use	<ul style="list-style-type: none"> ● Poor computer workstation set-up ● Workstations with multiple users ● Poor office and desk layout ● Repetitive activities (phone, keyboarding, copying, filing) for long periods with no breaks 	Ergonomics Evaluations Breaks, Exercises Ergonomics Training
Fire & Electrical Hazards	<ul style="list-style-type: none"> ● Poor Housekeeping ● Electrical hazards from defective cords/equipment ● Improper extension cord, power strip use ● Inadequate electrical outlets ● Inadequate fire extinguishers ● Lack of fire alarms/smoke detectors 	General Office Safety Program Office Safety Inspections Initial and Periodic Office Safety Training
Slip, Trip and Falls	<ul style="list-style-type: none"> ● Slippery, wet surfaces ● Damaged carpeting, floor materials ● Stairs, step stools and step ladders ● Poor housekeeping (blocked aisles, stairs) ● Retrieving items from high shelves, climbing shelves 	
Manual Material Handling	<ul style="list-style-type: none"> ● Strains, sprains from improper lifting technique ● Mechanical aids not provided or not used ● Lifting heavy file boxes, boxes of copy paper ● Retrieving heavy items stored above shoulder height 	
Office Equipment Hazards <ul style="list-style-type: none"> ● File cabinets, furnishings ● Copiers, fax machines, printers ● Computers, TV/VCR ● Small appliances in break room ● Paper cutters, staplers, hole 	<ul style="list-style-type: none"> ● Conducting maintenance or repairs on energized electrical equipment ● Punctures and cuts from paper cutters, paper shredders, exacto knives, small appliances in break room ● Injuries from file cabinets tipping, or file drawers causing tripping ● Injuries from damaged desks, chairs 	

punchers, paper shredders		
Chemical hazards from office products with hazardous ingredients: <ul style="list-style-type: none"> • Cleaning supplies • Toner • Paints, adhesives • Correction fluids • White board markers, cleaner 	<ul style="list-style-type: none"> • Unlabeled chemical containers • No Safety Data Sheets • Improper use of chemicals • Lack of adequate ventilation • Chemicals brought from home (e.g. pesticides, solvent cleaners) 	Hazard Communication Program
Emergencies: Medical (First Aid, BBP) Fire Earthquake Severe Weather	<ul style="list-style-type: none"> • Injuries due to poor evacuation plans • No employee training for fire extinguishers, evacuation procedures • Lack of procedures and equipment for emergencies • Employees unaware of alarm system • Exposure to body fluids during accident response or medical emergency • Lack of awareness of universal precautions 	Emergency Action Plan Fire Prevention Plan First Aid/CPR/Bloodborne Pathogens Awareness Training
Indoor Air Quality (IAQ)	<ul style="list-style-type: none"> • Injuries/illnesses associated with biological contaminants, chemicals and particles • Remodeling or renovation activities increasing airborne contaminant levels in offices • Insufficient outdoor air for occupancy level • Unidentified sources of moisture intrusion 	<ul style="list-style-type: none"> • Procedures to respond to IAQ complaints • HVAC system maintenance • Procedures to minimize employee exposure during remodeling
Office Security Workplace Violence Prevention	<ul style="list-style-type: none"> • Threats of injury from co-workers • Threats of injury from relatives/domestic partners entering the workplace • Threats of injury from public in city facilities • Workplace security issues in parking areas • Personal safety hazards in field operations 	Workplace Security/ Violence Prevention Program

A-2 INSPECTION SERVICES IIPP ADDENDUM

Code Enforcement: **Troy Edgell, Code Enforcement Coordinator**

Telephone Number: (925) 625-7009

Building: **Doug Simms, Chief Building Official and Dean Hurney, Permit Center Manager**

Telephone Number: (925) 625-8854

The Inspection Services IIPP Addendum addresses Building and Code Enforcement employees with field operations included in their duties.

1.0 Responsibilities

The **Code Enforcement Manager, Chief Building Official and Permit Center Manager** have program oversight for operations under their direct supervision and control. The **Assistant to the City Manager** will coordinate with inspection services personnel to ensure that required employee safety training resources are available.

2.0 Compliance

The following methods are used to reinforce employee compliance with safe work practices and procedures:

- City of Oakley Department Policies and Procedures (Code Enforcement, Building)
- Employee Training Programs
- Safety Observations / Employee Performance Evaluations
- Disciplinary process consistent with the City of Oakley Personnel Rules

3.0 Communication

Effective communications with employees have been established using the following methods:

- New employee orientation to include a discussion of safety and health policies and procedures.
- New employee-job specific orientation
- All- hands safety trainings
- Health & Safety Committee meetings
- H.R. Employee Only page (committee minutes, safety messages)
- Inspection policies/procedures (Building, Code Enforcement)
- Safety email from H.R. to Department/Division Heads
- Safety bulletin board

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Employee Hazard Correction Report form is located with the IIPP on the H.R. Employee Page. Forms should be submitted to **Nancy Marquez-Suarez, Assistant to the City Manager**. Employees who wish to make an anonymous hazard report are instructed to contact the Employee Protection Hot line: **(877) 651-3924 (City Code: 10272)**.

4.0 Hazard Assessment and Correction

The Inspection Services Hazard Assessment addendum outlines the employee safety hazards associated with code enforcement and building inspection activities. The **Code Enforcement Manager, Chief Building Official and Permit Center Manager** will review the hazard assessment for their respective operations on an annual basis.

Annual workplace inspections of the office areas for inspection services personnel will be coordinated by the Assistant to the City Manager.

If an imminent hazard exists, work in the area must cease, and the supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition.

5.0 Accident Investigation Report Review

The Code Enforcement Manager, Chief Building Official, or Permit Center Manager will complete Accident Investigation reports and provide copies to the Human Resources office to ensure that all contributing factors have been identified and that corrective actions are appropriate to prevent future injuries/illnesses. A proactive safety management approach will be the primary goal of the accident investigation review process.

6.0 Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the supervisor with oversight of inspection services personnel. All designated individuals have received communication on their responsibilities for employee safety training, including the safety training matrix included in this addendum.

7.0 Record Keeping and Documentation

The following documents are retained by the Code Enforcement Manager, Chief Building Official and Permit Center Manager and copies provided to the Human Resources office:

- Inspection Services Hazard Assessment (Code Enforcement, Building activities)
- Annual Safety Inspection records and corrective actions (3 years)
- Supervisor Accident Investigation forms with corrective actions (3 years)
- Initial IIPP / Safety Orientation training records
- Inspection Services Safety Training matrix and attendance records (3 years for trainings repeated on a periodic basis. Length of employment for initial safety trainings which will not be repeated periodically.)

CITY OF OAKLEY

INSPECTION SERVICES Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Code Enforcement	Building Division
Injury & Illness Prevention Program (IIPP)	I/A	3203	X	X
Hazard Communication/Global Harmonizing	I/U	5194	X	X
Defensive Driving (Field Inspectors)	I	3203	X	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X
Ergonomics- Workstation/ Back Safety/Falls/Slips	I	5110	X	X
Bloodborne Pathogens (Awareness Level)	I/A	5193	X	X
Prevention of Workplace Violence	I	3203	X	X
Job-Specific Field Inspection Procedures (Before initial assignment)	I/U	3203	X	X

INSPECTION SERVICES Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Code Enforcement	Building Division
Heat Illness Prevention (Field Inspectors)	I/A	3395	X	X
Ladder Safety	I	3276	X	X
Confined Spaces (Awareness Level)	I/U	5157 , 5158	X	X
First Aid/CPR (Field Inspectors)	I/C (2yr)	3400	X	X
Personal Protective Equipment (PPE Users- Field Inspectors)	I	3380	X	X

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change C – Certification

INSPECTION SERVICES - HAZARD ASSESSMENT

Office Hazard Category	Potential Hazards	Control
Ergonomics Computer Workstations Adding Machines, Copiers Telephone Use	<ul style="list-style-type: none"> • Poor computer workstation set-up • Workstations with multiple users • Poor office and desk layout • Repetitive activities (phone, keyboarding, copying, filing) for long periods with no breaks 	<p>Ergonomics Evaluations</p> <p>Breaks, Exercises</p> <p>Ergonomics Training</p>
Fire & Electrical Hazards	<ul style="list-style-type: none"> • Poor Housekeeping • Electrical hazards from defective cords/equipment • Improper extension cord, power strip use • Inadequate electrical outlets • Inadequate fire extinguishers • Lack of fire alarms/smoke detectors 	<p>General Office Safety Program</p> <p>Office Safety Inspections</p> <p>Initial and Periodic Office Safety Training</p>
Slip, Trip and Falls	<ul style="list-style-type: none"> • Slippery, wet surfaces • Damaged carpeting, floor materials • Stairs, step stools and step ladders • Poor housekeeping (blocked aisles, stairs) • Retrieving items from high shelves, climbing shelves 	
Manual Material Handling	<ul style="list-style-type: none"> • Strains, sprains from improper lifting technique • Mechanical aids not provided or not used • Lifting heavy file boxes, boxes of copy paper • Retrieving heavy items stored above shoulder height 	
Office Equipment Hazards • File cabinets, furnishings • Copiers, fax machines, printers	<ul style="list-style-type: none"> • Conducting maintenance or repairs on energized electrical equipment • Punctures and cuts from paper cutters, paper shredders, exacto knives, small appliances in break room 	

<ul style="list-style-type: none"> • Computers, TV/VCR • Small appliances in break room • Paper cutters, staplers, hole punchers, paper shredders 	<ul style="list-style-type: none"> • Injuries from file cabinets tipping, or file drawers causing tripping • Injuries from damaged desks, chairs 	
<p>Chemical hazards from office products with hazardous ingredients:</p> <ul style="list-style-type: none"> • Cleaning supplies • Toner • Paints, adhesives • Correction fluids • White board markers, cleaner 	<ul style="list-style-type: none"> • Unlabeled chemical containers • No Safety Data Sheets • Improper use of chemicals • Lack of adequate ventilation • Chemicals brought from home (e.g. pesticides, solvent cleaners) 	<p>Hazard Communication Program</p>
<p>Emergencies: Medical (First Aid, BBP) Fire Earthquake Severe Weather</p>	<ul style="list-style-type: none"> • Injuries due to poor evacuation plans • No employee training for fire extinguishers, evacuation procedures • Lack of procedures and equipment for emergencies • Employees unaware of alarm system • Exposure to body fluids during accident response or medical emergency • Lack of awareness of universal precautions 	<p>Emergency Action Plan</p> <p>Fire Prevention Plan</p> <p>First Aid/CPR/Bloodborne Pathogens Awareness Training</p>
<p>Indoor Air Quality (IAQ)</p>	<ul style="list-style-type: none"> • Injuries/illnesses associated with biological contaminants, chemicals and particles • Remodeling or renovation activities increasing airborne contaminant levels in offices • Insufficient outdoor air for occupancy level • Unidentified sources of moisture intrusion 	<ul style="list-style-type: none"> • Procedures to respond to IAQ complaints • HVAC system maintenance • Procedures to minimize employee exposure during remodeling
<p>Office Security</p>	<ul style="list-style-type: none"> • Threats of injury from co-workers • Threats of injury from relatives/domestic partners entering 	<p>Workplace Security/ Violence</p>

Workplace Violence Prevention	<p>the workplace</p> <ul style="list-style-type: none"> • Threats of injury from public in city facilities • Workplace security issues in parking areas • Personal safety hazards in field inspection operations 	Prevention Program (including field inspection safety measures)
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Field Hazard Category	Potential Hazards	Control
Field Inspections Building Inspectors Code Enforcement	<ul style="list-style-type: none"> • Vehicle accidents • Falls from heights – scaffolds, ladders • Slip, trip, fall – uneven surfaces on sites • Dog bites • Outdoor hazards • Heat Illness • Struck by – equipment, construction site materials 	Orientation Safety Training – Job-Specific Field Inspection Procedures Construction Safety Awareness Defensive Driver Training Personal Protective Equipment

A-3 PUBLIC WORKS AND ENGINEERING IIPP ADDENDUM

Department Director: **Kevin Rohani, Public Works Director/City Engineer**

Telephone Number: (925) 625-7003

Division Director: **Len Morrow, Parks & Landscape Division Manager**

Telephone Number: (925) 625-7039

1.0 Responsibilities

The **Public Works Director/City Engineer** has the overall authority and responsibility for ensuring the implementation of this IIPP addendum throughout the Public Works and Engineering Operations. The **Parks and Landscape Division Manager** has program oversight for facilities and landscape maintenance operations under his direct supervision and control. **Jesse Dela Cruz, Public Works Department Safety Leader**, provide oversight of maintenance crew activities, and coordinates tailgate safety training.

2.0 Compliance

The following methods are used to reinforce employee compliance with safe work practices and procedures:

- City of Oakley Public Works Department Policies and Procedures
- Department Training Programs
- Safety Observations / Employee Performance Evaluations
- Disciplinary process consistent with the City of Oakley Personnel Rules

3.0 Communication

Effective communications with employees have been established using the following methods:

- New employee orientation to include a discussion of safety and health policies and procedures.
- All- hands safety trainings
- Health & Safety Committee meetings
- H.R. Employee Only page (committee minutes, safety messages)
- Public Works Dept. policies/procedures
- Safety email from H.R. to Department/Division Heads
- Safety bulletin board

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Employee Hazard Correction Report form is located with the IIPP on the H.R. Employee Page. Forms should be submitted to **Nancy Marquez-Suarez, Assistant to the City Manager**. Employees who wish to make an anonymous hazard report are instructed to contact the Employee Protection Hot line: (877) 651-3924 (City Code: 10272).

4.0 Hazard Assessment and Correction

The Public Works Hazard Assessment addendum outlines the employee safety hazards associated with facilities maintenance activities. The hazard assessment will be reviewed annually by the Department Director and the Parks & Landscape Division Manager.

Regular (no less than quarterly) workplace inspections of the Public Works Maintenance Yard and Shop, storage, and equipment will be conducted by the **Public Works Department Safety Leader** to ensure that hazards are recognized and corrected on an ongoing basis. Inspection forms will be used to document hazards and corrective actions, including actual completion dates. The Public Works Director will ensure that inspections are conducted and corrective actions are completed in a timely manner.

If an imminent hazard exists, work in the area must cease, and the supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition.

5.0 Accident Investigation Report Review

The Public Works Director will review the Supervisor's Accident Investigation reports to ensure that all contributing factors have been identified and that corrective actions are appropriate to prevent future injuries/illnesses. A proactive safety management approach will be the primary goal of the accident investigation review process.

6.0 Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the Parks & Landscape Division Manager and Public Works Department Safety Leader, with oversight by the Public Works Director. All designated individuals have received communication on their responsibilities for employee safety training, including the safety training matrix included in this addendum.

7.0 Record Keeping and Documentation

The following documents are retained by the Public Works Director:

- Public Works Office/Corporation Yard Hazard Assessment (including maintenance activities)
- PW Safety Inspection records and corrective actions (3 years)
- Supervisor Accident Investigation forms with corrective actions (3 years)
- Initial IIPP / Safety Orientation training records for permanent and seasonal personnel
- Public Works Safety Training matrix and attendance records (3 years for trainings repeated on a periodic basis. Length of employment for initial safety trainings which will not be repeated periodically.)

CITY OF OAKLEY

PUBLIC WORKS Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Administration & Clerical Personnel	Maintenance Personnel
Injury & Illness Prevention Program (IIPP)	I/A	3203	X	X
Hazard Communication/Global Harmonizing	I/U	5194	X	X
Defensive Driving (Employees who drive while at work)	I	3203		X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X
Ergonomics- Workstation/ Back Safety/Falls/Slips	I/U	3220, 3221	X	X
Bloodborne Pathogens (Awareness Level)	I	5110	X	X
Prevention of Workplace Violence	I	3203	X	X
Job-Specific Equipment Operation/Code of Safe Practices (Before initial assignment or equipment use) (Before initial assignment)	I/U	1510	X	X

PUBLIC WORKS Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Administration & Clerical Personnel	Maintenance Personnel
Heat Illness Prevention	I/A	3395		X
Ladder Safety (Portable)	I/A	3276		X
Confined Spaces (Awareness Level)	I/U	5157, 5158	X	X
First Aid/CPR (Designated Staff)	I	3276		X
Personal Protective Equipment (PPE Users)	I	3380	X	X
Hearing Conservation (Exposed Employees)	I/A	5095		X
Traffic Control & Flagger Training	I	1599		X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X

PUBLIC WORKS ADMINISTRATION - HAZARD ASSESSMENT

Hazard Category	Potential Hazards	Control
Ergonomics Computer Workstations Adding Machines, Copiers Telephone Use	<ul style="list-style-type: none"> ● Poor computer workstation set-up ● Workstations with multiple users ● Poor office and desk layout ● Repetitive activities (phone, keyboarding, copying, filing) for long periods with no breaks 	Ergonomics Evaluations Breaks, Exercises Ergonomics Training
Fire & Electrical Hazards	<ul style="list-style-type: none"> ● Poor Housekeeping ● Electrical hazards from defective cords/equipment ● Improper extension cord, power strip use ● Inadequate electrical outlets ● Inadequate fire extinguishers ● Lack of fire alarms/smoke detectors 	General Safety Program Safety Inspections Initial and Periodi Safety Training
Slip, Trip and Falls	<ul style="list-style-type: none"> ● Slippery, wet surfaces ● Damaged carpeting, floor materials ● Stairs, step stools and step ladders ● Poor housekeeping (blocked aisles, stairs) ● Retrieving items from high shelves, climbing shelves 	
Manual Material Handling	<ul style="list-style-type: none"> ● Strains, sprains from improper lifting technique ● Mechanical aids not provided or not used ● Lifting heavy file boxes, boxes of copy paper ● Retrieving heavy items stored above shoulder height 	
Office Equipment Hazards <ul style="list-style-type: none"> ● File cabinets, furnishings ● Copiers, fax machines, printers ● Computers, TV/VCR ● Small appliances in break room ● Paper cutters, staplers, hole 	<ul style="list-style-type: none"> ● Conducting maintenance or repairs on energized electrical equipment ● Punctures and cuts from paper cutters, paper shredders, exacto knives, small appliances in break room ● Injuries from file cabinets tipping, or file drawers causing tripping 	

<p>punchers, paper shredders</p> <p>Hazard Category</p>	<ul style="list-style-type: none"> • Injuries from damaged desks, chairs 	
<p>Chemical hazards from office products with hazardous ingredients:</p> <ul style="list-style-type: none"> • Cleaning supplies • Toner • Paints, adhesives • Correction fluids • White board markers, cleaner 	<ul style="list-style-type: none"> • Unlabeled chemical containers • No Safety Data Sheets • Improper use of chemicals • Lack of adequate ventilation • Chemicals brought from home (e.g. pesticides, solvent cleaners) 	<p>Hazard Communication Program</p>
<p>Emergencies: Medical (First Aid, BBP) Fire Earthquake Severe Weather</p>	<ul style="list-style-type: none"> • Injuries due to poor evacuation plans • No employee training for fire extinguishers, evacuation procedures • Lack of procedures and equipment for emergencies • Employees unaware of alarm system • Exposure to body fluids during accident response or medical emergency • Lack of awareness of universal precautions 	<p>Emergency Action Plan</p> <p>Fire Prevention Plan</p> <p>First Aid/CPR/Bloodborne Pathogens Awareness Training</p>
<p>Indoor Air Quality (IAQ)</p>	<ul style="list-style-type: none"> • Injuries/illnesses associated with biological contaminants, chemicals and particles • Remodeling or renovation activities increasing airborne contaminant levels in offices • Insufficient outdoor air for occupancy level • Unidentified sources of moisture intrusion 	<ul style="list-style-type: none"> • Procedures to respond to IAQ complaints • HVAC system maintenance • Procedures to minimize employee exposure during remodeling
<p>Office Security</p> <p>Workplace Violence Prevention</p>	<ul style="list-style-type: none"> • Threats of injury from co-workers • Threats of injury from relatives/domestic partners entering the workplace • Threats of injury from public in city facilities • Workplace security issues in parking areas • Personal safety hazards in field operations 	<p>Workplace Security/ Violence Prevention Program</p>

Hazard Category	Potential Hazards	Control
Maintenance Shop / Storage	<ul style="list-style-type: none"> ● Flammable/combustible liquids-fueling ● Mixing/transferring cleaning products ● Hand tool and power tool injuries 	<ul style="list-style-type: none"> ● Code of Safe Practices – written safety procedures for maintenance tasks, chemical storage, fueling operations ● Monthly shop / storage safety inspections
Facility Maintenance	<ul style="list-style-type: none"> ● Falls from heights – ladders, roofs ● Hand tool and portable power tool injuries ● Electrical hazards – power equipment ● Eye injuries/lacerations - Pressure (power) washing operations ● Inhalation/skin contact with cleaning products ● Exposure to biohazards during restroom cleaning, trash removal ● Noise – power tools 	<ul style="list-style-type: none"> ● Code of Safe Practices- written safety procedures for facility maintenance ● Employee training – initial and periodic ● Employee tailgates every 10 working days ● PPE – hazard assessment and training certification for facility maintenance tasks ● Hazard Communication Program ● Hearing Conservation Program ● BBP/Biohazards Universal Precautions
Landscape Maintenance, including Weeds and Debris	<ul style="list-style-type: none"> ● Sprains/strains-manual handling of landscaping tools and equipment ● Burns from hot equipment parts ● Eye injuries/lacerations – struck by flying objects or contact with sharp objects ● Heat stress ● Outdoor hazards (sun, insects, snakes) ● Inhalation/skin contact with pesticides ● Noise- chainsaws, mowers, trimmers, and 	<ul style="list-style-type: none"> ● Code of Safe Practices- written safety procedures for landscaping maintenance ● Employee training – initial and periodic ● Employee tailgates every 10 working days ● PPE – hazard assessment and training certification for landscaping tasks ● Heat Stress Illness Prevention Plan ● Sunscreen, protective clothing, training for outdoor hazards

blowers.

- Hearing Conservation Program
- Pesticide applicators training/certificate

Street Maintenance

- Flammable/combustible liquids-fueling
 - Mixing/transferring cleaning products
 - Sprains/strains-manual handling of tools and equipment
 - Hand tool and portable power tool injuries
 - Electrical hazards – power equipment
 - Eye injuries/lacerations – struck by flying objects or contact with sharp objects
 - Heat stress
 - Outdoor hazards (sun, insects, snakes)
 - Inhalation/skin contact with pesticides
 - Noise - mower, jackhammer, etc.
- Code of Safe Practices- written safety procedures for landscaping maintenance
 - Employee training – initial and periodic
 - Employee tailgates every 10 working days
 - PPE – hazard assessment and training certification for landscaping tasks
 - Heat Stress Illness Prevention Plan
 - Sunscreen, protective clothing, training for outdoor hazards
 - Hearing Conservation Program
 - Pesticide applicators training/certificate
 - Traffic control and Flagger training/certification

Training Frequency:	I – Initial Exposure/New Employee	A – Annual	U – Update/Change	C – Certification
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Refer to schedule in City of Oakley Injury and Illness Prevention Program Policy

A-4 RECREATION IIPP ADDENDUM

Department Director: **Lindsey Bruno, Recreation Manager (Youth Programs)**

Telephone Number: **(925) 625-7042**

The Recreation IIPP Addendum addresses employee safety associated with youth recreation programs.

1.0 Responsibilities

The **Recreation Manager** has the overall authority and responsibility for ensuring the implementation of this IIPP addendum throughout the Youth Programs.

2.0 Compliance

The following methods are used to reinforce employee compliance with safe work practices and procedures:

- City of Oakley Recreation Program Policies and Procedures
- Recreation Training Programs (including summer recreation orientation)
- Safety Observations / Employee Performance Evaluations
- Disciplinary process per City of Oakley Personnel Rules

3.0 Communication

Effective communications with employees have been established using the following methods:

- New employee orientation to include a discussion of safety and health policies and procedures.
- All- hands safety trainings
- Health & Safety Committee meetings
- H.R. Employee Only page (committee minutes, safety messages)
- Safety email from H.R. to Department/Division Heads
- Safety bulletin board
- Summer recreation program orientation

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Employee Hazard Correction Report form is located with the IIPP on the HR Employee Page. Forms should be submitted to **Nancy Marquez-Suarez, Assistant to the City**

Manager. Employees who wish to make an anonymous hazard report are instructed to contact the Employee Protection Hot line: (877) 651-3924 (City Code: 10272).

4.0 Hazard Assessment and Correction

The Recreation Department Hazard Assessment addendum outlines the employee safety hazards encountered in the delivery of recreation program services. Additional employee safety hazards will be identified by the Recreation Manager and the hazard assessment will be reviewed annually.

Quarterly inspections of the Oakley Recreation Building will be conducted to ensure that hazards are recognized and corrected on an ongoing basis. The Hazard Correction Form or Annual Inspection Log will be used to document hazards and corrective actions by supervisors, including actual completion dates. The Recreation Manager will ensure that inspections are conducted and corrective actions are completed in a timely manner.

If an imminent hazard exists, work in the area must cease, and the supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition.

5.0 Accident Investigation Report Review

The Recreation Manager will complete Accident Investigation reports and provide copies to the Human Resources office to ensure that all contributing factors have been identified and that corrective actions are appropriate to prevent future injuries/illnesses. A proactive safety management approach will be the primary goal of the accident investigation review process.

6.0 Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training is the responsibility of the supervisor with oversight by the Recreation Manager. All designated individuals have received communication on their responsibilities for employee safety training, including the safety training matrix included in this addendum.

7.0 Record Keeping and Documentation

The following documents are retained by the Recreation Manager and copies provided to the Human Resources office:

- Recreation Program Office/Facility Hazard Assessment
- Quarterly Recreation Facility Safety Inspection records and corrective actions (3 years)

- Supervisor Accident Investigation forms with corrective actions (3 years)
- Initial IIPP / Safety Orientation training records for permanent and seasonal personnel
- Recreation Program Safety Training matrix and attendance records (3 years for trainings repeated on a periodic basis. Length of employment for initial safety trainings which will not be repeated periodically.)

CITY OF OAKLEY

RECREATION (YOUTH PROGRAMS) Employee Safety Training Matrix	Training Frequency	Cal/OSHA Reference	Administration	Recreation Staff
Injury & Illness Prevention Program (IIPP)	I/U	3203	X	X
Hazard Communication/Global Harmonizing (Office Awareness Level)	I/U	5194	X	X
Defensive Driving (staff who drive while at work)	I	3203	X	X
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X
Ergonomics – Workstation/ Back Safety/Falls/Slips	I	5110	X	X
Bloodborne Pathogens (Awareness Level)	I/A	5193	X	X
Prevention of Workplace Violence	I	3203	X	X
Recreation Program Policies & Procedures	I/U	3203	X	X
New Employee Safety Orientation (including seasonal employees)	I	3203	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400		X
Heat Illness Prevention	I/A	3395	X	
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X

Training
Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

OFFICE HAZARD ASSESSMENT (Parks Administration, Recreation Staff)

Office Hazard Category	Potential Hazards	Control
Ergonomics Computer Workstations Adding Machines, Copiers Telephone Use	<ul style="list-style-type: none"> ● Poor computer workstation set-up ● Workstations with multiple users ● Poor office and desk layout ● Repetitive activities (phone, keyboarding, copying, filing) for long periods with no breaks 	<p>Ergonomics Evaluations</p> <p>Breaks, Exercises</p> <p>Ergonomics Training</p>
Fire & Electrical Hazards	<ul style="list-style-type: none"> ● Poor Housekeeping ● Electrical hazards from defective cords/equipment ● Improper extension cord, power strip use ● Inadequate electrical outlets ● Inadequate fire extinguishers ● Lack of fire alarms/smoke detectors 	<p>General Office Safety Program</p> <p>Office Safety Inspections</p> <p>Initial and Periodic Office Safety Training</p>
Slip, Trip and Falls	<ul style="list-style-type: none"> ● Slippery, wet surfaces ● Damaged carpeting, floor materials ● Stairs, step stools and step ladders ● Poor housekeeping (blocked aisles, stairs) ● Retrieving items from high shelves, climbing shelves 	
Manual Material Handling	<ul style="list-style-type: none"> ● Strains, sprains from improper lifting technique ● Mechanical aids not provided or not used ● Lifting heavy file boxes, boxes of copy paper ● Retrieving heavy items stored above shoulder height 	
Office Equipment Hazards	<ul style="list-style-type: none"> ● Conducting maintenance or repairs on energized electrical equipment ● Punctures and cuts from paper cutters, paper shredders, exacto knives, small appliances in break room ● Injuries from file cabinets tipping, or file drawers causing tripping 	
<ul style="list-style-type: none"> ● File cabinets, furnishings ● Copiers, fax machines, printers ● Computers, TV/VCR ● Small appliances in break room ● Paper cutters, staplers, hole 		

punchers, paper shredders	<ul style="list-style-type: none"> • Injuries from damaged desks, chairs 	
Chemical hazards from office products with hazardous ingredients: <ul style="list-style-type: none"> • Cleaning supplies • Toner • Paints, adhesives • Correction fluids • White board markers, cleaner 	<ul style="list-style-type: none"> • Unlabeled chemical containers • No Safety Data Sheets • Improper use of chemicals • Lack of adequate ventilation • Chemicals brought from home (e.g. pesticides, solvent cleaners) 	Hazard Communication Program
Emergencies: Medical (First Aid, BBP) Fire Earthquake Severe Weather	<ul style="list-style-type: none"> • Injuries due to poor evacuation plans • No employee training for fire extinguishers, evacuation procedures • Lack of procedures and equipment for emergencies • Employees unaware of alarm system • Exposure to body fluids during accident response or medical emergency • Lack of awareness of universal precautions 	Emergency Action Plan Fire Prevention Plan First Aid/CPR/Bloodborne Pathogens Awareness Training
Indoor Air Quality (IAQ)	<ul style="list-style-type: none"> • Injuries/illnesses associated with biological contaminants, chemicals and particles • Remodeling or renovation activities increasing airborne contaminant levels in offices • Insufficient outdoor air for occupancy level • Unidentified sources of moisture intrusion 	<ul style="list-style-type: none"> • Procedures to respond to IAQ complaints • HVAC system maintenance • Procedures to minimize employee exposure during remodeling
Office Security Workplace Violence Prevention	<ul style="list-style-type: none"> • Threats of injury from co-workers • Threats of injury from relatives/domestic partners entering the workplace • Threats of injury from public in city facilities • Workplace security issues in parking areas 	Workplace Security/ Violence Prevention Program

RECREATION PROGRAM HAZARD ASSESSMENT

Hazard Category	Potential Hazards	Control
Vehicle Operation	<ul style="list-style-type: none"> • Vehicle accident injuring employee, client or property 	Defensive Driver Training City Driver Policies/Procedures
Seasonal Decorations Staff installing seasonal decorations and banners	<ul style="list-style-type: none"> • Falls from heights – ladders • Struck by/against equipment 	Ladder safety training Periodic ladder inspections
Aquatic Program (may be discontinued in 2015)	<ul style="list-style-type: none"> • Slip, trip, fall on wet surfaces • Manual handling injury - pool equipment • Heat Illness 	Lifeguard Orientation Training Pool Safety Inspections