

DOCUMENT NUMBER: 100

SUBJECT: INJURY AND ILLNESS PREVENTION PROGRAM

DATE ISSUED: 07/01/91

EFFECTIVE DATE: 01/01/91

LAST REVISED: 07/01/18

- PURPOSE:** To provide guidelines and procedures for the establishment and maintenance of an on-going Injury and Illness Prevention Program throughout County Agencies, Departments and Districts.
- POLICY:** The County of Riverside recognizes the need to comply with regulations governing occupational injury and illness prevention and environmental compliance. The County of Riverside is committed to the safety and health of all employees.
- SCOPE:** All County employees.
- REFERENCES:** California Code of Regulations, Title 8, General Industry Safety Orders Section 3203; California Code of Regulations, Title 8, Construction Safety Orders. Section 1509, California Labor Code.
-

I. GENERAL OVERVIEW

The above listed sections of the California Code of Regulations require every employer to establish and maintain an effective Injury and Illness Prevention Program (IIPP). Appropriate records shall be maintained of steps taken to implement and maintain programs. The program shall be in writing and shall contain, at a minimum, the following elements:

- A. Personnel responsible for implementing this program, and the methods for ensuring that all employees comply with safe and healthy work practices.
- B. Include procedures for identifying and evaluating workplace hazards. Inspections shall be made to identify and evaluate hazards: when the program is first established, whenever new substances, processes, procedures or equipment are introduced that present new occupational safety and health hazards, and whenever the Agency, Department, or District is made aware of a new or previously unrecognized hazard. This includes periodic inspections to identify unsafe conditions and work practices.
- C. Methods and procedures for correcting unsafe or unhealthy work practices in a timely manner.
- D. Instructing employees in general safe and healthful work practices and to provide instructions with respect to hazards specific to each employee's job assignment.
- E. A system for communicating with employees in a form readily understandable by all affected employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the work site without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

**INJURY AND ILLNESS PREVENTION PROGRAM
DOCUMENT NUMBER: 100**

I. GENERAL OVERVIEW - continued

- F. A system to ensure that employees comply with safe and healthy work practices. Substantial compliance includes recognition of employees who follow safe and healthful work practices, training and re-training programs, disciplinary actions or any other such means that ensures employee compliance.
- G. An accident and incident investigation program must be implemented and maintained. Supervisory personnel must promptly investigate all work-related accidents, incidents, and near miss occurrences.

II. RESPONSIBILITIES

The County Executive Officer is responsible for overseeing the Injury and Illness Prevention Program for Riverside County Employees. The CEO has designated the Human Resources Safety Division to direct the Injury and Illness Prevention Program administration. The responsibility for implementing this program is hereby delegated to each District, Department, or Agency Head and shall be delineated in each Injury and Illness Prevention Program.

The Human Resources Safety Division is assigned to the Asst. Human Resources Director and will assist County Agencies, Departments, and Districts in the coordination of the Injury and Illness Prevention Program throughout the County. The Human Resources Safety Division shall have the following responsibilities:

- A. Direct the Injury and Illness Prevention Program throughout the County.
- B. Oversee the Injury and Illness Prevention Program throughout County operations to ensure compliance.
- C. Monitor and report compliance and effectiveness of safety programs.
- D. Inform the Head of an Organization when corrective action is required.
- E. Prepare and conduct educational programs in Safety and Health and Environmental Compliance.
- F. Advise and assist all organizations in the development of safe operating practices and in the elimination of unsafe conditions.
- G. Review and analyze all work injury and motor vehicle accident reports.
- H. Investigate or assist in investigating all accidents that involve serious injury, death or whenever deemed necessary.
- I. Inspect County property and make recommendations for the correction of unsafe work practices, procedures and unsafe physical or mechanical conditions of County property and facilities.
- J. Communicate with the Department, District or Agency Head and the Organization's Safety Representative regarding results of inspections and accident investigations.
- K. Assist organizations in identifying safety and accident prevention training needs. Coordinate training needs and schedules as appropriate for First Aid, Defensive Driving, RMI Principles, Supervisor Training and other safety training programs outlined in County Safety Manual Document 502.

II. **RESPONSIBILITIES** - continued

The Agency/Department/District Head is the person responsible for implementing the Injury and Illness Prevention Program (IIPP) and the method for ensuring that employees comply with safe and healthful work practices within their areas of responsibility.

Each organization shall have as a policy, a written IIPP, as required by State Law, to supplement the existing County Policy. This policy shall identify the person or persons with authority and responsibility for implementing the program. The written program shall also identify the hazards unique to the organization, how they will be dealt with and outline any required training necessary to eliminate, reduce or control them. The Head of the Organization shall have the following responsibilities:

- A. Identify unsafe and unhealthy conditions and work practices through safety and health inspections.
- B. Correct hazards after identification.
- C. Develop work procedures that minimize hazards to employees and to the public.
- D. Assure that each employee receives adequate safety training in the tasks they are to perform, including any retraining of an employee when tasks have not been done to standard.
- E. Use established procedures for disciplinary action to ensure that employees comply with safety and health regulations and work practices. Disciplinary action may include oral or written reprimand, suspension, demotion, and/or termination.
- F. Establish a communications system to keep employees informed of safety and health regulations, and to allow employees to make complaints and receive a response to that complaint, without fear of reprisal.
- G. Develop and maintain an Emergency Action Plan, to include evacuation assignments and routes.
- H. Appoint at least one permanent Organization Safety Representative (OSR). One OSR per 200 employees is recommended, or one per facility.
- I. Establish a means for making their organizations more effective for the safety and health of their employees.

The supervisor is the key to a successful Injury and Illness Prevention Program. The supervisor shall have the following responsibilities.

- A. Encouraging the proper attitudes toward safety and job performance within themselves and amongst their subordinates.
- B. Recognize the potential for the real hazards of each job supervised, by conducting a job safety analysis (JSA) (*County Safety Manual Document 2006*).
- C. Continuously observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.
- D. Enforce all safety rules, procedures, and policies. Where necessary, apply progressive discipline to employees who do fail to comply with safety rules, procedures, and policies.

II. **RESPONSIBILITIES** - continued

- E. Provide employee orientation and training in tailgate sessions.
- F. Promptly investigate injuries and accidents to determine cause and to prevent recurrence.
- G. Encourage employees to report unsafe conditions and to submit practical suggestions for correction.
- H. Ensure that tools, equipment and protective devices are properly maintained and utilized.
- I. Attend Safety Orientation for Managers/Supervisors upon assumption of supervisory responsibilities.

The employee should work in a safe and efficient manner at all times. The employee shall have the following responsibilities:

- A. Maintain a neat, clean work area, free of hazards.
- B. Report to supervision any hazard that could result in injury or illness to co-workers or the public.
- C. Wear personal protective equipment as required.
- D. Comply with established occupational safety and health laws.
- E. Report all injuries to supervision.
- F. Report all near misses (near accidents) to supervision.
- G. Attend all required safety training.

III. **HAZARD ASSESSMENT**

- A. Each Department/Agency/District Head shall ensure safety and health inspections are conducted in all work areas for which they are responsible. Inspections shall be made to identify and evaluate hazards and shall be conducted as outlined in County of Riverside Standard Safety Operations Manual, Document 402.
- B. Scheduled and unscheduled safety and health inspections shall be conducted by the Human Resources Safety Division to supplement the inspections conducted by the organizations.
- C. Whenever a Cal/OSHA Compliance Officer arrives at a County work site to conduct an inspection or investigation, the Human Resources Safety Division shall be immediately notified by calling (951) 955-3520 at any time, day or night.

Please review the Standard Safety Operations Manual, Document 402, paragraph VIII (Regulatory Agency Inspections).

IV. **CORRECTING UNSAFE/UNHEALTHFUL CONDITIONS**

- A. Unsafe and unhealthy conditions shall be corrected in an expeditious manner. When an unsafe or unhealthy condition is identified, the Department/Agency/District head is responsible for ensuring corrective action is initiated. The more hazardous exposures shall be given priority.

IV. **CORRECTING UNSAFE/UNHEALTHFUL CONDITIONS** - continued

- B. When a serious or imminent hazard is found, the employees must be protected against this hazard until it is corrected. This could include shutting the job down until the hazard has been corrected or eliminated, or relocating employees to an alternate safe worksite.

V. **EMPLOYEE TRAINING**

Each organization shall develop a training program to ensure that its employees receive adequate safety and health training. Supervisors shall be knowledgeable and able to recognize the safety and health hazards to which employees under their immediate direction and control may be exposed. Each employee shall receive training as follows:

- A. General safe and healthy work practices as well as specific instruction for hazards unique to the employee's job assignment.
- B. Before going on the job – whether the employee is a new hire, a transfer or receiving a new job assignment. Employees who receive a new job assignment, but are performing the same tasks, do not need to be retrained.
- C. At a minimum of annually.
- D. When a new substance, process, procedure or type of equipment that presents a new hazard is introduced to the workplace.
- E. When the department receives notification of a new or previously unrecognized hazard.
- F. Employees who experience a preventable motor vehicle accident, excluding sworn law enforcement personnel, shall be scheduled for a Refresher Driver's Training class, presented by the Human Resources Safety Division, within two months of receiving a final notice of a preventable determination by the County Vehicle Accident Review Board (VARB).

Safety Orientation for Managers/Supervisors is available for all organizations. To schedule, call the Human Resources Safety Division at (951) 955-3520 anytime between 8:00 a.m. and 5:00 p.m. Other specialized training programs are available from the Human Resources Safety Division.

Review County of Riverside Standard Safety Operations Manual, Document 501 (Safety Training & New Hire Orientation) for more information.

VI. **COMMUNICATION**

- A. Organizations must communicate safe work practice rules and other information relating to occupational hazards in an understandable manner, and make every effort to encourage employees to inform management about workplace hazards, free from fear of reprisal or other concerns.
- B. Each organization shall establish a means for its management to communicate their method for ensuring compliance with safe work practices, which should include disciplinary actions for non-adherence.

VII. **COMMUNICATION** - continued

- C. Safety and health bulletin boards should be established in each organization. When an organization has various work areas, each area should maintain a safety and health bulletin board. This board should contain the Cal/OSHA poster along with the Workers' Compensation poster, Cal/OSHA Annual Year End Injury & Illness Summary Report, posted February 1 through April 30, safety bulletins, procedures for filing safety and health complaints, and any other information to communicate with employees concerning safety and health.
- D. Safety hazards may be reported directly to the supervisor, manager, organizational safety representative or to the Human Resources Safety Division. Safety and health complaints may be anonymous by calling the SAFETY HOTLINE AT (951) 955-5868. Employees may also report a safety hazard by completing Safety Hazard Report Form 401. The Human Resources Safety Division will investigate the complaint received on the hotline and recommend corrective action, if necessary, to the organization.
- E. Employees are encouraged to quickly and effectively inform their organization, either orally or in writing, of any hazards at the worksite. Upon notification, the supervisor is responsible for investigating the complaint and taking appropriate action such as placing a work request to resolve the problem, training employees, etc. Employees may also report hazards to their safety committee, either orally or in writing, or notify their Agency/Department/District Safety Representative, or to the Human Resources Safety Division "Hotline" by calling (951) 955-5868.
- F. Employees are expected to learn and observe safety and health rules, procedures, and policies. They are also expected to use all required personal protective equipment and not remove safety guards from any equipment.
- G. There shall be no reprisal against any employee who reports a safety hazard to Cal/OSHA, the Human Resources Safety Division, or anyone in his or her chain of command by any method listed above.

Review County of Riverside Standard Safety Operations Manual, Document 600 (Communications) for more information.

VII. **PROCEDURES FOR REPORTING/PROCESSING WORKERS' COMPENSATION CLAIMS**

Supervisors shall:

- A. Call paramedics (911) for critical injuries or illnesses; 9-911 if a County phone system.
- B. Call the Human Resources Safety Division at (951) 955-3520 immediately if there is an employee death or serious injury/illness requiring hospitalization.
- C. Supervisors are to call (888) 826-7835 to report employee injuries. An "intake person" will take the information needed to complete the Form 5020, and then they will forward it to Workers' Compensation.
- D. The supervisor must complete the medical service order (Form WC-5) with the information from the "intake person". If the employee does not wish to go to the medical clinic at this time, complete the lower portion of a Declination Statement Form.

VII. PROCEDURES FOR REPORTING/PROCESSING WORKERS' COMPENSATION CLAIMS
- continued

- E. The employee completes the top half of the Employee's Claim Form for Workers' Compensation Benefits (Form DWC-1), within 24 hours of the event. The supervisor will complete the bottom section and ensure that the employee receives the copy marked "Employee Copy", then make the appropriate distribution of the remaining copies.
- F. Provide Worker's Compensation with any information about the event to assist in an expeditious and accurate assessment.
- G. Route a copy of any medical reports provided by the injured employee to Workers' Compensation, such as doctor's notes or status reports.
- H. The supervisor must complete "Immediate Supervisor's Report of Employee Injury" (Form 674). This must be completed by the supervisor when conducting the accident investigation. Be sure to accurately complete all sections. Attach additional pages if needed.

VIII. PROCEDURES FOR ACCIDENT INVESTIGATION

- A. The employee's supervisor shall review the "Employee's Report of Occupational Injury and Illness (form 5020) and investigate the reported injury or illness. This investigation shall include what occurred, what corrective action was/will be taken to prevent similar occurrences.
- B. Document findings on a "Supervisor's Investigation of Employee's Injury or Exposure" Form 674.
- C. A fatal or serious injury or serious occupational illness exposure incident must be reported immediately by phone to the Human Resources Safety Division at (951) 955-3520.

Cal/OSHA defines a Serious Injury or Illness as:

- A. An employee who is hospitalized for a period in excess of twenty-four hours, other than for medical observation or
- B. An employee who suffers any serious degree of permanent disfigurement or amputation of any part of his/her body or
- C. An employee who is killed while in the performance of his/her duties.

IX. RECORD KEEPING

Each organization shall be responsible for maintaining the following records:

- A. Copies of safety and health inspections, which will include the unsafe and unhealthy conditions and work practices found and records pertaining to the corrective action that was taken. These records shall be maintained for a period of three years.
- B. Training records for each employee, to include employee's name or other identifier, training dates, types of training, training providers, and a description of the training program. These records must be maintained for three years.

X. **RECORD KEEPING** - continued

- C. Work injury/illness records to include the Supervisor's Investigation Form. These records must be maintained for three years.
- D. Cal/OSHA 300 Log of Occupational Injury and Illness. This log records all of the work related injuries and illnesses that result in time lost from work, medical treatment other than first aid, and limited duty time. This log shall be kept on the current calendar year and retained for five years.
- E. Copies of Hazard Report Forms (Form 401) that have been submitted by employees. These forms shall be maintained for three years.

NOTE: Injuries/Illnesses that are recorded on the 300 log could be different than those reported to Workers' Compensation. Contact the County Safety Office for instructions and guidance on which injuries/illnesses are classified as recordable.