INJURY AND ILLNESS PREVENTION PROGRAM

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I. EMPLOYER INFORMATION

City of Goleta
130 Cremona Drive
Goleta, CA 93117

II. PURPOSE/SCOPE

Per the General Industry Safety Orders Section 3203, and to ensure a safe and healthy work environment, the City of Goleta ("the City") has developed and implemented this injury and illness prevention program. Specific elements required from this program include program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping. Currently, violations of any Cal/OSHA regulations may result in citations with a monetary penalty.

Copies of our injury and illness prevention program are available at the following locations:

Goleta City Hall
130 Cremona Drive
Goleta, CA 93117

Goleta Community Center
5679 Hollister Avenue

Public Works Yard
6735 Hollister Avenue

Goleta Valley Library
500 N. Fairview Avenue (temporarily closed)
Temporary location: 6500 Hollister Avenue

Solvang Library
1745 Mission Drive
Solvang, CA 93463

Buellton Library
202 Dairyland Road
Buellton, CA 93427

Web/Online Access: Employee Self Service internal webpage and the City of Goleta's Risk Management webpage

III. EMPLOYEE ACCESS

In addition to copies available at the aforementioned locations, employees have the right and opportunity to examine and receive a copy of the IIPP. Employees may elect to grant a designated representative access to the IIPP. A designated representative is an individual or organization to whom the employee has given written authorization to exercise a right of access to the IIPP. For purposes of this Program, a recognized or certified collective bargaining agent is automatically a designated representative.

A. Written Authorization

Employees seeking to grant a designated representative access to the agency's IIPP shall submit a written request that contains the following information:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf;
4. The date upon which the written authorization will expire (if less than one (1) year).

B. Access to the Program

The City shall provide access to the Program by doing the following:

Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers. If the employee does not have regular access to a computer, a verbal request for a copy for the employee can be submitted to the Human Resources-Risk Department. If the employee is granting access to a designated representative, the written authorization can be delivered to the office of the HR-Risk Manager.

The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program. The City shall communicate the right and procedure to access the Program to all employees. Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

IV. SAFETY PROGRAM RESPONSIBILITIES

IIPP Program Administrator

The **City Manager** has the ultimate authority and responsibility for the implementation of the City's IIPP, with the administration and maintenance of the plan designated to the **Human Resources-Risk Manager or their designee**.

The IIPP Program Administrator safety responsibilities include:

1. Developing, distributing and updating the centralized safety manual.

2. Ensuring safety training as required by the centralized safety manual has been conducted.

3. Conducting audits of the agency safety programs to evaluate compliance with Cal/OSHA requirements.

4. Reporting to agency management regarding safety compliance status, new or upcoming regulations and other safety issues that require their attention.

5. Assisting in reviewing new chemicals and/or equipment as required.

Employees and Volunteers

Under the agency's safety program, all levels in the organization have a responsibility for safety.

Employee and volunteer safety responsibilities include:

1. Becoming familiar and complying with the Code of Safe Practices (Exhibit A) and specific work procedures or rules as they apply to their work activity.

2. Attending training sessions as scheduled.

3. Know the job and always apply safe work practices.

4. Recognize the hazards of the job and take precautions to ensure the safety of themselves and others.

5. Immediately advise their supervisor if the working conditions, tools or equipment are unsafe.

6. Actively participate and cooperate in the overall safety program.

7. Use all personal protective equipment as required.

8. Comply with all safety instructions from supervisors.

9. Obey all health and safety warning signs and standards.

10. Immediately report all accidents (vehicular or personal) regardless of severity to the supervisor.

11. Do not jump from truck beds, platforms, fences, or other elevated places.

12. Do not take shortcuts in or over dangerous places.

13. Pay strict attention to their work and do not participate in practical jokes and horseplay.

14. Do not wear loose clothing and jewelry while working on or near equipment and machines.

Supervisors

Supervisory safety responsibilities include:

1. Becoming familiar and complying with the Supervisory Code of Safe Practices (Exhibit B) and specific work procedures or rules as they apply to their area of authority.

2. Attending training sessions as scheduled.

3. Ensuring that employees, volunteers, and sub-contractors under their direction are aware of and comply with the Code of Safe Practices, and specific work procedures or rules as they apply.

4. Disciplining employees, per Section 12.1 of the City's Personnel Rules, for violations of the Code of Safe Practices and specific work procedures or rules as they apply.

5. Investigating accidents and near miss incidents in a timely manner, including documenting all aspects of the incident, identifying the cause and implementing the corrective actions to prevent reoccurrence.

6. Correcting any unsafe conditions or work practices observed during a site safety inspection in a timely manner.

Managers

Managerial safety responsibilities include:

1. Becoming familiar and complying with the Supervisory Code of Safe Practices (Exhibit B) and specific work procedures or rules as they apply to their area of authority.

2. Attending training sessions as scheduled.

3. Ensuring that employees, volunteers, and contractors are aware of and comply with the Code of Safe Practices, and specific work procedures or rules and Cal/OSHA regulations.

4. Disciplining employees, per Section 12.1 of the City's Personnel Rules, for violations of the Code of Safe Practices and specific work procedures or rules as they apply.

5. Reviewing accident investigations in a timely manner, ensuring that all aspects of the incident are documented and implementing corrective actions to prevent reoccurrence.

6. Correcting in a timely manner any unsafe conditions or work practices observed during a site safety inspection.

Department Directors

Department Directors or their designee are responsible for:

1. Conducting department specific facility safety inspections.

2. Conducting and documenting department specific safety meetings and training with employees.

3. Designating an employee within their department to act designee or assign department specific responsibilities relevant to the safety program (e.g., facility inspections).

V. SAFETY PROGRAM COMMUNICATION

A. Initial Training:

Upon implementation, all employees will have this program reviewed with them. The program will be reviewed as an element of the new employee orientation and for contract employees working under the agency's direction and control. The program will also be reviewed for each new job assignment, procedure, substance, or equipment that creates a new hazard.

B. Safety Meetings:

1. The Department Director or their designee will conduct regular safety meetings. Meetings may include information on the following subjects as applicable:

   a. Review of the Code of Safe Practices, policies or procedures.

   b. On-the-job or off-the-job safety information.

   c. Feedback from employees on hazards, safety suggestions or concerns.

   d. Review of previous accidents, causes and corrective actions.

   e. Recognition for compliance, good safety performance or attitude.

C. Attendance at safety meetings is considered a part of every employee's job duties. All meetings will be documented in writing with: the date, safety topic, discussion items, roster of employees in attendance. The department will retain completed safety meeting documentation forms.

D. Safety meetings will be conducted as follows:

1. City Safety Committee – Quarterly

2. Department Meetings – as determined by the Department Director

E. Employee Suggestions:

Employees will be afforded an opportunity to make safety suggestions and/or express their concerns. This opportunity will be by means of an employee safety suggestion. Employee suggestions may be made anonymously but in any case no employee shall be disciplined, demoted or otherwise discriminated against for making a suggestion. Response to

suggestions will be documented by the HR-Risk Department and the employee notified as to the outcome. Anonymous suggestions will be considered as seriously as non-anonymous suggestions; responses shall also be documented and reviewed by the City's Safety Committee. Suggestions may be made to the Department Director or HR-Risk Manager.

Employees who have complaints pertaining to job safety should first discuss them with their immediate supervisor for review and investigation. If the supervisor and the employee cannot reach a resolution, the immediate supervisor should refer the employee to the second level supervisor or director.

The second level supervisor or director should discuss the complaint with the immediate supervisor and the employee. If an agreement still cannot be reached after further investigation, the second level supervisor or director should refer the complaint to the HR-Risk Manager for final resolution. Supervisory personnel may consult with the HR-Risk manager for technical advice or other pertinent information.

When a resolution of the complaint is established, a written notice of the outcome should be provided to the employee and all supervisory personnel involved.

F. Written Communications:

At each City facility, a regular area where written safety communications will be posted shall be established. Postings will contain information on: off-the-job or on-the-job safety topic, changes in safety procedures, accident causes, employee safety suggestions or other information as appropriate.

VI. SAFETY PROGRAM COMPLIANCE

A. Disciplinary Action:

Non-compliance and/or willful violation of the Code of Safe Practices and specific work procedures or rules will result in disciplinary action and/or termination, and any action will be administered and documented per Section 12.1 of the City's Personnel Rules.

B. Accountability Program:

Central to maintaining safety program compliance is establishing accountability for safety. The City may identify specific safety activities that managers and supervisors are responsible for. These activities may include conducting safety meetings and observation audits, accident investigations, attendance at training sessions and accident rate performance.

Performance in these and additional safety activities will be maintained and included for discussion and appropriate action including the employee's annual performance review.

VII. IDENTIFICATION, EVALUATION, AND PREVENTION OF OCCUPATIONAL SAFETY AND HEALTH HAZARDS

A. Facility Safety Inspections:

The Department Director will designate an employee to conduct a formal, documented facility safety inspection on a regular basis. This inspection shall be documented on a facility inspection form. The inspection will include an evaluation of work areas, machine guarding, exits, fire extinguishers, eyewashes, housekeeping and other specific Cal/OSHA requirements.

Correction of unsafe conditions will be documented on the inspection form and the form shall be maintained on file in the department.

It will be the responsibility of the department to:

1. Monitor progress on corrective actions that remain to be completed and conduct follow-up survey to verify completion of corrective actions as required.

2. Inform employees and the HR-Risk Manager of any serious finding or incomplete corrective action that may pose a serious injury risk to employees or the public or the environment in general.

B. Hazard Information and Inspections:

Information as to job or site hazards will be extracted from accident investigations and site safety inspections/audits. This information will be used to improve the City's training programs, safety meetings, etc.

Inspections shall be conducted whenever the City is made aware of a new or previously unrecognized hazard.

C. Equipment Inspections:

Material handling equipment such as forklifts, hoists or other equipment will be inspected and maintained per the legal requirements. It will be the responsibility of the employee using the equipment to ensure these inspections are conducted and documented.

D. Insurance Company Inspections and Surveys:

The City's workers' compensation or property carrier may conduct surveys of City facilities. The findings of these inspections are submitted to the City in writing along with recommendations for corrective action. Findings and recommendations will be submitted in writing and will be tracked until fully implemented.

E. Chemical/Equipment/Procedure Inspection, Review and Approval:

Chemicals, equipment and procedures not currently in use or operation must be reviewed and approved by each department prior to their being purchased and/or implemented. Non-approved chemicals or equipment shall not be purchased by any employee. Replacement in kind is not considered as a "new" chemical, equipment, or procedure.

Inspections shall be conducted when new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.

VIII. ACCIDENT INVESTIGATION

A. Reporting:

Employees will report all accidents, industrial injuries or illnesses or incidents that could have resulted in an injury, illness or property damage (including near miss incidents) to their supervisor immediately. In the event that the supervisor is unavailable, accidents or injuries shall be reported to the Department Director or the HR-Risk Manager.

B. Investigation:

After ensuring any affected employee has received appropriate medical treatment, the supervisor shall conduct an accident investigation. The investigation shall include the factual details surrounding the event (e.g., who, what, when, where, witnesses, etc.), the probable cause of the event and corrective actions to prevent a reoccurrence of the incident. The investigation shall be documented on the agency's accident report form. A sample form by the State of California Department of Industrial Relations has been included (Exhibit C).

The Department Director or their designee will review the report and follow up with the supervisor to ensure that the corrective actions have been implemented.

Within 24 hours of the incident, the supervisor or their designee will provide any employee involved with the "Employee's Report of Injury or Illness" form and the Worker's Compensation Claim Form (DWC 1) and document it. The

supervisor will forward the completed reports to the Department Director and HR-Risk Manager for review and concurrence.

The supervisor or their designee shall complete the “Supervisor’s Report of Injury or Illness” and send it to the HR-Risk Manager.

IX. CORRECTING UNSAFE OR UNHEALTHY CONDITIONS

Methods of correcting unsafe or unhealthy conditions will vary depending upon the degree of hazard and control of the work site. Minor hazardous situations, such as housekeeping, storage or other items shall be corrected without additional documentation. Hazardous conditions of a more serious nature will require a work order, or work to be stopped or the equipment tagged and taken out of service until the proper corrective action can be taken. Hazards of an imminent nature will require emergency notifications and evacuation.

Hazard correction shall be documented on an individual basis using an investigation/corrective action report, in companion with a facility safety inspection form. On a cumulative basis, hazard correction shall be documented using an identified hazards and correction record form.

Should an emergency situation arise which creates an imminent hazard, which cannot be immediately abated, all employees will be evacuated from the facility to a safe location until the situation is corrected. The evacuation will be carried out per each site’s evacuation procedures.

X. SAFETY TRAINING

A. New Hire Orientation:

All employees will receive an agency orientation and a job safety orientation as part of their onboarding process.

1. The agency orientation will include training on:

   a. Code of Safe Practices.

   b. Injury/incident reporting.

   c. Employee access to medical/exposure information.

   d. Hazard communication and chemical safety.

   e. Review of the injury and illness prevention program.

   f. Emergency response/evacuation duties.

2. The job orientation will include training on:

    a. Specific chemicals and handling procedures used as part of the job.

    b. Use of equipment as required.

3. Additional specialized training will be conducted as necessary. This may include:

    a. Forklift/manlift operator certification.

    b. Respiratory refresher and fit test.

    c. Confined space entry.

    d. Hearing conservation.

    e. Ergonomics.

B. Training and instruction shall also be provided in the following situations:

1. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard. Any new substances or equipment shall include training that follows the manufacturer's guidelines.

2. Whenever the City becomes aware of a new or previously unrecognized hazard.

C. Contract Employees:

Contract employees who are under the direction and control of an agency employee will attend the job safety orientation and safety meetings. They will receive any specialized training as required by their job assignment, as would an employee.

D. Supervisor Training:

Supervisors will attend scheduled training sessions designed to familiarize them with the safety and health hazards to which their employees are exposed and to assist them in implementing the safety program.

XI. SAFETY COMMITTEE

The City has established a safety committee made up of representatives from each department. This committee shall meet at least quarterly and maintain written minutes. The minutes shall be posted in a shared folder where all employees have access. The purpose of this committee is to review action items from internal/external inspections, safety activity performance, new or revised safety policies or procedures, accident investigations, new equipment, recognition program and other items relating to our safety program.

XII. SAFETY PROGRAM RECORD KEEPING

We are a local governmental entity and we are not required to keep written records of the steps taken to implement our IIPP.

The IIPP Program Administrator shall maintain record keeping and program documentation. Safety program documentation will include copies of:

A. Accident reports.

B. OSHA log.

C. Insurance company surveys and recommendations.

Each City Department shall maintain the records for:

A. Site inspections.

B. Accident reports.

C. Employee training records.

D. Completed safety meetings.

XIII. DOCUMENTATION

A. Training documentation shall include the employee's name, training date, type of training, instructor's name and an outline of what was presented. The department will maintain the training records per the City's records retention policy.

B. Records of surveys will include the date of the survey, area surveyed, survey findings and who conducted the survey. The department will maintain these records per the City's records retention policy.

C. Copies of insurance company surveys and all other records. The IIPP Program Administrator will maintain these records per the City's records retention policy.

D. Medical and exposure records will be maintained per legal requirements and the City's records retention policy.

XIV. REFERENCES

California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Introduction, Section 3203

EXHIBIT A

CODE OF SAFE WORK PRACTICES
EMPLOYEE SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

A. Know the job and always apply safe work practices.

B. Recognize the hazards of the job and take precautions to ensure the safety of themselves and others.

C. Immediately advise their supervisor if the working conditions, tools or equipment are unsafe.

D. Actively participate and cooperate in the overall safety program.

E. Use all personal protective equipment as required.

F. Comply with all safety instructions from supervisors.

G. Obey all health and safety warning signs and standards.

H. Immediately report all accidents (vehicular or personal) regardless of severity to the supervisor.

I. Do not jump from truck beds, platforms, fences, or other elevated places.

J. Do not take shortcuts in or over dangerous places.

K. Pay strict attention to their work and do not participate in practical jokes and horseplay.

L. Do not wear loose clothing and jewelry while working on or near equipment and machines.

EXHIBIT B

CODE OF SAFE WORK PRACTICES
SUPERVISORY SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

A. Give sincere, active, and constant support to all safety activities and procedures.

B. Instill safety awareness in each employee.

C. Be responsible for familiarizing employees with the hazards of the job to which they are assigned and instruct employees in the safe methods of performing the job.

D. Ensure that each employee is provided with the needed safety equipment and protective devices.

E. Take prompt corrective action whenever unsafe conditions or acts are noted.

F. Periodically review the work practices of subordinate employees to ensure they continue to work in a safe manner.

G. Make regular safety appraisals of their assigned area.

H. Investigate and find the cause of accidents and take corrective action to prevent recurrences.

I. Be responsible for the enforcement of safety rules among employees.

J. At the end of each workday, inspect work areas for proper housekeeping or other hazards.

EXHIBIT C

INVESTIGATION / CORRECTIVE ACTION REPORT SAMPLE FORM

INVESTIGATION / CORRECTIVE ACTION REPORT

Date and Time of Incident / Exposure		Location	

EMPLOYEES INVOLVED

DETAILED INCIDENT / EXPOSURE DESCRIPTION

ULTIMATE CAUSE OF INCIDENT/EXPOSURE (I.E. "WHO, WHAT, WHEN, WHERE, HOW" AND THE "5 WAYS" ... THE ROOT CAUSE)

OPTIONS FOR ELIMINATION OR CONTROL OF THE ROOT CAUSE(S)

CORRECTIVE ACTIONS TAKEN / DATE / NAME OF PERSON(S) MAKING CORRECTIONS

Witnesses: _____

Investigated by: _____ Date: _____

EXHIBIT C
Facility Inspection Form

General Inspection

Date:	Location:	Inspector:

GENERAL CONDITIONS			
Walkways/Floors	*Free of SLIP, TRIP Hazards/ Floors & Aisles Clean/ Good Condition*	OK	NO
Notes/Location:		*Date fixed:*	
Notes/Location:		*Date fixed:*	
Notes/Location:		*Date fixed:*	
Exits	*Entrance & Exits Marked and Unobstructed, Doors Open/ Emergency Exit Signs Visible*	OK	NO
Notes/Location:		*Date fixed:*	
Stairs/Doors/Transitions	*Free of Damage/ Trip Hazards/ Have Handrails/ Not Used for Storage*	OK	NO
Notes/Location:		*Date fixed:*	
Lighting	*Well Lit, Adequate for the purpose of the room and Free of Hazards*	OK	NO
Notes/Location:		*Date fixed:*	
Storage	*Closets are organized and free of hazards, no flammable storage/no stacking issues*	OK	NO
Notes/Location:		*Date fixed:*	
Shelves/Bookcases	*Anchored to Wall, Not Blocking Exit, Free of Storage Concerns*	OK	NO
Notes/Location:		*Date fixed:*	
Chemicals	*Flammable Materials Labelled & Properly Stored/ All Containers Labelled/ Compressed Gas Chained*	OK	NO
Notes/Location:		*Date fixed:*	
Fire Safety	*FIRE Extinguishers Visible, Accessible, Mounted, Charged/ SPRINKLERS Not Obstructed, 18" Clearance/ ALARM Pull Not Obstructed, COMBUSTIBLE Trash Emptied*	OK	NO
Notes/Location:		*Date fixed:*	
Electrical	*Lights, Switches, Outlets in Good Condition, Panels in Good Condition and Unobstructed*	OK	NO
Notes/Location:		*Date fixed:*	
Wires	*Extension Cords Used Correctly, Not Overloaded, Do Not Pose a Trip Hazard, Surge Protectors Not Overloaded*	OK	NO
Notes/Location:		*Date fixed:*	
Emergency	*First Aid Kits and Emergency Supplies Available and Stocked*	OK	NO
Notes/Location:		*Date fixed:*	
Security	*Windows & Doors Secured/Fencing & Gates Secured/Cameras*	OK	NO
Notes/Location:		*Date fixed:*	
Other			
Notes/Location:		*Date fixed:*	
Notes/Location:		*Date fixed:*	
Notes/Location:		*Date fixed:*	