



Type:	Administrative		
Title:	Injury and Illness Prevention Program		
Description:	Establishes a program that meets Cal/OSHA Injury and Illness Prevention Program regulations (California Code of Regulations, Title 8, Section 3203)		
Review Date:	06/01/23	Initial Date:	06/07/18
Review Cycle:	5 Years		

The Scotts Valley Water District establishes an Injury and Illness Prevention Program to ensure that every employee is provided safe and healthful working conditions. The Injury and Illness Prevention Program includes the following eight elements:

- Responsibilities
- Compliance
- Communication
- Hazard Assessment
- Hazard Correction
- Accident Investigation
- Training
- Record Keeping

All California employers must create and carry out an effective program to meet the requirements of Cal/OSHA's Injury and Illness Prevention Program regulations. The Injury and Illness Prevention Program must be in writing and must specify the District's ongoing activities in each of the following areas:

Responsibilities

The General Manager is the Injury and Illness Preventions Program (Safety Program) Administrator and as the District's Safety Officer has the authority and the responsibility for implementation and maintenance of the Safety Program.

Managers and Supervisors are responsible for implementing the Safety Program in their work areas and for answering questions about it.

Employees are responsible to follow safe work guidelines, use personal protective equipment required for the task being performed, to report hazardous conditions, and to report work-related injuries immediately.

Compliance

The District supports and enforces the IIPP to ensure that employees know how to prevent injuries and illnesses and understand the importance of complying with safe work practices. The enforcement system includes:

- Informing employees of the program in a "readily understandable" language

- Providing safety training and education
- Evaluating the safety performance of employees and management
- Recognizing employees who perform safe and healthful work practices
- Disciplining employees for failure to comply with safe processes, procedures and practices.

District managers will make every effort to recognize employees for following safe work practices. This recognition may include oral acknowledgement, recognition at meetings, awards or other recognition deemed appropriate.

Communication

The District recognizes that open, two-way communication between managers and staff on health and safety issues is essential for an injury-free, productive workplace. The District uses the following systems of communication:

Training requirements are designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job.

Employees participate in scheduled safety meetings for the purpose of freely and openly discussing health and safety issues. The frequency of safety meetings is established by the Safety Officer based upon the workplace exposures but should not occur less than once annually. Additionally, the employee safety meetings can be used to discuss:

- New hazards that have been introduced or discovered in the workplace.
- Causes of recent accidents or injuries and the methods adopted to prevent similar incidents in the future.
- Any health or safety issue deemed necessary to require reinforcement.
- Retraining on required procedures.

Managers and Supervisors will periodically post and/or email safety related information to all employees.

Employees are encouraged to report safety concerns directly to their supervisor without fear of reprisal or punishment. Under California law, it is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Managers and Supervisors are to encourage employees to report hazards and commend them for their safety awareness.

To encourage employee reporting of unsafe conditions, the District has a system to allow employees to notify management of safety concerns anonymously by submitting concerns in an interoffice mail envelope to the Safety Officer.

Hazard Assessment

The District is committed to providing our employees with facilities and operations that are safe and healthful. Every effort will be made to ensure that our facilities and equipment are maintained in a

safe working condition.

Periodic inspections will be conducted to identify work area hazards and to evaluate the effectiveness of controls at each work site. In addition, an outside safety consultant will conduct inspections every 5 years.

Hazard Correction

Managers and Supervisors are responsible for maintaining their areas in a condition that ensures the safety of employees and the public. Every effort will be made to identify and eliminate all potential hazards by means of daily walks of the facility and/or operations. When a hazard is identified, it should be eliminated immediately. If a hazard cannot be eliminated immediately, the hazard should be communicated to all affected employees through the use of proper warnings or barriers.

If a piece of equipment is identified and deemed to be unsafe to operate or could cause injury to an employee, the Manager/Supervisor will remove the equipment from service immediately. If equipment is taken out of service or if there is a possible delay in correcting the hazard, the Safety Officer will be notified.

Imminent hazard situations require immediate corrective action. If an employee detects a condition of imminent hazard, he/she must immediately leave the area and report the situation to his/her Manager or Supervisor. The Safety Officer will be immediately notified of an imminent hazard situation.

Corrective action will be taken promptly.

For non-imminent hazards corrective action will be taken within seven to thirty days of detection, provided employees are not exposed to serious hazards and take appropriate personal protective measures.

Accident Investigation

The investigation of workplace accidents, hazardous substance exposures and near-accidents will be conducted by the Manager or Supervisor and will include:

- Visiting the scene as soon as possible.
- Interviewing affected workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure/near-accident.
- Determining the causes of the accident/exposure/near-accident.
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring.
- Recording the findings and corrective actions taken.

Safe Practice Guidelines

The District has adopted Safe Practice Guidelines on the hazards identified below. Each of these safe practice guidelines are intended to be standard operating practices that employees will follow in their day to day activities to ensure a safe workplace. They are not intended to cover all areas of operation or knowledge and for certain hazards a specific safety plan is required.

Asbestos General Safety
Backhoe
Driver Safety Defensive Driving
Driver Safety Towing Trailers
Electrical Safety Industrial
Equipment Operations General Safety
Ergonomics Safe Lifting
Ergonomics Office Environment
Hand Tools
Heat Illness
Hot Work Welding
Ladder Safety
Lead General Safety
Office Safety - General Safety

Outdoor Hazards Insects, Plants and Animals
Personal Protective Equipment (PPE)
Power Tools Bench Mounted Grinder
Power Tools Drill Press
Power Tools Electric Hammers
Power Tools Handheld Drills
Power Tools Pneumatic Tools
Power Tools Portable Grinder
Power Tools Saws
Power Tools Woodworking Machinery
Rigging and Hoisting Operations
Tree Shrub Trimming Ground Level
Work Zone Traffic

Safety Plans

In addition to the safe practice guidelines listed above the following specific Safety Plans have been developed for the job specific hazards identified below:

Asbestos	Forklift / Aerial Lift Operator
Bloodborne Pathogens Exposure Control	Hazard Assessment
Compressed Gas	Hazard Communication
Confined Space	Heat Illness
Emergency Action Plan	Hot Work
Ergonomics	Lead Compliance
Excavation	Lockout Tagout
Fall Protection	Respiratory Protection
Fire Prevention	Work Zone Traffic
First Aid	Workplace Violence Prevention

Training

All employees are required to participate in safety training on general and job-specific hazards and safe practice guidelines. Each Manager and Supervisor will be trained on all safety hazards that the employees under his or her immediate direction are exposed. Training will be provided as follows:

- When the Safety Program is first established.
- New employees are hired.
- Employees are reassigned to a new area or task with no prior training.
- New substances, operations, or equipment are introduced.

This training will include (but is no limited to):

- Explanation of the Safety Program and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat.
- Promptly cleaning up spills.
- Proper storage to prevent: stacking goods in an unstable manner; storing materials and good against doors, exits, fire extinguishing equipment and electrical panels.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other Hazard Communication Program information.

Training Matrixes

Safe practice guidelines are resources that inform employees on specific safety topics. Some compliment the safety plans; others are training tools for specific hazards or exposures. Exposed employees should be trained on the applicable guidelines prior to initial exposure and for refresher training as needed

Safe Practice Guidelines	Administration	Engineering	Finance/ Customer Service	Operations	Water Use Efficiency
Asbestos General Safety*		✓		✓	
Backhoe				✓	
Driver Safety Defensive Driving	✓	✓	✓	✓	✓
Driver Safety Towing Trailers				✓	
Electrical Safety Industrial		✓		✓	
Equipment Operations General Safety				✓	
Ergonomics Safe Lifting *	✓	✓	✓	✓	✓
Ergonomics Office Environment *	✓	✓	✓	✓	✓
Hand Tools				✓	
Heat Illness				✓	
Hot Work Welding *				✓	
Ladder Safety		✓		✓	
Lead General Safety *		✓		✓	
Office Safety - General Safety	✓	✓	✓	✓	✓
Outdoor Hazards Insects, Plants and Animals		✓		✓	✓
Personal Protective Equipment (PPE)		✓		✓	
Power Tools Bench Mounted Grinder				✓	
Power Tools Drill Press				✓	
Power Tools Electric Hammers				✓	

Safe Practice Guidelines	Administration	Engineering	Finance/ Customer Service	Operations	Water Use Efficiency
Power Tools Handheld Drills				✓	
Power Tools Pneumatic Tools				✓	
Power Tools Portable Grinder				✓	
Power Tools Saws				✓	
Power Tools Woodworking Machinery				✓	
Rigging and Hoisting Operations				✓	
Tree Shrub Trimming Ground Level				✓	✓
Work Zone Traffic		✓		✓	

* Represents topics that have both a Safety Policy and applicable Safe Practice Guidelines.
 The following safety plans provide specific information on safety procedures and responsibilities.
 Employee training is conducted in person as outlined in the training section of each program as frequently as specified so employees can ask questions and provide feedback.

Safety Plans	Frequency	Administration	Engineering	Finance/ Customer Service	Operations	Water Use Efficiency
Asbestos	1 / R		✓		✓	
Bloodborne Pathogens Exposure Control	1 / A				✓	
Compressed Gas	1 / R				✓	
Confined Space	1 / R		✓		✓	
Emergency Action Plan	1 / R	✓	✓	✓	✓	✓
Ergonomics	1 / R	✓	✓	✓	✓	✓
Excavation	1 / R		✓		✓	
Fall Protection	1 / R		✓		✓	
Fire Prevention	1/R	✓	✓	✓	✓	✓
First Aid	1/R (2 years)	✓	✓	✓	✓	✓
Forklift / Aerial Lift Operator	1/R (3 years)				✓	

Safety Plans		Frequency	Administration	Engineering	Finance/ Customer Service	Operations	Water Use Efficiency
Hazard Assessment		I / A	✓	✓	✓	✓	✓
Hazard Communication		I / A	✓	✓	✓	✓	✓
Heat Illness		I / A		✓		✓	✓
Hot Work		I / R				✓	
Lead Compliance		I / R		✓		✓	
Lockout Tagout		I / R		✓		✓	
Respiratory Protection		I / A				✓	
Work Zone Traffic		I / R (3 years)		✓		✓	
Workplace Violence Prevention		I / R	✓	✓	✓	✓	✓
Training Frequency	I = Initial	A = Annual	R = Refresher or when changes occurs				

Record Keeping

Safety Program records will be maintained consistent with the District’s Records Retention Policy.

Hazard Assessment/Periodic Inspection Records

Hazard assessment and periodic inspections, including the name of the individual conducting the inspection, the unsafe conditions and work practices identified and corrective actions taken will be retained for three years. Division hazard assessments will be revised annually or at the time of significant changes in operations or organizational structure.

Training Records

Training records will be retained for each employee for a minimum of three years. Training documentation will include the employee’s name and signature, training dates, training curriculum, and the training provider. Training records include safety training topics delivered during staff meetings or during fieldwork with employees when safety procedures are evaluated or reviewed.

Health and safety training documentation will be retained for each individual within the District. Managers will ensure the required topics outlined in the training matrix are delivered to their employees and that training is documented for employees under their supervision and control.

Safety Communication Records

Staff meeting reports, tailgate meetings and other relevant documentation of safety communications, compliance, hazard corrections, and accident investigation results will be retained for three years.