

CITY OF



Injury and Illness Prevention Program

INJURY AND ILLNESS PREVENTION PROGRAM

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MESSAGE TO ALL CITY EMPLOYEES

To all City Employees,

The City of Yucaipa places great value on the safety and health of all employees. It is our goal to provide safe and healthy working conditions and operating procedures that will ensure a work environment free from recognized hazards. Accidents are often times an unnecessary harm and cost that may be avoidable with safer work practices. Safety and health conserve human and material resources for an efficient organization.

We have approved and implemented an Injury and Illness Prevention Program that encourages the safety of employees and holds a standard within which employees are to abide. While department directors, managers and supervisors are entitled to ensure compliance with safety procedures, all employees are responsible for their own health and safety and for those with whom they work.

To be successful, we must all maintain a high standard relative to safety and health matters. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safety standards and practices. These standards for safety and health can only be achieved through consistent teamwork, promoting safe work practices and maintaining property and equipment in safe operating condition. Every employee plays an important role in the safety program and your participation is very much appreciated. By working together, we can continue to maintain a safe and efficient organization. Your safety is important to us!

Signed by,

City Manager

STATEMENT OF POLICY

It shall be the policy of the City of Yucaipa, (hereinafter called "the City"), to comply with the requirements of Senate Bill 198, (Appendix A), and the applicable CAL/OSHA Injury and Illness Prevention Program for all its' employees. As a result, the city has adopted the City of Yucaipa Injury and Illness Prevention Program (IIPP). The IIPP is a guide for safe practices, but is not intended to provide a comprehensive standard for all safety related occurrences.

In addition, the City will require its' contractors to establish a compliance safety program that meets the requirements of the Injury and Illness Prevention Program Standard to assure the safety of contract employees and to minimize the City's exposure to liability.

It will also be City policy that employees be trained on the safety hazards of their respective jobs and how to prevent injuries and illness. Any new hazards identified through an injury/illness investigation, inspection, employee complaint or information from other sources will be abated immediately, if serious, or in a timely manner consistent with the extent of the hazard. Employees will be advised immediately by their department directors of any significant safety hazards. Employees are required and encouraged to immediately report any injury, unsafe conditions, safety related complaints or suggestions to their department directors or through other means as provided in this program, without fear of reprisal.

To assure employee participation, the City will schedule a series of educational and training meetings on how to avoid injuries, employee rights and what to do in case an injury occurs.

Department directors will be accountable for encouraging safety in their areas of responsibility by ensuring that the Injury and Illness Prevention Program is implemented.

Employees are responsible for compliance with safety practices, following training information and making reports as required by this program.

SPECIFIC LOCATION INFORMATION

LOCATION OF CITY FACILITIES

1. City Hall	34272 Yucaipa Boulevard
2. Community Center/Community Park	34900 Oak Glen Road
3. City Yard/2 nd Street House	11377 2 nd Street
4. Scherer/Senior Center	12202 1 st Street
5. Nutrition Center	12202 1 st Street
6. Police Station	34144 Yucaipa Boulevard
7. Old Sheriff's Station	34282 Yucaipa Boulevard
8. Fire Station No. 1 (State Owned)	11416 Bryant Street
9. Fire Station No. 2	32664 Yucaipa Boulevard
10. Fire Station No. 3	34259 Wildwood Canyon Road
11. Equestrian Center	California Street and Avenue G
12. 7 th Street Pool	12385 7 th Street
13. Flag Hill Veterans Memorial Park	Yucaipa Boulevard and Fremont Street
14. Wildwood Park	Wildwood Canyon Road and Mesa Grande Drive
15. Avenue I Park	Avenue I and 5 th Place
16. 7 th Street Park	12385 7 th Street
17. Vision Quest/Historical Society	35136 Avenue A
18. Bryant Glen Park	11020 Sunnyside Drive
19. Center Park	1 st Street and Avenue B
20. Lillian Eaton Park	Yucaipa Boulevard
21. Teen Resource Center	12385 7 th Street
22. El Dorado Park	37216 Oak Glen Road
23. Skate Park	13 th Street and Yucaipa Boulevard
24. Transit Center	34278 Yucaipa Boulevard
25. Civic Center/Tooker Park	34274 Yucaipa Boulevard
26. Crafton Hills Park	Brandon Road
27. Crafton Hills Baseball Field	13 th Street and Yucaipa Boulevard
28. 13 th Street Sports Complex	13 th Street and Chapman Heights Road
29. BMX Park(Coming Soon)	

OCCUPATIONAL SAFETY AND HEALTH

Introduction

As a responsible employer, the City is concerned with the health and safety of its employees.

Delegated administrative personnel are responsible for the safety of all employees under their direct supervision, direction or control and for the safety of equipment and property in their area of accountability.

Individual employees are responsible for their own health and safety and for those with whom they work. To indicate this concern and to eliminate the possibility of accident, injury or health hazard on City premises, the City delegates the health and safety responsibility to each employee.

Failure to observe City and departmental health and safety rules or for allowing violation of such rules to go unreported shall result in disciplinary action in accordance with the Policies and Procedures of the City.

Policy

- I. Title 8, California Code of Regulations, Section 3203 is a State law designed to ensure safe and healthful working conditions for all employees. This law establishes occupational health and safety standards in accordance with American National Standards Institute and National Fire Protection Association recommendations.
- II. Safety standards issued by the State of California shall remain in effect or until revised.
- III. California Workers' Compensation laws shall be the governing law in relation to occupational injury or illness or in relation to the death of an employee arising out of or in the course of employment.
- IV. An occupational injury shall be identified as injury resulting from an accident or from exposure to the work environment. Such injuries shall include, but are not limited to, cuts, fractures, sprains, bruises and amputations.
- V. An occupational illness shall be any abnormal condition or disorder, other than one resulting from occupational injury, caused by exposure to environmental factors associated with the individuals' employment. Such conditions shall include, but are not limited to, any acute and/or chronic illness or disease caused by inhalation, absorption, ingestion or direct contact.
- VI. Occupational safety and health posters required by law shall be displayed on employee bulletin boards and shall be maintained by the department director/managers.

OCCUPATIONAL SAFETY AND HEALTH - CONT.

- VII. Detailed requirements of Title 8, California Code of Regulations, Section 3202, including applicable standards, shall be available for inspections in the Office of the Assistant City Manager.

SAFETY VIOLATION POLICY

Introduction

A system has been established for ensuring employee compliance with safe work practices and other safety rules. This system relies upon a method of progressive discipline measures the City may choose to enforce for safety violations, unless life threatening, which may result in immediate dismissal.

Policy

Employees are responsible for compliance with safety practices and making reports as required by this program. To stress employee compliance, the City has enacted a progressive discipline program, consistent with the provisions of the City's Personnel Rules, when violations of safety rules are encountered. The program includes, but is not limited to:

- A. A documented verbal warning
- B. A written disciplinary report
- C. Suspension without pay
- D. Termination of employment, in case of repeated violations or a particularly serious violation

All reports will become part of the employee's personnel file.

ADMINISTRATION POLICY

- I. The City Manager, or a designated representative, shall be authorized to prescribe those safety policies and procedures necessary to maintain a viable and ongoing employee safety program.
- II. The City shall establish an employee safety committee. The committee shall consist of no less than five members and no more than nine members. All appointments to the committee shall be approved by respective department directors. The committee shall include employees from administration and operational divisions.
- III. Department directors, managers and supervisors exercising a line of authority over one (1) or more employees shall be responsible for ensuring compliance with all safety procedures prescribed by the City, with requirements of Title 8, California Code of Regulations, Section 3202, and all safety regulations prescribed by the Division of Industrial Safety.

DEPARTMENT SECTIONS

For the purpose of this program, Department Sections will be identified as follows:

- A) Management Operations and Administration
 - I. Administrative and department director positions
 - II. Supervisory, middle management and supportive staff
 - III. Office personnel and clerical staff
- B) Public Works/Facility and Other Field Operations
 - I. Management, supervisors and supportive clerical staff
 - II. Park Maintenance personnel
 - III. Facility custodial personnel
 - IV. Street Maintenance personnel
 - V. Code Enforcement personnel
 - VI. Community Services personnel

SAFETY COMMITTEE

Introduction

In maintaining a viable safety program, it is important to encourage employee participation in isolating safety hazards and in reducing or eliminating such hazards.

Moreover, it is desirable to secure employee recommendations in formulating safety policy and in generating a positive attitude conducive to safe working habits.

To ensure significant employee participation in the safety program, the City has created a safety committee composed of representatives of Management Operations and Administration and Public Works/Facility and Other Field Operation sections.

The Safety Committee shall meet on a regularly scheduled basis and may convene a special meeting at the direction of the committee chairman.

Composition

- I. The City Manager shall appoint a Safety Director responsible for initiating and administrating the City's Safety Program.
- II. The Director of Public Works shall appoint one or more employees from the Public Works/Facility and Other Field Operations section to serve on the Safety Committee.
- III. The Director of Community Services shall appoint one or more employees from the Management Operations and Administration section to serve on the Safety Committee.
- IV. Other appointments to the Committee shall be made from Management Operations and Administration to serve on the Safety Committee as determined by the Safety Director with approval of the respective department director.

Organization

- I. The Safety Director shall preside as chairman of the committee's business meetings, convey special meetings as necessary and assign projects to committee members as needed.
- II. The Safety Director shall appoint a vice chairman and secretary to assist with the organizational needs of the committee.
- III. The vice chairman shall serve as a committee member and serve as chairman in the absence of the Safety Director.

SAFETY COMMITTEE - CONT.

- IV. The secretary shall serve as a committee member and shall be responsible for maintaining accurate accounts of the committee's business.

Responsibilities

- I. The Safety Committee shall review, investigate and respond to all employee suggestions and complaints concerning alleged safety hazards and violations. Such hazards include, but are not limited to, unsafe work area, unsafe equipment, unsafe work practices, unsafe management practices and alleged violations of established safety standards.
- II. The Safety Committee shall develop proposed safety policies and procedures and shall recommend such policies to the City Manager for appropriate action.
- III. The Safety Committee shall participate in developing safety training programs and shall sponsor activities designed to promote and maintain a high level of employee awareness in an ongoing safety program. Safety training programs may include, but not be limited to incentives for periods of no safety incidents to encourage safe behavior, team work and hazard recognition, while at the same time discouraging non-reporting of legitimate accidents and fraudulent or frivolous claims.
- IV. The Safety Committee may conduct unscheduled work place inspections and make recommendations to correct hazardous and unacceptable conditions that may be discovered.
- V. The Safety Committee shall serve as an accident review board (ARB) and shall examine accident reports to determine whether the accident was preventable or non-preventable. Findings of all Safety Committee accident reviews shall be directed to the appropriate department director by the Safety Director.

SAFETY COMMITTEE MEMBERS**Program Administration:**

Safety Director	Greg Franklin	Administrative Services
Committee Member/Vice Chairman	John Ruggs	Street Maintenance
Committee Member/Secretary	Melia Anderson	Administrative Services
Committee Member	Scott Washburn	Park Maintenance
Committee Member	Jason Sherman	Street/Park Maintenance
Committee Member	Todd Gutjahr	Community Services
Committee Member	Kellie Graydon	Code Enforcement
Committee Member	Mary Baker	Community Services

SAFETY INSPECTION POLICY

Introduction

It shall be the policy of the City to conform to all safety inspection requirements of the California Occupational Safety and Health Administration (CAL/OSHA). These inspections will be part of a continuing effort to ensure a safe working environment for City employees and for the protection of City property.

General Inspections

- I. A general inspection of all areas will be made semi-annually by the Safety Director.
- II. These inspections shall be announced in advance and will be in the company of the department director/manager. In the event of an employee report concerning a hazardous condition that is not corrected or acknowledged by the department director/manager, an unannounced inspection may be held.
- III. A written report of any inspection will be reported to the Office of the Assistant City Manager, department director/manager and the Safety Committee. This report shall include all hazardous situations that are found.
- IV. The report will specify the length of time in which the hazards or violations shall be corrected. Corrective action will be the responsibility of the department director/manager.
- V. When corrective action can not be accomplished within the specified time, the department director shall make a written report to the Safety Director stipulating whether the reason is lack of time, materials or funding. Contingent upon the severity of the hazard, and commensurate with current City priorities, the Office of the Assistant City Manager will appropriate adequate resources to abrogate the safety deficiency.

Fire Extinguisher

- I. In addition to the annual inspection conducted by a certified professional, all fire extinguishers shall be inspected monthly by the City employee assigned the responsibility by the Director of Public Works.
- II. Inspections will be to ensure that extinguishers are in their designated locations, to ensure that they have not been tampered with and to detect any obvious physical damage, corrosion or other impairments that may deem it inoperable.

SAFETY INSPECTION POLICY-CONT.

- III. The date of inspection and the inspector's initials shall be on the tag attached to the extinguisher.
- IV. The inspector shall immediately repair or replace any extinguisher found to be defective and make a written report of compliance to the Safety Director.

First Aid Kits

- I. All first aid kits shall be inspected monthly by the City employee assigned this responsibility by the department director/manager.
- II. Inspection will be made to ensure that kits are in their designated locations and to ensure that the expended items are promptly replenished. Department directors/managers are responsible for replacing used or damaged components from first aid kits.

Vehicles

- I. Each vehicle will be inspected monthly by the assigned driver/operator. This inspection shall be documented in the vehicle logbooks. The inspection will include seat belts, turn signals, hazard flashers/brake lights, horn, head and taillights, mirrors, back-up buzzer, tires and other appropriate safety items equipped on the vehicle. Any defective and unsafe condition is to be repaired immediately prior to putting the vehicle into operation. The vehicle is not to be operated until the safety deficiency is corrected. Vehicles that are classified under the California Highway Patrol (CHP) Inspection are subject to a different standard.
- II. All City vehicles are to be inspected at the time of regularly scheduled service or at more frequent intervals when circumstances require.
- III. It is the responsibility of any employee driving a City vehicle to immediately report to the department director/manager what they believe to be an unsafe condition of a City vehicle.

EMPLOYEE SAFETY RESPONSIBILITY

Introduction

Each individual employee is responsible for their own health and safety and for that of those with whom they work. In performing assigned tasks, each employee is responsible for observing the City and departmental health and safety procedures and for ensuring compliance with such regulations by all fellow employees.

Each individual employee is responsible for inspecting equipment for safety before using the equipment and for using proper equipment safely for assigned tasks.

Failure to observe City and departmental health and safety rules or for allowing violation of such rules to go unreported shall result in disciplinary action in accordance with the City's Personnel Rules.

Each individual employee has the right to refuse to perform an assigned task if, in the opinion of the employee, City and departmental health and safety rules and regulations can not be followed.

Employee Responsibility

- I. Each employee shall implement all safety instructions provided by his/her immediate supervisor. Should an employee not receive safety instructions from his/her immediate supervisor, they shall request the supervisor issue the appropriate instructions.
- II. Each employee shall be alert to unsafe conditions and shall report to his/her immediate supervisor.
- III. Each employee shall maintain a clean and orderly work area at all times.
- IV. Each employee shall inspect all machines, equipment, tools and vehicles before using and shall report and document any unsafe machine, equipment, tool or vehicle to their immediate supervisor.
- V. Each employee shall follow proper "lockout/tag-out" procedures when a machine, equipment, tool or vehicle is determined to be unsafe.
- VI. Each employee shall immediately report all accidents/injuries to their supervisor or to other designated personnel at times when the supervisor is not available.
- VII. Each employee shall operate only that equipment which he/she has been authorized to operate and in which he/she has received appropriate safety instructions.

EMPLOYEE SAFETY RESPONSIBILITY - CONT.

- VIII. Each employee shall use the prescribed tools and equipment for their assigned job and shall use the tools/equipment in a manner consistent with the safety procedures prescribed by the City and in conformance with the requirements of Title 8, California Code of Regulations, Section 3202.
- IX. Each employee shall wear proper protective equipment when performing assigned job, when appropriate.
- X. Each employee shall avoid distracting his/her fellow employee and in engaging in activities that may cause inattention and could result in an accident or injury.
- XI. Each employee shall be familiar with and observe all safety policies and procedures prescribed by the City and shall take an active part in the City's safety program.

CODE OF SAFE WORK CONDITIONS/PRACTICES

General

1. Aisles and emergency exits shall be kept free of debris at all times and maintain a minimum width of 24 inches.
2. Rooms housing central electrical sources shall be kept free of debris. These rooms shall not be used for storage.
3. Floors shall be kept clean and dry.
4. Floors shall be kept free of projections, obstructions, holes and loose carpet or tiles.
5. Exits shall never be blocked or obstructed.
6. Fire extinguishers shall not be blocked or obstructed at any time.
7. Safety devices and guards shall not be removed from any machine. Machines are not to be operated if safety devices are broken or missing.
8. All control buttons, switches and electrical breakers shall be properly identified as to function and purpose.
9. All emergency equipment shall be inspected regularly and kept in good working order.
10. City vehicles shall be maintained in good working condition.
11. Seat belts and harnesses must be worn during operation of a City vehicle or when operating a personal vehicle on approved City business.
12. All unsafe work conditions shall be reported to the department director or the Safety Director.
13. Employees shall report all accidents, injuries or illnesses to the department director or the Safety Director immediately, or as soon as practicable, but no later than within four hours.
14. Maintenance or repair of equipment shall be performed only by qualified personnel or technicians.
15. Employees shall return and secure tools and equipment to the proper storage areas after use.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

16. Employees shall use proper lifting techniques or get help to avoid overextension of the back when lifting heavy objects.
17. Smoking is allowed only in designated "smoking areas".
18. Personal firearms are not allowed on City property.
19. Employees shall refer to container label for recommended personal protective equipment for any hazardous chemical or substance being used.
20. Employees shall wear personal protective equipment required by this program and provided by the City.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

Administration/Clerical Staff

1. Computer work stations, background and screen lighting shall be adjustable and compatible.
2. Chairs shall be adjustable.
3. Employees shall be aware of Emergency Action/Fire Protection procedures.
4. Electrical circuits shall not be overloaded. Only qualified surge protectors shall be used.
5. Phone, electrical cords and/or computer terminals shall not be located in such a manner that could result in a trip and fall.
6. File cabinet and desk drawers shall be kept closed when access is not needed.
7. To prevent tipping, file cabinet drawers shall be filled from the bottom up.
8. When file cabinets are placed side by side, they shall be secured together and/or to the wall.
9. Employees shall keep copy machine lid in a closed position while in operation.
10. When equipment or machine is in need of repair, it is to be removed from service by unplugging it (if possible) and marking it "Out of Service", "Do Not Use" or the equivalent.
11. Employees shall store pens, pencils or any other sharp pointed object with the point down to avoid punctures.
12. To avoid back injury, body fatigue or neck and eyestrain:

Avoid

- A. Sitting for long periods of time
- B. Standing for long periods of time
- C. Lifting heavy objects/boxes
- D. Carrying heavy objects/boxes
- E. Concentration or looking at computer display desktop screen for long periods of time

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

Grounds/Field Maintenance

1. Employees shall inspect equipment prior to each use to assure they are in safe and good working condition.
2. Employees shall report any defective equipment/tools to their department director.
3. Employees are to remove from service and clearly mark any defective and/or unsafe equipment found. This is to be done prior to reporting to department director.
4. Employees are to return equipment and tools to proper location for storage after each use.
5. To avoid injury, employees are required to wear protective devices, conducive to job task, such as hard hats, dust masks, goggles, face masks, safety glasses, safety shoes and noise protectors when performing the following tasks:
 - A) Using Grinders
 - B) Trimming Trees
 - C) Welding
 - D) Using Edgers
 - E) Using Jackhammers
 - F) Using Weed Eaters
 - G) Using Push Type Mowers
 - H) Using Ride Type Mowers
 - I) Field Preparation
 - J) Using Drills
6. To avoid harmful exposure to hazardous chemicals, employees are to refer to container labels for recommended personal protective equipment, mixing and application instructions. Employees are to wear face masks, gloves and protective clothing at all times when performing the following tasks:
 - A) Mixing Chemicals
 - B) Mixing Weed Control
 - C) Spraying Chemicals
 - D) Pressurized Tanks
 - E) Working With Chlorine
 - F) Repairing Chlorine Pumps, Lines, etc.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

7. Only certified employees/contractors shall use pesticides, herbicides, fungicides or any other agricultural chemical.
8. Employees are to immediately clean and neutralize any chemical spills.
9. Employees are to wash hands immediately after working with chemicals.
10. Work areas are to be kept clean and free of obstructions that block emergency exits.
11. Repair of equipment shall be performed only by qualified personnel or technicians.
12. Only qualified employees are allowed to make repairs or work on electrical equipment.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

Heavy Equipment Operators/Tractors, Backhoe, Lifts

1. Equipment shall be kept in good working condition.
2. All operation instructions and warning signs on equipment shall be clear and legible and shall be replaced when damaged.
3. Operators shall inspect equipment prior to use.
4. All protective devices, shields, etc. shall be in place prior to use.
5. Employees shall not operate equipment until they have received proper instruction.
6. Employees shall wear hard hats, dust masks, protective glasses, goggles and other protective equipment as required by job conditions.
7. Employees/operators shall know the appropriate work site hand signals and shall accept signals from one person only.
8. Employees shall never attempt adjustments while a machine is moving or the engine is running unless otherwise specified.
9. Employees shall stay clear of all rotating and moving parts.
10. Employees shall not wear loose clothing or jewelry that can catch on controls or other parts of the machine.
11. Employees shall keep the machine platform, entrances/exits and steps free of foreign materials, such as oil, tools, lunch boxes and any other items, which are not part of the machine.
12. Employees shall secure all loose items such as jackets, lunch boxes, tools and any other items, which are not part of the machine.
13. Operators shall always wear a seatbelt, restraints or safety harness.
14. Operators shall not allow unauthorized personnel on machines.
15. Operators shall not allow personnel to be a "passenger" on equipment.
16. Employees shall not attempt to climb on or off equipment while carrying tools or supplies.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

17. Tractor Operators shall lower buckets, blades and rippers to the ground when not using equipment.
18. Backhoe Operators shall lower backhoe and front loader buckets to the ground when not using equipment (except when backhoe is equipped with backhoe locking device).
19. Lift Operators shall park on level ground and leave the lift truck with the mast tilted forwards and forks fully lowered when not using equipment.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

Facility Maintenance

1. Equipment shall be inspected regularly and kept in good working condition.
2. Ladders must be in good condition with no loose steps.
3. Employees shall use caution to avoid back injury when performing the following tasks:
 - A) Vacuuming
 - B) Moving Furniture
 - C) Emptying Trash
 - D) Buffing Floors
 - E) Lifting Heavy Objects
 - F) Setting Up Tables
 - G) Taking Down Tables
 - H) Cleaning Rest Rooms
 - I) Changing Light Bulbs
 - J) Climbing Ladders
4. Employees shall use gloves when using cleaning chemicals in bathrooms or when cleaning glass.
5. Employees shall clean toilets with scrubbers that are provided by their employer to protect hands from harmful chemicals.
6. Employees shall not use the top two steps of a ladder when using the ladder for any reason.
7. Employees shall refer to container labels for recommended personal protective equipment when using hazardous and toxic chemicals such as, but not limited to, floor stripper, floor and/or pressurized furniture wax, paint, etc.

CODE OF SAFE WORK CONDITIONS/PRACTICES - CONT.

Backhoe Operator – Special Instructions

1. Prior to starting engine, operator shall check for leaks, loose or missing belts, and tire or machine damage.
2. Prior to starting engine, operator shall check all fluids, oil, gas and water.
3. Prior to starting engine, operator shall adjust the seat so that full brake pedal travel can be obtained with the operator's back against the rear of the seat.
4. To avoid possible injury or death from a runaway machine, operators shall start the engine only while facing forward and seated in the operator's seat.
5. Operators shall make sure the pedal or lock bar is in a locked position, above first gear, to prevent sudden turning.
6. Operators shall move all implement controls to the HOLD position before starting the engine.
7. Prior to operating the machine, stabilizers shall be in the correct position.
8. Operators shall raise stabilizers (outriggers) for transport or loader operation and shall lower stabilizers for operating the backhoe.
9. Operators shall wear seat belts while operating or driving backhoes.
10. Operators shall operate the machine only while seated.
11. Operators must ensure that no one shall be endangered prior to moving or operating the machine.
12. Operators shall not operate the machine above second gear with a loaded bucket.
13. Operators shall ensure all pedestrians and spotters are standing away from running equipment.
14. Operators shall ensure all trenches and/or work areas are clear of obstacles, including pedestrians and spotters.

FIRST AID

Introduction

It is the policy of the City to provide first aid training, in accordance with the requirements of CAL/OSHA, to a sufficient number of employees to ensure prompt care of an injury or sudden illness prior to the availability of medical care by licensed health care professionals or professional emergency personnel.

1. In order to ensure a suitable number of individual employees who are appropriately trained and immediately available to render first aid, the following employees will possess a current "Certificate of Completion" of the National Safety Council Training in First Aid, and cardiopulmonary resuscitation, or equivalent training that can be likewise verified.
 - A) All Regular Employees
 - B) Playground/STARS Program-All Site Supervisors and Leaders from each site
2. Training will be scheduled by the Safety Director and coordinated with the department directors. New employees must be certified within 60 days of hiring.

FIRST AID SUPPLIES

Introduction

It is the policy of the City to provide approved First Aid kits to each work area and vehicle to ensure that in the event of injury, basic first aid supplies are available for use.

Policy

1. First Aid kits and supplies are available from the Safety Director. It is the responsibility of each employee to advise their department director or Safety Director when additional or replacement supplies are needed.
2. First Aid kits will be placed in conspicuous locations at work sites.
3. First Aid kits will be placed in each maintenance vehicle.
4. Each department director/manager will ensure that each employee under their direction knows the location of any First Aid kits in the work area.

SPECIAL EQUIPMENT

SPECIAL SHOES

Policy

It is the policy of the City to require all employees to wear CAL/OSHA approved hard toe (safety) footwear whenever the employee's work environment could expose them to injury to the foot area.

HARD HATS

Introduction

It is the policy of the City to require all employees to wear CAL/OSHA approved hard hats whenever exposed to the possibility of flying or falling objects or in an area where a head injury could occur.

Procedures

1. Hard hats will be supplied by the City to all employees affected by this policy.
2. Hard hats are to be inspected for defects by the employee prior to use. Use of defective hard hats is not acceptable.
3. A hard hat lost by the employee will be replaced at the employee's expense.
4. A hard hat damaged on the job to the extent that it no longer meets CAL/OSHA standards and does not furnish adequate protection will be replaced.
5. Hard hats shall be worn on all of, but not limited to, the following job assignments:
 - A. Whenever working inside pits, ditches, trenches or empty water or fuel tanks.
 - B. Whenever inspecting/visiting a job site where overhead construction is in progress.
 - C. Whenever overhead equipment, tools or platforms are being used to accomplish an assigned task.
 - D. Whenever overhead supplies are stored for future use.
 - E. When operating a forklift, backhoe or any other equipment with overhead lifting ability.
 - F. Whenever trimming trees or overhead foliage.
 - G. Whenever doing a task where risk of head injury is present.

SPECIAL EQUIPMENT - CONT.

EYE, EAR AND FACE PROTECTIVE EQUIPMENT

Introduction

It is the policy of the City to provide face protectors, goggles, safety glasses and/or hearing protection for employees working in locations where hazards due to flying particles, hazardous substances, injurious light rays or loud noises are inherent to the work environment. Face protectors, goggles or hearing protectors must meet or exceed CAL/OSHA standards, or any revisions of these standards.

Employees requiring special prescription lenses to perform assigned tasks will be responsible for acquiring these on their own, in accordance with the City vision benefit plan.

Mandatory wearing of facial, eye and ear protection

1. Approved welding helmets must be worn by all employees when engaged in electric-arc or oxy-acetylene welding or cutting.
2. Approved face shields must be worn by all employees when pouring, mixing, pressurizing or applying acids, caustics, solvents, pesticides or petroleum products, other than when fueling vehicles.
3. Approved goggles or face shields must be worn by all employees when chipping, chiseling or when operating air or electrically driven tools including, but not limited to, drills, table saws, chain saws, circular saws, etc.
4. Approved goggles or face shields must be worn whenever doing a task where the risk of eye injury is present; such as, but not limited to, edgers, weed eaters, etc.
5. Ear protection must be worn whenever the risk to ears, caused by high pitch and/or loud noises, is inherent to the work environment.

FIRE EVACUATION PROCEDURE

1. Know the location of two exits closest to your work area.
2. Be familiar with the number of doors between work areas and each of these exits.
3. Know the location of the nearest fire alarm and how to activate it.
4. Know what the building's fire alarm sounds like.
5. Know the location of the nearest fire extinguisher and how to use it.
6. Be familiar with the building's evacuation plan.
7. All employees are to participate in fire drills.
8. Because hot air rises, it will be easier to breathe at a level between doorknob height and one (1) foot off the floor. Employees need to be prepared and practice crawling on hands and knees in case of a serious fire.
9. Employees with disabilities are to have an employee assigned to them to render assistance during an emergency.
10. Before opening any door, feel it with the back of your hand. If it does not feel hot, feel the doorknob and hinges as an extra precaution (since metal conducts heat faster than wood). If the doorknob and hinges are not hot, one person should open the door slowly, while at the same time being prepared to close it quickly if heat or smoke start to enter the area.
11. If door exits are not acceptable, find the nearest window and exit there.
12. Once out of the building, go to a designated area and report to the employee in charge.

FIRE EVACUATION PROCEDURE - CONT.

EVACUATION PLAN MAP



City Hall Emergency Evacuation Map



RECORDING/REPORTING PROCEDURE

1. Employees incurring an occupational injury or illness shall immediately report such injury or illness to their supervisor. It is important to document an injury or illness even though the employee may not seek medical attention at the time.
2. The employee's designated supervisor shall ensure that the employee receives proper first aid and, when possible, refer the employee to the Office of the Assistant City Manager for further assistance.
3. In case of a serious or life threatening accident to an employee, the employee is to be transported to the nearest emergency medical facility.
4. In the event of an occupational injury or illness, the Office of the Assistant City Manager must complete the appropriate forms to file a Worker's Compensation claim within 24 hours. If the employee is unable to report the injury to the Office of the Assistant City Manager, it shall be the responsibility of the department director/manager to complete the Accident, Injury and Illness Report, and report findings within the 24 hour time frame.
5. Employees reporting to a physician or an emergency medical facility and treated as an outpatient shall bring a copy of the attending physician's medical evaluation and recommended treatment to the Office of the Assistant City Manager immediately upon return to duty. A copy of the evaluation will be included in the employee's personnel file.
6. Occupational injuries or illness resulting in death or inpatient hospitalization shall be reported immediately to the City Manager and Safety Director. Additionally, an occupational injury or illness resulting in death or in-patient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement shall be reported immediately to the City Manager, the Safety Director and the California Division of Industrial Safety.
7. The Office of the Assistant City Manager shall maintain a log of Occupational Injuries and Illnesses required by Title 8 and shall enter required information in such log within six working days of receiving information that a recordable incident has occurred.
8. Within one month following the end of each calendar year, the Office of the Assistant City Manager shall complete a CAL/OSHA Form 300 Summary Report Form as required by Title 8. Such summary report shall include all reportable injuries or illnesses occurring during the previous calendar year and shall be displayed on departmental bulletin boards for employee inspection for a minimum of thirty days beginning no later than February 1st and shall remain posted until March 1st.

9.

RECORDING/REPORTING PROCEDURE

10. All records relating to occupational injury or illness shall be retained by the Office of the Assistant City Manager for a minimum of five calendar years from the first day the injury or illness was reported.

APPENDIX A

LABOR CODE SECTION 6401.7

6401.7. Injury prevention programs

(a) Every employer shall establish, implement, and maintain an effective injury prevention program. The program shall be written, except as provided in subdivision (e), and shall include, but not limited to, the following elements:

(1) Identification of the person or persons responsible for implementing the program.

(2) The employer's system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

(3) The employer's methods and procedures for correcting unsafe or unhealthy conditions and work practices in a timely manner.

(4) An occupational health and safety training program designed to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment.

(5) The employer's system for communicating with employees on occupational health and safety matters, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

(6) The employer's system for ensuring that employees comply with safe and healthy work practices, which may include disciplinary action.

(b) The employer shall correct unsafe and unhealthy conditions and work practices in a timely manner based on the severity of the hazard.

(c) The employer shall train all employees when the training program is first established, all new employees, and all employees given a new job assignment, and shall train employees whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard. An employer in the construction industry who is required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use employee training provided to the employer's employees under a construction industry occupational safety and health training program approved by the division to comply with the requirements of subdivision (a) relating to employee training, and shall only be required to provide training on hazards specific to an employee's job duties.

(d) The employer shall keep appropriate records of steps taken to implement and maintain the program. An employer in the construction industry who is required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the division to comply with this subdivision, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to an employee's job duties.

(e) (1) The standards board shall adopt a standard setting forth the employer's duties under this section, on or before January 1, 1991, consistent with the requirements specified in subdivisions (a), (b), (c), and (d). The standards board, in adopting the standard, shall include substantial

compliance criteria for use in evaluating an employer's injury prevention program. The board may adopt less stringent criteria for employers with few employees and for employers in industries with insignificant occupational safety or health hazards.

(2) Notwithstanding subdivision (a), for employers with fewer than 20 employees who are in industries that are not on a designated list of high hazard industries and who have a workers' compensation experience modification rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries that are on a designated list of low hazard industries, the board shall adopt a standard setting forth the employer's duties under this section consistent with the requirements specified in subdivisions (a), (b), and (c), except that the standard shall only require written documentation to the extent of documenting the person or persons responsible for implementing the program pursuant to paragraph (1) of subdivision (a), keeping a record of periodic inspections pursuant to paragraph (2) of subdivision (a), and keeping a record of employee training pursuant to paragraph (4) of subdivision (a). To any extent beyond the specifications of this subdivision, the standard shall not require the employer to keep the records specified in subdivision (d).

(3) (A) The division shall establish a list of high hazard industries using the methods prescribed in Section 6314.1 for identifying and targeting employers in high hazard industries. For purposes of this subdivision, the "designated list of high hazard industries: shall be the list established pursuant to this paragraph.

(B) For the purpose of implementing this subdivision, the Department of Industrial Relations shall periodically review, and as necessary revise, the list.

(4) For the purpose of implanting this subdivision, the Department of Industrial Relations shall also establish a list of low hazard industries, and shall periodically review, and as necessary revise, that list.

(f) The standard adopted pursuant to subdivision (e) shall specifically permit employer and employee occupational safety and health committees to be included in the employer's injury prevention program. The board shall establish criteria for use in evaluating employer and employee occupational safety and health committees. The criteria shall include minimum duties, including the following:

(1) Review of the employer's periodic, scheduled worksite inspections; investigation of causes of incidents resulting in injury, illness, or exposure to hazardous substances; and investigation of any alleged hazardous condition brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspections and investigations.

(2) (A) Upon request from the division, verification of abatement action taken by the employer as specified in division citations.

(B) If an employer's occupational safety and health committee meets the criteria established by the board, it shall be presumed to be in substantial compliance with paragraph (5) of subdivision (a).

(g) The division shall adopt regulations specifying the procedures for selecting employee representatives for employer-employee occupational health and safety committees when these procedures are not specified in an applicable collective bargaining agreement. No employee or employee organization shall be held liable for any act or omission in connection with a health and safety committee.

(h) The employer's injury prevention program, as required by this section, shall cover all of the employer's employees and all other workers who the employer controls or directs and directly supervises on the job to the extent these workers are exposed to worksite and job assignment specific hazards.

Nothing in this subdivision shall affect the obligations of a contractor or other employer that controls or directs and directly supervises its own employees on the job.

(i) When a contractor supplies its employee to a state agency employer on a temporary basis, the state agency employer may assess a fee upon the contractor to reimburse the state agency for the additional costs, if any, of including the contract employee within the state agency's injury prevention program.

(j) (1) The division shall prepare a Model Injury and Illness Prevention Program for Non-High-Hazard Employment, and shall make copies of the model program prepared pursuant to this subdivision available to employers, upon request, for posting in the workplace. An employer who adopts and implements the model program prepared by the division pursuant to this paragraph in good faith shall not be assessed a civil penalty for the first citation for a violation of this section issued after the employer's adoption and implementation of the model program.

(2) For purposes of this subdivision, the division shall establish a list of non-high-hazard industries in California. These industries, identified by their Standard Industrial Classification Codes, as published by the United States Office of Management and Budget in the Manual of Standard Industrial Classification Codes, 1987 Edition, are apparel and accessory stores (Code 56), eating and drinking places (Code 58), miscellaneous retail (Code 59), finance, insurance, and real estate (Codes 60-67), personal services (Code 72), business services (Code 73), motion pictures (Code 78) except motion picture production and allied services (Code 781), legal services (Code 81), educational services (Code 82), social services (Code 83), museums, art galleries, and botanical and zoological gardens (Code 84), membership organizations (Code 86), engineering, accounting, research, management, and related services (Code 87), private households (Code 88), and miscellaneous services (Code 89). To further identify industries that may be included on the list, the division shall also consider data from a rating organization, as defined in Section 11750.1 of the Insurance Code, and all other appropriate information. The list shall be established by June 30, 1994, and shall be reviewed, and as necessary revised, biennially.

(3) The division shall prepare a Model Injury and Illness Prevention Program for Employers in Industries with Intermittent Employment, and shall determine which industries have historically utilized seasonal or intermittent employees. An employer in an industry determined by the division to have historically utilized seasonal or intermittent employees shall be deemed to have complied with the requirements of subdivision (a) with respect to a written injury prevention program if the employer adopts the model program prepared by the division pursuant to this paragraph and complies with any instructions relating thereto.

(k) With respect to any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement, subdivision (d) shall not apply.

(1) Every workers' compensation insurer shall conduct a review, including a written report as specified below, of the injury and illness prevention program (IIPP) of each of its insureds with an experience modification of 2.0 or greater within six months of the commencement of the initial insurance policy term. The review shall determine whether the insured has implemented all of the required components of the IIPP, and evaluate their effectiveness. The training component of the IIPP shall be evaluated to determine whether training is provided to line employees, supervisors, and upper level management, and effectively imparts the information and skills each of these groups need to ensure that all of the insured's specific health and safety

issues are fully addressed by the insured. The reviewer shall prepare a detailed written report specifying the findings of the review and all recommended changes deemed necessary to make the IIPP effective. The reviewer shall be or work under the direction of a licensed California professional engineer, certified safety professional, or a certified industrial hygienist.

(Added by Stats. 1989, c. 1369, 10, eff. Oct. 2, 1989.)

APPENDIX A

GENERAL INDUSTRY SAFETY ORDERS §3203. INJURY AND ILLNESS PREVENTION PROGRAM.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, 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.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

- A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).
- B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a) (4).
- C. Written documentation of training and instruction as required by subsection (a) (7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

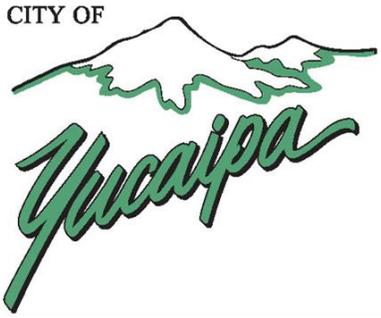
- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;

- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a) (1) (Register 77, No. 41).
3. Amendment of subsection (a) (2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a) (2), (a) (4) (A) and (a) (7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a) (7) (F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a) (6) (A) and (a) (7) (A) (Register 95, No. 22).
9. Amendment of subsections (b) (1)-(2) and (c) (2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).



**“INJURY AND ILLNESS PREVENTION PROGRAM”
ACKNOWLEDGMENT FORM**

I hereby acknowledge receipt of the City of Yucaipa “Injury and Illness Prevention Program”.

I understand that it is my responsibility to read, comprehend and comply with the safety standards that have been outlined.

I further understand that the City of Yucaipa reserves the right to adjust, supplement or revise any section of this handbook with or without notice, as appropriate.

I acknowledge that if I do not fully understand anything in the “Injury and Illness Prevention Program”, that I will ask my department director until I understand.

Employee Signature

Date

Employee Name (Please Print)

THIS ACKNOWLEDGEMENT FORM WILL BE ADDED TO YOUR PERSONNEL FILE TO DOCUMENT THAT YOU ARE AWARE OF AND UNDERSTAND THESE SAFETY RULES.

**CITY OF YUCAIPA
EMPLOYEE SAFETY INFORMATION FORM**

This form is for use by employees who wish to provide a safety suggestion or report an unsafe work place condition or practice.

Description of Unsafe Condition or Practice:

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has this matter been reported to the Area Supervisor? Yes ___ No ___ Date: ___/___/___

Employee Name (Optional):

Department:

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the City to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The City will investigate any report or question as required by the Injury and Illness Prevention Program and advise the employee who provided the information or the workers in the area of the employer's response.

CITY OF YUCAIPA

JOB SAFETY ANALYSIS FORM

NEW

DATE COMPLETED:

REVISED

ANALYSIS BY:

JOB TITLE/OCCUPATION/DEPARTMENT:

REVIEWED BY:

<u>Operation or Sequence of Basic Job Tasks</u>	<u>Potential Hazards</u>	<u>Recommended Safe Work Practices/Conditions/Protective Equipment</u>

**CITY OF YUCAIPA
ACCIDENT/INCIDENT REPORT**

Event No: _____ Claim No: _____
--

INVESTIGATION SUMMARY

This section to be completed by Department Manager or Supervisor

Analysis: Describe the conditions and/or actions that led to the accident

Recommendations: Describe the control and/or corrective measures identified to prevent recurrence

Have these recommendations been completed? Yes, Date: _____ If not, please describe plan for correction: _____

Classification: <input type="checkbox"/> First Aid <input type="checkbox"/> OSHA Recordable Injury/Illness <input type="checkbox"/> Major <input type="checkbox"/> Non-Occupational			
Incident Type: <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Struck By/Against <input type="checkbox"/> Caught In/Between <input type="checkbox"/> Overexertion <input type="checkbox"/> Repetitive <input type="checkbox"/> Foreign Body <input type="checkbox"/> Hand Tool/Equipment <input type="checkbox"/> Animal/Insect Bite <input type="checkbox"/> Other: _____	Injury Type: <input type="checkbox"/> Abrasion <input type="checkbox"/> Contusion <input type="checkbox"/> Laceration <input type="checkbox"/> Puncture <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Fracture <input type="checkbox"/> Irritation <input type="checkbox"/> Burn (Thermal/Chemical) <input type="checkbox"/> Other: _____	Body Part: <input type="checkbox"/> Eye(s)-L/R <input type="checkbox"/> Head/Neck <input type="checkbox"/> Arm(s)/Wrist(s) – L/R <input type="checkbox"/> Hand(s)/Finger(s) – L/R <input type="checkbox"/> Back <input type="checkbox"/> Trunk <input type="checkbox"/> Leg(s)/Ankle(s) – L/R <input type="checkbox"/> Feet/Toes – L/R <input type="checkbox"/> Multiple	Illness Type: <input type="checkbox"/> Occ. Skin Disorder <input type="checkbox"/> Dust Disease-Lungs <input type="checkbox"/> Respiratory-Toxic Agent <input type="checkbox"/> Systemic Poisoning <input type="checkbox"/> Blood Borne Exposure <input type="checkbox"/> Other: _____