

City of Ripon

Injury and Illness Prevention Plan (IIPP)

This Injury and Illness Prevention Program has been approved by

Kevin Werner

Kevin Werner
City Administrator

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City of Ripon

Injury and Illness Prevention Plan (IIPP)

Policy

It is the policy of the City of Ripon to provide a safe and healthful environment for all persons associated with the City. To ensure the continued good health of our employees, we are adopting the Injury and Illness Prevention Plan (IIPP). This on-going program is intended to provide the knowledge necessary to eliminate unsafe work practices.

The IIPP has been established in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with the safety and health policies and practices set forth herein. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility and Authority

The City Clerk / Finance Director or his/her designee is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Department Heads and Supervisors (including foreman, sergeants, field training officers, and any other position responsible for the actions of employees) are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The department IIPP supplements provide department-specific information and additional direction. A copy of the IIPP is available from each manager and supervisor or available on-line at <http://www.cityofripon.org/cafe>.

Compliance

All employees, including Department Heads and Supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices
- The department IIPP supplements outline department-specific compliance requirements.

Communication

All Department Heads and Supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their Department Heads and Supervisors about workplace hazards without fear of reprisal.

Employees can report workplace hazards anonymously by placing a Hazardous/Unsafe Condition Report form in the Safety Suggestion Box located in the employees break room.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Department specific safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

Additional details are outlined in the department IIPP supplements.

Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When the IIPP is initially established
- When new substances, processes, procedures, or equipment that present

- potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each Department Head and Supervisor will be responsible for being familiar with safety and health hazards to which their employees are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP 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

Department-specific training procedures are located in the department IIPP supplements.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers

- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Annual program reviews