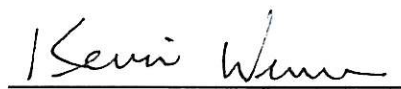


City of Ripon

Recreation Department

Injury and Illness Prevention Plan (IIPP) Supplement

This Injury and Illness Prevention Program has been approved by



Kevin Werner
City Administrator

Approval Date: November 26, 2013



Kye Stevens
Recreation Director

Approval Date: November 26, 2013

City of Ripon

Recreation Department

IIPP Supplement

Responsibilities

The Recreation Director has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors (including foreman, sergeants, field training officers, and any other position responsible for the actions of employees) have program oversight for operations under their direct supervision and control.

Compliance

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

- Distribution of department policies and procedures
 - The IIPP plan will be available on the City of Ripon Intranet Café and in the Recreation Directors Office at City Hall.
- Communicating IIPP responsibilities with all employees
- Employee training programs
- Recognizing employees who perform safe work practices
- Disciplinary process outlined in the City of Ripon Merit System Rules and Regulations.

Communication

Effective communications with employees have been established using the following methods:

Pre-season meetings
Specific policies/procedures
Department hazard assessment
Employee safety training

Safety handouts
Material safety data sheets
Posters and warning labels
Equipment training

Employees are required to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located in the Recreation Directors Office at City Hall.

Forms can be submitted to the Recreation Director or placed anonymously in the Safety Suggestion Box located in the City Hall Break Room.

Hazard Assessment and Correction

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces by the Recreation Director or his/her designee:

| Facilities and Workplaces | Frequency |
|--|------------------|
| Mistlin Sports Park Baseball and Soccer Fields | Annual |
| Veterans Park Baseball Fields | Annual |
| Stouffer Park Baseball and Soccer Fields | Annual |

Department inspection forms (Attachment B) are located in the Recreation Director's Office.

Corrective Action

The Recreation Director or his/her designee will document corrective actions needed, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the Recreation Director must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. The Recreation Director will determine the appropriate action for imminent hazards.

Accident Investigation

Employees will immediately notify the Recreation Director when an injury or illness occurs on the job. The Recreation Director will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers' Compensation and the Accident Investigation Report form will be completed and a copy retained. The forms are available on the City of Ripon Intranet Café and at the Recreation Directors Office at City Hall.

Note: Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the Recreation Director. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of City Clerk or his/her designee.

Training and Instruction

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the Recreation Director. General and department specific safety training requirements are located at the Recreation Directors Office at City Hall.

Record Keeping and Documentation

The following documents are located at Recreation Directors Office at City Hall and will be maintained within the Department IIPP Records for at least three years.

- Department Hazard Assessment
- Employee Hazard Report Forms

- Accident Investigation Forms
- Hazard Correction Reports
- Employee Safety Training Requirements and Attendance Records

Attachment A

City of Ripon
Hazardous/Unsafe Condition Report Form

Date: _____ Time _____ Department _____

Name of reporting party (optional) _____

Hazardous or Unsafe condition location _____

Description of Hazardous or Unsafe condition. _____

Date of Investigation _____ Time _____

Person conducting Investigation: _____

Were any unsafe conditions or work practices identified? ☐ Yes ☐ No

If yes, please describe: _____

What action(s) have been taken to correct the unsafe conditions or work practices identified?

Date correction Action was taken _____ Time _____

Hazardous or Unsafe condition correction verified by _____

Attachment B

City of Ripon

Workplace Inspection Form

Date _____ Time _____ Department _____

Area inspected _____

Were any unsafe workplace conditions identified? ☐ Yes ☐ No

If yes, please describe: _____

Describe corrective action taken _____

Date correction action was taken _____ Time _____

Person conducting the inspection.

Name _____

Signature _____