

Illness and Injury Prevention Program

407.1 PURPOSE AND SCOPE

The health and safety of the employees of the Riverside County Probation Department is important to executive and management staff, and critical to the operation of this department and the delivery of services to the community.

The purpose of this policy is to establish an ongoing and effective Injury and Illness Prevention Program (IIPP) for the Riverside County Probation Department, in accordance with the requirements of Title 8 California Code of Regulation, General Industry Safety Order § 3203.

The IIPP guidelines are to be followed and adopted by all employees. Supervisory and management staff are charged with ensuring that these guidelines and directives are implemented.

407.1.1 DEFINITIONS

Injury and Illness Prevention Program (IIPP) - The IIPP is the Department's written plan to prevent accidents and occupational injuries and illnesses.

County Safety Operations Manual (CSOM) - The CSOM is the set of written safety guidelines available online through the County Safety Division of Human Resources Department website at: <http://safety.rc-hr.com/SafetyCenter/SafetyManual.aspx>.

407.2 AUTHORITY AND REFERENCES

- Executive Committee;
- California Code of Regulations (CCR) Title 8;
- General Industry Safety Orders (GISO) Section 3203;
- Riverside County Safety Operations Manual (CSOM) Section 100;
- Riverside County Ordinance 440.

407.3 POLICY

The Riverside County Probation Department is committed to the establishment, implementation, and maintenance of an effective IIPP. The health and safety of individual employees, whether working in the institutions, offices or the field, takes precedence over all other operational concerns. This written safety program will be reviewed and updated as required.

407.3.1 PROCEDURE

The State of California Division of Occupational Safety and Health (Cal-OSHA) requires that accident prevention programs be written and contain eight specific sections on accident prevention. The following sections describe how the Riverside County Probation Department intends to be in compliance with Cal-OSHA IIPP requirements.

Riverside County Probation Department

Policy Manual

Illness and Injury Prevention Program

407.4 RESPONSIBILITY

The person who has the overall responsibility for the safety program in the Riverside County Probation Department is the Chief Probation Officer. The Assistant Chief, Chief Deputies, Division Directors, Assistant Directors and Supervisors also have the direct responsibility for the health and safety of the employees directly under their supervision. All levels of management will ensure that employees are aware of the required safety programs, as well as any operational hazards associated with the employee's job assignments.

Departmental Safety Representatives (DSR's) at individual departmental locations are responsible for the safety responsibilities delegated to them.

407.5 COMPLIANCE

All employees, including managers, supervisors and DSR's are responsible for complying with safe and healthful work practices. The Department's system of ensuring that all staff members comply with these requirements includes but is not limited to, the following practices:

- (a) Informing workers of the provisions of the IIPP.
- (b) Recognizing employees who perform safe and healthful work practices.
- (c) Ensuring that the employee evaluation process includes the employee's safety performance.
- (d) Providing training to staff whose safety performance is deficient.
- (e) Consideration of discipline for staff who fail to conform to established safety policies.

All employees will use safe work practices, follow all directives and policies and assist in maintaining a safe work environment. Any willful violation(s) of safe employment practices may result in disciplinary action or termination in accordance with County policy.

For additional guidance, refer to CSOM, Document 301 and County of Riverside Ordinance 440.

407.6 IMPLEMENTATION

The persons primarily responsible for implementing and maintaining the IIPP at each departmental worksite have been appointed as the DSR's. They can be reached through centralized mail, telephone or email.

Managers and supervisors have the primary responsibility for employee safety and for ensuring that the IIPP is fully implemented and maintained in their work areas. They are also responsible for answering questions related to the safety program.

A copy of the IIPP can be obtained from each manager, supervisor and DSR, and questions or suggestions should be directed to that person.

For additional guidance, refer to CSOM, Series 200 Documents.

Illness and Injury Prevention Program

407.7 COMMUNICATION

Managers, supervisors and DSR's are responsible to communicate with staff members about occupational health and safety in an easily understandable format. This is essential for an injury-free, productive workplace. They can be reached through centralized mail, telephone or email.

The Department's communication system includes, but is not limited to:

- (a) New Employee Safety Orientation classes.
- (b) Monthly Safety Communication Meetings for all employees.
- (c) Distribution of management level staff meeting minutes.
- (d) Distribution of the County Safety Division Safety Newsletter to all employees on a monthly basis available at <http://safety.rc-hr.com/safety/Newsletter.aspx>
- (e) Safety bulletin boards with all required safety and labor posters.
- (f) Safety Read File Systems where safety information is given to all employees in the work area to read as a form of safety training.

All employees will receive a safety briefing at least monthly. This can be accomplished by conducting a safety meeting, showing a video or by a "Safety Read File" containing the Monthly Safety Division Newsletter that is passed around the office to all employees. The Safety Meetings must be documented, listing the date of the meeting, who attended and what topics were addressed at the meeting, etc.

Employees will also sign the documentation sheet to acknowledge their attendance. If employees were absent from the safety meetings, they will be given the safety related information upon their return.

407.8 HAZARD ASSESSMENT

Safety inspections will be performed by the County Safety Division, each manager, supervisor or DSR at all departmental locations to identify and evaluate workplace hazards. Inspections will be accomplished according to the following schedule:

- (a) When the IIPP is initially implemented.
- (b) When new substances, procedures, or equipment which present potential new hazards are introduced into the workplace.
- (c) When new, previously unidentified hazards are recognized.
- (d) When serious occupational injuries or illnesses occur.
- (e) Whenever workplace conditions warrant an inspection.
- (f) Monthly safety self-inspections will be conducted to ensure a safe and healthful workplace environment is maintained by inspecting and/or testing:
 - 1. The condition and serviceability of all fire extinguishers;
 - 2. Emergency lighting systems and exit signs;

Illness and Injury Prevention Program

3. Exit routes, stairs, walkways, stairways, halls and doorways for obstructions and slip, trip and fall hazards;
4. Electrical hazards including panels;
5. Electrical appliances are in safe working condition;
6. Computer workstations for ergonomic hazards such as broken chairs, ergonomic accessories;
7. Housekeeping and storage hazards;
8. Automated external defibrillator, disaster and first aid supplies;
9. Machinery and equipment for hazards;
10. Hazardous materials and hazardous waste areas.

For additional guidance, refer to CSOM, Document 402.

407.9 HAZARD REPORTING AND CORRECTION

Safety hazards may be reported directly to the supervisor, manager, DSR or to the County Safety Division. Safety and health complaints may be anonymous by calling the SAFETY HOTLINE AT (951) 955-5868.

- (a) Employees should use CSOM Hazard Reporting Form No. 401 to document and report safety hazards. <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx>
- (b) A copy of the Hazard Report Form will be sent to the employee's immediate Supervisor for review. The Supervisor will respond in writing to the employee within five (5) workdays to agree/disagree if a safety hazard exists.
- (c) The Supervisor will annotate on the Hazard Reporting Form what specific actions will be taken by the department to abate the hazard.
- (d) Employees will be informed of the nature of the hazard and what interim protective measures will be taken until the hazard is corrected.
- (e) A copy of the Hazard Reporting Form will be sent to the County Safety Division (Mail Stop #2170).

407.9.1 HAZARD SEVERITY

Whenever an unsafe or unhealthy work condition, practice or procedure is observed by an employee and reported to supervision, the Manager, Supervisor, or DSR will take appropriate corrective measures in a timely manner based upon the severity of the hazard. All reported or discovered hazards will be corrected in a timely manner according to hazard severity:

- (a) Any unsafe condition, act or procedure that results in a lost time injury or illness.
- (b) Any unsafe condition, act or procedure that results in injury or illness with no lost work time.
- (c) Any other report or notification of an unsafe condition, act or procedure of suspected employee exposure.

Illness and Injury Prevention Program

407.9.2 HAZARD COMMUNICATION

Probation Administration, and/or the County Safety Division Office will inform employees of any confirmed, unsafe condition or act posing an imminent danger (has the immediate potential to cause serious injury or illness) to employees. Employees will also receive notification of any interim protective measures to be taken until the hazard is corrected.

Immediate correction of unsafe conditions or acts will take place. If budgetary or time restraints prevent prompt action, interim measures will be initiated to prevent accidents until the condition can be corrected. Adequate funds should be budgeted for safety repairs, improvements and training programs as determined and recommended by Department management, assigned Safety Coordinator or the County Safety Division Office.

For additional guidance, refer to CSOM, Document Section 401.

407.10 WORKPLACE INJURY/VEHICLE ACCIDENT REPORTING AND INVESTIGATION

Employees must report all workplace injuries and vehicle accidents to their supervisors as soon as reasonably possible.

Any accident resulting in death or serious injury requiring hospitalization for 24-hours or longer will be reported to the County Safety Division Office at (951) 955-3520 within eight (8) hours of knowledge. The Safety Division Office will ensure Cal-OSHA reporting requirements are met and that a proper investigation takes place.

If an employee is involved in a vehicle accident, they will:

- (a) Notify local law enforcement or the California Highway Patrol that they have been involved in a vehicle accident involving a County vehicle.
- (b) Gather driver's license and insurance information from all individuals and witnesses that were involved in the vehicle accident.
- (c) Fill in the County of Riverside Confidential Incident/Accident Report form (942-6) <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx> to the best of their ability and turn the report in to their immediate supervisor for review.

The supervisor will review the employee's County of Riverside Confidential Incident/Accident Report form (942-6) for accuracy and substance and add any additional information or statements to complete the finalized report.

All injuries and vehicle accidents will be investigated to determine the cause of the injury/accident and to establish corrective measures to prevent reoccurrence. Supervisors and Managers are responsible to ensure that all County vehicle accidents and industrial injuries are formally investigated and that all of the necessary documentation and reporting paperwork concerning any accident is completed within 48 hours of time of occurrence. County of Riverside Confidential Incident/Accident Report forms will be signed by the appropriate supervisory and management personnel.

The supervisor will ensure that the finalized County of Riverside Confidential Incident/Accident Report form (942-6) <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx> is completed, signed

Illness and Injury Prevention Program

and forwarded to the Department Safety Representative, who will then forward it to the County Safety Division (Mail Stop #2170).

For any reported employee injury, Supervisors must investigate the cause of injury and complete an Immediate Supervisors Report of Employee Injury Form No. 674 <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx> and submit the form to the County Safety Division for review and follow up if needed.

407.11 TRAINING AND INSTRUCTION

The Division Director or designee is responsible to ensure that all employees have training and instruction on general and job-specific safety and health practices associated with their job assignments. Supervisory personnel will train all new employees during their initial employee orientation with respect to the safety hazards specific to each employee's job assignment.

Training and instruction will be provided:

- (a) Upon implementation of the Injury and Illness Prevention Program (IIPP).
- (b) Upon the adoption of any major changes to the safety program.
- (c) To all employees given new job assignments or assigned new equipment to operate for which training has not previously been provided.
- (d) To all new Managers, Supervisors and DSR's to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- (e) Whenever new substances, procedures or equipment are introduced to the workplace and present a new hazard to employees.
- (f) Whenever the department is made aware of a new or previously unrecognized hazard.
- (g) Prior to bi-annual fire and earthquake drills.
- (h) During staff meetings with employees, managers, supervisors and DSR's.

The following are examples of some of the required safety training for all employees:

- Training about the requirements of the IIPP.
- Training about the requirements of the Emergency Action Plan.
- Hazard Communication Training concerning Hazardous Substances.
- Driver's Training.
- Safety Supervisor's Orientation Training (Managers, Supervisors and DSR's).
- Supervisor's Workplace Violence Training.
- Employee Workplace Violence Training.
- Repetitive Motion Injury/Back Injury Prevention Training.
- CPR, AED and First Aid Training.

Illness and Injury Prevention Program

- Forklift Training for forklift operators.
- Bloodborne Pathogens/Airborne Pathogens Training.

For additional guidance, refer to CSOM, Series 500 Documents.

As part of the Injury and Illness Prevention Program, general workplace safety and health practices include, but are not limited to the following:

- (a) Implementation and maintenance of the IIPP.
- (b) Implementation and maintenance of an Emergency Action/Fire Prevention Plan.
- (c) Provisions for medical services and first aid, including emergency procedures.
- (d) Prevention of musculoskeletal disorders and demonstrating proper lifting techniques.
- (e) Proper housekeeping practices such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up of spills.
- (f) Prohibiting horseplay, scuffling, or other acts of workplace violence that tends to adversely influence safety.
- (g) Proper storage of supplies and equipment so that items are secure and aisles, doors, exits, fire extinguishers and electrical panels are not blocked from employee access.
- (h) Proper reporting of hazards, injuries and accidents to supervisors.
- (i) Hazard Communication for employees including employee awareness of potential chemical hazards and proper labeling of containers.
- (j) Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

For additional guidance, refer to CSOM, Document 1001.

407.12 RECORDKEEPING

The Division Director or their designee is responsible for maintaining IIPP records. In addition to required records listed in the Record Retention section of this policy, the following records will also be kept on site:

- (a) Written site-specific safety plans (e.g. IIPP, Emergency action plan, etc.).
- (b) Ergonomic assessment records.
- (c) Safety self-inspection records.
- (d) Safety communication meeting records.
- (e) Employee health and medical exposure records.
- (f) Copies of Vehicle Accident Reports and Worker's Compensation injury claims.
- (g) Responses to Fire Department inspections, Cal-OSHA inspections or complaints and Hazard Reports.
- (h) All safety related issues discussed or reviewed in management level meetings.

Riverside County Probation Department

Policy Manual

Illness and Injury Prevention Program

407.12.1 RECORD RETENTION

The Department shall retain the following records as indicated:

- (a) Copies of safety and health inspections must be maintained for a period of three years.
- (b) Training records for each employee must be maintained for three years.
- (c) Employee injury and illness records including the Immediate Supervisors Report of Employee Injury Form No. 674 must be maintained for three years.
- (d) Cal-OSHA 300 Log of Occupational Injury and Illness must be retained for five years.
- (e) Copies of Hazard Reporting Form No. 401 that have been submitted by employees must be maintained for three years.

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