

DIABLO WATER DISTRICT

REGULATION NO. 115

INJURY AND ILLNESS PREVENTION PROGRAM

Section I. Purpose and Authority.

A. This injury and illness prevention program is established pursuant to Section 6401.7 of the California Labor Code and Title 8, Section 3203, or the California Code of Regulations. Its purpose is to ensure that every employee is provided safe and healthful working conditions. The Injury and Illness Prevention Program includes the following seven elements:

1. Responsibilities
2. Compliance
3. Communication
4. Hazard Assessment
5. Hazard Correction
6. Accident Investigation
7. Training

B. All California employers must create and carry out an effective program to meet the requirements of Cal/OSHA's Injury and Illness Prevention Program regulations.

Section II. Responsibilities.

- A. The District's Safety Officer is the Injury and Illness Preventions Program (Safety Program) Administrator and has the responsibility for implementation and maintenance of the Safety Program.
- B. Managers and Supervisors are responsible for implementing the Safety Program in their work areas and for answering questions about it.
- C. Employees are responsible to follow safe work guidelines, use personal protective equipment required for the task being performed, to report hazardous conditions, and to report work-related injuries immediately.

Section III. Compliance.

- A. The District supports and enforces the IIPP to ensure that employees know how to prevent injuries and illnesses and understand the importance of complying with safe work practices. The enforcement system includes:
 - 1. Informing employees of the program in a "readily understandable" language
 - 2. Providing safety training and education
 - 3. Evaluating the safety performance of employees and management
 - 4. Recognizing employees who perform safe and healthful work practices
 - 5. Disciplining employees for failure to comply with safe processes, procedures and practices.

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

Section IV. Communication.

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

- 1. Training requirements are verbally and in writing conveyed to each employee. The importance of general safety procedures as well as safety procedures specific to the employee's job will be the focus of conversation.

- 2. Employees participate in scheduled safety meetings for the purpose of freely and openly discussing health and safety issues. The frequency of safety meetings is established by the Safety Officer based upon the workplace exposures but should not occur less than once annually.

Additionally, the employee safety meetings can be used to discuss:

- (a) New hazards that have been introduced or discovered in the workplace.

- (b) Causes of recent accidents or injuries and the methods adopted to prevent similar incidents in the future.
 - (c) Any health or safety issue deemed necessary to require reinforcement.
 - (d) Retraining on required procedures.
3. Managers and Supervisors will periodically post and/or email safety related information to all employees.
 4. Employees are encouraged to report safety concerns directly to their supervisor without fear of reprisal or punishment. Under California law, it is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Managers and Supervisors are to encourage employees to report hazards and commend them for their safety awareness.
 5. To encourage employee reporting of unsafe conditions, the District has a system to allow employees to notify management of safety concerns anonymously by submitting concerns in suggestion boxes.

Section V. Hazard Assessment.

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

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

Section VI. Hazard Correction.

- A. Managers and Supervisors are responsible for maintaining their areas in a condition that ensures the safety of employees and the public. Every effort will be made to identify and eliminate all potential hazards by means of daily walks of the facility and/or operations. When a hazard is identified, it should be eliminated immediately.
- B. If a hazard cannot be eliminated immediately, the hazard should be communicated to all affected employees through the use of proper warnings or barriers.
- C. If a piece of equipment is identified and deemed to be unsafe to operate or could cause injury to an employee, the Manager/Supervisor will remove the equipment from service immediately. If equipment is taken out of service or if there is a possible delay in correcting the hazard, the Safety Officer will be notified.
- D. Imminent hazard situations require immediate corrective action. If an employee detects a condition of imminent hazard, he/she must immediately leave the area and report the situation to his/her Manager or Supervisor. The Safety Officer will be immediately notified of an imminent hazard situation. Corrective action will be taken promptly.

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

Section VII. Accident Investigation.

- A. The investigation of workplace accidents, hazardous substance exposures and near accidents will be conducted by the Manager or Supervisor and will include:
 1. Visiting the scene as soon as possible.
 2. Interviewing affected workers and witnesses.
 3. Examining the workplace for factors associated with the accident/exposure/near-accident.
 4. Determining the causes of the accident/exposure/near-accident.
 5. Taking corrective action to prevent the accident/exposure/near-accident from reoccurring.
 6. Recording the findings and corrective actions taken.

Section VIII. Safe Practice Guidelines.

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

Asbestos General Safety
Backhoe
Bench Mounted Grinder
Chemical Safety
Confined Space
Defensive Driver Safety
Drill Press
Electrical Safety Industrial
Ergonomics Safe Lifting
Ergonomics Office Environment
Hand Tools
Heat Illness Prevention
Jobsite Lighting
Ladder Safety
Large Construction Equipment

Lead General Safety
Office Safety - General Safety
Outdoor Hazards Insects, Plants and Animals
Personal Protective Equipment (PPE)
Power Tools
Pneumatic Tools
Portable Grinder
Power Tools - Saws
Power Tools - Woodworking
Rigging and Hoisting
Silica Safety
Towing Trailers
Traffic Control
Tree Shrub Trimming
Welding

Section IX. Safety Plans.

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

Asbestos
Bloodborne Pathogens Exposure Control
Compressed Gas
Confined Space Emergency Action Plan
Ergonomics
Excavation
Fall Protection
Fire Prevention
First Aid

Forklift / Aerial Lift Operator
Hazard Assessment
Hazard Communication
Heat Illness Prevention
Lead Compliance
Lockout Tagout
Respiratory Protection
Work Zone Traffic
Workplace Violence Prevention

Section X. Training.

- A. All employees are required to participate in safety training on general and job-specific hazards and safe practice guidelines. Each Manager and Supervisor will be trained on all safety hazards that the employees under

his or her immediate direction are exposed. Training will be provided as follows:

1. When the Safety Program is first established.
2. New employees are hired.
3. Employees are reassigned to a new area or task with no prior training.
4. New substances, operations, or equipment are introduced. This training will include (but is no limited to):
5. Explanation of the Safety Program and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
6. Provisions for medical services and first aid, including emergency procedures.
7. Proper housekeeping, such as keeping stairways and isles clear, work areas neat.
8. Promptly cleaning up spills.
9. Proper storage to prevent stacking goods in an unstable manner; storing materials and good against doors, exits, fire extinguishing equipment and electrical panels.
10. Prevention of musculoskeletal disorders, including proper lifting techniques.
11. Use of appropriate clothing, including gloves, footwear, and personal protective equipment.

12. Information about chemical hazards to which employees could be exposed and other Hazard Communication Program information.

Section XI. Training Matrixes.

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

Training Matrix	Administration	Engineering	Operations
Active Shooter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos General Safety		<input type="checkbox"/>	<input type="checkbox"/>
Backhoe			<input type="checkbox"/>
Bench Mounted Grinder			
Chemical Safety		<input type="checkbox"/>	<input type="checkbox"/>
Confined Space		<input type="checkbox"/>	<input type="checkbox"/>
CPR / First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Matrix	Administration	Engineering	Operations
Drill Press			<input type="checkbox"/>
Driver Safety Defensive Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver Safety Towing Trailers			<input type="checkbox"/>
Earthquake Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Safety Industrial		<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics Office Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics Safe Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Tools			<input type="checkbox"/>
Heat Illness Prevention			<input type="checkbox"/>
Jobsite Lighting		<input type="checkbox"/>	<input type="checkbox"/>
Ladder Safety		<input type="checkbox"/>	<input type="checkbox"/>
Large Construction Equipment		<input type="checkbox"/>	<input type="checkbox"/>
Lead General Safety		<input type="checkbox"/>	<input type="checkbox"/>
Office Safety - General Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Hazards Insects, Plants and Animals		<input type="checkbox"/>	<input type="checkbox"/>

Training Matrix	Administration	Engineering	Operations
Personal Protective Equipment (PPE)		<input type="checkbox"/>	<input type="checkbox"/>
Pneumatic Tools			<input type="checkbox"/>
Portable Grinder			<input type="checkbox"/>
Power Tools			<input type="checkbox"/>
Power Tools - Saws			<input type="checkbox"/>
Power Tools - Woodworking			<input type="checkbox"/>
Rigging and Hoisting			<input type="checkbox"/>
Slips, Trips and Falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Silica Safety		<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control		<input type="checkbox"/>	<input type="checkbox"/>
Tree Shrub Trimming Ground Level			<input type="checkbox"/>
Welding			<input type="checkbox"/>

Section XII. Record Keeping.

- A. Safety Program records will be maintained consistent with the District's Record Management Program.

B. Hazard Assessment/Periodic Inspection Records

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

C. Training Records

1. Training records will be retained for each employee for a minimum of three years. Training documentation will include the employee's name and signature, training dates, training curriculum, and the training provider.
2. Training records include safety training topics delivered during staff meetings or during fieldwork with employees when safety procedures are evaluated or reviewed.
3. Health and safety training documentation will be retained for each individual within the District. Managers will ensure the required topics outlined in the training matrix are delivered to their employees and that training is documented for employees under their supervision and control.

D. Safety Communication Records

1. Staff meeting minutes, tailgate meetings and other relevant documentation of safety communications, compliance, hazard corrections, and accident investigation results will be retained per the District's record retention policy.