

TABLE OF CONTENTS

SECTION 1

<u>TITLE</u>	<u>PAGE</u>
I. POLICY STATEMENT/NAMED PERSON	2
II. NAMED PERSON	2
III. RESPONSIBILITIES	
<i>Risk Manager</i>	<i>2</i>
<i>Safety Officer</i>	<i>3</i>
<i>Department Head</i>	<i>4</i>
<i>Supervisor</i>	<i>5</i>
<i>Department Safety Representative</i>	<i>6</i>
<i>Employee</i>	<i>7</i>
IV. SAFETY RECOGNITION & COMPLIANCE	8
V. SAFETY COMMUNICATION	9
VI. INCIDENT/HAZARD REPORTING & ABATEMENT	10
VII. INCIDENT/HAZARD INVESTIGATION	13
VIII. TRAINING AND INSTRUCTION	14
IX. RECORDKEEPING	14
X. CODE OF SAFE PRACTICES	16
ATTACHMENT 1 DEPARTMENT HEAD LISTING	19
ATTACHMENT 2 SAFETY REPRESENTATIVE LISTING	22
ATTACHMENT 3 ANNUAL INSPECTION SCHEDULE	23
ATTACHMENT 4 GENERAL INSPECTION CHECKLIST	24

SECTION 2

INCIDENT/HAZARD REPORT FORM	1
--	----------

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991 PAGE 2 of 30

I. POLICY STATEMENT

- A. In compliance with California law, and to promote the concept of a safe workplace, the County maintains an Injury and Illness Prevention Program (IIPP).
- B. It is the policy of the COUNTY OF COLUSA to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.
- C. It is the policy of the County that accident prevention shall be considered of primary importance in all phases of operation and administration.
- D. The prevention of accidents is an objective affecting all levels of the County and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
- E. Every employee is responsible for the safety of herself or himself as well as others in the workplace. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

II. NAMED PERSON

- A. The Board of Supervisors hereby designates the Risk Manager to develop and maintain an effective Injury and Illness Prevention Program for the County of Colusa.

III. RESPONSIBILITIES

- A. *Risk Manager*
 - 1. Direction of the overall County Safety Program.
 - 2. Act as a safety advisor for the County.
 - 3. Prepare County safety memorandums.
 - 4. Prepare periodic reports and studies on the effectiveness of the Injury and Illness Prevention Program.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 3 of 30

5. Assist departments in developing safety and accident prevention programs designed to meet the specific needs for each department as required by California Code of Regulations (CCR), Title 8.
6. Assist departments in identifying safety and accident prevention training needs. Coordinate training schedules in departments as required by law.
7. Assist departments in the implementation of and compliance with the California Occupational Safety and Health Act and provide necessary reporting forms as needed.
8. Coordinate County safety matters with necessary enforcement agencies, civic groups, and private organizations, as may be necessary.
9. Develop and distribute accident/injury information for County operations and specific data to each Department.
10. Conduct semi-annual building safety inspections. A copy of the inspection report will be sent to the Department Head for hazard abatement. The semi-annual inspections will be completed in the month of April for budgeting purposes.

B. *Safety Officer*

1. Assist Risk Manager in the overall direction of the County Safety Program.
2. Assist Risk Manager as a safety advisor for the County.
3. Prepare County safety memorandums.
4. Assist the Risk Manager in preparation of reports and studies on the effectiveness of the County IIPP.
5. Assist departments in developing safety and accident prevention programs designed to meet the specific needs for each department as required by California Code of Regulations (CCR), Title 8.
6. Assist departments in identifying safety and accident prevention training needs. Coordinate training schedules in departments as required by law.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 4 of 30

7. Assist departments in the implementation of and compliance with the California Occupational Safety and Health Act and provide necessary reporting forms as needed.
8. Coordinate County safety matters with necessary enforcement agencies, civic groups, and private organizations, as may be necessary.
9. Develop and distribute accident/injury information for County operations and specific data to each department.
10. Conduct annual building safety inspection of all county buildings and recommend corrective action as necessary. The Inspections will be completed in the months of May and June.

C. Department Head – SEE ATTACHMENT 1

1. Effectively implementing the County's Injury and Illness Prevention Program, with all levels of management contributing to ensure that employees are aware of the safe operation/condition of their job assignment and work area within their department.
2. Ensure that all employees within her/his department attend a monthly safety meeting.
3. Maintain a minimal-risk work environment in the areas under their control. The degree of effort and focus needed will vary depending on the nature of the work performed. While they may assign responsibility and delegate authority to others, they are accountable to higher management for those preventable oversights and errors within their areas that result in injury, illness, or property damage affecting employees, the general public or county/private property.
4. Shall investigate and report every accident to determine cause and to prevent recurrence. Department Heads shall use the "Colusa County Incident Hazard Report Form" (Attachment 5) and submit original to the Safety Officer.
5. See that essential safety equipment, protective devices, and personal protective equipment (PPE) are provided for each job and used effectively and as designed.
6. Determine the type of footwear to be worn in the work area for safety purposes. However, shoes with exposed heels, toes or archways will not be permitted in shop areas.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 5 of 30

D. Supervisors

1. Will ensure that all employees, including volunteer workers, are provided safety training and shall be advised of the potential hazards associated with their work. Employees are to be specifically instructed as to how to reduce job hazards. Employees shall not be assigned tasks which are beyond their skill or physical capabilities.
2. Ensure that safety is designed into each operation or procedure.
3. Accept as part of supervisory responsibility the safety of employees under direct supervision as well as the safety of those employees whose duties place them in proximity to areas, operations, equipment within the Supervisor's area of responsibility.
4. Are responsible for encouraging the proper attitudes toward safety job performance in themselves and in their subordinates. This includes being responsible for enforcing the wearing of personal protective equipment when the job requires.
5. Be thoroughly familiar with and instruct employees in evacuation and other emergency procedures.
6. Ensure employees follow safe practices in all work activities.
7. Shall train employees in job safety and health practices. A copy of the training sign-in sheet shall be forwarded to the Safety Officer.
8. Shall investigate and report promptly and thoroughly every accident to determine cause and to prevent recurrence. Supervisors shall use the "Colusa County Incident Hazard Report Form" (Attachment 5) and submit original to the Safety Officer.
9. Serve as a source of information on safety policies and procedures and industrial Injury/illness record keeping and reporting. Supervisors and the Safety Representative shall be responsible for posting and providing various reporting forms.
10. Shall require all employees to comply with the Occupational Safety and Health Standards and all rules, regulations and orders applicable to her/his own actions and conduct.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 6 of 30

11. Instill safety awareness in each employee through personal conduct, periodic individual safety contacts, and by conducting group safety meetings.
12. Give personal support to all safety activities and safety procedures.
13. Become personally familiar with emergency first aid practices and procedures.
14. Document all safety training.
15. Seek assistance and advice of Risk Management/Safety Officer on matters concerning safe practices, policies or procedures.
16. Conduct periodic spot safety inspections within their area of responsibility.
17. Assure all new or relocated stationary equipment has been checked and approved by Risk Management/Safety Officer before being placed in operation.
18. See that essential safety equipment, protective devices, and personal protective equipment (PPE) are provided for each job and used effectively and as designed.
19. Ensure that each employee receives instruction that willful violation of established safety rules is not tolerated and will result in disciplinary action up to and including termination.
20. Take prompt, positive, corrective action whenever unsafe conditions and unsafe acts are noted. Ensure that all injuries are properly treated and reported. If the injured employee can not personally complete the required forms, prepare the forms as necessary.
21. Shall set the example that employees can follow.

E. Department/Section Safety Representative – SEE ATTACHMENT 2

1. Under general supervision of the department head, will manage, administer and coordinate the County Safety Program for their department.
2. Recommend Departmental safety policies, procedures, rules, and standards to ensure safe working conditions and safe work practices.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 7 of 30

3. Serve as a source of information on safety policies and procedures and industrial injury/illness record keeping and reporting. Safety representative and supervisors shall be responsible for posting and providing various reporting forms.
4. Shall set the example that employees can follow.
5. Recommend means to eliminate or control hazardous physical conditions as well as dangerous work operations, recommending remedial action.
6. Recommend safety training efforts within the Department and assist in the development, coordination, documentation and training as necessary.
7. Act as Departmental liaison with the Risk Manager who is responsible for the overall IIPP; disseminating information relating to safety and health matters; collecting, reviewing, and transmitting information from their Department to the Risk Manager.
8. Assist management and supervisors in assuring compliance with County policies and procedures, including those relating to injury/illness and vehicle accidents.
9. Assist Department management and supervisors in the promotion of safety awareness and educational programs.
10. Maintain a Safety and Health bulletin board with current information, such as posters, minutes of safety meetings and any other pertinent information regarding safety and health. This information will be disseminated to satellite locations.
11. Will attend Department/Section Safety Representative meetings held by County Safety Officer.
12. Conduct annual building safety inspections using checklists provided by the Safety Officer and recommend corrective actions as necessary. Annual inspections should be completed in the month of October.

F. Employee

1. Learn and follow the IIPP.
2. Learn and follow the Code of Safe Practices that applies to their department.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991 PAGE 8 of 30

3. Immediately report any specific unsafe activity, work practices, procedures or equipment that the employee feels or knows could lead to injury, illness, or damage to property, to his/her supervisor, and promptly seeking guidance regarding the operation. If the employee feels the abatement of the hazard is unsatisfactory, employee is encouraged to seek recourse guidance to the next higher level or supervision or with the County Safety Officer.
4. Wear or use the prescribed protective equipment needed for a particular job.
5. Ensure horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
6. Promptly report to management any occupational injury or illness that occurs on the job, even a slight cut or strain. In the event of an emergency, complete the required forms as soon as possible. If the injured employee can not fill out the forms, her/his immediate supervisor will complete the forms.
7. Promptly report any property damage to his/her supervisor.
8. Report any emergencies, to assist when safe to do so, until emergency response personnel arrive.
9. Every effort will be made to provide adequate training to employees. However, it is your responsibility whenever in doubt about how to do a job safely to ask a qualified person for assistance.
10. Ensure the correct type of footwear is worn in the work area for safety purposes. However, shoes with exposed heels, toes or archways will not be permitted in shop areas.

IV. SAFETY RECOGNITION & COMPLIANCE

A. Recognition

1. Employees who follow safe and healthful work practices will have this fact recognized and documented on their performance evaluations.
2. Each Department Head has the option of nominating an employee for the county's annual safety award. Risk Management will consider the nominees according to the criteria established by Trindel Insurance Fund and select an individual to receive an award provided by Trindel. In addition, the recipient will have their name and year inscribed on the Annual Safety Award Plaque displayed in the Risk Managers Department.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 9 of 30

B. Compliance

1. All county employees are responsible for complying with the requirements of the IIPP.
2. Employees' Performance Review asks for a compliance/non-compliance review.

C. Non-Compliance

1. Employees who are unaware of safe and healthy procedures or whose safety performance is deficient will receive training from their supervisor, the County Safety Officer or other appropriate source. Safety training will include a description of the department's standard for full compliance and the consequences for failure to meet the standard.
2. Failure to comply will be reflected on their annual performance evaluation.
3. When it becomes necessary, Colusa County reserves the right to discipline employees who knowingly violate Colusa County safety rules or policies up to and including termination.

V. SAFETY COMMUNICATION

A. Safety Committee Meetings

1. Appointment: Members are appointed by the Department Head with the assistance of Risk Management. The composition of the committee is as follows:
 - a. Chairperson: County Risk Manager
 - b. Vice-Chairperson: Safety Officer
 - c. Members: One member from each department. These members are also the Department Safety Representative for their departments/sections.
2. Meeting Schedule: The Committee will meet at least quarterly. Any Committee member may request the Chairperson to convene a special session of the Committee as special issues arise.
3. Committee Responsibilities: The Committee shall be responsible for the following activities:

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 10 of 30

- a. Review Incident/Hazard Reports and statistics to identify trends and initiate corrective action.
- b. Review training.
- c. Review and implement suggestions or requests.

B. Department Safety Meetings

- 1. All employees will attend a department safety meeting on a monthly basis. This excludes Road Department employees. They must attend a safety meeting bi-weekly.

C. Bulletin Board

- 1. Incident/Hazard Report Forms
- 2. Safety Correspondence
- 3. Safety items that pertain to the work place
- 4. Mandatory Posters
- 5. County Safety Committee Meeting Minutes
- 6. OSHA 300 Log

VI. INCIDENT/HAZARD REPORTING & ABATEMENT

A. Purpose

- 1. An Incident/Hazard reporting program is established to provide a means for individual employees to report hazards or incidents that could cause employee injury, illness, death, or damage to County property. Hazard Reports can be submitted anonymously if desired. Retaliation towards any employee who submits a report is prohibited. The Colusa County Incident/Hazard Report form (Section 2, page 1) is available at each work site.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 11 of 30

B. Reporting Procedure

1. Employees who report a hazard or an incident shall do so in accordance with the following instructions:
 - a. Section A: Self explanatory.
 - b. Section B: Describe the incident/injury/near miss/hazard in detail.
 - c. Section C: List all causes in as much detail as possible.
 - d. Section D: List suggested corrections in detail. Ensure name of investigator, if investigated by department, is listed. State date investigated.
 - e. Section E: Describe corrective action taken in detail. Ensure date of corrective action is also listed.
 - f. Department Head and Department/Section Safety Representatives must sign and date the form if it lists an incident. Hazard Reports can be submitted anonymously if desired.

C. Report Flow

1. Safety Officer will immediately, upon notice, investigate the Incident.
2. Within 5 days of receipt of the report, the County Safety Officer will inform the reporting employee of the progress being made to correct/abate the hazard.
3. When the hazard has been abated, the Incident/Hazard Report will be closed and filed in the office of the Safety Officer.
4. If corrective action is not considered satisfactory, the report will be forwarded to the County Safety Committee for further review.

D. Responsibility

1. Department heads will ensure that all personnel are familiar with the following procedures:
 - a. Posting: All Departments shall post the Colusa County Incident/Hazard Report forms on their safety bulletin boards.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 12 of 30

b. Forms: Departments shall be responsible to keep an adequate supply of Colusa County Incident/Hazard Report Forms at all times. Forms may be obtained from the Department Safety Representative, or the County Safety Officer.

c. Department Heads shall be responsible to initiate all necessary action to correct hazards reported in their area of responsibility and to ensure their area of responsibility is safe.

2. Supervisors

a. The immediate supervisor notifies the Risk Manager/Safety Officer as soon as possible of all circumstances involving personnel injuries, property damage and mishaps involving Government motor vehicles. Supervisors shall be responsible for all hazard reports submitted to them.

b. Immediately forward the initial copy of the Incident/Hazard Report to the County Risk Manager/Safety Officer. Keep a copy for Department records.

c. An incident must be reported on an Incident/Hazard Report Form. A hazard however, can be reported verbally. If the hazard is reported verbally, the supervisor will complete an Incident/Hazard Report Form.

d. Within five workdays, record on the forms your analysis of the reported incident or hazard, the corrective action to be taken, and the proposed completion date.

e. If necessary, involve upper management in incident/hazard analysis or corrective action. For any major hazard that can not be corrected immediately, the operations of the department relating to that hazard shall be modified or suspended until corrective action can be taken. Notify the person who initiated the hazard report if response will be delayed. For any major incidents, the operations relating to that incident shall be modified or suspended until corrective action can be taken.

f. After action is completed, return a copy of the form, stating corrective action taken and actual completion date, to the person who reported the hazard and send a copy to the County Risk Manager/Safety Officer.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 13 of 30

3. Employees
 - a. Complete all sections
 - b. Give all completed forms to the supervisor.
4. County Safety Officer
 - a. Maintain a supply of the Colusa County Incident/Hazard Report forms for permanent posting on department safety bulletin boards.
 - b. Review all Colusa County Incident/Hazard Reports and consider possible corrective actions on hazards not corrected by the department to the satisfaction of the reporting employee. If necessary, complete a checklist on hazard correction and initiate further action or refer the report to the County Safety Committee for action.
 - c. Monitor the program for compliance and effectiveness in reducing accident/injuries.
5. Safety Committee: Review for possible further action.

VII. INCIDENT/HAZARD INVESTIGATION

A. Introduction

1. Among the first responses by a supervisor to an accident must be to begin a Mishap Investigation. Placing priority on learning as much as possible about why a mishap occurred will help prevent similar occurrences in the future. Mishap and near miss investigation is a key element in prevention of occupational illness/injury/exposure.
2. Mishap and near miss investigation on the part of a supervisor will uncover unsafe work practices, work place hazards and unsafe conditions, and identify employee training needs, all of which are essential elements of illness/injury/exposure prevention.

B. Responsibility

1. Individual supervisors are responsible for conducting an investigation or inquiry into all occupational illness/injury/exposure incidents and "near miss" situations that occur within their area of responsibility.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: <u>1 July 1991</u> PAGE 14 of 30

2. Individual departments are responsible to assure that supervisors conduct and document investigations, as well as develop a practice whereby investigation reports are reviewed on a regular basis by department management, safety committees and other appropriate individuals.

C. Accident Investigation Guidelines

1. When a person is injured, the supervisor must obtain medical help for the employee, protect other employees from injury if a hazard still exists, and take immediate action to correct an existing hazard.

VIII. TRAINING AND INSTRUCTION

A. All County employees including managers and supervisors will receive training and instruction on general and job specific safety and health practices. Training and instruction will be provided as follows:

1. When the IIPP is first implemented.
2. To new employees during their initial orientation.
3. To all employees assigned to new positions for which they have not previously been trained.
4. Whenever new potentially hazardous substances, processes, procedures or equipment are introduced into the workplace.
5. To supervisors to familiarize them with the health and safety hazards to which their staff may be exposed.
6. To all employees with respect to hazards specific to their job assignments.
7. Whenever the County is made aware of a new or previously unrecognized hazard.
8. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

IX. RECORDKEEPING

A. Colusa County has taken the following steps to implement and maintain our IIPP:

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 15 of 30

1. Records required by Cal-OSHA will be maintained as follows:
 - a. The Safety Office will maintain:
 - (1) Environmental monitoring records
 - (2) Employee exposure records
 - (3) Records of Safety Training
 - (4) Copy of Safety Meeting Sign-In Sheet
 - (5) Safety Audits from Trindel Insurance Fund
 - (6) Department Safety Inspection Reports
 - b. Health & Human Services, Health Department will maintain:
 - (1) Medical Records relating to exposure.
 - c. Departments will maintain:
 - (1) Records of Site Specific Safety Training
 - (2) Safety meetings
 - (3) Safety audits
2. Original documents or facsimiles of the original documents must be maintained to meet the requirements of this Section. Other methods of record keeping or tracking, such as computer databases, may be used only as supplements.
3. An employee's records will be made available to that employee upon request.
4. Information considered to be pertinent to an employee's exposure (to toxic substances or harmful physical agents) record is:

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 16 of 30

- a. Work place monitoring or measurement;
 - b. Biological monitoring results which assess the absorption of a substance by body systems; and
 - c. Safety Data Sheets (SDS's) or if these are not available, any other information which reveals the identity of a toxic substance or harmful physical agent.
5. All employees have been given, or have access to a copy of the IIPP.

X. CODE OF SAFE PRACTICES

A. General Safety Rules: For the protection and safety of all employees, the County of Colusa has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported at the time of occurrence.
2. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
3. Report all unsafe conditions and equipment to the supervisor or department head.
4. Report all accidents, illnesses, and injuries to the supervisor and safety officer.
5. In the event of fire, sound the alarm and evacuate along established escape routes.
6. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated rally point.
7. Only trained employees may attempt to respond to a fire or other emergency.
8. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
9. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 17 of 30

10. All spills shall be wiped up promptly, using appropriate materials.
11. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.
12. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
13. File cabinet drawers shall be opened one at a time and closed when work is finished.
14. Proper lifting and carrying techniques and appropriate equipment shall be used.
15. All electrical equipment shall be plugged into appropriate wall receptacles or into appropriate power bars. Three-pronged plugs should be used to ensure continuity of ground.
16. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
17. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
19. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
21. Work stations, including monitors, chairs, and keyboards, shall be adjustable.
22. Work stations will be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
23. Monitor background and screen lighting should be compatible.

**INJURY & ILLNESS
PREVENTION PROGRAM**

DATE ADOPTED: 1 July 1991
PAGE 18 of 30

24. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive Computer use.
25. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
26. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
27. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
28. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
29. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
30. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
31. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
32. Employees working in cold environments shall wear appropriate clothing and protective devices.
33. No open flames in work area unless associated with task.
34. The County prohibits smoking in any County owned or leased facility or vehicle.
35. All employees will comply with posted "No Smoking" signs.

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 1**

DATE ADOPTED: <u>1 July 1991</u> PAGE 19 of 30

<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>	<u>PHONE NUMBER</u>
AGRICULTURAL COMMISSIONER	ANASTACIA ALLEN	458-0580
	<ul style="list-style-type: none">• Air Pollution Control• Migrant Housing• Weights and Measures	458-0585 473-2129 458-0580
ASSESSOR	ARNOLD GROSS	458-0450
AUDITOR-CONTROLLER	ROBERT ZUNINO	458-0400
	<ul style="list-style-type: none">• Payroll Division	458-0408
BEHAVIORAL HEALTH	NOEL O'NEILL (Interim)	458-0520
	<ul style="list-style-type: none">• Mental Health• Substance Abuse	
CHILD SUPPORT SERVICES	NATALIE DILLON (Interim)	661-2856
CLERK & RECORDER	ROSE GALLO-VASQUEZ	458-0500
COOPERATIVE EXTENSION	FRANZ NIEDERHOLZER	458-0570
COMMUNITY DEVELOPMENT	GREG PLUCKER	458-0480
	<ul style="list-style-type: none">• Environmental Health• Water Resources	458-0395 458-0719
COUNTY ADMINISTRATIVE OFFICE	WENDY TYLER	458-0737
	<ul style="list-style-type: none">• Information Technology• Purchasing & Procurement• Building & Grounds• Clerk of the Board• Custodial Services	458-0413 458-0438 458-0735 458-0508 458-0735
COUNTY COUNSEL	RICHARD STOUT	458-0899

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 1 CONTINUED**

DATE ADOPTED: <u>1 July 1991</u> PAGE 20 of 30

<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>	<u>PHONE NUMBER</u>
DISTRICT ATTORNEY	MATHEW BEAUCHAMP	458-0545
	<ul style="list-style-type: none">• Prosecution• Investigations Unit• Victim Witness Unit	458-0548 458-0552 458-0449
HEALTH & HUMAN SERVICES	ELIZABETH KELLY	458-0250
	<ul style="list-style-type: none">• Administrative Division• APS/CPS/IHSS• Cal-Works• Clerical Support• Eligibility• Public Health Division• Tobacco Education• Veterans' Services• Senior Center	458-0286 458-0280 458-0265 458-0253 458-0262 458-0380 458-0488 458-0388 458-0494
HUMAN RESOURCES	JOLENE CHURCH	458-0421
LIBRARY	STACEY COSTELLO	458-0372
	<ul style="list-style-type: none">• Arbuckle Branch• Grimes Branch• Maxwell Branch• Princeton Branch• Stonyford Branch• Williams Branch	476-2526 437-2428 438-2250 439-2235 963-3722 473-5955
PROBATION	MICHAEL ROGERS	458-5871

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 1 CONTINUED**

DATE ADOPTED: <u>1 July 1991</u> PAGE 21 of 30

<u>DEPARTMENT</u>	<u>DEPARTMENT HEAD</u>	<u>PHONE NUMBER</u>
PUBLIC WORKS	MICHAEL AZEVEDO	458-0466
	<ul style="list-style-type: none">• Airport• Road Department Colusa• Road Department Williams• Transit	458-0466 458-4807 473-5301 458-0287
SHERIFF	JOE GAROFALO	458-0200
	<ul style="list-style-type: none">• Animal Control• Boating• Booking• Drug Enforcement• Investigations• Jail• Medical Services• Office of Emergency Services• Patrol• Records• Volunteers	458-0229 458-0221 458-0205 458-0222 458-0216 458-0303 458-0235 458-0218 458-0214 458-0233 458-0231
TREASURER – TAX COLLECTOR	DANIEL A. CHARTER	458-0440

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 2**

DATE ADOPTED: 1 July 1991
PAGE 22 of 30

<u>Department</u>	<u>Safety Representative</u>	<u>Phone Number</u>
AGRICULTURAL COMMISSIONER	ANASTASIA SELOVER	458-0595
AGRICULTURAL COOP EXTENSION	JENNY PERRY	458-0570
ASSESSOR	MIKE CERNEY	458-0455
AUDITOR-CONTROLLER	PRISCILLA LANG	458-0418
BEHAVIORAL HEALTH	BONNIE BRISCOE	458-0521
CHILD SUPPORT	SANDRA PADILLA	458-0558
CLERK RECORDER	YVONNE MAYBERRY	458-0426
COMMUNITY DEVELOPMENT	JULIA ORNBAUN	458-0481
COUNTY ADMINISTRATIVE OFFICE	WENDY TYLER	458-0737
COUNTY COUNSEL	LAURIE WATERS	458-3130
DISTRICT ATTORNEY	DEVIN KELLEY	458-0548
HEALTH & HUMAN SERVICES	DON PARSONS	458-0388
LIBRARY	DEE TAYLOR	458-0371
MAINTENANCE BUILDING	DUSTY WHITING	458-0495
PROBATION	HILDA DAVIS	458-0670
PUBLIC WORKS	MICHAEL AZEVEDO	458-0466
ROAD DEPARTMENT	BRENDA TURNER	473-5301
SHERIFF	NEIL COTTER	458-0203
TRANSIT	THOMAS SIMMS	458-0444
TREASURER – TAX COLLECTOR	STEPHANIE JUAREZ	458-0443

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 3**

DATE ADOPTED: <u>1 July 1991</u> PAGE 23 of 30

ANNUAL FACILITY SAFETY INSPECTION SCHEDULE				
Facility/Department	Location	Department/Section Safety Representative	Time	Date
Ag Commission Complex	Colusa	Anastasia Selover		
Behavioral Health Bldg	Colusa	Bonnie Briscoe		
Child Support Services	Colusa	Sandra Padilla		
COOP Ext	Colusa	Jenny Perry		
Court House Annex	Colusa	Wendy Tyler		
Court House	Colusa	Wendy Tyler		
District Attorney	Colusa	Devin Kelley		
Health & Human Services	Colusa	Don Parsons		
Admin Building	Colusa	Don Parsons		
Library	Colusa	Dee Taylor		
Library	Princeton	"		
Library	Grimes	"		
Library	Stonyford	"		
Library	Arbuckle	"		
Library	Maxwell	"		
Library	Williams	"		
Maintenance	Colusa	Dusty Whiting		
Plang & Bldg Complex	Colusa	Julia Ornbaun		
Probation	Colusa	Hilda Davis		
Road Yard	Colusa	Brenda Turner		
Road Yard	Williams	Brenda Turner		
Sheriff	Colusa	Neil Cotter		
Transit	Colusa	Thomas Simms		
Veterans Hall	Colusa	Dusty Whiting		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4**

DATE ADOPTED: <u>1 July 1991</u> PAGE 24 of 30

GENERAL SAFETY CHECKLIST		PAGE 1 OF 7
Department/Section:		Date:
Description	Comments	
1. <u>WALKING SURFACES:</u> A. Aisles and Hallways: Check for obstructions, such as electrical cords, misplaced storage items, loose material and furniture.		
B. Carpeting: Check for worn and frayed spots, loose areas at walls and utility outlets, snags, pulls and foreign matter.		
C. Floor Tile: Check for broken and loose tile, slipping and tripping hazards.		
D. Cement, Terrazzo and Other Hard Surfaces: Check for depressions, large cracks and chips, slipping hazards and foreign matter.		
2. <u>DESKS AND TABLES:</u> A. Placement: Check for compatibility with telephone and electrical outlets, aisle obstruction, visitor accessibility and dangling telephone and equipment cords that could cause a tripping hazard.		
B. Wear: Check drawer glides and stops for smooth functioning, for loose drawer pulls, and entire desk(s) and/or table(s) for rough, torn and sharp edges, protrusions and slivers.		
C. Utility Floor Outlets: Check to see that desks and furniture are not placed over outlet sockets, check floor plates for slipping and tripping hazards and check for uncovered outlets.		
D. Floor Mats and Rug Protectors: Check for curling, sliding and wear.		
E. Wall Base Moulding: Check to see that molding is firmly attached.		
F. Placement: Check for obstruction to aisles and hallways.		
G. Wear: Check for worn and frozen casters and glides, loose parts, torn and/or protruding metal and wood slivers and torn upholstery.		
H. Placement: Check for obstruction to aisles and hallways.		
3. <u>FILE CABINETS:</u> A. Placement: Check for obstructions to aisles and hallways. Drawers should be allowed room for maximum extension plus working room.		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: 1 July 1991 PAGE 25 of 30
--

GENERAL SAFETY CHECKLIST		PAGE 2 OF 7
Department/Section:		Date:
Description	Comments	
B. Overloading: Check to see that the greatest weight is in the lower drawers. Empty drawers should always be top drawers.		
C. Wear: Check drawer glides and channels for smooth functioning and entire cabinet for rough and torn places and sharp protrusion. Check for loose handles.		
D. Housekeeping: Check cabinet tops for poor housekeeping and falling object hazards.		
4. <u>ELECTRICAL OFFICE EQUIPMENT AND APPLIANCES:</u>		
A. Electrical Cords: Check for frayed and exposed wires, cracked and deteriorated cords. Check for trip hazards from cords.		
B. Grounding: Check to see that all appliances are grounded whenever the cabinet and/or any exterior part is made of electrically conductive material. If it is plastic or rubber, grounding is unnecessary.		
C. Placement: Check tables, stands and mobile stands for obstruction to aisles and hallways. Check for cords strung across aisles.		
D. Wear: Check appliances for broken or cracked controls. Check to see that covers are in place so that no moving parts are exposed.		
5. <u>STORAGE CABINETS (INCLUDING COUNTER TYPE):</u>		
A. Placement: Check for obstruction to aisles and hallways.		
B. Housekeeping: Check for orderliness of storage items, especially for falling object hazards on top shelves and on top of cabinet.		
C. Wear: Check doors, handles, glides and channels for smooth functioning and entire cabinet for rough and torn places and sharp protrusion.		
6. <u>ELECTRICAL CONTROL PANELS:</u>		
A. Obstructions: Check to see that all electrical control panels are free and clear of clutter, furniture, etc., are readily accessible and are correctly labeled.		
7. <u>WAITING AND RECEPTION AREAS:</u>		
A. Fire Hazards: Check to see that "No Smoking" signs are posted.		
B. Wall Outlets: Check to see that plastic plugs are provided to prevent children from sticking objects into the outlets.		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: <u>1 July 1991</u> PAGE 26 of 30

GENERAL SAFETY CHECKLIST		PAGE 3 OF 7
Department/Section:		Date:
Description	Comments	
C. Furniture: Check to see that furniture is in good condition. Collapsible folding chairs are especially unsafe for children.		
8. FIRST-AID KITS:		
A. Stocks: Check to see that kits are maintained, easily accessible and suitable for the function of the office.		
9. FIRE SAFETY:		
A. Is fire extinguisher training being accomplished annually?		
B. Does the section have a written Emergency Fire Action Response Plan? Are employees trained with the plan?		
C. Placement: Fire extinguishers should be mounted on the wall. Fire Extinguishers under 40 pounds should be no higher than four feet. A fire extinguisher weighing 40 pounds or more should be no higher than 30 inches.		
D. Red Markings: Red Markings: If not in the open and easily seen a portion of the wall behind the fire extinguisher should be painted red or there should be a sign above the extinguisher that says "Fire Extinguisher" in red letters with arrow.		
E. Charging: Check to see that the fire extinguishers are recharged annually.		
F. Inspection: Check to see that the fire extinguisher is in the green once a month. Annotate on extinguisher card.		
G. Smoke Alarms: Check smoke alarms to make sure working properly.		
H. Fire Doors and Shutters: Check to see fire doors and shutters are in good operating condition, unobstructed, and fusible links in place.		
I. Automatic Sprinkler System: Is automatic sprinkler system being maintained by responsible person? Are sprinkler heads protected by metal guards, when exposed to physical damage?		
J. Extension Cords: Check that extension cords are not being used for any electrical equipment on a permanent basis.		
K. Electrical Extension Bars: Check that all electrical extension bars are mounted on the wall, not laying on the floor. Check that multiple plug adapters are not used.		
L. Storage of Flammables: Check to see that <u>flammable</u> liquids are contained in metal containers and are stored in closed metal cabinets.		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: 1 July 1991 PAGE 27 of 30
--

GENERAL SAFETY CHECKLIST		PAGE 4 OF 7
Department/Section:		Date:
Description	Comments	
10. WINDOW COVERINGS VENTETIAN BLINDS: A. Check the wear on pull cords and canvas taping. Check the security of mountings.		
B. Curtains and Drapes: Check the wear on pull cords. Check the wear and security of rods.		
11. GENERAL WORK ENVIRONMENT: A. Worksites: Check that all worksites are clean and orderly.		
B. Work Surfaces: Check that all work surfaces are kept dry and all spilled materials or liquids are cleaned up immediately.		
C. Combustible Items: Check to see that combustible scrap, Debris and waste are stored safety and removed from worksite promptly.		
D. Employer Posting, Employee Posters: Check that required Posters are displayed in prominent location.		
E. Emergency Telephone Numbers: Check that emergency telephone numbers are posted where they can be readily found in case of emergency.		
F. Exit Maps: Check that maps of Exits are posted where they can be readily found in case of fire or other emergency.		
12. SAFETY PROGRAM: A. Do Department Heads and Supervisors support the safety program and are they involved in mishap prevention?		
B. Is applicable OSHA guidance available to personnel?		
C. Do employees notify the safety personnel of mishaps and accidental occurrences as soon as possible after the accidental event?		
D. Are personnel made aware of the mishap-reporting procedures?		
E. Are supervisors documenting Safety Training?		
F. Have supervisors developed written lesson plans for training?		
G. Do supervisors review lesson plans annually and update whenever equipment, procedures, or the work environment changes?		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: <u>1 July 1991</u> PAGE 28 of 30

GENERAL SAFETY CHECKLIST		PAGE 5 OF 7
Department/Section:		Date:
Description	Comments	
H. Are supervisors providing a safe and healthful workplace and conducting periodic self-inspections for hazards or deficiencies?		
13. <u>PERSONAL PROTECTIVE EQUIPMENT (PPE):</u>		
A. Do supervisors conduct Job Safety Analyses (JSA) to identify hazards and PPE required for particular job tasks? (IF NEEDED)		
B. Are the JSAs documented?		
C. Is the training documented?		
14. <u>LOCKOUT/TAGOUT:</u>		
A. Is a written training plan developed to provide initial and recurring training?		
B. Is retraining provided at least annually or whenever there is a change in job assignments?		
C. Are all personnel whose duties are or may be in the area where lockout/tagout procedures may be utilized briefed on the lockout/tagout program during initial job safety briefing?		
D. Is awareness and hands-on-training documented?		
E. Are periodic self-inspections conducted and documented? The self-inspection shall include as a minimum:		
1. The identification of the machines and equipment on which the lockout/tagout program is used		
2. A review of each person's responsibilities		
3. All necessary training has been conducted and documented.		
15. <u>CPR:</u>		
Is CPR training being conducted for employees who require the training?		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: <u>1 July 1991</u> PAGE 29 of 30

GENERAL SAFETY CHECKLIST		PAGE 6 OF 7
Department/Section:		Date:
Description	Comments	
16. <u>BLOODBORNE PATHOGEN TRAINING:</u> A. Is training conducted and documented? B. Do you have a written plan? C. Exposure Control Plan?		
17. <u>CONFINED SPACE PROGRAM:</u> A. Is training conducted and documented? B. Is the proper equipment available? C. Is a written training plan available?		
18. <u>HAZARD COMMUNICATION TRAINING:</u> A. Are all employees who handle, use, or are potentially exposed to hazardous materials trained on Hazard Communication and the specific hazards of their work area? B. Is the training conducted upon initial work area assignment and whenever a new hazard is introduced into their work area? C. Is initial training documented as Hazard Communication Training Program ? D. Is training documented as "Workplace Specific FHCTP" for each work area?		
20. <u>MATERIAL HANDLING:</u> A. Do supervisors train personnel who are required to regularly perform manual lifting? B. Is the training documented?		
21. <u>FALL PROTECTION:</u> A. Is fall protection required? B. Is a written fall protection plan in place?		

**INJURY & ILLNESS
PREVENTION PROGRAM
ATTACHMENT 4 Cont.**

DATE ADOPTED: <u>1 July 1991</u> PAGE 30 of 30

GENERAL SAFETY CHECKLIST		PAGE 7 OF 7
Department/Section:		Date:
Description	Comments	
C. Is fall protection equipment available within the section/department?		
22. HAZARDOUS WASTE: Is Hazardous Waste Operator and Hazardous Waste Management Training documented?		

COMMENTS: _____

<i>Inspected by:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Department Safety Rep:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Department Head:</i>	<i>Signature:</i>	<i>Date:</i>

COLUSA COUNTY INCIDENT/HAZARD REPORT

SECTION A	<input type="checkbox"/> <i>INJURY INCIDENT</i>	<input type="checkbox"/> <i>INCIDENT/NEAR MISS</i>	<input type="checkbox"/> <i>HAZARD</i>	<input type="checkbox"/> <i>COUNTY EMPLOYEE</i>	<input type="checkbox"/> <i>MEMBER OF THE PUBLIC</i>
------------------	--	---	---	--	---

<i>EMPLOYEE/NJURED PERSON NAME:</i>	<i>DEPARTMENT:</i>	<i>DATE & TIME OF INCIDENT:</i>	<i>DATE REPORTED:</i>
<i>LOCATION:</i>	<i>REPORTED TO:</i>	<i>REPORTED BY:</i>	<i>DAYS LOST</i> YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION B	DESCRIPTION OF INCIDENT – INJURY, INCIDENT/NEAR MISS, HAZARD

SECTION C	CAUSE OF INCIDENT/NEAR MISS/HAZARD

SECTION D	SUGGESTED CORRECTIONS

<i>INVESTIGATED BY:</i>	<i>TITLE:</i>	<i>DATE:</i>
-------------------------	---------------	--------------

SECTION E	CORRECTIVE ACTION TAKEN	DATE

<i>DEPARTMENT SAFETY REPRESENTATIVE SIGNATURE:</i>	<i>DATE:</i>	<i>DEPARTMENT HEAD SIGNATURE:</i>	<i>DATE:</i>