

## INJURY AND ILLNESS PREVENTION PROGRAM

- AUTHORITY:** California Code of Regulations, Title 8, Section 3203  
Labor Code, Section 6401.7  
CEO/Risk Management Safety Office Directive  
Administrative Directive
- RESCINDS:** Procedure Manual Item 1-4-113, dated 07/07/11 (Recertified)
- PURPOSE:** To provide guidelines to employees to prevent accidents, reduce personal injury and occupational illness and to comply with all safety and health standards and practices.
- SCOPE:** All employees of the Orange County Probation Department are expected to comply with the Injury and Illness Prevention Program. The Program reflects Executive Management's concern for safety and its commitment to the policies outlined in this program.

### I. GENERAL INFORMATION

The Probation Department, through its management, is committed to the safety, health and environmental compliance of all employees and recognizes the need to comply with regulations governing injury, accident prevention, occupational illnesses and employee safety, both in the workplace and in field settings.

#### A. Objective of Injury and Illness Prevention Program

The primary objective of the Injury and Illness and Prevention Program (IIP Program) is to ensure compliance with California Occupational Safety and Health Act, California Code of Regulations, General Industry Safety Orders, Title 8, Section 3203, which requires each employer to:

##### 1. Responsibilities:

The Chief Probation Officer is responsible for implementing the IIP Program and has the authority and the responsibility for maintaining the IIP Program for the Orange County Probation Department.

The Professional Standards Division (PSD) Director is the designated department safety representative and is responsible for overseeing the safety policies and practices and shall manage, administer and coordinate the department safety program. The PSD Director shall delegate safety program responsibilities to department staff as follows:

- a. Coordinate all safety issues with each facility's assigned Division Director, the Probation Departments Safety Coordinator and the designated location building safety officers.
- b. Provide training and disseminate safety information to the location building safety officers as needed.
- c. Recommend safety policies, procedures, rules and standards to ensure safe working conditions and safe work practices.

- d. Serve as a source of information on safety policies and procedures and injury/illness record keeping.
- e. Upon being notified of or becoming aware of a hazardous physical condition or dangerous work operation, document the unsafe condition, report the condition to supervisor and take corrective action in a timely manner based on the severity of the hazard and the following guidelines:

Imminent Danger: A condition or practice where there is a reasonable certainty a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be satisfactorily eliminated through normal abatement procedures.

Serious: A condition or practice where there is substantial probability that death or serious physical harm could result.

Non-Serious: A condition or practice that does not have an immediate, direct relationship to job safety and health and probably would not cause death or serious physical harm.

- a. Use established procedures for disciplinary action to ensure that employees comply with safety and health regulations and work practices.
- b. Maintain the departmental OSHA 300 log for all claimable injuries. Post copies of the OSHA 300 log throughout the department each year during the month of February until April 30. Retain the log for a minimum of five years.
- c. Serve as departmental liaison with the County Safety Office and attend County Safety Office quarterly safety meetings. Coordinate dissemination of safety information to all department staff as needed.

## II. PROCEDURE

A. The Department Safety Coordinator is responsible for the following:

1. Coordinate all safety issues with each facility's assigned Division Director and designated location Building Safety Officer.
2. Provide orientation and training to all location Building Safety Officers.
3. Ensure all physical safety hazards noted in building and vehicle safety inspection reports are corrected in a timely manner.
4. Maintain records of all building safety and health inspection reports for a minimum period of seven years.
5. Ensure that evacuation drills are conducted at each location as required.

6. Review County Safety Office safety hazard reports when received.
  7. Serve as the department liaison with the County Safety Office and attend County Safety Office quarterly safety meetings. Disseminate safety information to all department staff as needed.
  8. Review Cal/OSHA citations received by the department. Recommend and coordinate any necessary corrective action.
  9. Ensure that all location emergency procedure manuals are maintained and updated as needed.
  10. Prepare and submit safety reports to the PSD Director as required.
- B. Division Director responsibilities:
1. Oversee safety policies, procedures, rules, regulations, laws and standards to ensure safe working conditions and safe work practices within the assigned facility and/or division and in field settings.
  2. Report unsafe or hazardous conditions in the workplace or field to both the Chief Deputy Probation Officer and, as applicable, to the department Safety Officer or designee.
  3. Appoint a location building safety officer for the assigned facility.
  4. Attend Supervisor Safety Training through the County Safety Office every other year.
- C. Manager and supervisor responsibilities:
1. Implementing and maintaining the IIP Program in their work areas.
  2. Answering questions from employees about the IIP Program.
  3. A copy of this IIP Program is available for each manager and supervisor. A copy is also available on-line to all employees on PROB-NET.
  4. Attend Supervisor Safety Training through the County Safety Office every other year.
- D. Building Safety Officer responsibilities:
1. Conduct facility and vehicle safety and health inspections as required.
  2. Ensure that all safety hazards found at that location (and/or noted in building and vehicle safety inspection reports) are corrected in a timely manner.
  3. Forward copies of all safety and health inspection reports to the department Safety Officer or designee via the facility division director, and include recommendations and/or action taken to correct noted safety hazards.

4. Disseminate safety information and updates to all staff assigned to their location.
  5. Maintain the safety and health bulletin board at the assigned location.
  6. Conduct evacuation drills as required.
  7. Appoint safety staff at the location to assist in building evacuation.
  8. Attend Safety Training and required Building Safety Officers meeting.
  9. Provide training and require staff to observe all established safety procedures.
  10. Encourage staff to report unsafe conditions in the workplace and submit practical suggestions for corrections.
- E. The first line supervisor is the key to a successful IIP Program. All supervisors shall:
1. Recognize the potential or real safety and health hazards of each job supervised both in the workplace and in the field.
  2. Train and require employees to observe all established safety procedures and to use personal protective equipment to prevent exposure to hazardous substances and bloodborne/airborne pathogens and to provide maximum protection from other safety hazards encountered in workplace and field settings.
  3. Provide updated training whenever new substances, processes, procedures or equipment that represent a new hazard are introduced or discovered in the workplace or field, as well as whenever made aware of a new or previously unrecognized hazard.
  4. Enforce all safety laws, regulations, policies, procedures and rules and utilize disciplinary measures for employee willful non-compliance or negligence.
  5. Provide employee orientation and ongoing safety training, via both individual instruction and unit and/or division meetings. Include documentation in the employee drop file.
  6. Investigate all injuries and accidents promptly and complete the injury investigation as required.
  7. Encourage employees to report unsafe conditions in the workplace and field, as well as submit practical suggestions for correction. The supervisor shall communicate to employees that no reprisal shall be taken against any employee reporting an unsafe condition or making a suggestion for improvement. In addition, the supervisor shall communicate that the County's U-Tip Safety Hotline (285-5597) is available to employees wishing to make anonymous reports.

8. Ensure that tools and equipment (including personal protective equipment) are properly maintained and utilized.
9. Attend Supervisor Safety Training through the County Safety Office every other year.

F. Compliance:

1. Establish methods to ensure that all employees comply with safety and healthy work practices, including use of disciplinary action for willful non-compliance or negligence.
2. All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. The system of ensuring that all employees comply with these practices include one or more of the following:
  - a. Informing employees of the provisions of the IIP Program.
  - b. Evaluating the safety performance of all employees.
  - c. Recognizing employees who perform safe and healthful work practices.
  - d. Providing training to employees whose safety performance is deficient.
  - e. Disciplining employees for failure to comply with safe and healthful work practices.

G. Communication:

1. Establish a system for communicating with employees on occupational health and safety matters, including provisions designed to inform the employee of hazards at the work site.
2. All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

The communication system includes the following items:

- a. New employee orientation, including a discussion of safety and health policies and procedures.
- b. Review of the IIP Program.
- c. Training programs.
- d. "Safety Information Link" on PROB-NET.

- e. Regularly scheduled quarterly safety meetings:
  - 1. MOB Safety Meeting during first month of the quarter.
  - 2. SAO Safety Meeting during second month of the quarter.
  - 3. Building Safety Officers meeting, including OCEA representatives, during the third month of the quarter.
- f. Posted or distributed safety information.
- g. U-Tip Safety Hotline.
- h. Hazard Report Form.

H. Hazard Assessment:

- 1. Establish a system for identifying and evaluating workplace and field safety hazards.
- 2. Periodic inspections to identify and evaluate workplace hazards shall be performed by the Building Safety Officers. Periodic inspections are performed according to the following schedule:
  - a. When IIP Program initially established.
  - b. When new substances, processes, procedures or equipment, which present potential new hazards, are introduced into the workplace.
  - c. When new, previously unidentified hazards are recognized.
  - d. When occupational injuries and illnesses occur.

I. Accident/Exposure Investigations:

- 1. Establish a procedure to investigate occupational injuries and illnesses.
- 2. Procedures for investigating workplace accidents and hazardous substance exposures include:
  - a. Interviewing injured employees and witnesses;
  - b. Examining the workplace for factors associated with the accident/exposure;
  - c. Determining the cause of the accident/exposure;
  - d. Taking corrective action to prevent the accident/exposure from reoccurring; and
  - e. Recording the findings and actions taken.

J. Hazard Correction:

1. Establish methods and procedures for correcting unsafe or unhealthy work practices in a timely manner.
2. Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected when observed or discovered and when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

K. Training and Instruction:

1. Establish a safety training program for all employees.
2. All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:
  - a. When the IIP Program is first established;
  - b. To all employees given new job assignments for which training has not previously provided;
  - c. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
  - d. Whenever the employer is made aware of a new or previously unrecognized hazard;
  - e. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
  - f. To all employees with respect to hazards specific to each employee's job assignment.
3. General workplace safety and health practices include, but are not limited to, the following:
  - a. Implementation and maintenance of the IIP Program.
  - b. Emergency action and fire prevention plan.
  - c. Provisions for medical services and first aid including emergency procedures.
  - d. Prevention of musculoskeletal disorders, including proper lifting techniques.

- e. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly and promptly cleaning up spills.
- f. Prohibiting horseplay, scuffling or other acts that tends to adversely influence safety.
- g. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- h. Proper reporting of hazards and accidents to supervisors.
- i. Hazard communication, including worker 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.

L. Record Keeping:

1. Instruct employees in general and specific safe and healthful work practices and maintain appropriate records of steps taken to implement and maintain programs.
2. Each program shall be responsible for maintaining the following records:
  - a. Copies of safety and health inspections, which will include the unsafe and unhealthy conditions and work practices found and records pertaining to the corrective action that was taken. These records shall be maintained for a period of three years.
  - b. Training records for each employee, to include employee's name or other identifier, training dates, types of training, training providers and a description of the training program. These records must be maintained for three years.
  - c. Work Illness records to include the Supervisor's Investigation Form. These records must be maintained for three years.
  - d. Copies of Hazard Reporting forms that have been submitted by employees. These forms shall be maintained for three years.

**REFERENCES:** None

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**APPROVED BY:**