



# **INJURY AND ILLNESS PREVENTION PROGRAM**

**January 2010**

## **GENERAL POLICIES AND PROCEDURES**

### **TAMC POLICY STATEMENT**

It is TAMC's intent and desire to provide a safe and healthful place of employment for our employees and contractors, in accordance with Stats. 1989, Ch. 1369 (S.B. 198: B. Green) (Occupational Safety and Health) and Section 3203 of the General Industry Safety Orders. Because our employees are our greatest assets, their health and well-being is important. This Injury and Illness Prevention Program focuses on minimizing hazardous exposures for all employees.

Supervisors and managers are charged with the responsibility of preventing the occurrence of incidents or conditions that can lead to occupational injury or illness. While the ultimate success of a safety and health program depends upon the cooperation of each individual employee, it is management's responsibility to see that safety and health rules and procedures are adequate and enforced, and to see that effective training and education programs are employed to the best advantage.

We expect all of our employees to participate in this program by promoting the Program as outlined in the Responsibilities section. These objectives serve our goals.

No employee or subcontractor shall be required to work in an unsafe manner or under unsafe conditions, unless it is to correct an unsafe condition, and then, only after all safety precautions have been taken to minimize the potential exposure.

We recognize the rewards of having a safe place to work. Our policy is to work in the safest possible manner consistent with good work practices. Management at every level is charged with the task of translating this policy into positive actions.

### **APPLICABLE REFERENCES**

Stats. 1989, Ch. 1369 (S.B. 198: B. Green): Labor Code 6401.7.

California Code of Regulations (CCR) Title 8 (General Industry Safety Orders), Chapter 4, Subchapter 7, Section 3203.

### **PURPOSE**

At a minimum we will establish, implement and maintain an effective Injury and Illness Prevention Program (IIPP). The IIPP will be in writing and address the seven major elements identified in Title 8 of the California Code of Regulations, Section 3203.

- A. Designation of responsible individual(s)
- B. Identification of workplace hazards

## ***Injury and Illness Prevention Program***

- C. Investigation of work related injuries and illnesses
- D. Method for correcting safety related deficiencies
- E. Safety training program for employees
- F. System for communication with employees on safety matters
- G. Method for ensuring compliance by employees.

### **SAFETY RULES**

Safety rules are for your protection. If you observe them, your chances of avoiding painful injuries or illnesses are greatly increased. The following safety guidelines/rules apply to all TAMC employees. They do not cover all safety conditions, nor are they all-inclusive of safety practices expected of employees. Violations of safety rules will be cause for disciplinary action up to and including termination.

#### **A. GENERAL**

1. Report all injuries to your supervisor immediately.
2. Report all unsafe conditions in the workplace to your supervisor
3. Always follow all established safe job procedures.
4. Ask your supervisor if you are unsure of how to operate a machine or perform any assigned task.
5. Wear personal protective equipment when required, such as ear or eye protection, gloves or guards.
6. Use the proper tool for your job. If the proper tool is not available, request assistance from your supervisor.
7. Lift properly: bend your knees, not your back. Get assistance lifting any item that is bulky, awkward, or heavy.
8. If a task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor immediately.
9. Good housekeeping is one of the best accident preventers. Keep your work area neat and orderly.
10. Never engage in horseplay or throwing of objects.
11. Smoking is not permitted indoors.
12. Alcohol and drugs are prohibited in the workplace.

## *Injury and Illness Prevention Program*

### **B. OFFICE**

1. Observe safe working methods and procedures, and assist in acquainting new employees with our concerns for safety.
2. Arrange office equipment to provide safe working conditions.
3. Office machines shall be guarded as needed and required by law or regulation.
4. Maintain telephone and electrical cords so as not to present a tripping hazard.
5. Frayed or badly worn electrical cords should be replaced.
6. Electrical cords should not be allowed to come in contact with heat producing equipment.
7. Machines should never be cleaned or adjusted while in operation. If appropriate, the electrical power should be disconnected.
8. Equipment or machines in need of repair should be removed from service and not returned to use until repaired by a professional technician.
9. Only qualified persons should install or repair office equipments.
10. When not in use, paper cutters should have the blade in the down position secured by a latch. If the latch is not working, take the paper cutter out of service.
11. Filing cabinets and bookcases above six feet in height shall be firmly based or attached to each other or to wall fittings to prevent tipping.
12. When not in use, desk and file drawers should be kept closed as to prevent tripping hazards.
13. Ladders or step tools of adequate design to support the user's weight and the material to be obtained shall be provided and readily available as a means of reaching high files storeroom shelves. Do not use boxes, tables, desks, or folding chairs for any such purpose.
14. Report all hazards, such as sharp file cabinet edges, splintered wood furniture or any other conditions likely to do bodily harm, damage clothing, or constitute a fire hazard to your supervisor. This should be done in writing.
15. Personal protective equipment such as goggles and hearing protection shall be provided as necessary based on the Hazard Evaluation. Wear personal protective equipment when and where it is prescribed.

## ***Injury and Illness Prevention Program***

16. Do not remove guards or other safety devices from office equipment or machinery.
17. Use hazardous chemicals only for its intended purpose and in the manner prescribed by its label. Wear protective equipment as required by the chemical label or MSDS.
18. Utilize all ergonomic devices and tools available to you and as described in your training.

### **C. FIRE**

1. Keep all flammable liquids in properly labeled containers and stored in fireproof cabinets.
2. Report to your supervisor any conditions or practices that may cause a fire.
3. All fire extinguishers and access to them must be free of obstructions.
4. Know the locations of all fire extinguishers.

### **D. MACHINE GUARDING**

1. Report defective or unguarded equipment to your supervisor.
2. Do not close or bypass safety switches and other protective devices.
3. Never attempt to stop a machine by grabbing at its moving parts or by using any part of your body as a brake.
4. Do not remove guards from machines.

### **E. PROTECTIVE EQUIPMENT**

1. Wear safety glasses when operating machinery or when using any tool that could cause eye injury.
2. Appropriate equipment will be provided and must be worn for any work requiring breathing protection.
3. Hearing protection will be provided and must be worn for any work area requiring it.
4. Appropriate gloves and other protective clothing will be provided and must be worn for any work requiring such equipment.

**F. GENERAL RULES FOR MACHINERY AND EQUIPMENT**

1. Do not use any power-oriented tool or machine unless you are thoroughly familiar with all of its potential hazards.
2. Do not start up or move any machine or piece of equipment until you are sure no one is in a position to be injured.
3. You may operate equipment or machines only after your supervisor has instructed you.
4. If something goes wrong with the equipment or machine you are operating, turn it off and immediately notify your supervisor.
5. Do not use any machine or equipment tagged “defective” under any circumstance.
6. You may operate, repair, or test machines or equipment only if it is part of your regular job.
7. Persons operating machinery should keep their hair restrained in a manner to make it safe.
8. Avoid wearing loose hanging jewelry, clothes or neckties around moving machinery or power tools.
9. Only use hand tools that are in good condition. Return defective hand tools to your supervisor.
10. Appropriated handles must be used on hand tools.
11. Never leave tools where they may fall or become a tripping hazard.
12. Do not use defective ladders.
13. No extension ladder may be used unless it is equipped with safety feet.
14. Do not place a ladder in front of doors opening toward the ladder unless the door is blocked open, locked or guarded.
15. Do not place ladders on boxes, barrels, or other unstable bases.
16. Face the ladder when ascending or descending it.
17. Do not use ladders that are missing steps, rungs or cleats; or that have broken side rails, steps, rungs or cleats.

## ***Injury and Illness Prevention Program***

18. Do not use the top step of a stepladder as a step.
19. When portable rung ladders are used to gain access to elevated platforms, roofs and the like, the ladder must extend at least three feet above the elevated surface.
20. When using a portable rung or cleat ladder, the base must be placed so that slipping will not occur.
21. Adjust extension ladders while standing at the base of the ladder.

### **G. HAZARDOUS MATERIALS**

1. You may be required to work with or be exposed to certain hazardous materials.
2. Use appropriate personal protective equipment while using chemicals.
3. Your supervisor will give you instructions regarding the specific properties and safe practices that apply to the hazardous materials.

## **ORGANIZATION AND RESPONSIBILITIES**

TAMC has organized our Injury and Illness Prevention Program toward our goal of having an injury and illness free workplace. While the program meets Federal and State safety and health regulations, this is secondary to our main motive. Our main goal is preventing accidents and illness in the workplace and to create a healthy productive environment for each of our employees.

An outline of each position's responsibilities is stated on the following pages:

### **SAFETY MANAGER**

While all members of executive management are responsible for safety and health in the workplace, the Safety Manager is the person directly responsible for the safety program.

**Some of the Safety Manager's safety responsibilities are to:**

- Set policy.
- Assign individual responsibility and accountability.
- Review and evaluate results.
- Monitor Federal and Cal/OSHA activity and implement any new legislation applicable to TAMC.

## *Injury and Illness Prevention Program*

- Keep all levels of management informed of these laws and standards.
- Maintain liaison with outside agencies such as local and State agencies, Worker's Compensation Insurer Loss Control Consultants, safety council, and medical staff.
- Provide training and instruction:
  1. To all new employees;
  2. To all employees given new job assignments for which training has not previously been received; and,
  3. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a hazard.
- Provide active leadership by participation, example, and a demonstrated interest in the program.
- Coordinate the safety and health activities of all involved individuals and groups.
- Assist in setting up injury and illness reporting and investigation procedures.
- Assist in setting up and participating in safety and health inspection procedures; and setting up, participating in, and following up to make sure any necessary corrective action is completed.
- Assist in setting up a program for medical treatment of injured employees. The program includes first aid equipment, designated and trained first aid personnel, and procedures to provide additional medical treatment.
- Keep management and employees informed.
- Serve as a conduit for communication between employees and management, investigating any allegations of hazardous conditions
- Review the potential safety of health hazards of new processes, methods, or materials introduced into the workplace.
- Distribute copies of the IIPP and any revisions to affected employees.
- Provide safety and health consultation to employees.
- Assure that all required documentation files (i.e. inspection records, training records, etc.) are completed, maintained and turned into the office as indicated in this document.



## *Injury and Illness Prevention Program*

### **MANAGER/SUPERVISOR**

#### **Some of the Managers' and Supervisors' responsibilities are to:**

- Keep informed about safety and health regulations affecting the operations they supervise.
- Make sure that each employee is able to and understands how to perform each job to which they are assigned in a safe manner.
- Familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- Make sure that machines and equipment are maintained in safe operating condition.

### **EMPLOYEE**

#### **Some of the Employees' responsibilities are to:**

- Adhere to all safety rules and regulations.
- Wear appropriate safety equipment as required.
- Maintain equipment in good condition, with all safety guards in place when in operation.
- Report all injuries, no matter how minor, immediately to the supervisor.
- Encourage co-workers to work safely.
- Report unsafe acts and conditions to supervisor.

## **IDENTIFYING AND EVALUATING WORKPLACE HAZARDS**

To maintain a safe and healthy workplace we need to have a way to identify hazards. Inspection of the workplace is our primary tool to identify such unsafe conditions and practices.

#### **Standards we use for inspection:**

- Violations of TAMC safety rules
- Machinery or other equipment without the necessary guards.
- Unsafe use or storage of chemicals.
- Violations of good housekeeping practices.
- Ergonomic equipment not being used where required or being used improperly.

## ***Injury and Illness Prevention Program***

- Machinery, hand tools or other equipment in poor conditions or being used improperly.

### **POLICY:**

It is our policy to complete all required inspections, and to keep records of these inspections.

Since accidents and injuries are caused primarily by either physical conditions or unsafe practices, or by a combination of the two, inspections should involve a search for both causes.

The safety coordinator and individual supervisors shall conduct identifying and evaluating hazards jointly:

- A. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard; and,
- B. Whenever a new or previously recognized hazard is found.

### **PROCEDURE:**

- A. Conduct an initial survey of the entire facility to determine what types of work are being performed.
- B. Review reference material which includes, but is not limited to:
  - a. CCR Title 8, Ch. 4, SubCh.7, General Industry Safety Orders.
  - b. Review accident, injury and illness records (i.e. OSHA 300 logs, worker's compensation claim reports, investigative reports, etc.)
- C. Establish job safety classes that group employees with common work assignments, locations, conditions and hazard potential.
- D. Conduct a review of operations and procedures, consulting with the employees at their weekly meetings for suggestions or complaints.
- E. Evaluate collected data and develop safety rules for each job class.
- F. Compile a checklist form that will be used to facilitate and document the periodic, scheduled inspections.

### **INSPECTIONS**

- A. Scheduled and periodic inspections shall be utilized to initially identify and evaluate hazards in the workplace, and to monitor continuous compliance with requirements of the IIPP.

## ***Injury and Illness Prevention Program***

- B. Designated, trained individuals shall inspect the facility at least quarterly.
- C. Inspections used to identify unsafe conditions and work practices shall be documented, indicating the person(s) making the inspection and the areas involved. In addition, any unsafe acts or conditions observed and the action taken on each recommendation for corrective action shall be noted.
- D. All inspection records shall be kept in a central file.

### **SAFETY**

The Safety Manager shall review safety inspection reports periodically and make recommendations within the scope of his authority to correct unsafe conditions or work practices.

### **EMPLOYEES**

All employees are responsible for inspecting their own workplace and equipment on a daily basis and for promptly reporting unsafe or unhealthy conditions to their supervisor, unless they are able to correct the situation themselves.

### **MANAGERS/SUPERVISORS**

All managers and supervisors are responsible for routinely inspecting their area of responsibility and, where possible, correcting unsafe conditions and work practices. If corrections cannot be done at the supervisor's level, s/he is responsible to assure that corrections are completed by those assigned to the task.

There are certain times when a more in-depth analysis of hazards-or potential hazards-is required to the supervisor. These are situations when a task is known to have caused accidents in the past, or when the supervisor is investigating the cause of a specific hazard that caused or contributed to the accident.

### **PROCEDURE: TASKS THAT HAVE INVOLVED ACCIDENTS**

A Job Hazard Analysis will be completed on every job or operation that has caused accidents in the supervisor's area of responsibility. This will be documented on the Job Hazard Analysis report and a copy filed with the yearly accident records.

## **INVESTIGATING WORK RELATED INJURIES AND ILLNESS**

### **POLICY:**

Accident and illness investigation is a procedure by which the conditions responsible for the accident, “near miss” accident or illness are determined and recommendations for corrective action are developed.

Any known or reported occupational injuries or illnesses from an accident and/or work practice shall be investigated. “Near miss” accidents with a potential for injury shall also be investigated.

### **PROCEDURE:**

- A. Whenever a “near miss” accident or an actual accident occurs, the employee shall:
  - a. Report the incident to your supervisor immediately, and if necessary seek medical attention at the designated clinic or hospital;
  - b. Obtain a completed “Authorization for Medical Services” form from the Safety Manager prior to seeking outside medical care;
  - c. If the employee requires medical treatment (other than first aid), s/he is required to complete the employee section of the “Employee’s Claim for Workers’ Compensation Benefits: form within eight hours, and retain the copy marked “Employee’s Temporary Receipt”;
  - d. Within eight hours, submit a completed Employee Investigation Report to the Safety Manager, which includes a description of the incident, suggested corrective action and any injuries;
  - e. Give the Safety Manager copies of any documentation related to diagnosis and treatment of the injury or illness, loss time or restricted work activity, follow-up doctor visits and return to work form;
  - f. Employees must return to work after receiving the initial medical care following the accident, regardless of work status (except is s/he has a contagious condition or is seriously injured) so that all documentation can be completed within the eight-hour time requirement.
- B. The Supervisor where the accident (actual or “near miss”) occurred shall:
  - a. Complete a Supervisor’s Investigation Report and submit the report to the Safety Manager within eight hours.

## *Injury and Illness Prevention Program*

- b. The report shall include what happened, why it happened, what should be done and what corrective action has been taken.
- C. Once informed of the incident, the Safety Manager shall:
- a. Complete the “Authorization for Medical Services” form as soon as possible;
  - b. Collect completed investigation reports and workers’ compensation forms from the employee(s) and supervisor;
  - c. Complete the employer section of the “Employee’s Claim for Workers’ Compensation Benefits” form within eight hours of receipt of the completed form from the employee;
  - d. Enter each recordable case on the OSHA 300 Log of Occupational Injuries and Illnesses, within six workdays after learning of its occurrence. Each case shall be recorded following the instructions outlined on the back of the form;
  - e. Within five days, complete the State of California “Employer’s Report of Occupational Injury and Illness” form for every industrial injury or occupational disease which results in lost time beyond the day of the injury or requires medical treatment other than first aid. PLEASE NOTE: In addition to the above, if death occurs or if the injury or illness: (a) requires inpatient hospitalization of more than 24 hours for other than medical observation; or (b) result in loss of any member of the body; or (c) produces any serious degree of permanent disfigurement, then the nearest district office of the California Division of Occupational Safety and Health must also be notified IMMEDIATELY by telephone. However, this notification is not required if the injury or death results from an accident on a public street or highway; and,
  - f. Mail copies of the “Employee’s Claim for Workers’ Compensation Benefits” and the “Employer’s Report of Occupational Injury or Illness” forms to the claim department of the insurance company.
- D. The Safety Manager shall be informed of all incidents and shall:
- a. Review and discuss all reports pertaining to the incident at a regular meeting.
  - b. Suggest to management methods to reduce the occurrence of future incidents.

## *Injury and Illness Prevention Program*

- c. Assign responsibility for and implement necessary corrective action items.

## **CORRECTING UNSAFE CONDITIONS AND WORK PRACTICES**

To maintain a safe and healthful workplace requires correcting identified potentially hazardous workplace conditions. Knowing and failing to correct potentially hazardous situations is against TAMC policy.

### **POLICY:**

No manager or supervisor shall knowingly allow a hazardous condition to exist that may result in injury or occupational illness.

One way to evaluate the seriousness of a potential injury is to use the same criteria Cal/OSHA generally uses in deciding if a violation of a safety and health standard is a “serious” violation of a “non-serious” violation. To do this, Cal/OSHA tries to determine if the resulting injury would involve hospitalization, amputation of a limb or part of a limb, a fracture, or permanent disfigurement or disablement. These kinds of injuries are certainly serious; and conditions likely to cause them must receive our immediate attention.

### **EMPLOYEES:**

Employees should take recommendations for changes in the workplace or in work practices that will improve job safety and performance.

### **MANAGERS/SUPERVISORS**

Managers and Supervisors are responsible for making changes in operations and work practices that improve the job performance and safety of the people in their areas of responsibility.

### **Each person responsible for corrective action:**

- Must have a written plan for correcting unsafe or unhealthy conditions or work practices.
- Must select priorities and correct hazards in order of potential seriousness.

### **CORRECTIVE ACTION**

**Corrective action could be one or more of the following:**

## ***Injury and Illness Prevention Program***

- A. Engineering or mechanical controls or job redesign. This is the preferred method since it usually eliminates or reduces the hazard and is a permanent solution. Cal/OSHA requires us to use this solution whenever possible.
- B. Training. Once a safe job procedure has been established, employees can be trained in the proper (safe) method to do the job.
- C. Personal Protective Equipment. It is vital to use hearing protection for noisy areas, proper gloves for material handling or exposure to chemicals, and safety glasses for eye protection.

We are required to have a plan for corrective action and to document what corrective action we have taken. We have several procedures to do this:

### **PROCEDURE: PROGRAM SCHEDULE-CORRECTIVE ACTION**

When corrective action for an unsafe condition or work practice will involve multiple steps or cannot be completed immediately, the Safety Manager will develop a plan of action. It will include who is responsible and the estimated date of completion.

### **PROCEDURE: ACCIDENT-CORRECTIVE ACTION UNDER SUPERVISOR CONTROL**

Our policy requires that supervisors complete a SUPERVISOR'S INVESTIGATION REPORT whenever an accident occurs. When corrective action is under the supervisor's control, the supervisor will indicate what is being done and also note the approximate date the condition will be corrected.

### **PROCEDURE: SAFETY INSPECTION-CORRECTIVE ACTION**

When the quarterly safety inspection discloses an unsafe condition or job practice, the corrective action will be noted on the PERIODIC INSPECTION REPORT.

### **PROCEDURE: IMMINENT DANGER**

When imminent danger exists, the Safety Manager shall be contacted. S/He shall be responsible for taking prompt and timely interim corrective action.

If corrective action can not be implemented to fully correct the situation, then temporary action may be required, for example, emergency evacuation of employees from the area, except the trained employees who are necessary to correct the existing conditions.

## **SAFETY TRAINING**

**The law requires that companies provide several different types of safety training to their employees:**

- A general safety orientation to all new employees.
- Specific training on how to do their assigned job safely.
- Special training when they work with hazardous materials or certain types of machinery or other equipment.
- Training on how to use any personal protective equipment provided, such as ear or eye protection, gloves or ergonomic tools.

These requirements are based upon the assumption that, when employees know how to do their job properly, and know the hazards of the job, they will work safely.

### **POLICY:**

It is our policy to provide training in safe work practices for all of our employees. No one should do a job unless s/he knows how to do it safely, and understands the hazards involved.

Safety education and training for employees should commence at the time of employment. Before employees actually begin an assigned task, they should complete a short training course to familiarize themselves with our safety policies. This portion of the training course should include:

- An explanation of our safety policy.
- Familiarization with the general safety rules of the agency and enforcement policies.
- The requirement for immediately reporting all injuries along with information on available medical treatment.
- The necessity for reporting all unsafe conditions to their supervisor.
- A clear statement that no employee should attempt to do a job that appears to be unsafe.

After a person is assigned to a job, the responsibility for safety education and training passes to the supervisor. The supervisor should continue the safety instructions by discussing the safety



## ***Injury and Illness Prevention Program***

rules of the department in which the employee will work. This should be followed by instruction in the hazards associated with the specific job to which the worker is being assigned.

Supervisors are responsible to make sure every employee receives safety orientation and training. Group and individual training will be scheduled for employees in general safe and healthful work practices and specific training as to the use of safety equipment, safeguards and the handling or use of hazardous substances.

Within the first week of employment or change of position, affected employees will receive both the general and specific training.

### **PROCEDURE: SAFETY ORIENTATION**

Supervisors will provide every employee in their department with a general orientation to our safety policy and our safety rules along with safety instructions specific to the employee's assigned job and any personal protective equipment they may be issued. This training is to be documented. The documentation of this training is to be signed by the employee and retained in his/her file.

### **PROCEDURE: SPECIFIC JOB TRAINING**

When a JOB HAZARD ANALYSIS has been completed for a job, it will be used in training the employee. The supervisor will cover the steps of the job, the hazards that may be associated with each step and the correct job procedure for the employee to follow. This specific job training is also to be documented as indicated above.

There are three areas that must be considered before starting a job. If there are problems in any of these areas, training may be needed in the area of concern.

1. Technical Knowledge-Does the person know all of the details of how to do the job?
2. Understand The Hazards-Does the person understand the potential hazards of the job and how doing the job incorrectly may hurt people or damage equipment or supplies?
3. Specific Required Skills-Does the person have the actual ability to do the job correctly and safely?

## **COMMUNICATION**

### **POLICY:**

Safety communications at TAMC shall be accomplished with meetings, training programs, postings, and, published documents on the P drive.

## ***Injury and Illness Prevention Program***

It is our policy that there shall be open two-way communication between management and employees.

Our Injury and Illness Prevention Program is designed to encourage employees to communicate with management on safety and health matters. It is also to provide the necessary mechanism for TAMC to inform employees regarding matters important to health and safety.

All employees are encouraged to inform their supervisor of any concern they have about the potential hazards of their workplace. In addition, employees may also inform the Safety Manager or other managers about such concerns.

### **SAFETY RULES**

Safety rules are agency policy. If safety rules are followed, we will have a safe place to work. Failure to observe safety rules can lead to corrective disciplinary action up to and including termination from employment.

### **PROCEDURE: COMMUNICATING POLICY AND SAFETY RULES**

All employees are to be given a copy of the agency's IIPP document during their orientation. Copies of these policies and other agency policies can be found in the P drive. These rules are to be reviewed with the employee and the employee must indicate s/he understands them. This is to be documented, and the documentation kept in the employee's file.

### **POSTINGS AND POSTERS**

New information relating to safety and health matters summaries of safety rules and procedures shall be posted on the employee bulletin board.

### **EMPLOYEE SAFETY SUGGESTION**

TAMC encourages employee safety suggestions. Please feel free to email your ideas to your manager, or supervisor. We have established this system to make it easy for any employee to report a safety concern or make a suggestion to improve safety and health conditions in the workplace. Anonymous suggestions can be typed and routed to your manager, or supervisor if preferred. We expect supervisors to encourage and welcome all responses.

### **TRAINING**

Training in safety and health matters is an important and on-going part of our communication system. Law requires certain training. All training is to be documented. This applies to one-on-one training, group training, or automated training.

Employee's cooperation both through participation or attendance at scheduled safety and health training sessions is required and appreciated.

## **CORRECTIVE ACTION RIGHTS AND RESPONSIBILITIES**

It is our intention to provide a workplace as free of safety and health hazards as possible for our employees. Doing so will minimize occupational injuries and illness which can have substantial effects on our employees and on our organization.

California State law requires us to have a “system for ensuring that employees comply with safe and healthy work practices which may include disciplinary action.”

TAMC appreciates the value of the legal requirements that require all companies to provide a workplace free of safety and health hazards. Employees too are required to comply with established safe practices, which include complying with all safety policies and using all personal protective equipment provided.

### **POLICY:**

1. Failure to comply with the procedures outlined in the IIPP will result in progressive corrective action in accordance with the standards in the TAMC Human Resources Rules & Regulations. If an employee is judged to be willfully negligent in maintaining a safe workplace for themselves and others, immediate discharge may result.
2. It is the job of all supervisors to make sure employees understand what we expect in the way of safety performance.

### **Two documents clearly state these expectations:**

#### **1. Workplace Policy**

Our workplace safety and health policy states expectations for both employees and management. It must be clearly communicated to and understood by all employees.

#### **2. Safety Rules**

Along with workplace policy, our safety rules define the details of our safe work practice expectations.

Supervisors are to review all job procedures to ensure that the job can be completed safely.

### **PROCEDURE: JOB HAZARD ANALYSIS FORM**

- Supervisors will review all regular job assignments to assure they can be done safely. This involves dividing the job into steps, assessing the hazards of each step and establishing the safe procedure for each step. This analysis is done using the JOB HAZARD ANALYSIS FORM.

## *Injury and Illness Prevention Program*

- Supervisors are to make certain safe job procedures have been established and all employees have been trained in applicable job procedures.

## **RECORDKEEPING REQUIREMENTS**

### **PROCEDURE:**

- A. Records of the steps taken to implement and maintain the IIPP shall include:
  - i. Records of scheduled and periodic inspections which identify unsafe conditions and work practices, including person(s) conducting the inspections, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices.
  - ii. Documentation of safety and health training required for each employee, including employee name, training date(s), type(s) of training.
- B. The regulations for the IIPP state that these documents are to be maintained for a minimum of three years. However, the OSHA 300 Log must be maintained and retained for five years following the end of the calendar year to which they relate. Records of hazardous substance exposures must be maintained for a 30-year period after the last day of employment for the exposed individual under Cal/OSHA Access Standard.

TAMC maintains files of all injury and illness reports.

## **VEHICLE SAFETY PROGRAM**

### **PURPOSE:**

To establish a program to reduce the number and severity of vehicle accidents involving TAMC vehicles and employees. This instruction sets forth policies and procedures to govern certain employment practices, equipment maintenance, and employee education and enforcement of safety rules.

### **POLICY:**

It is the intent of this policy to establish guidelines for the implementation of a vehicle accident reduction program. The objectives of this program are as follows:

## ***Injury and Illness Prevention Program***

- a. To apply hiring standards that will eliminate unsafe drivers from consideration for employment.
- b. To implement written plans that outlines the goals and objectives of the vehicle safety program including the implementation of appropriate and progressive corrective action.
- c. To provide direction for training and education to ensure that safe driving techniques are continually practiced.
- d. To implement an aggressive and ongoing vehicle maintenance and inspection program to ensure that all vehicles are properly serviced and maintained.

### **RESPONSIBILITIES AND PROCEDURES:**

#### **A. Safety Manager**

1. Communicate the goals and objectives of the vehicle safety program to supervisors.
2. Develop a written vehicle safety program reflecting the policy objectives stated above which would be a part of the Injury and Illness Prevention Program (IIPP). A copy of this program will be provided to management for review at the time of implementation. Make available those resources necessary to implement the policy.
3. Hold TAMC supervisors accountable for the safety and accident records of the employees they supervise, and take appropriate corrective action to correct any lack of supervisory attention or effort.
4. Use accident and cost data to measure the effectiveness of the program and institute changes or modifications.
5. Communicate the goals and objectives of the vehicle safety program to supervisors.
6. Supplement where necessary this vehicle safety program reflecting the policy objectives stated above which will be a part of the Injury and Illness Prevention Program (IIPP). A

## *Injury and Illness Prevention Program*

copy of this program will be provided to executive management for review at the time of implementation.

7. Develop and implement a procedure to ensure that all accident and incident reports are investigated and reviewed to determine the causal factors in each instance and that recommendations are made for corrective action.
8. Implement corrective action resulting from this review process and report action taken.
9. Hold supervisors accountable for the safety and accident records of the employees they supervise, and take appropriate corrective action to correct any lack of supervisory attention or effort.
  - i. Require that supervisors complete the proper accident reporting forms without reaching conclusions of fault or guilt, but to determine preventability.
  - ii. Using accident and cost data provided by management to measure the effectiveness of the program and institute changes or modifications.
10. Promote driving safely through personal example.
11. Ensure that all drivers under their supervision have been identified for purposes of training and monitoring.
12. Regularly personally observe the driving performance of all drivers under their supervision. Document these observations at least annually using the checklist form developed and distributed by management.
13. Complete the Vehicle Accident Report and Supervisor's Report of Injury on all vehicle accidents.

## *Injury and Illness Prevention Program*

14. Ensure that all required inspections and maintenance have been properly performed prior to a TAMC vehicle being placed in service.

### B. Employees

1. Perform vehicle and document daily pre-operation inspection and maintenance authorized for operators based upon the type of equipment to be operated.
2. Report all accidents and incidents to a Supervisor immediately.
3. Maintain a valid driver's license appropriate to the type of vehicle being driven.

## **TAMC IIPP FORMS**

1. Job Safety Questionnaire
2. Hazard Evaluation for General Work Areas and Specific Job Safety Classes
3. Code of Safe Practices
4. Inspection Checklists and Correction Form
5. Accident, Injury and Illness Investigation Form
6. Safety Training Attendance Record
7. Employee Safety Suggestion Form
8. Vehicle Self-Inspection Form



*Injury and Illness Prevention Program*

**JOB SAFETY QUESTIONNAIRE**

To all employees:

Your knowledge of your job is needed to help us improve our safety program. Please help by completing the following questions. Think of anything from your own experience or others. Include even those things you think we already know about. Use the following words as reminders, and additional paper if needed.

Acid	Burns	Lifting	Radiation	Fumes
Hot	Spill	Near miss	Loudness	Bruises
Cuts	Bending	Electric shock	Illness	Sickness
Fire	Trapped	Irritants	Sanitation	Training
Odor	Pinch	Eye injury	Machine guard	Typing
Cold	Sharp	Back injury	Pressurized	Pointed
Fall	Stress	Dust	Collision	Slipping

- A. Your Job Title \_\_\_\_\_ B. Dept. \_\_\_\_\_
- B. What are the unsafe or unhealthy duties of your job? What kind of injuries or illness can you get from your job?
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
- C. What unsafe or unhealthy conditions are in your area, including equipment and chemicals?
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
- D. What instruction or training is being done, or is needed to reduce the risk of accidents or job-related illness?
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
- E. What are the hazards related to non-routine or unusual tasks done in your area? What injury or illness can result from them?
  - i. \_\_\_\_\_
  - ii. \_\_\_\_\_

## **INSTRUCTIONS TO SUPERVISORS & SAFETY MANAGER**

The attached questionnaire is to help gather information needed to improve our safety program and to comply with Cal/OSHA health and safety laws.

In most situations, the employee is the “expert” on what unsafe or unhealthy conditions occur in his or her work area. This questionnaire should be completed by each employee and reviewed, with added comments from the supervisor.

Some suggestions in completing the questionnaire are as follows:

1. Have someone stress to each employee how important his or her information is, and that it will be used to make this a safer and healthier place to work.
2. Let employees know that it may take weeks or months to develop all of the policies, training programs or safeguards needed, but all of their comments will be reviewed and discussed or acted upon. Serious hazards will receive immediate attention.
3. The emphasis should be positive. This is being done to improve an already good scene or safety record.
4. Stress that safety is everyone’s responsibility.
5. Encourage employees to bring any items up to their supervisor if they have difficulty putting it in writing, or are reluctant to complete questionnaires.
6. The questionnaire should be in the employee’s native language if needed to assure good communication and participation.

*Injury and Illness Prevention Program*

**HAZARD EVALUATION FOR OFFICE WORK AREAS AND SPECIFIC JOB SAFETY CLASSES**

**Job Safety Class: Business Office**

Description of Job/Task	Potential Occupational Safety/Health Hazard	Preventative Safe Work Conditions or Safe Work Practices
General Work Area	Existence of unsafe conditions of which management may not be aware.	Require reporting of all unsafe conditions to your supervisor. Report all accidents, injuries and illnesses.
(Cont.)	Hazards associated with fire and attempts to control fires.	If a fire occurs, employees must alert co-workers. Employees hearing an alarm must stop work immediately and evacuate to the parking lot. No employee should try to put fires out unless they have been specifically trained.
(Cont.)	Means of egress blocked, unlit or doors locked.	Employees shall keep means of egress open during work hours and inspections shall verify ability to easily egress.
(Cont.)	Storage of excess combustibles may be fire hazards.	Employees shall not store combustibles in their work areas.
(Cont.)	Aisles blocked with storage.	Aisles and hallways shall be kept clear.
Office furniture	Tripping and falls.	Keeping work areas free of debris, floor storage, and electrical cords.
(Cont.)	Bumping edges of desks, drawers.	Assuring adequate aisle space, improving employee safety consciousness.
File Cabinets	Cabinet tipping over onto employee.	Open only one drawer at a time. Close file drawers when finished.
(Cont.)	Pinching fingers and body parts.	Use care when closing drawers, assuring that all hands are clear.
Lifting and carrying	Back and extremity strains	Proper lifting/reaching

***Injury and Illness Prevention Program***

	and sprains.	techniques. Use handcarts for heavy loads.
--	--------------	--

<b>Description of Job/Task</b>	<b>Potential Occupational Safety/Health Hazard</b>	<b>Preventative Safe Work Conditions or Safe Work Practices</b>
Video Display Terminals (VDT)	Visual stress due to improper lighting and work station design.	Workstation evaluation. Background lighting and screen lighting should be compatible and adjustable. "Anti-glare" screens should be provided. Rest periods should be provided as necessary. Monitor positions adjustable. Assignment of alternative tasks when possible.
(Cont.)	Musculoskeletal injuries due to poor work station design.	Adjustable chairs provided. Employees should be trained to avoid Musculoskeletal problems. Articulating Keyboard platforms provided.
Office Equipment	Lacerations due to mishaps in cutting boxes.	Proper use of sharp cutting devices. Training and exercise of caution when cutting.
(Cont.)	Getting caught, pinched, or injured by turning gears or electrical circuits in office machines.	Office machines are to be turned off when performing maintenance tasks.
(Cont.)	Slipping and falling.	Employees should use step stool provided to reach upper cabinets. Work areas must be kept clear of debris and storage. Floor surfaces must be kept clean and dry. Spills must be cleaned up immediately.

## **TAMC CODE OF SAFE PRACTICES**

1. Report all unsafe conditions to your supervisor immediately.
2. Report all accidents, injuries or illnesses to your supervisor.
3. In the event of a fire, immediately call 911.
4. Upon hearing alarm, stop work immediately and proceed to the nearest clear exit.
5. Means of egress shall be kept clear, well lighted and unlocked during working hours.
6. Employees shall not store combustibles in work areas.
7. Aisles and hallways shall be kept clear at all times.
8. Workplaces should be kept free of debris, floor storage and electrical cords.
9. Do not reach for supplies or equipment higher than your head. Use the step stool for assistance. Do not use a chair as a substitute for the step stool.
10. Lift with your legs, not your back. For heavy objects use the handcart or get help.
11. Always turn off electricity to equipment before performing maintenance or replenishing supplies.
12. Pull paper cutter blade to closed position and latch when you are through using the paper cutter.
13. When clearing jams in copying machines, do not rest your arms inside the machine, a burn hazard may exist.
14. For Video Display Terminal (VDT) work stations, the following shall apply:
  - a. "Anti-glare" screens shall be available
  - b. Monitor's will be fully adjustable
  - c. Chairs will be adjustable
  - d. Employees shall follow all ergonomic training and suggestions on preventing problems associated with Video Display (VDT) use.

*Injury and Illness Prevention Program*

**TAMC INSPECTION CHECKLIST AND CORRECTION FORM**

**Location:**

**Date Prepared:**

**Prepared by:**

Safe Work Condition or Safe Work Practice	Checked (Initial)	Corrective Action(s) Needed
Aisles and hallways free and clear?		
Work areas free of excess combustibles?		
Drawers and file cabinets closed when not in use?		
Electrical cords free from aisles or taped down?		
Step stool available?		
Handcart available for lifting/moving?		
Chairs in good repair?		
Paper cutter closed and latched?		
Blades retracted or covered?		
Machine guards in place?		
Safety interlocks operable?		
Personal protective equipment provided?		
Ergonomic equipment in good condition?		
Ergonomic principles being followed?		
Chair adjusted properly?		
Keyboard platform at negative tilt?		
Monitor at correct height?		

**Corrective action (specify in detail):**

**Is hazard Imminent?** \_\_\_\_\_

**Person responsible for correction?** \_\_\_\_\_

**Copy provided:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## INSPECTION CHECKLIST

Check each item below as SATISFACTORY “YES” OR “NO”. For each “no” submit a recommendation or observation to correct the condition or unsafe practice. Describe under “OTHER OVSERVATIONS,” conditions not listed.

**DATE:** \_\_\_\_\_ **INSPECTOR(S):** \_\_\_\_\_  
**LOCATION:** \_\_\_\_\_

YES	NO	SATISFACTORY	OBSERVATIONS OR RECOMMENDATIONS
<b>1. FIRE HAZARDS</b>			
<input type="checkbox"/>	<input type="checkbox"/>	A. Fire Extinguishers (2 <sup>nd</sup> page)	_____
<input type="checkbox"/>	<input type="checkbox"/>	B. Flammables-storage, handling	_____
<input type="checkbox"/>	<input type="checkbox"/>	C. Exits-marked, lighted, accessible	_____
<input type="checkbox"/>	<input type="checkbox"/>	E. Housekeeping and trash removal	_____
<b>2. WORK AREAS</b>			
<input type="checkbox"/>	<input type="checkbox"/>	A. Walking and Working area clear of obstructions	_____
<input type="checkbox"/>	<input type="checkbox"/>	B. Stairs, steps clear, unobstructed, nonskid strips	_____
<input type="checkbox"/>	<input type="checkbox"/>	C. Floors-clean, good repair, nonskid	_____
<input type="checkbox"/>	<input type="checkbox"/>	D. Monitor at correct height and distance	_____
<b>3. PRESSURE SYSTEMS</b>			
<input type="checkbox"/>	<input type="checkbox"/>	A. Hoses in good repair, proper storage	_____
<input type="checkbox"/>	<input type="checkbox"/>	B. Fittings, couplings, pressure gauges, working	_____
<b>4. ELECTRICAL EQUIPMENT</b>			
<input type="checkbox"/>	<input type="checkbox"/>	A. Adequate clearance around control panels (3 ft)	_____
<input type="checkbox"/>	<input type="checkbox"/>	B. Purpose of each switch identified, voltage labeled	_____
<input type="checkbox"/>	<input type="checkbox"/>	C. Lock-out controls	_____

***Injury and Illness Prevention Program***

**5. LADDERS**

A. Properly stored, regularly maintained \_\_\_\_\_

B. Strong enough for intended use \_\_\_\_\_

**6. MACHINES HAZARD**

A. Gears, pulleys, parts guarded \_\_\_\_\_

B. Safety guards in place and working properly \_\_\_\_\_

**7. ENVIRONMENT**

A. Adequate lighting and ventilation \_\_\_\_\_

B. Housekeeping \_\_\_\_\_

C. Material Handling \_\_\_\_\_

D. Material storage/stacking \_\_\_\_\_

E. Ergonomic tools used, maintained properly \_\_\_\_\_

F. Employee safety awareness \_\_\_\_\_

G. Supervisors' safety attitude \_\_\_\_\_

**8. FIRE EXTINGUISHER INSPECTION:**

Inspect the fire extinguishers to see if pin is in place. When was the last inspection? Is the arrow pointing to the green area or does it need to be filled? Are they accessible? Be sure to dust each fire extinguisher. List comments below:

\_\_\_\_\_  
\_\_\_\_\_

**9. OTHER OBSERVATIONS OR RECOMMENDATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



***Injury and Illness Prevention Program***

**TAMC  
ACCIDENT, INJURY & ILLNESS INVESTIGATION FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DATE OF INJURY: \_\_\_\_\_ TIME OF INJURY: \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE:**

NATURE OF INJURY:  
 \_\_\_\_\_

WHAT WERE YOU DOING?  
 \_\_\_\_\_

WHAT DO YOU BELIEVE CAUSED THE ACCIDENT?  
 \_\_\_\_\_

WHAT CAN BE DONE TO PREVENT FUTURE INCIDENTS?  
 \_\_\_\_\_

MEDICAL TREATMENT REQUESTED: YES \_\_\_\_\_ NO \_\_\_\_\_ EMP. INITIALS: \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

**TO BE COMPLETED BY SUPERVISOR:**

WITNESS (ES):  
 \_\_\_\_\_

DETAILED DESCRIPTION OF ACCIDENT AND INJURY: (USE ADDITIONAL PAGES IF NECESSARY) \_\_\_\_\_

*(Include photo of the accident if possible)*

**WHAT DO YOU BELIEVE CAUSED THE ACCIDENT? (PLEASE CHECK APPROPRIATE BOX (ES)).**

UNSAFE METHOD		FAILURE TO USE PROTECTION FURNISHED	
UNSAFE CONDITION OR EQUIPMENT		UNNECESSARY HASTE	
LACK OF PERSONAL PROTECTIVE EQUIPMENT		INATTENTION	
POOR MAINTENANCE		VIOLATION OF RULES AND PROCEDURES	
INSUFFICIENT TRAINING		CAUSED BY OTHERS	
INADEQUATE SUPERVISION		CAUSE UNKNOWN	
EMPLOYEE'S PHYSICAL CONDITION		NOT INVESTIGATED	

WHAT ACTION WILL BE TAKEN TO PREVENT A REOCCURRENCE - WHO WILL DO WHAT? BY WHEN?  
 \_\_\_\_\_

HAS IT BEEN DONE? YES( ) NO( ) IF NOT, GIVE REASON: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

**TO BE COMPLETED BY SAFETY MANAGER:**

MEDICAL TREATMENT:	<input type="checkbox"/> NONE	<input type="checkbox"/> FIRST AID	<input type="checkbox"/> PHYSICIAN	<input type="checkbox"/> HOSPITAL
INJURY CATEGORY:	OSHA	LOST WORK	DATE OF FATALITY:	
<input type="checkbox"/> FIRST AID	<input type="checkbox"/> RECORDABLE	<input type="checkbox"/> DAY CASE	<input type="checkbox"/> FATALITY:	/ /

SAFETY MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**THIS REPORT SHALL BE COMPLETED FOR EACH ACCIDENT, INJURY & ILLNESS AND MUST BE FORWARDED TO THE SAFETY MANAGER.**

<b>TAMC SAFETY TRAINING ATTENDANCE RECORD</b>
---

Date: \_\_\_\_\_

Name of Trainer: \_\_\_\_\_

Subject(s) Covered:

\_\_\_\_\_

Training Aids Used:

\_\_\_\_\_

Attendees (Please print and sign your name.)

**Printed Name**

**Signature**

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

-----

<b>TAMC EMPLOYEE SAFETY SUGGESTION FORM</b>
---

**This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition/practice to the Safety Manager.**

Description of unsafe condition or practice:

---

---

---

---

---

---

Causes or other contributing factors:

---

---

---

---

---

---

Employee's suggestion for improving safety:

---

---

---

---

---

---

Has this matter been reported to your supervisor?

**Yes**    **No**    If so, whom: \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for TAMC to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

Your supervisor will investigate all reports or questions as required by the Injury and Illness Prevention Program and advise the employee(s) who provided the information of any corrective action taken or other matters of consideration regarding their suggestion.

Employee Name (Optional): \_\_\_\_\_ Date: \_\_\_\_\_

## **VEHICLE SELF-INSPECTION FORM**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

- Head & Tail lights and warning signals are in working condition.
- Turn/Directional signals work
- Brakes are in good condition.
- Tires are not worn or cracked & have correct pressure.
- Oil and gas levels are adequate.
- Seatbelts are accessible for driver and passengers.
- Nothing is blocking driver's view out of any windows or from mirrors.
- No objects are obstructing brake and gas pedals.
- Vehicle is idling smoothly.
- Horn & mirrors ok.
- Windshield intact with no cracks.
- Windshield wipers work.
- First Aid kit in vehicle

NOTE: Inspections must be retained for a rolling 3-month period.

### **Driver Training**

- Only authorized drivers are allowed to drive.
- All drivers comply with local and State driving laws.
- All drivers comply with traffic signs, signals, and officials directing traffic.
- All accidents are reported to supervisors.
- Special precautions are taken when driving.

*Injury and Illness Prevention Program*

INJURY AND ILLNESS PREVENTION PROGRAM  
QUIZ/ACKNOWLEDGEMENT

1. Safety is the responsibility of:
  - a) Each Supervisor or Manager
  - b) Employee
  - c) TAMC
  - d) All of the above
  
2. Periodic inspections shall be utilized to identify and evaluate hazards in the workplace:
  - a) True
  - b) False
  
3. On the job safety training and stand-up safety meetings can be conducted by:
  - a) Each Supervisor/Manager
  - b) Outside Consultant
  - c) Employee
  - d) All of the above
  
4. All inspections and training sessions must be documented:
  - a) True
  - b) False
  
5. Thorough investigation of an accident by the supervisor helps in preventing future incidents:
  - a) True
  - b) False
  
6. Failure of employees to follow the safety rules and policies should be handled by the supervisor in the following manner:
  - a) Ignored - it doesn't matter.
  - b) Talk to the employee only.
  - c) Handled through the progressive disciplinary process.

I have read TAMC's Illness and Injury prevention program, and I am familiar with the safety policies, responsibilities etc. as outlined in this manual.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE: \_\_\_\_\_