

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**IN THE MATTER OF ADOPTING THE
SIERRA COUNTY INJURY AND
ILLNESS PREVENTION POLICY**

RESOLUTION NO. 2015- 041

WHEREAS, the California Code of Regulations, Title 8, section 1509(2) of the Construction Orders, Section 3203 of the General Industry Safety Orders, the Labor Code Section 6401.7; and

WHEREAS, the attached Injury and Illness Prevention Policy confers with all State laws, and

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Board of Supervisors adopts the attached Injury and Illness Prevention Policy.

ADOPTED by the Board of Supervisors of the County of Sierra on the 5th day of May, 2015, by the following vote:

AYES: Supervisors Adams, Huebner, Roen, Schlefstein, Beard
NOES: None
ABSENT: None
ABSTAIN: None

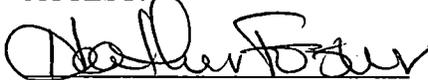
COUNTY OF SIERRA



JIM BEARD

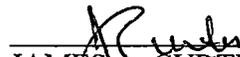
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:



HEATHER FOSTER
CLERK OF THE BOARD

APPROVED AS TO FORM:



JAMES A. CURTIS
COUNTY COUNSEL

COUNTY OF SIERRA

INJURY AND ILLNESS

PREVENTION PROGRAM

“IIPP”

May 2015

INJURY AND ILLNESS PREVENTION PROGRAM

TABLE OF CONTENTS

| | |
|--------------------------------------|-------|
| STATEMENT OF PURPOSE | 2 |
| LOSS PREVENTION POLICY | 3 |
| AUTHORITY | 4 |
| ➤ LOSS PREVENTION OFFICER | 5 |
| ➤ DEPARTMENTS | 6 |
| ➤ DEPARTMENT SAFETY REPRESENTATIVE | 7 |
| ➤ SUPERVISORS | 8 |
| EMPLOYEES RESPONSIBILITIES | 9 |
| ➤ NEW EMPLOYEES SAFETY INTERVIEW | 10 |
| ➤ LOSS PREVENTION COMMITTEE | 11 |
| ➤ PRINCIPLES OF LOSS PREVENTION | 12 |
| ➤ INCIDENT REPORTING PROGRAM | 13-17 |
| ➤ INCIDENT HAZARD FORM | 15-16 |
| | |
| CODE OF SAFE PRACTICES | |
| ➤ OFFICE SAFETY | 18 |
| ➤ VEHICLE USE | 19-20 |
| ➤ COMPUTER WORK STATION | 21 |
| ➤ BACK SAFETY | 22 |
| ➤ SAFETY MEETING REPORT | 23 |
| ➤ EMERGENCY FIRE EVACUATION | 24 |
| ➤ INSPECTIONS AND INVESTIGATIONS | 25 |
| ➤ WORKPLCE INSPECTION CHECKLIST | 26 |
| ➤ WALKTHROUGH INSPECTIONS CHECK LIST | 27-30 |
| ➤ ROAD SHOP INSPECTION FORM | 31-33 |
| | |
| POLICIES | |
| ➤ SEXUAL HARASSMENT | 34 |
| ➤ WORKPLACE VIOLENCE | 35 |
| ➤ BLOOD PATHOGENS | 37 |
| TRAININGS | 38 |
| RECORDKEEPING | 39 |
| RECOGNITION AND COMPLIANCE | 40 |

County of Sierra
INJURY AND ILLNESS PREVENTION PROGRAM
Policy and Procedures Manual

Effective Date: May 5, 2015

STATEMENT OF PURPOSE

Purpose

To define the county's Injury and Illness Prevention Program for compliance with the provisions of the California Code of Regulations, the California Labor Code and the Sierra County Code.

Policy

It is the Policy of the Board of Supervisors of the County of Sierra to establish guidelines and procedures for the maintenance of an ongoing Injury and Illness Prevention Program, in compliance with the California code of Regulations. This is accomplished through safety and health inspections, accident investigations, and employee training, departmental safety officers and drivers licensing program. Response to safety concerns will be given the highest priority at every level of the county.

Authorities

The California Code of Regulations. Title 8, section 1509(2) of the Construction Orders, Section 3203 of the General Industry Safety Orders, the Labor Code Section 6401.7 and the Sierra County Code.

Appointment of Loss Prevention Specialist

The Board of Supervisors hereby designates:

Van Maddox Risk Manager
Docia Bostrom Safety Officer

To develop and maintain an effective Injury and Illness Prevention Program for the County of Sierra.

LOSS PREVENTION POLICY STATEMENT

It is the policy of the COUNTY OF SIERRA that a safe and healthy work environment will be considered of primary importance in all phases of operation and administration.

It is the intention of the County to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents and occupational illness is an objective affecting all levels of the County and its activities. It is, therefore, a basic requirement that each employee supervisor make a safe and healthy work environment an integral part of the regular management function. Each employee equally has the duty to accept and follow established safety regulations and procedures.

Adequate training will be provided to employees. Employees will be instructed to ask for assistance if ever in doubt how to perform a job safely.

Employees will assist management in accident prevention activities. Unsafe or unhealthy conditions must be reported to their immediate supervisor. Fellow employees who need help will be assisted. All employees are responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to an employee supervisor as soon as possible. An emergency is the only reason an employee should leave a shift without reporting an injury including completing the proper forms.

Everyone loses if you are injured or ill; you, your family, fellow workers and the County. Please work safely.... it is good for everyone.

INJURY & ILLNESS PREVENTION PROGRAM AUTHORITIES
SENATE BILL 198
CALIFORNIA CODE OF REGULATIONS, TITLE 8, SECTION 3203 OF THE
GENERAL SAFETY ORDERS AND LABOR CODE SECTION 6401.7

Labor Code Section 6401.7 requires that every employer shall establish, implement and maintain an EFFECTIVE Injury and Illness Prevention Program.

Written. The Injury and Illness Prevention Program (IIPP) must be in writing and the employer must keep appropriate records of steps taken to implement and maintain its IIPP, and conduct periodic reviews of the plan;

Implementation. Employers must designate and specify the person responsible for implementing their IIPP;

Hazard Identification. Employers must establish a system for identifying and evaluating work place hazards including (a) scheduled periodic inspections to identify unsafe conditions and work practices; (b) investigating the cause of accidents and (c) illness and exposures.

Hazard Correction. Employers must adopt procedures to correct unsafe, unhealthy conditions and work practices in a timely manner based on the severity of the hazard.

Hazard Communication. Employers must establish a system for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards without fear of reprisal.

Employee compliance. Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and such a system may include provisions for disciplinary action.

Health and Safety Training. Employers must institute an occupational health and safety training program to instruct employees in general safe and healthy work practice and provide specific instructions with respect to hazards specific to each job assignment. All employees must be trained when the program is established and thereafter:

- all new employees and all employees given new job assignments
- all existing employees when new substances, procedures or equipment is introduced into the work place and presents a hazard; and
- all existing employees whenever the employer learns of a new or previously unrecognized hazard.

RESPONSIBILITIES

COUNTY LOSS PREVENTION OFFICER

An effective program addressing Safety and Loss Prevention will be implemented. This will include a safety newsletter, Sierra SafetyNet, a quarterly meeting of the Countywide Employee Safety Committee. Employees and Department Heads will be eligible for the Trindel Safety Awards for exceptional Safety activity.

1. Direction of the overall County Safety Program.
2. Act as a safety advisor for the County. Attend County wide safety meetings quarterly and departmental meetings on a rotating basis monthly.
3. Prepare County safety memoranda and maintain files.
4. Prepare periodic reports and studies on the effectiveness of the County Illness and Injury Prevention Program.
5. Assist in developing health and safety programs designed to meet specific needs for each department as required by California Code of Regulation (CCR), Title 8.
6. Assist individual departments in identifying illness and injury prevention training needs. Coordinate schedules for CPR, First Aid, Defensive Driving, Back Safety and other health and safety classes.
7. Assist departments in the implementation of and compliance with the California Occupational Health and Safety Act and provide reporting forms as needed.
8. Coordinate County safety matters with enforcement agencies, civic groups and private organizations as may be necessary.
9. Develop and distribute illness/injury information for County operations and specific data to each department.

DEPARTMENTAL RESPONSIBILITY

Each Department is responsible for effectively implementing the County's IIPP, with all levels of management contributing to ensure that employees are aware of the health and safety condition of their job assignment work area. Departments with unique issues or more than 10 employees may develop and implement a site specific IIPP complementary to the County IIPP.

All supervisors are responsible for maintaining a minimal risk work environment in the areas under their control. While they may assign and delegate responsibility and authority to others, they remain accountable to their superiors for preventable oversights and errors within their areas of supervision that result in injury, illness, or property damage affecting employees, the general public or county/private property.

A list of all County department heads and their telephone numbers follows:

COUNTY DEPARTMENT HEADS/DIVISION AND WORK TELEPHONE NUMBERS

| | | |
|---------------------------------|----------------|----------|
| Board of Supervisors | Chairman | 289-3295 |
| Auditor/Risk Manager | Van Maddox | 289-3273 |
| Assessor | Laura Marshall | 289-3283 |
| Auditor-Treasurer-Tax Collector | Van Maddox | 289-3286 |
| Planning/Public Works Director | Tim Beals | 289-3251 |
| Sheriff | Tim Standley | 289-3700 |
| District Attorney | Larry Allen | 289-3269 |
| Probation | Jeff Bosworth | 289-3277 |
| Court Administrator | Lee Kirby | 289-3698 |
| Clerk-Recorder | Heather Foster | 289-3295 |
| Health & Human Services | Darden Bynum | 993-6707 |

DEPARTMENT SAFETY REPRESENTATIVES

Department Heads or their designee will act as the permanent Departmental Safety Representative. Permanent Departmental Safety Representatives will:

1. Manage, administer and coordinate the County Loss Prevention Program.
2. Establish Departmental loss prevention policies, procedures, rules, and standards to ensure safe working conditions and practices.
3. Serve as a source of information on loss prevention policies and procedures. Keep industrial injury/illness records and furnish reports. Post and provide various reporting forms.
4. Ensure that all Accident and Injury Reports are referred to the County Loss Prevention Specialist for review and investigation.
5. Prepare periodic and special departmental reports for Risk Manager. Identify trends or changes which call for attention and recommend corrective action where appropriate.
6. Set the example that employees can follow.
7. Establish means to eliminate or control hazardous physical conditions as well as dangerous work operations, recommending remedial action.
8. Develop loss prevention training efforts within the Department including implementation and documentation.
9. Act as liaison with the Risk Manager who is responsible for the overall IIPP.
10. Ensure Departmental compliance with County policies and procedures, including those relating to injury/illness and vehicle accidents.
11. Promote loss prevention awareness and educational programs.
12. Provide and disseminate Safety and Health bulletins, posters, minutes of safety meetings and any other pertinent information to employees.

EMPLOYEE SUPERVISORS

Employee supervisors are responsible for encouraging the proper attitudes toward safe job performance in themselves and in their subordinates. This includes being responsible for enforcing the wearing of personal protective equipment when the job requires.

Shall ensure that new employees are directed to the Safety Office for Safety Orientation within three days of employment

Shall train employees in job duties including safety and health practices.

Review the new employee safety checklist and place the original in the employee's personnel file.

Shall investigate and report promptly and thoroughly every accident to determine cause and to prevent recurrence.

Shall require all employees to comply with the Occupational Safety and Health Standards, (OSHA) and all rules, regulations and orders applicable to his/her own actions and conduct.

Shall set the example that employees can follow.

Shall follow all administrative orders requiring written documentation and fulfillment of the County IIPP and any departmental IIPP.

Shall assist employees in developing departmental safety committee and plan.

EMPLOYEES RESPONSIBILITY

To ensure a safe and healthy work environment, *it is the employee's responsibility to report unsafe work practices and conditions to their immediate supervisor, in addition, the employee must take immediate action to prevent themselves, other employees, and members of the public from being injured.* They may do so without fear of retribution or reprisal and with anonymity if they so choose. Hazards may be reported either verbally or in writing by using the Sierra County reporting forms which shall be available in each department. County employees are responsible for ensuring their own safety and the safety of others on the worksite by:

Learning and following the standards and procedures that applies to each job assignment.

Immediately reporting any activity, that an employee feels or knows could lead to injury, illness, or damage to property, to the immediate supervisor and promptly seek guidance regarding the operation. This particular policy is not intended to abrogate the obligation of public safety personnel to engage in those high risk jobs required in their job descriptions.

Wearing and using the prescribed protective equipment needed for a particular job. Inappropriate footwear or shoes with thin or badly worn soles will not be worn.

Not engaging in horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.

Promptly reporting any occupational injury, illness, or property damage to the immediate supervisor. Completing all necessary forms for all occupational injuries or illnesses.

Anyone under the influence of drugs or alcohol which impairs the employee's ability to safely perform assigned duties will not be allowed on the job while in that condition.

Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined by a job supervisor using monitoring equipment that it is safe to enter.

Report any emergencies and assist, when safe to do so, until emergency response personnel arrive.

Employees must follow the County and departmental IIPP. Failure to do so will result in disciplinary proceedings.

COUNTY OF SIERRA
NEW EMPLOYEE SAFETY INTERVIEW

NAME _____ DATE HIRED _____
DEPARTMENT _____
TYPE OF WORK _____

ASK EMPLOYEE: Do you have any physical conditions or disabilities which might limit your ability to perform this job? If so, what reasonable accommodation can be made by us?

WAS THERE A PRE-EMPLOYMENT PHYSICAL? YES _____ NO _____
ANY WORK RESTRICTIONS INDICATED? YES _____ NO _____

DISCUSS THE FOLLOWING SAFETY CONCERNS WHERE APPLICABLE WITH THE NEW EMPLOYEE:

1. ___ Employee fully understands job description
2. ___ High Priority County gives to safety.
3. ___ Maintaining good standards of housekeeping in work environment.
4. ___ Use proper method of lifting and carrying to avoid back strains. Bend at knees, not at waist, Keep back straight. Avoid twisting and stretching. Get help or use mechanical means with heavier loads.
5. ___ Personal protective equipment may be required such as: goggles, hardhat, safety shoes, gloves, ear plugs, dust mask, back-supports.
6. ___ Safe operation of office equipment.
7. ___ Safe operation of all vehicles
8. ___ Fire extinguisher locations and operation.
9. ___ Procedure to follow during emergency.
10. ___ Location of clinic and hospital for emergency treatment.
11. ___ Report all injuries to their Supervisor immediately.
12. ___ Report unsafe conditions to their Supervisor immediately.
13. ___ Disciplinary action for ignoring safety rules up to and including dismissal.
14. ___ I have received a copy of the County IIPP, Sexual Harassment and Drug Policy.

Read and Understood _____ Date _____

Interviewed by _____ Date _____

SAFETY AND LOSS PREVENTION COMMITTEE

The County Safety and Loss Prevention Committee is established to oversee, evaluate, and review the County's Occupational Safety and Health Program. Committee membership will consist of 10 members. A quorum will consist of five members.

Membership- The composition of the committee may be both employee and supervisors as follows:

One Representative from each Department: Auditor/ Treasurer/Tax Collector, Assessor, Planning and Public Works, Courts, Probation, Sheriff, Clerk Recorder, Health & Human Services, Solid Waste;

Chairperson - Loss Prevention Specialist – voting member

Ex-Officio- nonvoting participants, County Supervisor, Plant Manager

Meeting Schedule- The Committee will meet quarterly. Any committee member may request the Chairperson to convene a Special Session as special issues arise.

Committee Responsibilities-The Committee will be responsible for the following activities:

1. **Program Assessment** - Review and assess effectiveness of the County's overall program and department programs.
2. **Monitor for Trends** - Evaluate significant accident/injury reports and statistics to identify trends and initiate corrective action.
3. **Review Training** - Implement necessary programs to satisfy loss prevention education/training requirements.
4. **Make Recommendations** - Make recommendations to the Board of Supervisors, and Department Heads on actions necessary to comply with safety regulations.
5. **Review and Implement Suggestions or Requests** -Loss Prevention suggestions and requests from Department Safety committees or the Employee Hazard Reporting Forms will be reviewed and evaluated by the Committee and action initiated where appropriate.

BASIC LOSS PREVENTION PRINCIPLES

GET PROPER TRAINING Ask questions. Doing the job right equals doing the job safe.

USE YOUR HEAD Concentration on what you are doing and good judgment will prevent accidents.

DRESS PROPERLY Loose or torn clothing, jewelry, long hair, improper shoes and some types of fabrics can be dangerous in certain situations.

FOLLOW SAFETY RULES These rules are part of your job. You are paid to follow them.

KNOW REQUIREMENTS Not having the right tools or information can be unsafe.

LIFT CORRECTLY Back injuries can be painful, costly and cause permanent disability.

KNOW ABOUT TOXIC MATERIALS Request A Material Safety Data Sheet (MSDS) from your supervisor on any toxic materials you are exposed to. Read the labels for all products you use.

USE PROTECTIVE GEAR Always use appropriate protection for eyes, ears, lungs, head and skin.

KEEP YOUR AREA CLEAN Prevent slips, trips, falls, and fires.

KNOW EMERGENCY PROCEDURES Know what to do before an emergency occurs.

REPORT ALL INJURIES Immediately reports all work related injuries, even if it doesn't seem to be serious, to your supervisor and complete the proper forms.

WORK SAFELY If you have an accident everyone loses; you, your family, your co-workers and the County.

EMPLOYEE INCIDENT /HAZARD REPORT PROGRAM

Purpose

Communication of safety hazards is the key to preventing injuries in the workplace. The first step to be taken by any employee observing an injury, incident or hazard is to take action to prevent further or potential injury. Then immediately report the incident or hazard.

The employee hazard/incident reporting procedure provides a means for employees to report workplace injuries or incidents as well as hazards that could cause injury or illness to employees or public patrons or damage to County property.

Hazards may be reported to any supervisor, department safety representative, loss prevention officer or safety committee member. Incidents may be reported verbally or in writing using the attached Sierra County reporting forms. Any hazard may be reported ANONYMOUSLY.

Responsibility

1. Departments

Forms

Departments will be responsible to keep an adequate supply of reporting forms available. Forms may be obtained from the Loss Prevention Officer.

Corrective Action

Department Heads shall be responsible to initiate the necessary action to correct hazards reported in their area of responsibility.

2. Immediate Supervisor

The immediate supervisor and/ or department safety will immediately investigate the report and notify the department head and the county loss prevention officer of the reported injury, incident or hazard. A copy of the Sierra County Incident Report will be forwarded to the County Loss Prevention Officer.

There are two types of Incident report: Damage Hazard Report is for internal use and should be used when an employee is reporting damage to County property or a hazardous situation; the Facts of Accident Report is to be used when an actual accident or injury has occurred. This is a fact sheet for use in workers compensation, insurance related and or legal/law enforcement reporting. Only the facts of the incident should be reported on this form.

In the event of a verbal report the immediate supervisor and /or department safety representative is responsible for documenting all reported injuries, incidents or reported hazards using the Sierra County reporting forms below.

These forms should be completed immediately with the original going to the Department and a copy to Risk Management.

The immediate supervisor and/or the department safety representative will complete the investigation of the reported injury, incident or hazard, determine the remedial action to be taken if any and report those findings to the reporting employee within 7 calendar days of receipt of the report.

SIERRA COUNTY DAMAGE/HAZARD REPORT

USE FOR EMPLOYEE REPORTING DAMAGE NOTICED OR HAZARD

| | | | |
|--------------------------|--|--|--|
| SECTION A | <input type="checkbox"/> DAMAGE | <input type="checkbox"/> INCIDENT/NEAR MISS | <input type="checkbox"/> HAZARD |
| DATE & TIME OF INCIDENT: | LOCATION: | DATE REPORTED: | |
| REPORTED TO: | REPORTED BY: (Optional) | DEPARTMENT: | |

| SECTION B | DESCRIPTION OF INCIDENT - DAMAGE, NEAR MISS, HAZARD |
|------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| SECTION C | CONDITIONS SURROUNDING INCIDENT/HAZARD |
|------------------|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| SECTION D | EMPLOYEES ACTION TAKEN |
|------------------|-------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | | |
|------------------|--------|-------|
| INVESTIGATED BY: | TITLE: | DATE: |
|------------------|--------|-------|

| SECTION E | DEPARTMENT - CORRECTIVE ACTION TAKEN | DATE |
|------------------|---|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | | |
|--|-------|-----------------------------------|-------|
| <u>Department Safety Representative Signature:</u> | Date: | <u>Department Head Signature:</u> | Date: |
|--|-------|-----------------------------------|-------|

Sierra County FACTS of ACCIDENT REPORT

| | | | |
|--------------------------|--|---|---------------------------------------|
| SECTION A | <input type="checkbox"/> INJURY | <input type="checkbox"/> PROPERTY DAMAGE | <input type="checkbox"/> OTHER |
| DATE & TIME OF INCIDENT: | LOCATION: | DATE REPORTED: | |
| REPORTED TO: | REPORTED BY: | DEPARTMENT: | |

| | |
|------------------|------------------------------|
| SECTION B | WHAT HAPPENED (FACTS) |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|------------------|------------------------------|
| SECTION C | INJURY, DAMAGE, OTHER |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|------------------|------------------|
| SECTION D | WITNESSES |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | | |
|------------------|--------|-------|
| INVESTIGATED BY: | TITLE: | DATE: |
|------------------|--------|-------|

| | | |
|------------------|--|-------------|
| SECTION E | STATEMENT OF WITNESS & RESPONDERS | DATE |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | | |
|--|-------|--|-------|
| <u>Signature of the one completing the form:</u> | Date: | <u>Department Head/Supervisor's Signature:</u> | Date: |
|--|-------|--|-------|

3. **Employee**

Employees shall immediately report any injury or incident to their immediate supervisor and/or department safety representative.

Hazards may be reported to any supervisor, department safety representative, loss prevention officer or safety committee member.

Incidents may be reported verbally or in writing. Employees are encouraged to use the attached Sierra County reporting forms when reporting any injury, incident or hazard in writing. Any hazard may be reported anonymously.

4. **Loss Prevention Officer**

The County Loss Prevention Officer will monitor and assist as needed in the remediation efforts of the department involved.

OFFICE SAFETY

The following safe practices shall be followed in the various offices of the County.

- File drawers and cabinet doors shall be closed when not in use.
- Only one file drawer in a cabinet shall be opened at a time.
- Be careful to avoid pinching fingers while closing file drawers.
- Keep work areas neat and orderly.
- Broken glass and sharp objects should not be discarded in wastebaskets.
- Use ladders or step stools, not chairs, to reach high objects.
- Be sure your computer workstation is adjusted properly.
- Walkways must be kept clear and unobstructed.
- Keep electrical cords in good condition and use grounded circuits.
- Paper cutter blades should be kept in the down position when not being used.
- Use proper lifting techniques and handcarts to avoid back injuries.
- Clean up all spilled materials or liquids immediately.

VEHICLE USE

Authorized Uses

County vehicles shall be used as stated in the Sierra County Code, Chapter 11.42 A Governmental Vehicle Policy.

Traffic Violations

Traffic laws shall be observed at all times. Fines or penalties levied for violations for which the driver is directly responsible shall be paid by the driver. (SCC 11.42.040)

Drivers License

All drivers of a County vehicle, or personal vehicle on county business, must have in their possession a valid California Driver's License. (SCC 11.42.040.010)

Vehicle Safety

Seat Belts- All county owned vehicles shall be equipped with seat belt restraint systems. Private vehicles being used on county business shall also be equipped with seat belts. All persons in a county vehicle or in a private vehicle being used on county business must use seat belts any time the vehicle is in motion. The driver of the vehicle is responsible for ensuring that all occupants of the vehicle are wearing seat belts before the vehicle is put into motion. (SCC 11.42.040.020)

Defensive Driving- Employees operating a motor vehicle while on county business are encouraged to follow the defensive driving guidelines outlined below.

Keep a cushion of space between your vehicle and others. The greater the speed, the greater the cushion of space should be.

Be alert to developing situations in the traffic ahead. Look into the rear view mirror once every five seconds is ideal.

Use all safety devices provided, including the horn. Be sure the other driver sees you. Being seen is as important as seeing.

Never demand the right-of-way, even if legally it is yours.

Avoid interrupting the flow of traffic whenever possible because such interruptions can cause an accident.

Never allow your attention to be diverted from the primary task of driving.

Drive courteously. A courteous driver will usually not be involved in a hazardous situation.

Maintenance of Vehicles- Before operating a vehicle, walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire conditions or any other condition which might create an unsafe situation. The driver will ensure that windows, headlights, taillights and wipers are clean and in operating order at all times. (SCC 11.42.040.030)

Any deficiency encountered will be reported to a supervisor immediately. It will be the supervisor's responsibility to ensure that appropriate action is taken to correct the problem. Public Safety personnel will follow the procedures established by the Sheriff. (SCC 11.42.050.040)

Abuse of Vehicles- County vehicles shall not be used for activities which may damage the vehicle. In the case of an authorized emergency, while performing official duties, Public Safety personnel must follow policies established by the Sheriff. (SCC 11.42.040.030)

Personal Liability- Employees may be held personally liable for damage to county equipment and other penalties may be assessed if damage occurs to a county vehicle through negligence or illegal activity or when, outside the course and scope of their employment, they cause injury or damage to other persons or property while driving a county vehicle.(SCC 11.42.040.030)

COMPUTER WORK STATIONS

An individual computer work station should provide you with a comfortable sitting position sufficiently flexible to reach, use, and observe the screen, keyboard and document. If you use a computer for four or more hours a day, it is important to protect yourself from back, neck and wrist ailments, eye strain, headaches and stress. Some general guidelines to minimize these discomforts are as follows.

Computer monitors should be set 12"-18" from your face, with the top line of the display just below eye level. Do not twist to look at the screen. Use a comfortable angle that does not strain the neck and eliminates back light glare.

Keep working documents at the same height and distance as the screen. Keep your screen clean, it should not have a visually perceptible flicker.

Have your keyboard at a comfortable angle that does not hamper access to the keys. If it is detachable, move it to a comfortable position and be sure to avoid excessive reaches.

Keep your wrists as straight as possible with hands and arms parallel to the floor. Use a padded rest for support if necessary.

Be sure your chair provides lower back support and is comfortable for extended periods of sitting. Think about your posture. Keep your ears, shoulders and hips lined up to maintain three natural curves: neck (cervical), upper back (thoracic), and lower back (lumbar).

Keep your feet flat on the floor with your knees level with your hips. This helps your posture and aids circulation in your legs. If your feet do not reach the floor, use a footrest.

Keep your lower back against the lumbar support of the chair.

Take frequent breaks and change position to break up the repetition and strain caused by muscle isolation. Try to rotate your tasks to minimize repetitive bent wrist movements. Simple stretching exercises before and during work will help prevent problems.

Do not pound the keyboard use a light touch.

If possible keep the wall behind the monitor blank, use good lighting and avoid glare or direct bright light.

Blink your eyes often, this keeps them moist, prevents itching and aids in cleaning.

Periodically look away from your monitor and focus on an object at least twenty feet away from the monitor to exercise the muscles used to focus the lenses in your eyes.

Be sure your work area has room to work and move about freely.

Got a problem? Need some help? Contact the Sierra County Loss Prevention Officer at 289-3286

BACK SAFETY

The price of a back injury can be misery. You can help prevent back injury by using good body mechanics- the way you move your body and back. Good body mechanics includes lifting loads with your legs, holding loads close to your body to reduce strain on your back and maintaining your three natural curves, cervical, thoracic and lumbar, to keep your back in balance. Whether lifting, bending, pushing, pulling, or twisting remember that good body mechanics is good back protection.

USE GOOD BODY MECHANICS

Lifting - Bend with your knees, not with your back. Lift with your legs by squatting and bending your knees. Keep your back upright. Hold objects close to your body. Lift objects only chest high; stand on a stool if necessary. Test the weight of the load before lifting. Keep loads small. Plan ahead and get help for a heavy load. Tighten your abdominal muscles when you lift; they help support your back. Always get a firm footing, with your feet apart for a stable stance.

Standing and Walking - If standing for longer periods, place one foot on a stool; change positions often. Stand with your back's three natural curves in their normal, balanced alignment. Walk with good posture, keeping head high, chin tucked in, and toes straight ahead. Wear comfortable low heeled shoes. When carrying items, put equal weight on both sides of your body.

Driving - Move car seat forward to keep knees level with hips, be sure you are maintaining the distance recommended by manufacturer if your vehicle has airbags. Sit straight; drive with both hands on the wheel, preferably in the 10 and 2 o'clock position. Be sure your lower back has support.

Sitting - Adjust your chair so that both feet are flat on the floor with knees level with your hips or place your feet on a low stool. Sit firmly against the back of the chair for lower back support. Shift positions frequently.

Reaching - Reach only as high as comfortable, do not stretch. Use a stool if necessary. If you have to reach across something, rest one knee on the item to support your lower back and do a straight back bend.

Bending - Keep your back and neck in line as you bend over at the hips. Bend your knees and hips, not your back. Kneel down on one knee to perform bends safely. When leaning forward, move your whole body not just your arms.

Sleeping - Sleep on your side with knees bent or on your back with a pillow under your knees.

Exercise - Next to good posture and a willingness to help your back, the greatest support you can give your back is building strong and flexible supporting muscles through a good exercise program. You need strong muscles to support your backs natural, balanced position. Exercise regularly to build strong supporting muscles, to stay healthy and to prevent back injury.

SIERRA COUNTY EMPLOYEE SAFETY MEETING REPORT

DATE _____

SEND TO: Department Files
Loss Prevention Officer

The Safety Meeting was held by _____
Department

Signatures of attendees:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOPIC DISCUSSED: _____

Brief Description of meeting
topic: _____

Any Issues or Concerns: _____

Sierra County reporting forms available? _____ yes _____ no
Need new forms? _____ yes _____ no

EMERGENCY/FIRE EVACUATION PLAN

This Emergency/Fire Evacuation Plan is designed to provide basic guidelines for orderly evacuation of county facilities in the event of fire, bomb threat or any natural catastrophe. The objective is to provide guidance for preplanning activities, assign responsibilities, educate county personnel and train personnel where necessary.

Each department will develop an emergency/fire evacuation plan for employees. This plan will include:

- X A written plan and discussion at Employee Safety Meetings at least quarterly of designated meeting place, routes of evacuation and methods of accounting for each employee of the department.
- X An evacuation plan will consist of a scale drawing of the floor plan of the building involved, indicating all exits, windows, fire extinguishers, evacuation meeting points and where instructions are posted (you are here). The floor plan should be divided into zones designating which exit (use arrows) services the different areas of the building.
- X Actual evacuation drills should be practiced on a periodic basis. Fire Extinguisher training will be held annually.
- X Plant Maintenance shall ensure that all fire extinguishers, alarms and other safety equipment are inspected and in proper working order.

INSPECTIONS AND INVESTIGATIONS

Inspections are a necessary part of any loss prevention program. They are essential in identifying and correcting potential hazards in the workplace. The Sierra County loss prevention person shall conduct a county wide walk through inspection in January and July of each year. Department inspections should be conducted no less than quarterly.

Daily inspections of the workplace by both supervisors and employees are part of their regular responsibilities. Being safety conscious is a major contributor to a safe working environment.

When you arrive in your work area, pay attention to any changes that may have occurred since you were last there. Just looking around for obvious hazards, such as loose cords or items on the floor that present a tripping hazard and then picking them up or securing them would prevent many slip/trip type injuries.

Awareness is the key. Think about safety. Pay attention to your work area. Bring any unsafe condition to your work supervisor immediately.

At least once a quarter take the Inspection Form in this document and do a survey of your department. Turn the inspection form into your supervisor.

SUGGESTIONS? IDEAS? SEND THEM TO :

SIERRA COUNTY LOSS PREVENTION
P.O. BOX 513
DOWNIEVILLE, CA 95936
risk@sierracounty.ca.gov
OR CALL 530 289-3286

WORKPLACE INSPECTION

Department _____ Date _____

Inspected by: _____

Safety Inspection Schedule

A general County wide walk through will be held in January and again in July. Each department should have no less than quarterly inspections.

- 1. Aisles and work areas free of trip hazards? Yes ___ No ___ * ___
- 2. Waste baskets emptied regularly? Yes ___ No ___ * ___
- 3. Flammable materials stored properly? Yes ___ No ___ * ___
- 4. Ladders and stools stable with safety treads? Yes ___ No ___ * ___
- 5. All spills immediately wiped up? Yes ___ No ___ * ___
- 6. Lighting and ventilation adequate? Yes ___ No ___ * ___
- 7. First Aid Kit easily available? Yes ___ No ___ * ___
- 8. Emergency numbers posted prominently? Yes ___ No ___ * ___
- 9. Smoke alarms mounted and working? Yes ___ No ___ * ___
- 10. Workstations clean and orderly? Yes ___ No ___ * ___
- 11. Are all Exits marked, lighted and clear of obstructions? Yes ___ No ___ * ___
- 12. Are toilets and washing facilities clean and sanitary? Yes ___ No ___ * ___
- 13. Are evacuation plans posted? Yes ___ No ___ * ___
- 14. Fire Extinguishers easily located, regularly inspected? Yes ___ No ___ * ___

*Write in comments area for any item marked with *or mark with NA for Non Applicable..

COMMENTS: _____

Dept Supervisor _____ Date _____

cc: to Safety Office

Trindel Insurance Fund

Office Walkthrough Inspection

| | | | | | |
|----------|--|--------|-------------|------------|--|
| Date | | County | | Department | |
| Location | | | Inspect by: | | |
| | | | | DSR | |

| Item | Description | Corrective Action | C.A. Date |
|---|-------------|-------------------|-----------|
| Emergency Communication (Postings, evacuation maps, MSDS, etc.) | | | |
| Housekeeping (Clutter, cleanliness, storage, etc.) | | | |
| Trip & Fall Hazards (Carpets, rugs, steps and stairways, cords, clutter, storage, etc.) | | | |

| | | | |
|--|--|--|--|
| | | | |
| <p>Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed wiring, appliances, etc.)</p> | | | |
| <p>Heating & Ventilation (Registers, filters, recirculation air, temperature, etc.)</p> | | | |
| <p>Lighting (Indoor, parking lots, etc.)</p> | | | |
| <p>Emergency Exits (Egress, signage, lighting, etc.)</p> | | | |

| | | | |
|--|--|--|--|
| | | | |
| <p>Janitor Closet (Clutter, chemical & flammable storage, cleaning products, eye wash, Etc.)</p> | | | |
| <p>Exterior (Parking lots, sidewalks, walkways, etc.)</p> | | | |
| <p>Security (Public access, emergency communication, etc.)</p> | | | |
| <p>Rest Rooms</p> | | | |

| | | | |
|--------------|--|--|--|
| | | | |
| Misc. | | | |

General Comments:

| | |
|-------------------------|--|
| Inspected by: | |
| Signature | |
| Inspected by: | |
| Signature | |
| Dept Safety Rep. | |
| Signature | |
| Department Head | |

Trindel Insurance Fund

Maintenance Shop Safety Inspection

| | | | | | |
|----------|--|--------|-------------|------------|-----|
| Date | | County | | Department | |
| Location | | | Inspect by: | | DSR |

| Item | Description | Corrective action |
|--------------------------|--------------------|--------------------------|
| Housekeeping | | |
| Trip & Fall Hazards | | |
| Electrical | | |
| Compressed air | | |
| Power & Hand tools | | |
| Welding area / equipment | | |
| Hydraulic Press | | |

| | | |
|---|--|--|
| | | |
| Jacks / Hoists / Blocking | | |
| Flammable Storage | | |
| Steel / Cutting Edge storage | | |
| Ventilation | | |
| Lighting | | |
| Shop Exterior | | |
| Rest Rooms | | |
| Eye wash station | | |

| | | |
|--------------|--|--|
| Yard | | |
| Misc. | | |

General Comments:

| | |
|-------------------------|--|
| Inspected by: | |
| Signature | |
| Inspected by: | |
| Signature | |
| Dept Safety Rep. | |
| Signature | |
| Department Head | |
| Signature | |

Sierra County Sexual Harassment Policy

Resolution No. 2009-026

Sierra County (the "County") is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of the County to provide a workplace that is free from all forms of discrimination and harassment, including sexual harassment. This Sexual Harassment Prevention Policy ("Sexual Harassment Prevention Policy") prohibits not only behavior that rises to the level of sexual harassment in violation of Title VII of the Civil Rights Act of 1964 and the Fair Employment and Housing Act, but also unprofessional and disrespectful behavior that, while not unlawful, may contribute to a hostile working environment.

A copy of the full Policy is provided to all new employees during the New Employee Orientation. If you need an additional copy please request one from the Auditor's Office.

WORKPLACE VIOLENCE POLICY

POLICY

The County of Sierra is committed to maintaining a workplace free from harassment, intimidation and violence and it is the responsibility of every employee to conduct themselves in the workplace in a manner that does not threaten, harass, coerce, abuse or assault another employee, customer or individuals engaged in a business relationship with this Agency.

This policy also shall apply towards property of employees or others. Employees determined to be engaged in prohibited behavior will be subject to one or more disciplinary actions outlined below. This policy shall also apply to actions of the public towards our employees and what measures the Agency may employ.

There are four areas covered in this policy:

#1. VIOLENT BEHAVIOR:

No employee or member of the public shall engage in violent conduct or make threats of violence, implied or direct in the workplace, or work site or in connection with their employment.

#2. THREATS/HARASSMENT:

All threats shall be taken seriously, not dismissed as harmless joking, or “just blowing off steam.” Harassment includes repetitive behavior(s) that creates a hostile working environment or can be reasonably interpreted as abusive.

3. WEAPONS:

No persons other than Law Enforcement Officials authorized by law to carry weapons shall have in his/her possession while on any property owned or leased by the county, including county vehicles or private vehicles on county property, any firearm or other dangerous weapon or any explosive or destructive device. This includes, but is not limited to, any pistol, rifle, shotgun, ammunition, firecracker or fireworks, explosive or incendiary device, billy club, martial arts weapons, knife, etc. Weapons of a chemical or electrical nature or small knives must be cleared by the department head before they can be allowed in the workplace. (Exceptions: exceptions listed in penal code section 171b weapons in government buildings)

#4. VIOLATIONS OF THIS POLICY:

If any person violates this policy, all instances or occasions shall be:

- Reported immediately by any witnessing employees to their supervisor;
- Investigated promptly; and
- Resolved by management, employing disciplinary measures for employees, and either appropriate measures taken to deal with the public or referred to local law enforcement. Failure to report an incident shall subject employees to appropriate disciplinary action.
- Failure to report an incident shall subject employees to appropriate disciplinary action.

REPORTING INCIDENTS:

Any individual subjected to or aware of unacceptable behavior shall immediately bring the matter to the attention of their Department Head or the Risk Manager.

INVESTIGATIVE FOLLOW-UP:

The Department Head and the Risk Manager shall conduct an investigation into the incident. Upon completion of the investigation an appropriate response shall be prepared. If the unacceptable behavior was from an employee, then disciplinary action will be taken against the employee(s) involved. If the action came from a member of the public, the County will evaluate security measures and/or institute new procedures for dealing with the specific public person.

DISCIPLINARY ACTION:

The below list is not all-inclusive. Disciplinary action may be imposed as deemed appropriate for the incident violating the policy and based on the severity of the infraction may be at any level. Pending the outcome of the investigation, the employee may be suspended with pay.

Written reprimand to Personnel file

Suspension

Demotion

Termination

BLOODBORNE PATHOGENS

County employees exposed to any human body fluid must immediately report this to their work supervisor, fill out a Sierra County report form, Workers Compensation Forms 5020 and DWC 1. Universal precautions are to be used in any instance where exposure to a blood borne pathogen is possible.

Trainings

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 previous 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.

RECORD KEEPING

Sierra County has taken the following steps to implement and maintain our IIPP Program.

1. Records required by CAL/OSHA will be maintained as follows:
 - a. The Safety Office will maintain:
 1. Employee exposure records
 2. Records of Safety Training
 3. Records of Safety Meeting Sign in Sheet
 4. Safety Audits from Trindel Insurance
 5. Department Safety Inspection Reports
 6. Incident Hazard forms
2. Departments will maintain
 - a. Records of Site Specific Training
 - b. Safety meetings
 - c. Safety Audits

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.

Information considered being pertinent to an employee's exposure (to toxic substances or harmful physical agents) record is:

- a. Work place monitoring or measurement
- b. Biological monitoring results which assess the absorption of a substance by body systems
- c. Material Safety Data Sheets (MSDS's) or if these are not available, any other information which reveals the identity of a toxic substance or harmful physical agent.

SAFETY RECOGNITION AND COMPLIANCE

Compliance

All County employees are responsible for complying with the requirements of the IIPP

Recognition

Employees who follow safe and healthful work practices will have this fact recognized and documented on their performance evaluations.

In addition, each Department Head has the option on 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 employee for the award.

Non-Compliance

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.

Failure to comply will be reflected on their annual performance evaluation.

When it becomes necessary, Sierra County reserves the right to discipline employees who knowingly violate Sierra County safety rules or policies up to and including termination.