



INJURY AND ILLNESS PREVENTION PROGRAM

April 2023

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Illness & Injury Prevention Program

Preface

The safety of our employees and our guests is one of the highest priorities here at Del Puerto Health Care District. But the success of our Illness and Injury Prevention Program depends on your actions as well our policies. An effective injury and illness prevention program requires proper job performance by everyone.

We recognize that employees make mistakes *and* that the discovery of multiple or repeated incidents indicates solvable issues that arise between humans and the systems in which they work. A just culture accounts for all factors contributing to an incident, from the human to the environmental, technical, and so on. Essentially, a “safety culture” means that every member of a healthcare team is equally committed to **putting safety first**, and they continuously engage in actions that reflect that commitment.

Any injury that occurs on the job, even a slight cut or strain, **must be** reported immediately to the Department Manager or a member of the Management team. Workers’ Compensation insurance is provided in accordance with state law for occupational injuries or diseases. The cost of this insurance is fully paid by the DPHCD. Specific information regarding Workers’ Compensation can be obtained from the Human Resources Manager.

1.0 Introduction

Del Puerto Health Care District makes all reasonable efforts to:

- Protect the health and safety of employees and the public.
- Provide safe workplaces.
- Provide information to employees about health and safety hazards.
- Identify and correct health and safety hazards and encourage employees to report hazards; and
- Provide information and safeguards for employees regarding hazards arising from operations at Del Puerto Health Care District.
- Each employee is responsible to read, make sure they understand, and follow the safety procedures outlined in this program.
- Employees are to report to their department manager all unsafe conditions they encounter during work.
- Personal protective equipment (PPE) must be used where and when required and properly maintained.
- No employee is expected to undertake a job until he/she has received instructions on how to do it properly and safely.
- No employee should undertake a job that appears unsafe.
- No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely.
- Mechanical safeguards must always be in place and kept in place.
- Any work- related injury or illness, however slight, must be reported to management at once.
- These policies and practices are to be observed by each employee of the District.

- Each of the departments have additional safety rules specific to their operations. Employees must also adhere to their department's safety procedures.
- All members of DPHCD are to report safety incidents and wrongdoings without fear of retaliation.
- **The goal at Del Puerto Health Care District is that everyone make safety a priority.**

2.0 Responsibilities

Injury prevention is the responsibility of all levels of management as well as every employee. It is every employee's responsibility to work in a safe manner and to abide by safety and health policies and procedures. This program represents minimum standards and by no means limits safety communication or activities.

2.1 Administrative Director / CEO

Responsibility for health and safety rests with the Administrative Director / CEO of the District. The Administrative Director/CEO has the authority and responsibility for implementing the provisions of this program for DPHCD.

The Administrative Director / CEO, together with the department management team, is responsible for integrating safety into the culture by:

- Demonstrating a genuine interest in safety-specific issues
- Ensuring Department Managers and employees are trained properly and perform duties in a safe manner.
- Ensuring that resources to implement appropriate health and safety policies, practices, and programs are adequate and available.
- Demonstrating support for safety programs
- Demonstrating that safety is everyone's responsibility.

2.2 Program Administrator

The Program Administrator assists the Administrative Director / CEO in overseeing the implementation of the IIPP. The Program Administrator is:

Title:	Human Resources Manager
Address:	875 E Street, Patterson, CA 95363
Telephone:	(209) 894-8203

The program administrator's responsibilities include:

- Advising Department Managers on safety and health issues.
- Providing a copy of the IIPP on BambooHR <https://dphcd.bamboohr.com/> for access to all employees.
- Working with Department Managers to develop safety and health guidelines and policies.

- Preparing and distributing the guidelines, policies and procedures on safety and health issues.
- Maintaining current information on local, state, and federal safety and health regulations.
- Serving as liaison with governmental agencies on safety-related issues
- Assisting Department Managers with planning, organizing, and coordinating safety training
- Helping Department Managers develop their codes of safe practices.
- Supporting managers' efforts to develop safety and health inspection procedures and monitoring to ensure inspections and necessary corrective actions are completed.
- Establishing, supporting, and maintaining an injury/illness/accident report and investigation procedure for use by the department managers
- Coordinating with the Human Resources staff on maintaining injury and illness records
- Reviewing and reporting on injury and illness trends
- Establishing a system for maintaining the records of inspection, hazard abatement, and training
- Assisting Department Managers in conducting workplace hazard assessments to identify, evaluate, and correct hazards.
- Providing training and technical assistance to Department Managers and Department Managers on the implementation of the IIPP
- Reviewing, updating, and evaluating the overall effectiveness of the IIPP
- Evaluating the adequacy and consistency of training designed by departments, etc.
- Coordinating the annual review and revision of the IIPP and communicating changes to all staff.

2.3 Department Managers

Department managers are responsible for implementing the Del Puerto Health Care District IIPP. This includes:

- To lead by example, demonstrating that safety is critically important to them and the organization.
- Ensuring that areas under their management follow the organization's health and safety practices, policies, and programs. Adding additional procedures and policies that apply to their department's workplace needs.
- Answer questions about the IIPP or other safety issues from the employees in their department.
- Investigating all incidents and accidents (including property-related incidents) within their areas of responsibility to determine causes and take corrective/preventative action (this is not to be confused with the workers' compensation claim reporting process)
- Conducting documented and regularly scheduled safety inspections and workplace hazard inspections within their areas of responsibility
- Ensuring that workplaces and equipment are safe, well maintained, and in compliance with external agency regulations, generally accepted safe practices, and the organization's policies, programs, and practices.
- Establishing safety-related work rules and procedures for all operations and exposures within their areas of responsibility
- Developing their own knowledge and skills in safety and health relative to their areas of responsibility and ensuring that all employees receive safety training relative to their work exposures.

- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs.
- Enforcing health and safety rules fairly and uniformly related to job performance.
- Evaluating employees on compliance with safe work practices as part of the performance management process
- Acknowledging employees who contribute to the maintenance of a safe workplace and disciplining employees who willfully fail to follow safe work practices.
- Encouraging employees to report workplace hazards without fear of reprisal.
- Ensuring that training, inspection, and investigation records are kept, and copies are sent to the Program Administrator including employee health and safety records.

2.4 Employees

Employees are responsible for following the requirements of the IIPP. This includes, but is not limited to:

- Keeping themselves informed of conditions affecting their health and safety by reading and following all safety memos, participating in all safety trainings, and following safety rules in their daily work practices. **Responsible to know and practice department policies and work practices that apply to their workplace.**
- Participating in training programs and instituting training into daily work practices
- Adhering to healthful and safe work practices
- Asking questions if unclear on understanding of the IIPP or safety instructions.
- Not performing task(s) for which they have not received training.
- Advising their department manager of potential hazards
- Reporting all accidents and injuries immediately by notifying a manager immediately.
- Reporting all unsafe conditions immediately by completing the Safety and Hazard Reporting Form (found in BambooHR <https://dphcd.bamboohr.com/>). This form can be submitted anonymously.

****There are no reprisals for reporting a safety issue.**

2.5 Contractors and Other Workers.

In addition to all employees, this program covers all other workers who DPHCD contracts or directs and directly supervises on the job to the extent such workers are exposed to job assignment specific hazards. This includes volunteers and students All such workers must:

- Comply with all DPHCD's safety rules, policies, and procedures.
- Immediately report all workplace accidents that occur in the course of their work at DPHCD facilities, injuries or illnesses involving the employee, or to which the employee is a witness, to his or her Department Manager.
- Immediately report all unsafe conditions or hazards to the Department Manager or member of Management.
- Attend all required safety meetings.
- Such workers will receive appropriate training.

3.0 Compliance

Del Puerto Health Care District **shall** ensure that employees comply with safe and healthful work practices. Senior Management is responsible for ensuring all safety and health policies and procedures are clearly communicated and understood by all employees.

Department managers are responsible for establishing and maintaining good health and safety practices and are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment. To ensure compliance:

- Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgments, recognition at meetings, awards, etc.).

Note: Recognition will **not** be given to individuals or departments based on the absence of accidents or injuries. This is to avoid reinforcing poor safety-related behaviors that may have yet to be manifested in an incident and to ensure that all incidents and accidents are reported.

- Health and safety practices are integrated into employee job descriptions and performance appraisals.
- Failure to follow safe and healthful work practices will be investigated for root causes; correction of system errors, coaching and progressive discipline will be applied as applicable.
- The anti-reprisal policy for employees reporting safety and health concerns is enforced.
- All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment.

4.0 Communication

Del Puerto Health Care District communicates with employees in a format readily understandable by all employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal.

Open two-way communication between the District leaders and employees on matters of safety and health is essential in maintaining a safe and healthy workplace. Del Puerto Health Care District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

- The safety training program
- New employee safety orientation
- Personnel Rules (Employee Handbook)
- Health and safety meetings
- Anonymous and confidential hazard reporting (Safety and Hazard Reporting Form located in BambooHR <https://dphcd.bamboohr.com/>)
- The anti-reprisal policy
- Post and distributed safety notices
- The Newsletter, The Buzz

These systems are described below.

4.1 The Safety-Training Program

The safety training program is an integral component of the communication system. The training program is described in section 7 below.

4.2 New Employee Safety Orientation

Each new employee will receive training during their Onboarding, and Orientation. This will consist of receiving a copy of the Personnel Rules and Vector Solutions Training. They will also be given instructions by their department manager.

4.3 Personnel Rules (Employee Handbook)

Each employee has received a copy of the Personnel Rules (Employee Handbook). There is a copy of the Personnel Rules located on BambooHR <https://dphcd.bamboohr.com/> for reference.

4.4 Health and Safety Training

The department manager conducts regular health and safety meetings based on the exposures presented in their department. These meetings may be focused on safety and health issues or part of a staff meeting. Communication and instruction may be communicated orally with individual employees regarding general safe work practices and with respect to hazards unique to each employee's job assignment.

4.5 Anonymous and Confidential Hazard Reporting

To report a safety issue or a hazard the employee should complete a Safety and Hazard Reporting Form (located in BambooHR <https://dphcd.bamboohr.com/>) and place it in the inter office mail. This can be done anonymously.

4.6 The Anti-Reprisal Policy

Employees **shall** not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to the District or to appropriate governmental agencies. Department manager **shall** inform employees of this policy and encourage reporting of workplace hazards to management.

4.7 Post and Distributed safety notices.

Safety Notices may be posted in the work environment or on BambooHR announcements <https://dphcd.bamboohr.com/>. These notices are to be read and observed by all employees. Also, safety memos will be sent when appropriate.

4.8 The Newsletter, the Buzz

There is a safety corner in the Newsletter, the Buzz. Here employees will find small articles about safety or safety tips that they can use.

5.0 Identifying and Correcting Workplace Hazards

Del Puerto Health Care District's goals of hazard inspection, workplace violence threat assessment and evaluation of activities are to identify and correct physical conditions, dangers, or unsafe work practices before an incident or accident occurs. Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with necessary protection.

Del Puerto Health Care District (DPHCD) uses the following procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices (see appendix C for form or the form is on BambooHR <https://dphcd.bamboohr.com/>).

The DPHCD takes all reports of unsafe conditions seriously. Prompt attention will be given to all actual and potential hazards that have been reported. DPHCD will inform the employee (if known to the Company) who reported the hazard of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous. There will be no retaliation against any employee who reports unsafe working conditions or workplace hazards. Indeed, employees are encouraged and required to do so.

Department managers are responsible for seeing that periodic inspections are conducted at least annually. These inspections are to address all areas of safety in their respective departments paying special attention to the potential hazards listed in section 5.3. Department Managers are to ensure that inspection records are kept, and copies are sent to the Program Administrator.

The Program Administrator may assist Department Managers in developing self-inspection forms and checklists and guides for inspection and record keeping. On request, the Program Administrator will also conduct or arrange for third parties to conduct periodic surveys to assist the Department Managers in identifying and correcting potential hazards.

5.1 Inspection Schedule

Inspections are conducted according to the following schedule:

- Upon initial establishment of the IIPP and at least annually.
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced.

- When new, previously unrecognized hazards are identified.
- When occupational injuries or illnesses occur and whenever workplace conditions warrant an inspection.
- When hiring and/or reassigning permanent or intermittent workers to processes, operations, or tasks for which a hazards evaluation has not been previously conducted.
- Periodically as determined by the nature of the exposure and whenever workplace conditions warrant an inspection.

5.2 Accident/Exposure Investigations

All accident/exposures should be investigated by the department manager or a member of the Administration team. Procedures for investigating workplace accidents and hazardous substance exposure include:

- Visiting the accident scene as soon as possible.
- Interviewing injured worker(s) and witnesses.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from recurring.
- Recording the findings and corrective actions taken. A record should be kept by the department manager and a copy sent to the Program Administrator.

5.3 Identifying Areas of Potential Workplace Hazards

The following is a list of areas of potential workplace hazards.

- Potential ergonomic repetitive stress injury hazards. These hazards must be identified., communicated, and resolved. (see Policy 3565)
- Safe patient handling hazards must be identified, communicated, and resolved.
- Workplace security hazards must be identified, communicated, and resolved. The District does not tolerate threats or acts of violence in the workplace, while on duty. While on District business, or while operating any vehicle or equipment owned or leased by the District. There are four types of workplace violence:
 - Workplace violence committed by a person who has no legitimate business at the work site, and includes violent acts by anyone who enters the workplace with the intent to commit a crime.
 - Workplace violence directed at employees by customers, clients, patients, students, or visitors or other individuals accompanying a patient.
 - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

5.4 Outside Agencies

Several agencies conduct random, regular, or periodic inspections at Del Puerto Health Care District to assist in achieving some of its inspection responsibilities. These include (but are not limited to):

- BETA
- Fire Marshal's Office
- Fire Department
- County Environmental Health Department
- Cal/OSHA
- Department of Health Services

5.5 Record Keeping of Scheduled and Periodic Inspections

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of five years. The records shall include:

- The name(s) of the person(s) conducting the inspection and the date of accident/injury inspection took place.
- Any descriptions of the unsafe conditions and work practices,
- The actions taken to correct the identified unsafe conditions and work practices.

The department manager is responsible for maintaining these records and providing a copy to the Program Administrator.

5.6 Hazard Correction

Del Puerto Health Care District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards. Whether a workplace hazard is identified through inspection, employee safety suggestion, accident investigation, observation, or new hazard evaluation activities, the District's goal is the same: to eliminate or control the hazard before an accident occurs.

5.6A Schedules for Correcting Hazards

Hazards are corrected according to the following procedures:

- When observed or discovered.
- When an **imminent** hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition **shall** be provided with necessary safeguards.

5.6B Resources

Resources to correct hazards include the following:

- Unsafe conditions that cannot be corrected with resources available to the department manager must be reported to the next higher level of management.
- If the correction is outside the scope of maintenance and departmental funds are not available, the departments must seek

other resources from the Administrative Director/CEO to make the corrections.

6.0 Injury and Illness Investigations

Del Puerto Health Care District investigates all accidents, occupational injuries and/or illness, as well as “near miss” incidents and property damage incidents to reduce the potential for future incidents that could result in injury. The following standardized procedures for reporting and investigating occupational injuries, illnesses, and accidents are reviewed below.

6.1 Reporting Procedures

- Employees shall report all accidents, incidents, and exposures with the potential for injury or damage to their Department Managers as soon as possible or they can anonymously report potential hazards by using the Hazard Reporting Form (located in BambooHR <https://dphcd.bamboohr.com/>).
- The department manager immediately contacts the Administrative Director / CEO’s office to report deaths or serious injury or illness (defined as more than 24-hours’ hospitalization for other than observation; permanent disfigurement; loss of body part; per 8 CCR 330).
- The Administrative Director / CEO’s office immediately reports any death or serious injury or illness to Cal/OSHA (Immediately means as soon as practically possible but no longer than eight hours from the organization’s receipt of knowledge of the serious injury or illness; per 8 CCR 342.)
- Other incidents will be reported to Cal/OSHA on a case-by-case basis as determined by the Administrative Director / CEO.

For all other injuries, contact the immediate department manager or the Program Administrator.

6.2 Workplace Violence Reporting Procedures

- The Administrative Director / CEO’s office reports immediately by telephone to the nearest Cal/OSHA District Office any serious work-connected injury, illness or death requiring inpatient hospitalization, or where an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.
- The Administrative Director / CEO’s office reports using the Cal/OSHA online reporting portal any incident involving (1) the use of a firearm or other dangerous weapon regardless of whether the employee sustains an injury; or the use of physical force against an employee that results in; or (2) has a high likelihood of resulting in, injury requiring more than first aid, psychological trauma, or stress regardless of whether the employee sustains an injury.
 - Reports to Cal/OSHA must be made within 24 hours after the District knows of the incident if the incident involves:
 - a fatality or injury that requires inpatient hospitalization.
 - the use of a firearm or other dangerous weapon
 - presents an urgent or emergent threat to the welfare, health, or safety of hospital personnel.

- All other reports to Cal/OSHA must be made within 72 hours.

6.3 Standardized Forms for Accident/Exposure Investigations

- The Program Administrator shall provide *Employee's Claim for Workers' Compensation Benefits* (Form DWC-1) to the injured employee immediately following any accident or notice of injury. Department managers and employees are to complete and submit within one business day the report.
- An *Accident/Incident/Exposure Report* is to be completed within one business day by the department manager for all injury/illness/exposures.
- The *Employer's Report of Occupational Injury or Illness* (Cal/OSHA Form 5020) is to be completed (fill-in PDF) within 24-hours by the department manager (for cases when one workday or more is lost by an employee or when treatment of the employee is required by a physician in a medical facility).
- The department manager will complete and retain a copy of all *Accident/Incident/Exposure Reports* with a copy to the Program Administrator showing the management analysis of the loss and the corrective action taken by management.
- All completed report forms **must be submitted within 24 hours** to 875 E Street, Patterson, CA 95363.
- Phone the Program Administrator at (209) 894-8203 with questions.

6.4 Investigation Steps

The department manager and/or the Program Administrator will conduct a post-incident debriefing as soon as possible after the incident with all employees involved in the incident and review any specific risk factors and any risk reduction measures that are specific to the incident. The goal of any investigation is not to assign blame but rather to identify and fix any issues (i.e., equipment or process).

The investigation involves the following steps:

- Department Manager interviews injured workers and witnesses.
- Department Manager visits the accident scene as soon as possible.
- Department Manager examines workplace accidents for factors associated with the accident/exposure.
- Department Manager takes photographs as warranted.
- Department Manager determines the possible cause of the accident/exposure.
- Department Manager takes corrective action to prevent the accident/exposure from recurring.
- Department Manager records the findings and corrective actions taken.
- Reports and supporting documents sent to the Program Administrator.

The Program Administrator is available to assist in any aspect of the investigation.

7.0 Training and Instruction

7.1 Training Content

Del Puerto Health Care District policy requires that employees be trained to protect themselves from hazards in their working environments. Department managers shall ensure that employees are trained in:

- General health and safety practices.
- Job-specific health and safety practices and hazards.
- Recognition and assessment of health, workplace violence, threats of violence and safety risks.
- Minimization of risks through sound safety practices and use of protective equipment.
- Regulations and statutes applicable to their work; and
- Del Puerto Health Care District health and safety policies including this document.

7.2 Safety Training

Safety and health training is a critical element of Del Puerto Health Care District safety management system. Training provides an opportunity to increase safety awareness, reduce injury and illness, and improve productivity. To achieve these goals, the District will provide all employees, including department managers, with training on general safety and job specific safety rules, policies, and procedures. Safety training will be provided (but is not limited to):

- When the IIPP is first established
- To all new employees
- To all reassigned employees for which training was not previously received
- Whenever new substance, processes, hazardous materials, procedures, or equipment that present new hazards are introduced into the workplace.
- Whenever new personal protective equipment or different work practices are adopted.
- Whenever the District is made aware of a new or previously unrecognized hazard or threat of violence
- During scheduled safety meeting/training sessions
- When an employee returns to work following an injury
- For Department Managers to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed

7.3 New Employee Safety Orientation

A general Safety Orientation for all staff is provided by Human Resources at the DPHCD Orientation that all new employees are required to attend or complete through Vector Solutions. Training includes information on the District's health and safety policies and practices, employee health and safety rights and responsibilities, health, and safety services at the District, and what the employee should expect in terms of further training. This includes (but is not limited to):

- General safety rules
- Ergonomics and body mechanics/Human Factors
- Fire prevention safety

- Bloodborne Pathogen safety
- Electrical safety
- Emergency Preparedness Plan
- Workplace Violence
- Back Injury Prevention
- Office safety
- Slips, trips, and falls prevention.
- Explanation of the IIPP

In addition, each new employee's department manager will conduct the necessary training and safety orientation that is specific to the employee's position prior to independent work assignment. The Program Administrator reviews training for adequacy and consistency.

Training topics may include:

- Ergonomics/Human Factors,
- Safe Patient Handling and Movement
- Hazard communication (i.e., hazard identification, hazardous materials safety, hazard reporting), including information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Violence, or threat of violence, in the workplace,
- Emergency response and evacuation procedures,
- Fire and earthquake safety,
- Rights and responsibilities,
- Use of personal protection equipment, (PPE)
- Availability of toilet, handwashing and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.

In addition, Department Managers will provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training as applicable.

7.4 Annual and Periodic Training

Del Puerto Health Care District provides annual safety training for all staff which is based upon the employee's position and role. Staff meetings provide an opportunity to increase safety awareness, provide instruction/training, and address pertinent safety issues. Department managers will track the compliance of their employees with all District required safety training. Documentation of safety training will be kept in employees' files in Human Resources.

7.5 Retraining

Individual employees may be retrained after the occurrence of a work-related injury or after an employee is observed performing unsafe acts, practices, or behaviors.

Training Resources:

- The Program Administrator will assist Department Managers in providing health and safety training to employees on a variety of topics (the Program Administrator can also assist in obtaining outside assistance).
- The Program Administrator has standardized forms for maintaining training records and sending a copy to the Program Administrator.
- The Program Administrator has access to a safety video library (through Beta), a collection of safety publications, and safety professionals to assist Department Managers and departments in implementing training programs.

7.6 Record Keeping of Training Records

- Documentation of safety and health training for each employee shall include name or other identifier, training dates, type(s) of training and training providers. This documentation shall be maintained for at least one (1) year.
- The department manager is responsible for maintaining these records for employees and providing a copy to the Program Administrator.

8.0 Record Keeping

8.1 Injury and Illness Records- Forms 5020, 300, 300A and Violent Incident Log

Del Puerto Health Care District policy requires that a record keeping system be instituted and maintained by the Human Resources Manager. Record keeping requirements include the following:

- Obtain a report of every injury and/or illness requiring medical treatment.
- Record each injury or illness on the Cal/OSHA Log Form 300 per the instructions on the log.
- Record each injury or illness on the Cal/OSHA Violent Incident Log per the instructions of 8 CCR 3342.
- Prepare a supplementary record of the occupational injuries and illnesses on Form 5020.
- Prepare the Cal/OSHA summary form 300 every year and post it no later than February 1 with the Administrative Director / CEO's signature. The posting shall be posted where the employees can see it and it will remain posted until April 30.
- Retain all records for at least five years.

The Program Administrator will review the log and records of occupational illnesses together with the reports of incidents that are not recordable with the Health and Safety Committee on a quarterly basis to identify patterns and repeat situations. Actions will be taken based on the analysis of these losses to reduce the potential for future losses.

8.2 Documentation of Inspection and Training Activities

Each department manager will maintain the following records of their activities relative to the IIPP for at least three years (note: one year is required by Cal/OSHA). Copies of these records should be sent to the Program Administrator.

- Records of scheduled and periodic facility inspections and Hazard Assessment inspection reports should be kept. The documentation will include the following:
 - Name of person conducting the inspection.
 - The unsafe conditions identified.
 - The actions taken to correct the hazard or work practices.
- Records of all safety and health training. The documentation will include the following:
 - Name of employee trained.
 - Date(s)
 - Type of training/brief description of training
 - Name of trainer

9.0 Employee Program Access

Employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. This is available to the employee in BambooHR <https://dphcd.bamboohr.com/> and on the district website. If a physical copy is needed it can be requested from the Human Resources Department.

9.1 Employee Rights to a Copy of the IIPP

Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

9.2 How to Obtain a Copy

One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge a reasonable, non-discriminatory reproduction fee for the additional copies.

9.3 How to Designate a Representative. An employee must provide

written authorization to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

DEL PUERTO HEALTH CARE DISTRICT

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Appendix A - Injury/Incident Investigation Report

Del Puerto Health Care District

INJURY/INCIDENT INVESTIGATION REPORT

Department:	Date/Time of Occurrence:	Location of Occurrence (Be specific and include department, vehicle, or building)		
Date Reported	Off Site?	Full Name of Injured Person (use new report for additional people)	Job Title	Age
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Any Witnesses? If yes – list them by name		Department	Title	Full or Part Time?
			Time in Current Position:	Seasonal?
			Time with the Authority:	Volunteer?
Nature of Injury or Illness		Body Part(s) Injured:		
Medical Treatment?		List Equipment or Property Damaged:		

(Complete second side)

DESCRIPTION

Describe clearly what took place. How did the accident occur? Include location and the materials, chemicals, equipment, and people involved. If a vehicle is involved, create a sketch on reverse or attached page.

What was the employee doing when injured? Identify causal factors and describe the sequence of events. **Attach photos.**

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INJURY/INCIDENT INVESTIGATION REPORT

ANALYSIS

From a management perspective, consider what could have been done to control, eliminate, or transfer the exposure, prevent the hazard and/or accident, and reduce the amount or degree of loss. Question why, what, when, who, and how for each operation. Consider each factor contributing to the accident.

PREVENTION		
Describe the management actions or controls that have or will be taken to reduce the potential for a recurrence.		
Date:	Person(s) Accountable for Corrective Action:	Targeted Completion Date:
Comments:		Review Date:

Appendix B - Training Documentation

HEALTH AND SAFETY INSPECTION & CORRECTIVE ACTION FORM

Appendix C - Health And Safety Inspection & Corrective Action Form

HEALTH AND SAFETY INSPECTION & CORRECTIVE ACTION FORM

Person conducting inspection: _____ Date: _____

Area(s) inspected:

Were any unsafe conditions or work practices identified? Yes No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?
(continue on second side)

IIPP Accountability Guidelines Del Puerto Health Care District

Appendix D - IIPP Accountability Guidelines

IIPP Accountability Guidelines Del Puerto Health Care District

Administrative Director / CEO

It would be very difficult to implement your safety program without the support of the Administrative Director / CEO. To integrate the accountability for safety, we recommend the Administrative Director / CEO take responsibility to communicate the safety values of the organization, ensure the performance of all subordinate employees, and select visible methods to demonstrate his or her commitment to achieving safety accountability within the organization. The following is a guide for top administrator to use.

Roles and Responsibilities	Supporting Activities
Demonstrate a genuine interest in safety-specific issues to ensure department head actions	<ul style="list-style-type: none"> • Review and respond to department reports. • Attend safety meetings. • Review and respond to safety reports within 24 hours. • Integrate safety into management staff meetings and utilize input from the Health and Safety Committee and other safety reports to follow up and reinforce safety-related actions among managers
Demonstrate support for safety programs	<ul style="list-style-type: none"> • Visibly participate in safety program • Advocate and champion the enhancement of the performance management system to include safety accountability. • Reinforce safety-related behavior among management staff
Demonstrate that safety is everyone's responsibility	<ul style="list-style-type: none"> • Visibly always demonstrate personal safety responsibility (for example, wear eye protection when visiting the shops) • Participate in safety inspections. • Personally report on safety issues to the Board of Directors • Incorporate safety plan into annual business plan

IIPP Accountability Guidelines Del Puerto Health Care District

Department Managers

The department manager's responsibility for safety can appear to be overwhelming. In many cases individuals are promoted because of their operational skills and experience. They may not have a significant background in safety; yet they are accountable for implementing a complex and detailed safety program. In support of the performance guide outlined below, the organization has an obligation to provide training to the Department Managers in each of these areas of performance.

Roles and Responsibilities	Supporting Activities
Ensure department manager performance of safety-related activities	<ul style="list-style-type: none"> • Review and respond to reports such as accident investigations and facility inspections from staff. • Participate in inspections. • Participate in safety meetings
Ensure quality of department manager performance of safety-related activities	<ul style="list-style-type: none"> • Spot check to reinforce performance. • Develop safety-related knowledge and skill to coach subordinates. • Ensure that department manager staff has been fully trained in safety management responsibility
Demonstrate personal belief that safety is critically important to you and the organization	<ul style="list-style-type: none"> • Visibly participate in safety programs • Attend safety training. • Perform one-on-one safety counseling. • Positively reinforce (celebrate) safety-related behavior. • Assess safety climate and set priorities. • Incorporate safety plan (IIPP) into annual business plan. • Prepare a routine safety report to CEO. • Review and respond to safety inspection and accident investigation reports within 24 hours

Del Puerto Health Care District IIPP Accountability Guidelines

Department Manager Roles and Responsibilities	Measurements
<p>Implement safety communication within your area of responsibility</p>	<ul style="list-style-type: none"> • Use a communication system that is readily understood and attended by all employees. • Schedule regularly but no less than quarterly • Announce in advance so that the maximum number of employees can attend. • Address all shifts. • Discuss loss history and lessons learned. • Obtain feedback from employees. • Prepare a monthly safety report to senior management. • Invite senior managers to the safety meetings. • Control the meetings to keep the focus on safety. • Integrate required safety training and update/refresher training into safety meetings. • Utilize posters and bulletins with care to ensure they relate to the focus of your safety effort. • Provide means for employees to provide safety feedback to senior managers, including an anonymous option such as can be accomplished with a safety suggestion box. • Reinforce the provisions of the employee safety handbook and ensure that all employees are familiar with the IIPP. • Demonstrate your own personal support for the safety program to all levels of employees
<p>Investigate all incidents and accidents within your area of responsibility to determine causes and take corrective/preventative action.</p> <p>(This is not to be confused with the workers' compensation reporting process.)</p>	<ul style="list-style-type: none"> • Establish a climate where employees report near misses and accidents without fear. • Complete incident investigations • Complete accident investigations • Respond immediately to accidents and "near misses" and have a resolution within 48 hours. • Written report must be submitted to senior management for review and feedback. • Document answers to the questions: <ul style="list-style-type: none"> o What happened? o Why did it happen? o What should be done? o What action has been taken? • Complete cause analysis

IIPP Accountability Guidelines Del Puerto Health Care District

Department Manager Roles and Responsibilities	Measurements
<p>Conduct documented and regularly scheduled safety inspections within your area of responsibility</p>	<ul style="list-style-type: none"> • Conduct documented and scheduled safety inspections with work orders completed immediately. • Set the schedule based on the operations involved, the magnitude and nature of the hazards found, and the history of injuries (monthly to start) • Utilize prior inspections and Cal/OSHA standards when conducting inspections. • Encourage employees to point out potential hazards without fear of reprisal. • Reinforce positive employee behavior by responding to and addressing employee-identified hazards. • Look for unsafe acts and procedures as well as unsafe conditions. • Inspect personal protective equipment as well as operating equipment. • Address hazards as soon as they are identified. • Provide interim protection while hazard correction is progressing. • Follow-up and review documentation to ensure corrective action is taken. • Submit written reports to senior management for review. • Review multiple reports for trends
<p>Establish safety planning procedures, as well as work rules and procedures, for all operations and exposures within your area of responsibility</p>	<ul style="list-style-type: none"> • Establish safe work rules and emergency procedures for your department. • When new exposures are introduced, new, written work rules and procedures should be developed. • Review the safety programs to ensure the required procedures are in place including, but not limited to: <ul style="list-style-type: none"> o Confined space o Respiratory protection o Haz-Com o Lock out/Tag out. o Blood borne pathogens. o Violence in the workplace o Emergency planning and fire prevention o Welding and cutting o Forklift and aerial lift

Del Puerto Health Care District IIPP Accountability Guidelines

Department Manager Roles and Responsibilities	Measurements
<p>Develop your own knowledge and skill in safety and health training relative to your area of responsibility and ensure that all employees receive safety training relative to their work exposure</p>	<ul style="list-style-type: none"> • As a department manager, obtain training in the administration of the safety program including: <ul style="list-style-type: none"> ○ Department manager’s role in safety program ○ Hazards to the employees ○ Hazard recognition ○ Safe work practices ○ Leading, in safe work practices, by example ○ Accident investigation ○ Safety inspection • Train employees in how to do their jobs safely including: <ul style="list-style-type: none"> ○ Emergency procedures ○ Personal responsibility ○ Safe work procedures ○ Not working until instructed in how to do the job safely and received authorization. ○ Not taking on any job that appears unsafe. ○ Not using any chemicals until they understand the toxic properties of the chemicals and have the knowledge to work with them safely. ○ Mechanical safeguards that must be in place when working ○ Reporting unsafe conditions ○ Reporting all injuries, no matter how slight ○ Personal protective equipment that must be used and how to fit and maintain the equipment. • Safety training provided: <ul style="list-style-type: none"> ○ To all new employees ○ To all employees in a new job ○ When new substances or procedures introduced ○ When new hazards recognized • Training focus is on eventually doing training in house, but you can use outside trainers to get started. • IIPP training provided to all employees. • Have one-on-one safety coaching discussions with employees each month

IIPP Accountability Guidelines Del Puerto Health Care District

Employees

The employee's responsibility for safety includes knowing and adhering to all the organization's workplace safety and health policies, procedures, and safety rules. In support of the performance standards outlined below, the organization has an obligation to provide training to employees in each of these areas of performance.

Employee Roles and Responsibilities	Measurement
Know and obey all safety and health policies, procedures, and rules	<ul style="list-style-type: none"> • Know and follow general safe work practices. • Know and follow job-specific work practices. • Report all injuries, no matter how slight. • Know and follow emergency procedures. • Take personal responsibility for safety. • Follow safe work procedures. • Work only when instructed and authorized to do the job safely. • Do not perform jobs that are or appear unsafe. • Use chemical only after training on the toxic properties of the chemical • Use mechanical safeguards that must be in place when working. • Do not interfere with others' use of safeguards. • Does not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices, or warnings
Attend safety and health training as scheduled	<ul style="list-style-type: none"> • Attend training: <ul style="list-style-type: none"> o For new employee orientation o When there is a job change with new hazards o When new substances or procedures introduced o When new hazards are recognized o For specific job hazards.
Participate in workplace safety inspections	<ul style="list-style-type: none"> • Look for unsafe acts and procedures as well as unsafe conditions. • Report unsafe conditions or hazards when identified

Del Puerto Health Care District IIPP Accountability Guidelines

Employee Roles and Responsibilities	Measurement
Use personal protective equipment, methods, and processes necessary to do the job safely	<ul style="list-style-type: none"> • Maintain personal protective equipment in good condition. • Fit and wear personal protective equipment as required by job exposures. • Inspect personal protective equipment as well as operating equipment. • Know and use safety methods and processes.
Participate in incident and accident investigations to help Department Managers determine causes and take corrective/preventive action	<ul style="list-style-type: none"> • Actively involved in identifying accident causes, including near misses
Report all accidents, incidents, and injuries immediately	<ul style="list-style-type: none"> • No matter how slight, all injuries are reported to ensure prompt medical treatment and ensure prompt notification to the workers' compensation carrier. • Report all incidents, including property damage, to ensure action is taken to prevent a recurrence and possible injury.