

Injury and Illness Prevention Program (IIPP) for
San Francisco Department of Building Inspections (DBI)

INTRODUCTION

This Injury and Illness Prevention Program (IIPP) includes guidelines, practices, and procedures to reduce the potential for occupational injuries and illnesses for employees of the San Francisco Department of Building Inspection (DBI). This is accomplished through compliance, hazard communication, hazard identification, incident reporting and investigation, hazard control, and training.

SCOPE

This program applies to DBI managers, supervisors, and employees.

IMPLEMENTATION

This IIPP was developed in accordance with California Code of Regulations (CCR), Title 8, General Industry Safety Order, § 3203 and Construction Safety Order, § 1509. The San Francisco Department of Building Inspection (DBI) has committed to fully implement this program. The target date for implementation of this program is January 1, 2022. Until June 30, 2021, DBI was part of the San Francisco Office of the City Administrator (ADM) during which they were covered under ADM's IIPP.

Approved by: 

Date: 1/7/22

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POLICY

The San Francisco Department of Building Inspection has a work force which conduct both office and field work. As such both the General Industry and Construction Safety Orders will be considered, wherever relevant. Under this IIPP, hazards which are relevant to each group will be systematically evaluated, communicated, and addressed proactively to the extent possible. In the unfortunate circumstance that an incident should occur, DBI's policy is to report the incident as soon as possible using the procedure outlined in this IIPP. An investigation will follow the incident and observations recorded during the assessment will be incorporated into the evaluation and revision of this Program. Training and Recordkeeping are key components of any Safety Program. This IIPP also describes the frequency at which trainings will be provided and how records will be kept. Safety and health are important measures of performance and will be considered in evaluating the effectiveness of management and non-management employees.

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) Administrator

The Injury and Illness Prevention Program (IIPP) Administrator, Carina Kouyoumji, Senior Industrial Hygienist, has the authority and responsibility for implementing the provisions of this program for San Francisco Department of Building Inspections.

All managers and supervisors are responsible for aiding in implementing and maintaining the IIPP in their work areas and for answering worker questions about it.

The Senior Industrial Hygienist is responsible for providing guidance and technical assistance on environmental health and safety issues. Responsibilities include:

- Auditing compliance with the IIPP.
- Developing department-wide policies and procedures to ensure compliance with new and existing occupational safety and environmental regulations.
- Reporting to management and employees on occupational injuries and illnesses, and identifying trends.
- Coordinating and providing health and safety training programs.
- Conducting health and safety inspections and make recommendation for corrective actions.
- Assisting with investigations of serious injuries and illnesses.
- Acting as a liaison between DBI and regulatory agencies.

The Director

The Director shall establish the goals, policies, and expectations for health and safety pursuant to the authority of their position(s) as set forth in the Charter of the City and County of San Francisco. Responsibilities include:

- Adopting and enforcing the IIPP. Reviewing, approving and supporting major program modifications and policies, as necessary.
- Allocating a budget for environmental health and safety.

Managers

The primary responsibility of managers is to assist the IIPP Administrator in implementing and maintaining Safety Programs. Responsibilities include:

- Supporting programs to reduce incidents.
- Reviewing incident investigation reports, incident trends, and initiate corrective action where needed.
- Reviewing and acting on safety inspection recommendations made by the Senior Industrial Hygienist and City, State, or Federal Agencies.
- Evaluating supervisors on the effectiveness of their safety efforts.
- Making safety a regular agenda item at staff meetings.
- Budgeting for expenditures for health and safety.
- Attending required trainings and ensure supervisors attend training.

Direct supervisors

Supervisors with direct reports are responsible for implementing and maintaining the IIPP in their work areas. Responsibilities include:

- Instructing new employees and for employees transferring to new job assignments on safety rules and procedures.
- Providing employees with job specific safety training and tailgates.
- Conducting a hazard assessment prior to beginning a job.
- Investigating and determining the possible cause(s) of incidents.
- Providing employees with appropriate personal protective equipment; require its use and proper maintenance.
- Obtaining medical care for injured employees and report injuries promptly.
- Enforcing safety rules that apply to assigned operations.
- Attending required trainings and ensure supervisors attend training.

Safety Record keepers

Safety Record keepers act as a liaison between the Program Administrator and staff. Responsibilities include:

- Maintaining injury and illness records according to Cal/OSHA regulations for the organization.
- Coordinating medical monitoring for organization.

Employees

Employees are required to observe safety rules and procedures, and to help identify safety problems. Responsibilities include:

- Knowing and obey safety rules and procedures that apply to assignment.
- Attending required training.
- Not undertaking any task, use any tool, or operate equipment unless authorized to do so.
- Reporting and when possible, mitigating unsafe conditions and practices.
- Using proper safeguards as intended.
- Reporting injuries and near-miss incidents, no matter how minor.
- Asking for assistance when they do not fully understand the safe way to do a job.
- Encouraging other employees to work safely.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors 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.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. Goals, policies, and expectations for health and safety must be communicated clearly by management to staff. The following system of communication is designed to facilitate a

continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Health and safety training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the following competent observer(s) in the following areas of our workplace:

Competent Observer	Area
Carina Kouyoumji	Office, remote work sites.

Inspections are performed according to the following schedule:

Frequency	Team	Format
Initial	Supervisor and staff	Job Hazard Analysis for field work (or similar evaluation) or <i>Hazard Assessment Checklist</i> for stationary sites (Appendix A)
Periodic (Monthly)	Senior Industrial Hygienist	Walk through office and common spaces; Survey of field conditions
As needed	Senior Industrial Hygienist AND; Supervisor or Employee	When new, previously unidentified hazards are recognized, occupational injuries and illnesses occur, DBI hires and/or reassign workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted and/or workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards. Since DBI staff conduct field visits where the environment may vary, a Job Hazard Analysis (JHA) or other means of hazard analysis is recommended to be conducted if the

worksite is under active construction, is undergoing constant modification, has unknown hazards, or requires coordination with other agencies. An employee may also sign a contractor's JHA if they agree with the hazard assessment and make a record of it (retain a copy or take a photo).

For stationary job sites, an assessment can be periodically conducted using the *Hazard Assessment Checklist* and any other effective methods to identify and evaluate workplace hazards. A sample of a Job Hazard Analysis form and Hazard Assessment Checklist can be found in **Appendix A**.

INCIDENT/EXPOSURE INVESTIGATIONS

The employee must report workplace injuries and illnesses immediately to their supervisor. Reporting is required for any injury or illness, no matter how minor, which the employee has suffered during working hours while engaged in official business of the City. The employee shall report any injury no later than end of the current work shift. In an illness occurs after the injury, the worker must report it as soon as they are aware of it.

Under certain circumstances, notification of occupational injury or illness to Cal/OSHA is mandatory. Call Cal/OSHA at (415) 557-0100 immediately but no later than 8 hours after the employer learns that a DBI employee has:

- Taken by ambulance to the hospital.
- Hospitalized.
- Permanently disfigured (amputation, crushing, or severe burn); or
- Had a serious injury, illness, or has died in a construction zone on a public street or highway.
- When a COVID-19 related serious illness or death occurs.
- Dies.

Please note, Cal/OSHA notification is not required if the injury or death results from a traffic accident on a public street or highway.

You can now also report a work related injury, illness, or death by emailing caloshaaccidentreport@tel-us.com.

Please include the following information:

1. Time and date of accident/event.
2. Employer's name, address and telephone number.
3. Name and job title of the person reporting the accident.
4. Address of accident/event site.

5. Name of person to contact at accident/event site.
6. Name and address of injured employee(s).
7. Nature of injuries.
8. Location where injured employee(s) was/were taken for medical treatment.
9. List and identity of other law enforcement agencies present at the accident/event site.
10. Description of accident/event and whether the accident scene or instrumentality has been altered.

INCIDENT INVESTIGATIONS

Incident investigation will be conducted immediately and no later than one week of the reported incident.

Procedures for investigating workplace accidents and exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken.

The direct supervisor of the employee involved in the incident is responsible for initiating the incident investigation. They must provide the appropriate Workers' Compensation paperwork to the affected employee (if applicable) and complete a Supervisor's Report of Incident Investigation. Copies of the Workers Compensation paperwork AND Supervisor's Report of Incident Investigation will be provided to the Safety Record keeper and/or the Senior Industrial Hygienist so that they may track the incident and follow-up, as necessary. A copy of the Supervisor's Report of Incident Investigation can be found in **Appendix B**.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures will be corrected in a timely manner based on the severity of the hazard(s) according to the following procedures:

- Report the hazard to supervisor and Senior Industrial Hygienist when observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed

from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition will be provided with the necessary protection.

- Actions taken and dates they are completed will be documented on the appropriate forms.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, must have training and instruction on general and job-specific safety and health practices. Training and instruction will be provided:

- When the IIPP is first established.
- To all new workers.
- To all workers given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

Training will be provided on the following topics:

- Explanation of the DBI's IIPP.
- Measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate personal protective equipment.
- Availability of toilet, hand-washing, and drinking water facilities.
- Emergency Action and Fire Prevention Plan for 49 Van Ness Ave.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.

In addition, we 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. Supervisory employees for the field based groups will conduct Tailgate safety meetings, with their crews at least every 10 working days to emphasize safety.

EMPLOYEE ACCESS TO THE IIPP

Our employees have the right to examine and receive a copy of our IIPP. This will be accomplished by providing access through a server or intranet which allows an employee to review, print, and email the current version of the Program.

The means to access the Program will be communicated to all employees initially during the New Employee Training and safety communications.

RECORDKEEPING

The IIPP Coordinator or Safety Record keeper will maintain the following records:

- Hazard assessment inspections. Please see **Appendix A** for a samples of Hazard Assessment Forms.
- Documentation of safety and health trainings. Please see **Appendix C** for a sample Training Sign-In Sheet. Where online training is provided, the trainer will record the names and maintain them.

Inspection records and training documentation will be maintained for three years.

EVALUATION

The IIPP will be reviewed by the IIPP Coordinator annually and revised as necessary. Evaluation will include a review of:

- Scheduled worksite inspections.
- Investigations of occupational accidents, exposures and their causes.
- Investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
- Employee safety suggestions.
- OSHA citations and 300 Log.

Appendix A

Hazard Assessment Forms

How to Complete a Job Hazard Analysis (JHA)

A Job Hazard Analysis (JHA), is a technique which helps integrate accepted safety and health practices into a particular task or job to reduce the hazards and risk of injury to workers.

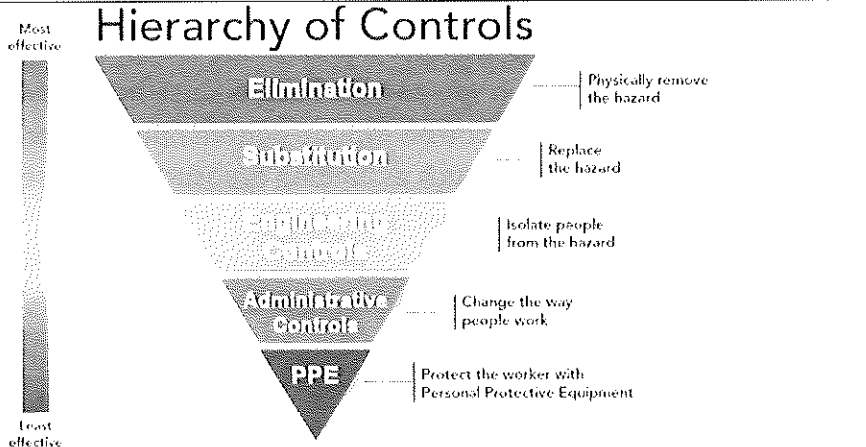
In a JHA, each step of the job is evaluated to identify potential hazards and the controls necessary to mitigate those hazards. A supervisor and/or staff who actually perform a particular task should develop the JHA. Supervisors and managers should review and maintain the JHA.

Instructions for conducting a Job Hazard Analysis

1. Involve personnel performing the activity.
 - Discuss what you are going to do and why.
 - Explain that you are studying the task, not employee performance.
2. Set priorities.
 - Tasks where there have been "close calls".
 - Tasks with the potential to cause serious injuries or illness, even if there is no history of such problems.
 - Tasks in which one simple human mistake could lead to severe injury.
 - Tasks that are new or have been changed; and
 - Tasks complex enough to require written instructions.
3. Identify workplace hazards.
 - Hazardous materials may be present (chemical, biological, radioactive)?
 - Physical hazards are you working with (electrical, thermal, height, etc.)?
 - What can go wrong? What are the consequences?
 - How likely is it that the hazard will occur?
4. Identify hazard control measures.
 - Not all hazard controls are equal. Some are more effective than others at reducing the risk. Work your way down the hierarchy of controls.
 - Start with elimination of the hazard, when possible. If you are the one eliminating the hazard consider other controls listed below.
 - Substitute processes, equipment, materials.
 - Engineering controls are built into the tool or process. For example, you may try creating a barrier between you and the hazard, or remove it with local and exhaust ventilation.
 - Administrative controls include written operating procedures, and safe work practices. They include practices such as limiting exposure time (used commonly to control for heat illnesses and ergonomic hazards).
 - Finally, consider personal protective equipment (PPE). Remember that PPE is hazard specific. Workers must be trained on their use and limitations. Ensure that affected personnel have reviewed the JHA and understand the hazards and the controls that are required.
5. Train all new personnel on the JHA.
6. Review and Record Retention electronically or in hard copy format.
7. Review JHA periodically to ensure accuracy.

Job Hazard Analysis		
Person completing the form:		Date:
Job/ Activity:		
Division:		Location:
Steps	Potential Hazards	Controls
<p><i>Steps:</i> List all the basic steps needed for conducting a job. Ex. If you'll be cutting down a tree steps include, setting up traffic control, using a scissor lift, operating a chain saw etc.</p>	<input type="checkbox"/> Chemicals <input type="checkbox"/> Noise/ loud environments <input type="checkbox"/> Hot work (welding, torch cutting etc.) <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Heights/Roofs <input type="checkbox"/> Dust <input type="checkbox"/> Paints/ sealants <input type="checkbox"/> Insulation <input type="checkbox"/> Roofing materials <input type="checkbox"/> Plumbing materials <input type="checkbox"/> Concrete/cement <input type="checkbox"/> Repetitive tasks or other ergonomically unfriendly situations	<input type="checkbox"/> Insulation installation/removal <input type="checkbox"/> Trip hazards/ uneven floors <input type="checkbox"/> Active construction sites <input type="checkbox"/> Active demolition sites <input type="checkbox"/> Scaffolding <input type="checkbox"/> Excavation sites <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Ladders <input type="checkbox"/> Others who are reinforcing steel <input type="checkbox"/> Other: _____
		Elimination/ Substitution <input type="checkbox"/> Electrical/ quieter tools <input type="checkbox"/> Move to ground level <input type="checkbox"/> Less toxic chemicals <input type="checkbox"/> Abatement <input type="checkbox"/> Other: _____
		Engineering Controls <input type="checkbox"/> Ventilation <input type="checkbox"/> Barriers/ Sound dampening materials <input type="checkbox"/> Railing <input type="checkbox"/> Guards / shielding <input type="checkbox"/> Enclosure/ shading <input type="checkbox"/> Other: _____
		Administrative Control <input type="checkbox"/> More frequent work rest cycles <input type="checkbox"/> Restricted access <input type="checkbox"/> Authorization required <input type="checkbox"/> Temporally separated <input type="checkbox"/> Spatially separated <input type="checkbox"/> Other: _____
		PPE <input type="checkbox"/> Hardhat <input type="checkbox"/> Safety shoes <input type="checkbox"/> Safety glasses <input type="checkbox"/> Gloves <input type="checkbox"/> Hearing protection (muffs/plugs) <input type="checkbox"/> Safety glasses <input type="checkbox"/> Disposable body suits / Shoe covers <input type="checkbox"/> Respirator <input type="checkbox"/> Other: _____

Controls: Keep in mind the Hierarchy of Controls



This JHA is similar to the one conducted on (date, location) _____

Please see previously completed JHA for details.

By signing this form, I acknowledge that I have reviewed this JHA. I agree to follow included JSA's while performing these operations.

Location:	Date:

Last name/Name	Job Class number	Job Class
1.		
2.		
3.		
4.		
5.		

HAZARD ASSESSMENT CHECKLIST

Checklist completed by: _____ Date: _____

Location: _____

BASIC LIFE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are exit signs illuminated and visible?						
2. Are corridors and exits free from obstructions and unlocked?						
3. Stairways are in good repair with handrails and non-slip tread?						
4.						
5. Space under stairways are not being used for storage?						
6. Is the Emergency Evacuation Route & Action Plan posted?						
7. Are exit doors closed and not propped open?						
8. Sprinklers are free of damage and unobstructed?						
9. Are fire extinguishers easily accessible, checked monthly, and operational?						
10. Are fire extinguishers mounted so that the travel distance from employees to any extinguisher is 75 feet or less?						
OFFICE SAFETY	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Are aisles, doorways and corners free of obstructions to permit visibility and movement?						
2. Lighting in work areas and walkways adequate?						
3. Are chairs in safe condition and are caster, rungs and legs sturdy?						
4. Are all equipment and supplies in their proper places?						
5. Is there adequate walking and egress clearance? a. 44" for corridors and stairways. b. 36" for aisles. c. 32" for doors.						
6. Are carts, dollies, etc. available for use in transporting heavy objects and boxes?						
7. Is housekeeping being adequately maintained?						
8. Are MSDS available for office and housekeeping chemicals?						

9. Are OSHA posters prominently displayed?						
TRIP/FALL HAZARDS	YES	NO	N/A	COMMENTS	CORRECTIVE ACTION TAKEN	CORRECTION COMPLETED
1. Is the floor surface level and undamaged?						
2. The floor is not wet or slippery? a. A warning sign is available in case of spills? b. Cleanup supplies are readily available? c. Non-slip mats are in entryways if needed?						

Appendix B

(Attach Supervisor's Report of Incident Investigation)

Appendix C

TRAINING AND INSTRUCTION RECORD

Training Course: _____

Hours _____ Date: _____ Trainer(s): _____

Name and Last Name	Job Class #	Job Class
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Brief description of topics covered:

