

**AIRPORT COMMISSION
SAN FRANCISCO INTERNATIONAL AIRPORT
CITY AND COUNTY OF SAN FRANCISCO**

INJURY AND ILLNESS PREVENTION PROGRAM

PURPOSE

The San Francisco Airport is committed to supporting safety as a key, core value. To this end, the Airport has established an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is the foundation for all employee safety, health and wellness programs. This revised Injury and Illness Prevention Program includes guidelines, best practices, and procedures to reduce the potential for occupational injuries and illnesses.

OBJECTIVE

- To promote a strong safety culture through active involvement and participation from top management to front line workers.
- To reduce the extent and severity of occupational injuries and illnesses.
- To ensure that each Airport Commission employee, supervisor and manager is aware of his/her responsibilities to maintain a safe and healthful work environment.
- To establish an Injury and Illness Prevention Program which complies with the California Code of Regulations, Title 8. General Industry Safety Order, Section 3203 and Construction Safety Order, Section 1509.

POLICY

The Airport is committed to providing a safe and healthy work environment for all employees. It is the policy of the Airport to make safety a top priority in our daily operations. This comprehensive Injury and Illness Prevention Program has been revised to reflect current Airport operations and safety, health and wellness activities.

All sections will conduct its operations and maintain its facilities and equipment in compliance with Cal/OSHA and other applicable safety and health regulations. Employees are required to follow Airport safety policies and procedures and to observe applicable local, state, and federal safety regulations in the performance of their assigned duties. Safety and health are important measures of performance and will be considered in evaluating the effectiveness of management and non-management employees.

Approved By: _____

Julian Potter
Chief Administration and Policy Officer

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(NOTE: THE POLICIES AND FORMS ASSOCIATED WITH THIS PROGRAM CAN BE FOUND ON SFO CONNECT, [HTTPS://SFOCONNECT.COM/ADMINISTRATION/SAFETY-AND-HEALTH/POLICIES-AND-PROCEDURES](https://sfoconnect.com/administration/safety-and-health/policies-and-procedures)

[HTTPS://SFOCONNECT.COM/FORMS/SUMMARY/SAFETY-AND-HEALTH](https://sfoconnect.com/forms/summary/safety-and-health)

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1.0 ASSIGNMENT OF RESPONSIBILITY

1.1 AIRPORT DIRECTOR

The Airport Director is responsible for the overall implementation and effectiveness of the Injury and Illness Prevention Program. The Airport Director has assigned Chiefs, Directors, Managers, Supervisors, Safety coordinators, Employees, and the Safety, Health and Wellness section with the following responsibilities:

1.2 CHIEFS

- Delegate to staff the responsibility to assist with administration of the Injury and Illness Prevention Program and associated safety, health and wellness programs. This includes identifying hazards or problems and initiating recommendations to continuously improve the programs.
- Review and approve major safety, health and wellness program modifications and policies.
- Conduct spot audit/inspections to assess the effectiveness of the Department's/Section's safety, health and wellness program.
- Support department budgets for safety and health training, materials, and equipment.
- Exercise oversight on major safety and health recommendations.
- Review injury and illness statistics for their respective Department.
- Review and approve Airport-wide annual safety, health and wellness goals and objectives.
- Conduct safety and health performance evaluations for all staff as part of their annual performance evaluation.

- Ensure that their Department is adequately represented on the Safety Committee.

1.3 MANAGERS AND SUPERVISORS

Managers and supervisors are responsible for the safety and health of their operations and staff, and must maintain safe working conditions and practices throughout the Department/Section. Responsibilities include the following:

- Provide job instruction and a review of safety and health rules and procedures for new employees and for employees transferring to new job assignments.
- Ensure employees receive general and job-specific safety and health training for the hazards, which they may be exposed to.
- Develop and adopt job-specific safety and health policies, standards, and procedures, including written Job Safe Practices.
- Evaluate employees on the effectiveness of their safety and health efforts as part of the performance evaluation process.
- Recognize employees consistently performing work in a safe manner.
- Enforce safety and health procedures, policies and rules that apply to assigned operations.
- Investigate hazards observed or reported by employees.
- Perform formal and informal inspections of assigned operations and areas. Correct deficiencies and follow through on all pending hazards.
- Document formal inspections.
- Submit a work-order to Scheduling to correct all reported hazards or report hazards to the Safety, Health and Wellness Office. Maintain a Hazard Control Log and follow-up on identified hazards that have not been corrected in a timely manner.
- Budget for departmental expenditures for safety and health.
- Identify and develop annual Department/Section safety and health goals to help ensure continuous improvement of safety and health results.
- Conduct incident or near miss investigations in a timely manner.

- Complete required forms within 24 hours for work related injury or illness.

1.4 SAFETY COORDINATORS

Managers or supervisors can choose to assign a Safety Coordinator in their Department/Section to assist with supervisor safety and health responsibilities. The Safety Coordinator acts as a liaison between employees, managers, supervisors and the Safety, Health and Wellness Office. Responsibilities may include but are not limited to the following:

- Ensure employees have access to online policies, procedures and other safety, health and wellness resources.
- Conduct periodic safety meetings or tailgates.
- Conduct informal or formal inspections.
- Submit a work-order to Scheduling to correct all reported hazards or report hazards to the Safety, Health and Wellness Office. Maintain a Hazard Control Log and follow-up on identified hazards that have not been corrected in a timely manner.
- Attend monthly supervisory safety meetings presented by the Safety, Health and Wellness Office.
- Coordinate employee safety and health training.
- Attend monthly Safety Committee meetings and report back to Department/Section on meeting content.
- Conduct new employee orientation specific to the department or section.
- Perform incident investigations and complete the Supervisor's Incident Investigation Report.

Ultimately, the supervisor or manager of the section retains overall responsibility for the safety and health of the Department's/Section's employees. The responsibility for employee safety and health cannot be transferred to the Safety Coordinator. Safety Coordinators cannot be responsible for disciplining an employee who is not following safety and health procedures.

1.5 EMPLOYEES

Employees are required to comply with Cal/OSHA regulations, to observe safety and health rules and procedures adopted by their section, and to help identify safety and health issues. Responsibilities include the following:

- Do not undertake any task, use any tool, or operate equipment unless trained and authorized to do so.
- Ask for assistance when you do not fully understand the safe way to do a job.
- Know and follow all the safe work practices set forth in the Airport's policies and procedures.
- Report any potential safety or health hazards (to your supervisor, safety coordinator, Safety, Health and Wellness staff or through the anonymous reporting procedure described in Section 4.0 of this Program) without fear of reprisal.
- Report all occupational injuries and illnesses to his/her supervisor.
- Attend safety and health tailgates, trainings and medical monitoring examinations.
- Use personal protective equipment when required.
- Encourage other employees to work safely.
- Participate in Safety Committee, inspection teams, and special projects as assigned by your Department/Section.

1.6 SAFETY, HEALTH AND WELLNESS OFFICE

The Safety, Health and Wellness Office is responsible for providing Airport-wide guidance and technical assistance to the Director and all levels of management to enable them to implement a comprehensive safety and health program.

Responsibilities include the following:

- Develop policies, standards, procedures and best practices to ensure departmental compliance with Federal OSHA and Cal/OSHA safety and health regulations.
- Assist Departments/Sections in developing specific safety and health goals and policies.
- Report periodically to management and employees on occupational injuries and illnesses, and identify trends and problem areas.

- Provide Airport-wide safety and health training programs, and assist in developing department specific and job specific safety and health training.
- Conduct safety and health inspections and make recommendations for corrective actions.
- Assist with investigation of serious injuries and illnesses.
- Review all supervisor incident investigation reports and direct follow up as necessary.
- Act as a liaison between departments and regulatory agencies in the areas of safety and health.

2.0 COMPLIANCE

Airport Management believes that no job should be done unless it is done safely. All managers, supervisors, and employees are expected to comply with safety and health procedures. Full compliance is achieved by three methods: (1) training and retraining to ensure employees have the necessary knowledge and skills to do a job safely, (2) recognition of safety and health conscious employees and finally, (3) progressive disciplinary actions in accordance with Airport policy for failure to follow procedures. It is the goal of the Airport to achieve a safe and healthy workplace through training and positive reinforcement.

2.1 TRAINING

Employees will be trained in safe and healthy work practices in the following situations:

1. When they are hired;
2. When they are given new job assignments for which training has not previously been received;
3. Wherever new substances, processes, procedures or equipment are introduced to the workplace, which present a new hazard;
4. Whenever the Department is made aware of a new or unrecognized hazard.

Supervisors will receive training to familiarize them with their safety and health responsibilities.

Section 7.0 provides more detailed information on specific safety and health training requirements.

2.2 RECOGNITION

Airport departments/sections and employees can be recognized in a number of ways for achieving outstanding safety and health performance or positively contributing to maintaining a safe work environment. The Safety Committee reviews nominations for recognition each month. Nominations are evaluated and awarded on a case-by-case basis. Each department/section is encouraged to develop their own safety recognition program with the assistance of the Safety Health and Wellness Office. In addition, the Safety, Health and Wellness staff periodically recognize individuals or departments/sections for outstanding safety and health performance. The following are examples of activities that may qualify employee(s) to be nominated for safety recognition:

- Identification or correction of a significant hazard;
- Making a safety recommendation that was implemented;
- Assisting with the development of an outstanding Standard Operating Procedure; or,
- Providing a safety and health training or tailgate to fellow employees.
- Taking the initiative to correct a hazard above and beyond the scope of everyday assignments.

Further information on the current safety recognition program can be obtained from the Safety, Health and Wellness Office.

2.3 DISCIPLINE

Employees have a right to a safe and healthy workplace provided by the employer. Similarly, employee's failure to comply with known safety and health standards will result in disciplinary action. Since the goal of the Injury and Illness Prevention Program is to prevent workplace injuries and illnesses, the goal of the disciplinary procedure is to prevent safety and health violations that may lead to accidents.

When efforts to prevent employee safety and health violations fail, subsequent discipline should be progressive and be according to Airport policy. It is important to note that employees shall not be disciplined for having a work related injury or illness, but rather for violating safety and health practices and procedures. Not following safety and health policies and procedures is a performance issue and should be dealt with in the same manner as any other deficient behavior such as repeated tardiness.

3.0 SAFETY, HEALTH and WELLNESS COMMUNICATIONS

The Airport uses several methods to communicate safety and health information to all employees including safety and health bulletin boards, safety and health newsletters, the SFO intranet site, Standard Operating Procedures, Safety Meetings, and Safety Committees.

3.1 SAFETY AND HEALTH BULLETIN BOARDS

Designated Airport facilities with Airport Commission employees will have a dedicated safety and health bulletin board for posting safety and health information. The bulletin boards are located where employees report for work, in lunchrooms or break areas, or in main lobbies or hallways.

Required postings include:

- Safety and Health Protection on the Job (Cal/OSHA Poster)
- Access to Medical and Exposure Records
- Notice of Compensation Carrier
- Annual Summary of Work-Related Injuries and Illnesses (Feb1-April 30)

Other safety, health and wellness awareness items that may be posted include:

- Safety, Health and Wellness training schedules and memorandums
- Safety Committee meeting minutes
- General safety, health and wellness awareness information

SFO INTRANET

Most safety and health information for San Francisco International Airport Commission employees is maintained on the safety and health pages of the SFO intranet site [SFO Connect](#). The site contains Safety, Health and Wellness Office contact information, links to computer based safety and health training, forms and checklists, Standard Operating Procedures, Employee Safety Practices and Procedures, Safety Committee meeting schedule and minutes, sample safety tailgates, safety and health training requirements, and a list of safety and health training as well as useful links to safety and health websites. An electronic safety suggestion box forwards comments directly to the Safety, Health and Wellness Office.

OTHER SAFETY AND HEALTH MATERIALS

Safety and health materials such as bulletins, regulatory updates and newsletters are periodically distributed to managers, supervisors and safety coordinators. The newsletter can take the form of a publication commercially produced or it can be produced by the Safety, Health and Wellness Office. The materials can be used to:

- Educate employees on new safety and health regulations
- Inform employees of safety and health activities and meetings
- Promote and recognize safe behaviors

3.4 CODE OF SAFE PRACTICE

Cal/OSHA regulations require that employees be trained in the specific hazards of their jobs. At the Airport, written Codes of Safe Practices, Standard Operating Procedures (SOPs) and Job Safe Practices are methods used to accomplish this. Airport Codes of Safe Practices are procedures on how to perform a job emphasizing safety precautions. It is not a job description. Generic safe practices have been developed for operations that are common to many Airport facilities. In addition, each department/section shall develop their own Code of Safe Practices for operations that are unique to their activities. The SOPs shall be made available to employees in each department/section. Supervisors shall periodically review the SOPs with employees during safety and health meetings or tailgates. Additional information can be found in the Code of Safe Practices Program in the Airport's Employee Safety Procedures and Practices Manual.

3.5 SAFETY, HEALTH AND WELLNESS TRAINING

Safety, health and wellness training, including safety and health meetings and tailgates, is an important communication tool for each Airport employee. For further information about the diversity and required frequency of safety and health training, see Section 7.0.

3.6 SAFETY COMMITTEE

The Airport has established a joint labor and management Safety Committee that meets the first Thursday of each month at 10 am. The committee is co-chaired by an employee and a safety and health staff representative. A member from Airport Senior Staff attends each month. All Airport departments are encouraged to have an employee representative who attends the committee meetings. Major functions of the committee are:

- Review employee injuries and illnesses that occurred in the previous month. For each injury, a representative from the employee's section or department is required to attend the meeting to explain how the injury/illness occurred and what steps are being taken to prevent similar and additional injuries.
- Discuss any new occupational safety or health concerns that require the participation of multiple SFO sections for resolution.
- Update on-going safety and health projects.
- Provide general safety and health announcements such as upcoming training classes and emerging issues.
- Nominate and vote on safety recognition awards.
- Review investigation of alleged hazardous conditions brought to the attention of any committee member and make recommendations for corrective action.

4.0 HAZARD IDENTIFICATION AND REPORTING

4.1 HAZARD REPORTING

Employees are encouraged to report unsafe conditions and practices without fear of reprisal, and to contribute solutions for safety and health problems they identify. Employees must report emergency situations immediately to their supervisor, or any available management representative. If necessary, the supervisor or management representative should notify the appropriate Deputy Director, Manager or Airport Communications.

For non-emergency situations, hazards may be reported in a number of ways:

- The problem may be reported verbally to the supervisor or safety coordinator. The supervisor should encourage a written report, but it is not a requirement.
- The problem may be reported to the employee's by use of a Safety Suggestion Form. A copy of the form can be found in the Appendix. Employees may also submit anonymous reports and/or may submit reports to the Safety Committee or to the Safety, Health and Wellness Office. An electronic safety suggestion box can be found on the safety and health page of the SFO intranet site. The electronic safety suggestion box forwards comments directly to the Safety, Health and Wellness Office.

When a Safety Suggestion Form is used, the supervisor's written evaluation must be prepared and distributed as indicated on the form within 5 working days.

See Section 5.0, Hazard Control and Correction, for guidance on correcting hazardous conditions or work practices.

4.2 FORMAL INPECTIONS

Formal inspections are to be performed according to the following:

- When the Injury and Illness Prevention Program is initially established;
- When new substances, processes, procedures, or equipment which present new hazards are introduced to the workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

The correction of High Priority items shall be expedited. Interim procedures for safeguarding employees from serious injury or illness will be adopted where imminent hazards exist that cannot be corrected immediately. See Section 5.0 for guidance on hazard correction. Items that are not corrected immediately should be listed on the Hazard Control Log (See Section 5.1).

Formal inspections must be documented. The documentation must include a list of identified hazards, the corrective actions, and the hazard ranking (See Section 5.2). The reports are to be retained for 3 years. A sample inspection form is located in the Appendix.

4.3 INFORMAL/WEEKLY WALKTHROUGH INSPECTIONS

Informal inspections are a valuable tool to increase awareness of changes in the workplace, to emphasize safety and to identify and eliminate workplace hazards. Therefore, supervisors should complete weekly walkthrough safety inspections of the area(s) under their control and note items such as housekeeping, job changes, work practices, use of personal protective equipment, fire hazards, etc. Safe conditions should be noted as well as unsafe conditions or actions. Where areas have many supervisors, the supervisors may choose to rotate responsibility for the weekly walkthrough safety inspections. Items that are not corrected immediately should be listed on the Hazard Control Log (See Section 5.1).

Field activities are difficult to monitor and conditions may change significantly from day to day. Supervisors should also visit job sites regularly.

5.0 HAZARD CONTROL AND CORRECTION

The goal of the Injury and Illness Prevention Program is to prevent workplace injuries and illnesses partly through the identification, evaluation, and control of workplace hazards. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. This section discusses tracking hazards and setting a priority for correcting them.

5.1 HAZARD CONTROL TRACKING

Each Department/Section will submit appropriate hazards to the Scheduling section in Facilities through the Work Order system. Scheduling's electronic database will track and record when the work order is received and completed. Safety items are prioritized and corrected by the appropriate work groups. Safety, Health and Wellness staff can also be consulted to assist with hazard prioritization. Department/Section Supervisors may also maintain a paper copy of their Hazard Log. The Log may include items that have been identified from periodic inspections, Safety Suggestion Forms, incident investigations, and hazards identified through other mechanisms, such as regulatory inspections or visits. A blank copy of the Hazard Control Log is located in the Appendices.

Department/Section management should periodically review each item to determine the status of open items, and progress toward completion. The Safety, Health and Wellness staff will also conduct periodic audits of the database and logs.

5.2 PRIORITY SYSTEM

Hazards must be ranked in order to provide a consistent guide for corrective action, to specify which hazardous conditions warrant immediate action and which have secondary priority, and to allocate funding to the most serious hazards first. Once hazards have been identified and listed on the Hazard Control Log, the Department/Section must assess the hazard severity and the mishap probability, so that the priority can be established. The hazard severity is based on an assessment of the worst consequence that may result from the deficiency. The consequence could be injury, occupational illness, or property damage. Mishap probability is the likelihood that the hazard will result in an accident. This assessment is based on factors such as location, employee exposure duration, and affected population.

Hazards will be ranked from Low to High using the following guideline:

Low - A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage.

Medium - A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.

High - A condition or practice likely to cause permanent disability, loss of life or body part, extensive loss of structure, equipment or material, or harm to the public.

Target hazard abatement dates should be established based on the hazard ranking and the difficulty of implementing the control. Obviously, any high hazard should be corrected with the utmost speed.

5.3 HAZARD CONTROL

When hazards are identified in the workplace, the following action sequence should be used to prevent or control the hazard:

1. Eliminate the hazard from the machine, the method, the material or the facility.
2. Abate the hazard by limiting exposure or controlling it at its source.
3. Develop a Job Safe Practice procedure and train personnel to be aware of the hazard and to follow safe work practices to avoid it.
4. Prescribe personal protective equipment to protect employees against the hazard.

Interim controls will be initiated for any hazard that cannot be immediately abated. When an imminent hazard is identified that cannot be immediately abated without endangering employees, personnel will be removed from the area. Employees correcting the hazardous condition shall be equipped with necessary safeguards.

6.0 INCIDENT REPORTING AND INVESTIGATION

6.1 INJURY AND ILLNESS REPORTING

It is the Airport's policy that employees report workplace injuries and illnesses immediately or within one working day to their supervisor. Reporting is required for any work related injury or illness, no matter how minor. The employee shall report any injury no later than the end of the current work shift. The employee shall report any illness as soon as the employee is aware of it.

For all workplace injuries and illnesses arising out of and occurring during the course of employment, the following procedures shall be followed:

1. When an employee reports a work-related injury or illness, their supervisor shall direct that employee to go to the SFO Medical Clinic or to their pre-designated physician for treatment. The pre-designation form must be on file with the Airport Human Resources Department prior to the injury if the employee wishes to see his/her own physician.
2. For emergencies, where the employee is incapacitated, the supervisor should dial 911 for assistance.
3. For non-emergency care during SFO Medical Clinic off-hours, the supervisor shall direct the employee to the nearest approved treatment facility. Supervisors are responsible for arranging appropriate transportation for the injured employee.

There are three forms that must be completed by the supervisor within one working day of knowledge of the employee's injury or illness. All forms are available from the Safety, Health and Wellness Office. Forms are also available on SFO Connect at [WC Forms](#).

The forms to be completed are:

1. **Employee Claim for Workers' Compensation Benefits (Form 1).** The employee should complete the top portion of this form. The supervisor completes the bottom portion.
2. **Employer's Report of Occupational Injury or Illness (Form 2).** The supervisor completes this form.
3. **Supervisor's Incident Investigation Report (SIIR).** The supervisor completes this form in its entirety obtaining information from the employee for the Employee Input section.

Distribution of forms:

- Ensure that the three forms listed above have been completed, signed and dated.
- Send the completed copies of the three forms to the Safety, Health and Wellness Office within 24 hours.

The supervisor should also maintain a copy of the three forms for the employee's file.

All medical status reports and other related documentation should be forwarded to the Safety, Health and Wellness Office.

6.2 SERIOUS INJURIES AND ILLNESSES

Cal/OSHA notification of occupational injury or illness is **mandatory** when an occupational injury or illness results in death, requires inpatient hospitalization for more than 8 hours for other than medical observation, or produces any serious degree of permanent disfigurement. In the above circumstances, the Safety, Health and Wellness Office must be notified immediately so they can make the notification to Cal/OSHA within 8 hours of knowledge of the incident. This notification may result in a Cal/OSHA enforcement investigation of the incident.

Cal/OSHA notification is **not** required if the injury or death results from an accident on a public street or highway, but the Safety, Health and Wellness Office must still be notified.

6.3 INCIDENT INVESTIGATIONS

All occupational injuries and illnesses shall be investigated by the supervisor within one working day. Near misses shall also be investigated whenever a corrective action is necessary to prevent a more serious incident from occurring.

The incident investigation should occur immediately after a supervisor is notified of an incident. Timely investigations are necessary in order to obtain clear information, document transient conditions and prevent similar incidents from occurring in the near future.

Incident investigations will consist of a written report, including, but not limited to, the Supervisor's Incident Investigation Report (SIIR) and other supporting documentation. The completed SIIR should be reviewed and signed by the department head or section manager.

Because incident investigations are one of the key elements of the Injury and Illness Prevention Program for preventing future accidents, it is extremely important that the immediate and permanent controls developed as a result of the investigation be seriously reviewed, and resources committed to correcting the hazards. See Section 5.0 for more information on hazard correction.

The Safety, Health and Wellness Office reviews each SIIR for quality, as well as to evaluate the effectiveness of corrective actions. The Safety Committee also reviews and evaluates each incident and corrective actions. It is important to remember that while the supervisor has primary responsibility for conducting the investigations, the Department Head/Managers are ultimately responsible for providing a safe and healthy workplace.

7.0 SAFETY AND HEALTH TRAINING

7.1 REQUIREMENTS

The Airport provides its employees with training necessary to carry out job responsibilities in a knowledgeable and safe manner. Specific mandatory training requirements are determined by job classification, and job assignments. Supervisors will make every effort to provide and/or ensure that employees attend safety and health training.

The following types of safety and health training occur at the Airport:

7.1.1 Workplace Safety and Health Orientation

New employees receive workplace safety and health orientation by their supervisor within their first week on the job. Supervisors are required to review general safety and health information with the employee, just as procedures for reporting for work, or time cards are covered. The Workplace Safety Orientation checklist is used to document the safety and health orientation conducted by the supervisor. The completed checklist should be filed by the supervisor in the employee's file. A copy of the checklist can be found in the Appendix.

7.1.2 Safety, Health and Wellness Orientation for New Employees

New employees attend general Safety, Health and Wellness Orientation Training, which is scheduled by the Training Department. Training classes are scheduled quarterly or as necessary. The training includes an overview of the Injury and Illness Prevention Program and reviews mandated Cal/OSHA topics, such as hazard communication, use of personal protective equipment, fire prevention and other topics of importance to Airport employees. Additionally, employees are encouraged to access the Employee Safety and Health Handbook on-line and print a copy if desired.

7.1.3 **Job Specific/Specialized Safety and Health Training**

Each job has equipment, processes, and procedures specific to that operation, and consequently, specific safety and health hazards. Supervisors must train their employees on these hazards when the employee is first hired; when the employee is given a new job assignment; whenever new equipment or processes are introduced into the workplace; and whenever supervisors observe that employees need retraining. This training can be accomplished in safety and health meetings or tailgates, regular staff meetings, or scheduled training classes.

Although the supervisor has the ultimate responsibility for ensuring that job specific training is provided to employees, supervisors can seek assistance from the Safety, Health and Wellness Office with training curriculum.

7.1.4 **Periodic Safety Meetings or Tailgates**

To ensure that safety and health training is conducted regularly and fully integrated into normal Airport operations, each Department/Section must schedule and/or conduct periodic safety meetings or tailgates. For certain Departments/Sections, the frequency of the safety meetings or tailgates is determined by Cal/OSHA regulations. Safety meetings can be a portion of a regularly scheduled staff meeting.

The frequency of the safety meetings or tailgates will be as follows:

- **Office Environments** - All employees will participate in quarterly safety meetings or tailgates.
- **Airfield Operations, Museums, and Maintenance** (includes Maintenance Shops, Water Quality Control Plant and Storeroom) – All employees will participate in safety meetings or tailgates every 14 days (i.e., every payday).
- **Custodial, Food Service** – All employees will participate in monthly safety meetings or tailgates.

Safety meetings provide an excellent forum for supervisors to present new safety and health information, discuss recent accidents, request input from employees on safety and health hazards, and provide job-specific information. Documentation of safety meetings must be consistent with other training records including employee name,

employee signature, employee job classification, meeting date, topics discussed, and the name of the person conducting the meeting.

7.2 TRAINING PLAN

The Safety, Health and Wellness Office develops an annual schedule of safety and health training topics to be provided during the upcoming year. The training topics that are scheduled are reviewed on an annual basis for appropriateness. Contact the Safety, Health and Wellness Office for a copy of the annual schedule or to request a specific training class.

7.3 SUPERVISOR SAFETY MEETINGS

Each month the Safety, Health and Wellness Office conducts safety training meetings for managers, supervisors, safety coordinators, engineers and inspectors. The purpose of the meetings is to present safety and health information that is to be conveyed to section employees in the periodic safety tailgate meetings. A representative from each section is required to attend these meetings.

The Safety, Health and Wellness Office also offers other training classes to supervisors to explain and assist with fulfilling supervisory safety and health responsibilities. Contact the Safety, Health and Wellness Office to obtain a listing of currently available safety and health classes for supervisors.

8.0 RECORDKEEPING

8.1 DEPARTMENT RECORDS

Each department/section is responsible for maintaining accurate documentation of all safety and health activities. For the Injury and Illness Prevention Program, each supervisor is required to maintain the following records:

- Workplace Safety Orientation checklist
- Safety meetings or tailgate documentation
- Hazard Control Log
- Results of formal inspections
- Occupational injuries and illnesses forms
- Safety and health training attendance - Safety and health training must be documented with the following information: employee name, employee's signature, employee job classification, training date, topics discussed, and trainer's name.
- Code of Safe Practice and Job Safe Practice reviews

- Safety recognitions

8.2 SAFETY, HEALTH AND WELLNESS OFFICE RECORDS

The Safety, Health and Wellness Office maintains the following documentation:

- Rosters from scheduled training
- Safety and Health training database
- Occupational injury and illness forms
- Safety committee meeting minutes
- Exposure monitoring records

8.3 RETENTION OF RECORDS

All records are maintained for a period of 3 years except for workers' compensation and medical records. Workers' compensation records and exposure monitoring records are maintained by the Safety, Health and Wellness Office according to State requirements. Medical records are maintained by the SFO Medical Clinic according to State requirements. All medical records are confidential.

APPENDICES

SAFETY SUGGESTION FORM
FORMAL SAFETY INSPECTION FORM
HAZARD CONTROL LOG
WORKPLACE SAFETY ORIENTATION

(NOTE: THE FORMS ASSOCIATED WITH THIS PROGRAM CAN BE FOUND ON THE SFO
INTRANET, SFO CONNECT UNDER “FORMS”.)

<https://sfoconnect.com/forms/summary/Safety-and-Health>