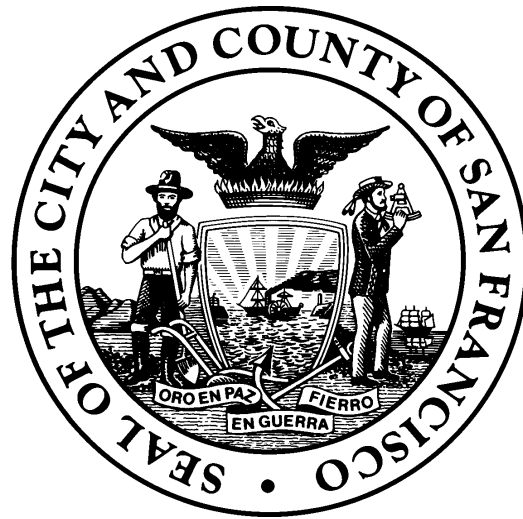


CITY AND COUNTY OF SAN FRANCISCO



BOARD OF SUPERVISORS

**INJURY AND ILLNESS PREVENTION
PROGRAM**

OFFICE ERGONOMICS

Updated February 2023

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1.0 PURPOSE

The Department of Board of Supervisors believes that everyone benefits from a safe and healthy work environment. We are committed to maintaining an injury and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety. To achieve this goal and comply with federal and state regulations, the Board of Supervisors has developed this Injury and Illness Prevention Program (IIPP). Its successful implementation is dependent upon employees fulfilling their responsibilities, as we work together to provide a safe and healthful workplace.

2.0 BACKGROUND AND REGULATORY REQUIREMENTS

Every California employer must establish, implement, and maintain a written IIPP. The requirements for the IIPP are defined in Title 8 of the California Code of Regulations, Section 3203 and must include the following elements:

- Management Commitment & Assignment of Responsibilities
- Hazard Assessment
- Hazard Correction
- Accident, Incident, Exposure Investigation
- Employee Communications
- Employee Compliance
- Health & Safety Training
- Recordkeeping

3.0 POLICY

The Board Of Supervisors recognizes the importance of providing a safe and healthful work environment for its employees and that our employees are our most important and valuable resource. Further, the Board Of Supervisors acknowledges that providing a safe and healthy work environment for all employees is the employer's responsibility, as mandated by Federal and State occupational safety and health statutes and regulations. To meet this responsibility, we have established and implemented this IIPP policy.

4.0 MANAGEMENT COMMITMENT AND ASSIGNMENT OF RESPONSIBILITIES

- 4.1 The Department Head, Clerk of the Board Of Supervisors, is responsible for ensuring that an effective IIPP is developed and implemented. The Department Head will take whatever actions, as is within the Department Head's authority, to procure and allocate resources to maintain this program.
- 4.2 The Department Head has designated Edward de Asis as the IIPP Coordinator. The Coordinator's assigned duties include the following:
 - 4.2.1 Coordinate, assist with, and conduct inspections including those conducted in response to: employee reports of unsafe conditions,

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incident investigations, hazard abatements, and/or program requirements.

- 4.2.2 Develop departmental health and safety policies.
- 4.2.3 Maintain records that are required by the IIPP, pursuant to Section 3203, including Cal/OSHA-mandated postings, the OSHA 300 Log, and/or other reporting and recordkeeping requirements.
- 4.2.4 Coordinate safety and health training.
- 4.2.5 Provide occupational health and safety guidance to BOARD OF SUPERVISORS managers and supervisors.

The IIPP Coordinator may delegate some duties to the Departmental Personnel Officer, Division Heads, or a designee.

- 4.3 Managers and/or supervisors shall be responsible for:
 - 4.3.1 Notifying the IIPP Coordinator of Cal/OSHA inspections as soon as they become aware of such inspections.
 - 4.3.2 Ensuring rank and file compliance with all safety and health regulations.
 - 4.3.3 Taking appropriate action to correct hazards when brought to their attention.
 - 4.3.4 Conducting incident investigations when necessary.
 - 4.3.5 Completing all documentation as required by department policy and forwarding copies of health and safety-related documentation to the IIPP Coordinator.

- 4.4 The Board of Supervisors' office is located in City Hall, 1, Dr. Carlton B. Goodlett Place, San Francisco. The IIPP Coordinator is responsible for overall program management and implementation for the Board of Supervisors. Jessica Wong is responsible for health and safety reporting and recordkeeping department-wide. He/she is responsible for (1) maintaining a stock of Workers' Compensation forms and files of health and safety-related paperwork; (2) serving as a health and safety reference; and (3) coordinating health and safety-related. Contact information for these individuals can be found in Appendix A.

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5.0 HAZARD ASSESSMENT

- 5.1 The IIPP Coordinator shall conduct assessments to identify and evaluate potential health and safety hazards. An inspection form and check list are provided in Appendix B. Assessments will be conducted for the following reasons:
- 5.1.1 Initial Assessment upon implementation of the IIPP. This assessment will consist of a walkthrough to identify health and safety hazards and evaluate occupational safety and health programs. Corrective actions will be prioritized for abatement, with the IIPP Coordinator's input.
 - 5.1.2 Whenever new equipment, chemicals, or modifications in work procedures introduce a safety hazard.
 - 5.1.3 Whenever Department management is made aware of a new or previously unrecognized hazard.
 - 5.1.4 When occupational injuries or illnesses occur. (Refer to section 12)
 - 5.1.5 Whenever workplace conditions warrant an inspection.

The IIPP Coordinator shall retain copies of all surveys and inspections.

5.2 Employee Procedures for Reporting Hazardous Conditions:

- 5.2.1 Employees must report unsafe or unhealthy work conditions. An employee may report a suspected hazard to a supervisor or the IIPP Coordinator.
- 5.2.2 Department management is required to investigate (Refer to Section 7) and initiate hazard abatement (Refer to Section 6), if needed, when they receive reports from employees. Likewise, the IIPP Coordinator is required to investigate upon learning of reports of workplace hazards. Under no conditions may the employee be disciplined for reporting a suspected hazard. Anonymous reports are treated the same as any other report.

6.0 HAZARD CORRECTION**6.1 Procedure for Abating Hazards**

There are two basic kinds of hazards: conditions that increase the risk of injury or property damage that are identified during surveys, and program deficiencies identified during the review of the occupational safety and health programs. These hazards will be prioritized for abatement according to their severity.

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- 6.1.1 Management shall initiate abatement for hazards identified during routine or periodic assessments. The following hazard abatement techniques must be considered and implemented, if feasible:
- Immediately cease the hazardous process or stop the use of hazardous materials.
 - Determine the best way to change the process or to alleviate the hazard.
- 6.1.2 Interim control measures will be used if permanent control measures cannot be instituted in a timely manner.
- 6.1.3 When an imminent hazard that cannot be immediately abated without endangering employees is identified, the employee's supervisor shall isolate potentially exposed personnel from the hazard, until it is sufficiently abated. In some cases, employees who have received special training or are outfitted with personal protective equipment may have to incur acceptable exposures to abate hazards. All required personal protective equipment and safeguards will be provided. The supervisor shall advise the IIPP Coordinator and his/her management chain of the hazardous situation, before corrective action is taken.
- 6.1.4 The IIPP Coordinator shall track all workplace hazards identified in the assessments to ensure that they are abated in a timely manner.
- 6.1.5 The supervisor shall document (in writing) when a hazard is abated. He/she shall describe the interim and/or permanent controls implemented and provide copies of such documentation to the IIPP Coordinator.
- 6.1.6 The IIPP Coordinator shall offer assistance to management in selecting and implementing effective corrective actions to resolve deficiencies. This includes developing and implementing health and safety programs.

6.2 Risk Assessment Codes

Hazard risk is based on outcome severity and the probability of an event occurring. In accordance with this concept, hazards shall be characterized and abated using the following ranking scheme:

- Code 1: Immediate hazard abatement to be completed within 24 hrs
- Code 2: Abatement initiated within 3 work days
- Code 3: Abatement initiated within 7 work days
- Code 4: Abatement initiated within 14 work days
- Code 5: Abatement initiated within 30 work days

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7.0 ACCIDENT, INCIDENT, EXPOSURE INVESTIGATION

Hazards are frequently identified through the investigation of employee accidents, incidents, exposures, and near misses. Investigations are conducted to gain an understanding of the possible root cause(s), as they are commonly a combination of failures at multiple levels (e.g., from rank and file staff to upper management).

- 7.1 Upon notification of an accident, incident, exposure, or near miss, the supervisor shall conduct an investigation to determine the possible cause(s) of the event and to identify potential hazards.
- 7.2 An Incident Investigation Report shall be completed by the supervisor and submitted to the DPO and IIPP Coordinator. Please note that this form should be completed even if there were no employee injuries or illnesses (near misses). An Incident Investigation Report is provided in Appendix D.

8.0 EMPLOYEE COMMUNICATIONS

Communication between the employer and employee is an essential element of an occupational safety and health program. It provides ongoing opportunities to discuss matters relating to occupational safety and health, including encouraging employees to inform management of workplace hazards without fear of reprisal. The following methods will be included as part of the IIPP to communicate with employees:

- 8.1 Health & Safety Training (Refer to Section 10)
- 8.2 Safety Meetings
Supervisors shall conduct a minimum of one safety meeting per quarter with their employees. These meetings may be incorporated into a regularly scheduled staff meeting. Whenever safety is discussed at a meeting, it should be documented on the training record provided in Appendix E.
- 8.3 Bulletin Board
A bulletin board that contains information regarding employee safety must be maintained at “fixed establishments”, field offices, or central locations for mobile employees. It is the supervisor’s responsibility to install bulletin boards in conspicuous locations, post all required postings, and maintain them. The following items must be posted on each safety bulletin board:
 - Cal-OSHA poster “Safety and Health Protection on the Job”
 - Notice of Workers’ Compensation Claims Administrator
 - “Access to Medical and Exposure Records” poster
 - All Cal/OSHA citations
 - Log and Summary of Occupational Injuries and Illnesses (by January 31 of each year)
 - Industrial Welfare Commission Orders

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- “Discrimination in Employment is Prohibited by Law” Poster
- Notice to Employees of Unemployment Insurance and Disability Insurance

9.0 EMPLOYEE COMPLIANCE

The Board Of Supervisors will take reasonable measures to ensure that employees comply with all safe work practices. A variety of methods will be used to encourage compliance including, but not limited to training, recognition, and disciplinary action.

- 9.1 *Department Code of Safe Work Practices.* All employees will be provided with the Department Code of Safe Work Practices, as set forth in this document (refer to Appendix F). Employees will be required to comply with the Department Code. Failure to comply may lead to disciplinary action.
- 9.2 *Employee Training Programs.* All employees shall attend mandatory safety and health training, as identified in Section 10.0.
- 9.3 *Employee Recognition.* Management will find ways to periodically recognize safe work practices.
- 9.4 *Hazards Reporting.* Employees will be encouraged to report any potential safety or health hazards to their immediate Supervisor or the IIPP Coordinator, as described in Section 5.2.

10.0 HEALTH AND SAFETY TRAINING

- 10.1 Occupational Safety and Health training will be provided to all employees when:
- The employee is first hired (if after initial IIPP implementation).
 - The employee is reassigned to job assignments with new occupational safety and health hazards.
 - New substances, processes, procedures, or equipment that present a new hazard are brought into the work area.
 - New or previously undiscovered hazards are brought to the employer’s attention.
 - An employee lacks training in general safe work practices and/or the recognition of and protection against job-specific hazards.
- 10.2 For some topics, the IIPP Coordinator will provide special training to supervisors to assist them in reinforcing their employees’ training and in responding to incidents or reports of hazardous situations/materials.
- 10.3 The IIPP Coordinator and/or the employee’s supervisor will provide training. Training areas will include:

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- Implementation and maintenance of the IIPP
 - Emergency action and fire prevention plan
 - Provisions for medical services and first aide
 - Prevention of musculo-skeletal 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 unsafe acts
 - Materials handling and storage
 - Proper reporting of hazards and accidents to supervisors
- 10.4 Safety and Health training must be documented in writing for each employee. Records will be maintained by his/her supervisors and the IIPP Coordinator (pending submission of copies from supervisors). Appendix G provides a sign-in sheet to document training.

11.0 EMPLOYEE ACCESS TO RECORDS

11.1 Employee training records shall contain the following information:

- Name of the course
- Date, time, length of the course
- Instructor(s) name(s)
- Summary of course content
- Printed name of the participant (Course roster)
- Signature of the participant (Course sign-in sheet)

11.2 Employees and/or their representatives shall have the right to access their training and health and safety records. All training records may be obtained, upon request, from their supervisor or the IIPP Coordinator.

11.3 Training records (for repeated trainings) and Cal/OSHA 300 Logs will be retained by supervisors for six years. Where one-time training is provided to employees, supervisors must retain the records for the duration of their employment. Employee health and safety records (e.g., exposure monitoring, incident reports, etc.) will be maintained by supervisors and/or managers for the duration of their employment. Where federal, state, or local regulations or laws mandate additional retention requirements, CCSF supervisors and/or managers will comply.

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12.0 REPORTING PROCEDURES FOR INJURIES, ILLNESSES, INCIDENTS, EXPOSURES, OR NEAR MISSES

- 12.1 It is the employee's responsibility to notify the supervisor of work-related injuries and illnesses.
- 12.2 When an employee reports an injury (beyond first aid), illness, incident, exposure, or near miss that does not result in the need for medical care and/or time lost from work, the manager or supervisor must complete an investigation (refer to Section 7) and an **Incident Investigation Report**. The completed form must be submitted to the DPO within 24 hours of being notified by the employee of the incident.
- 12.3 When an employee's injury, illness, or exposure results in the need for medical care (beyond first aid) and/or results in lost time from work, in addition to the Incident Investigation Report, the supervisor must complete the following forms:

- **State of California Employee's Claim for Workers' Compensation Benefits – DWC-1**

The supervisor shall complete the employer's portion of the Employee's Claim for Workers' Compensation Benefits form and give it to the employee, so that he/she can complete the employee's portion of the form immediately upon notice of the injury or illness. The golden rod copy (Employee's Temporary Receipt) of the completed form should be given to the employee; the remainder of the completed form shall be sent to the DPO within one day of notice of the injury/illness.

If the employee is unable to complete the employee section of the form, the supervisor should complete the employer section and send the form to the DPO within one day of notice of the injury/illness. The DPO will send the form (via certified U.S. Mail) to the employee's home for completion. The employee shall complete the form and return it to his/her supervisor as soon as possible. The supervisor, upon receipt of the completed form, must indicate the date received on the form and send it immediately to the DPO. **Supervisors should not complete the employee's portion of the form under any circumstances.**

- 12.4 When an injury requiring medical attention is reported, the supervisor shall immediately determine the appropriate medical facility for treatment and make arrangements for transportation, if necessary.

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- For **emergency medical care** in response to a work-related injury or illness: dial 911 for an emergency response to transport an employee to the appropriate emergency center.
- For **non-emergency medical care** of work-related injuries, for employees who have not designated a personal physician, the supervisor shall direct the employee to seek treatment from the City and County-designated medical provider:

Occupational Health Services Clinic
San Francisco General Hospital Building 9, 2nd floor
1001 Potrero Avenue (between 22nd and 23rd Streets)
Monday through Friday
Hours: 7:30 a.m. – 4:30 p.m.
(415) 206-8998

After hours and weekends facilities for medial attention include:

San Francisco General Hospital Emergency Department
1001 Potrero Avenue (between 22nd and 23rd Streets)
(415) 206-8111

California Pacific Medical Center – Davies Campus
Castro Street between 14th Street and Duboce.
(415) 600-0600

Kaiser Permanente Medical Center
2200 O'Farrell Street @ Divisadero
(415) 202-2000

Saint Francis Memorial Hospital Emergency Department
900 Hyde Street, between Pine and Bush
(415) 353-6300

St. Mary's Medical Center Emergency Department
450 Stanyan Street, between Hayes and Fulton
(415) 750-5700

- Treatment by their pre-designated physician is permitted when employees have submitted written notification selecting their personal physician as their Workers' Compensation physician, prior to injury, for **non-emergency medical care** of work-related injuries. The written notification must be filed with their DPO and on record in Board Of Supervisors.

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13.0 CAL/OSHA INSPECTIONS AND CITATIONS

Upon becoming aware that a Cal/OSHA inspection is in progress, management shall notify the IIPP Coordinator. The IIPP Coordinator shall accompany the Cal/OSHA inspector as a member of the management team.

13.1 In the event that a Cal/OSHA citation is issued, the Board of Supervisors Director or a designee will initiate corrective action(s) to abate the hazard as soon as possible. Management will seek input from the IIPP Coordinator in selecting and implementing appropriate corrective actions.

13.2 Management shall post a copy of the citation abatement notice in a conspicuous location (employee bulletin board) and ensure that it remains posted until the hazard has been abated.

14.0 FACILITY RESPONSIBILITIES

14.1 The City and County of San Francisco (or building owners if the facility is privately owned) is responsible for ensuring compliance with applicable Cal/OSHA standards, including those concerning HVAC systems maintenance and inspection. Copies of the IIPP have been forwarded to each Division (and building owner, if privately owned) to ensure compliance with Cal/OSHA standards.

Appendix A

BOARD OF SUPERVISORS STAFF with SPECIFIC IIPP RESPONSIBILITIES

Angela Calvillo
Department Head
Clerk of the Board of Supervisors
(415) 554-5184

Edward de Asis
Department IIPP Coordinator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-7704

Jessica Wong
Health and Safety Coordinator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
(415) 554-7707

Appendix B

LOCATION: _____

DATE: _____

SECTION	ITEM	YES	NO	N/A	Comments
I EMPLOYER POSTING					
a	Are the following items posted in a conspicuous location: CAL/OSHA Poster "Safety and Health Protection on the Job" Discrimination in Employment is Prohibited by the Law				
	Industrial Welfare Commission Orders regulating wages, hours, and working conditions				
	Notice to Employees of Unemployment and Disability Insurance				
	Log/Summary of Occupational Injuries & Illnesses posted by 1/31				
	Cal/OSHA Citations				
	Access to medical and Exposure Records				
	Notice o Workers' Compensation Claims Administrator				
b	Are emergency telephone numbers conspicuously posted?				
c	Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and Material Safety Data Sheets, etc., been posted or otherwise made readily available to affected employees?				
d	Are emergency evacuation plans posted and exits appropriately marked?				
II RECORDKEEPING					
a	Are all reportable occupational injury or illnesses being recorded as required on the Cal/OSHA Form 300?				
b	Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date?				
c	Have arrangements been made to maintain required records for the legal period of time for each specific type record?				
III SAFETY AND HEALTH PROGRAM					
a	Do you have active health and safety programs in operation?				
b	Is one person responsible for the health and safety program(s)?				
c	Do you have a working procedure for handling in-house employee complaints regarding safety and health?				
d	Are employees being kept abreast of actions taken and accomplishments made to assure their health and safety?				
IV MEDICAL SERVICES AND FIRST AID					
a	Is each employee required to get a pre-employment medical exam?				
b	Is there a hospital, clinic, or infirmary located near your workplace?				
c	Is there at least one employee in each facility (under the department jurisdiction) currently qualified to give CPR/first aid?				
d	Are medical personnel readily available for advice and consultation on matters of employees' health?				
e	Are first aid kits accessible, stocked with adequate supplies, and periodically inspected and replenished as needed?				
f	Are portable or stationary eyewashes and emergency showers available where corrosive liquids or materials are handled?				

SECTION	ITEM	YES	NO	N/A	Comments
V	FIRE PROTECTION				
a	Is the fire department acquainted with your facility and its specific hazards?				
a	Is the fire alarm system certified, tested, and maintained as required?				
b	Are interior stand pipes and valves inspected regularly?				
c	Are sprinkler system water control valves and air and water pressures checked periodically as required?				
d	Are sprinkler heads protected by metal guards?				
e	Are fire extinguishers provided in adequate number and type?				
f	Are fire extinguishers mounted in readily accessible locations?				
g	Are fire extinguishers recharged regularly and noted on the inspection tag?				
h	Are employees periodically instructed in the use of extinguishers and fire protection procedures?				
i	Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?				
VI	HAZARDOUS CHEMICAL EXPOSURES				
a	Are employees aware of the potential hazards of chemicals that are stored or used in the workplace (e.g., caustics, etc.)?				
b	Is there compliance with are all regulatory exposure limits?				
c	Are flammables and toxics kept in closed containers when not in use?				
d	Have standard operating procedures been established and are they being followed when cleaning up chemical spills?				
e	Is personal protective equipment provided, used, and maintained whenever necessary?				
f	Is there a list of hazardous substances used in your workplace?				
VII	HAZARDOUS SUBSTANCES COMMUNICATION				
a	Is there a list of hazardous substances used in your workplace?				
b	Is there a written Hazardous Communications Program (8 CCR §5194)?				
c	Are hazardous substances appropriately labeled?				
d	Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used?				
VIII	ELECTRICAL				
a	Are all employees required to immediately report electrical hazards that pose a risk to life or property?				
b	Do extension cords being used have a grounding conductor?				
c	Overloaded electrical circuits, unsafe wiring, and defective extension cords				
d	Common appliances (e.g., coffee makers, hot plates, etc.) left unattended				
e	Improper use of space heaters				
f	Improper use of maintenance of equipment that may provide ignition sources				
g	Are multiple plug adaptors prohibited?				

IX NOISE				
a	Are there areas in the workplace where continuous noise levels exceed 85dBA?			
b	Have work areas where noise levels make voice communication difficult been identified, evaluated, and posted?			
c	Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?			
d	Is a hearing conservation program required? If so, is the hearing conservation program compliant?			
X PORTABLE LADDERS				
a	Are all ladders maintained in good condition: (1) joints between steps and side rails tight; (2) , all hardware and fittings securely attached: and (3) movable parts operating freely without binding or undue play?			
b	Are ladder rungs and steps free of grease and oil?			
c	Have employees received proper instruction on how to operate a ladder?			
XI MISCELLANEOUS				
a	Are hand trucks maintained in safe operating condition?			
b	Do employees who operate vehicles on public thoroughfares have valid operator's licenses?			
c	Do the employees eat in locations where there is no exposure to toxic materials or other health hazards?			
WORK AREA SAFETY CHECKLIST				
XII GENERAL WORK ENVIRONMENT				
a	Are all worksites clean and orderly?			
b	Are work surfaces kept dry or appropriate measures taken to assure that surfaces are slip-resistant?			
c	Are all spilled materials or liquids cleaned up immediately?			
d	Are all toilets and washing facilities clean and sanitary?			
e	Are all work areas adequately illuminated?			
XIII EGRESS				
a	Are all exits marked with a sign and illuminated by a reliable light source?			
b	Are the directions to exits, when not immediately apparent, marked with visible signs?			
c	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT"?			
d	Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and ½-inch wide?			
e	Are all exits kept free of obstructions?			
f	Are at least two means of egress provided from rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?			
g	Are there sufficient exits to permit prompt escape in case of emergency?			
h	Is the number of exits from the building appropriate for the building occupancy load?			

XIV EXIT DOORS

a	Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?				
b	Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?				
c	Where panic hardware is installed on an exit door, will the door open by applying a force of 15 pounds or less in the direction of the exit traffic?				

XV WALKWAYS

a	Are aisles and passageways kept clear?				
b	Are surfaces that are usually wet covered with non-slip materials?				
c	Are spilled materials cleaned up immediately?				

XVI FLOOR AND WALL OPENINGS

a	Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?				
b	Is the glass in windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?				

Priority: 1: immediate 2: within 48 hours 3: within one week 4: abatement plan required

COMMENTS: _____

 (Print Name) Inspection Performed By Signature

 (Print Name) Inspection Performed By Signature

 (Print Name) Inspection Performed By Signature

Appendix C

EMPLOYEE SAFETY COMMUNICATION FORM

This form is to be used by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice. While anonymity is an option, it would be helpful to be able to reference the suggestor in case there are questions or clarification is needed. Use of this form is protected by law – it is illegal for the employer to take any action against an employee in reprisal for exercising his/her rights to participate in communications involving safety. Please use the back or attach additional sheets if necessary.

The Safety Committee will investigate any report of unsafe conditions or practices, or explore any suggestions for new safety procedures or actions, as required by the Injury and Illness Prevention Program, and advise employees of the employer's response.

REASON FOR USE OF FORM: Safety Suggestion Safety Concern

Description of Unsafe Condition or Practice, or Suggestion:

Cause(s) or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has this matter been reported to your supervisor? Yes No

Employee Name: _____ Date: _____

Division and Unit: _____

(For Safety Committee Use Only)

Recommended Action: _____

Action Taken: _____

Signature of Safety Committee Member

Date

Signature of OSH Manager

**APPENDIX D
INCIDENT INVESTIGATION REPORT**

Instructions: Supervisors must complete this form as soon as possible, but no later than 24 hours after the incident. The accuracy of this report is essential for Workers' Compensation and OSHA reporting. The completed report must be submitted to the DPO at 44 Gough Street. In order to ensure immediate communication, locations other than 44 Gough Street, must fax the documents to the DPO at 557-4835, following up with the hard copy through interoffice mail.

NATURE OF INCIDENT: Please check all that apply.

<input type="checkbox"/>	Injury or Illness resulting in the need for medical treatment
<input type="checkbox"/>	Injury or Illness not resulting in the need for medical treatment
<input type="checkbox"/>	Exposure not resulting in the need for medical treatment – for documentation only
<input type="checkbox"/>	Near Miss with potential for injury or illness
<input type="checkbox"/>	Property damage with no injury or illness
<input type="checkbox"/>	Fatality
<input type="checkbox"/>	Other – Please explain: _____

Employee Name: _____ Date: _____

Job Code: _____ Job Title: _____

Division: _____ Time employee began work: _____

Date of incident: _____ Time of Incident: _____

Date first reported: _____ Time reported: _____

Person reporting incident if other than injured employee: _____

Was the incident on CCSF property? Yes No

Location of the incident (be specific): _____

Name of witnesses (attach witness statements if applicable)

(a): _____ (b): _____

What specific activity was the employee doing when the incident occurred? _____

Explain the incident in detail, (how it occurred, sequence of events, nature of the injury) _____

Did the employee report an injury or illness? Yes No

Did the employee miss any work as a result of the injury or illness? Yes No

If yes, number of days missed: _____ Date last worked: _____

Date employee was scheduled to work next? _____

If the employee reported an injury or illness, please identify the nature of the injury or illness.

(Check all that apply)

Abrasion, Scratch	Flashburn (eyes)
Amputation	Foreign Body (eye or other)
Blow to Head	Foreign Body: other wound
Broken Bones (including teeth)	Heatstroke, Heat Exhaustion
Bruise	Hernia, Rupture
Burn 1 st 2 nd 3 rd degree	Multiple Injuries (describe in comments)
Cut, Puncture	Respiratory Problems
Electric Shock	Skin Rash
Exposure to Body Fluids	Sprain, Strain, Dislocation
Eye Irritation	Other, (describe in comments)

Comments: _____

Please identify the part(s) of the body affected by the injury or illness.
 (Check all that apply)

Head, not face, eyes, inner ear	Ear(s) including hearing
Eyes	Face, including nose, mouth, teeth
Neck	Shoulder(s)
Upper Arm(s) including elbow	Forearm(s) including wrist(s)
Hand(s) or Finger(s)	Abdomen including internal organs
Upper Back, muscles, spine, cord	Lower Back, muscles, spine, cord
Chest, including ribs and internal organs	Hips, including pelvis, buttocks, etc
Upper Leg(s) including knee(s)	Lower Leg(s) including ankle(s)
Foot and/or toe(s)	Circulatory System
Respiratory System	Other, (describe in comments)

Comments: _____

Was a third party (Non-City employee) responsible or involved in the incident? Yes No

If yes, please explain in detail _____

Was an investigation of the incident conducted: Yes No *

If yes, please identify any corrective actions taken to prevent recurrence of the incident due to the continued existence of the hazard, and those actions needed to fully resolve the hazard.

Corrective Action	Scheduled Completion	Date Completed
1.		
2.		
3.		
4.		
5.		

Additional Comments: _____

* Provide detailed comments regarding why an investigation was not conducted: _____

Prepared by:

Print Name: _____

Date: _____

Signature: _____

Phone: _____

For DPO use only Date received: _____ Date to TPA: _____ Follow-up required: _____

Comment:

Appendix E**RECORD OF SAFETY TRAINING SESSION**

Safety Training must be documented in order to satisfy Cal/OSHA requirements as outlined in the Injury and Illness Prevention Plan. Documentation is maintained by the OSH Manager for the department. Training is delivered by the OSH Manager, the Safety Committee, or a designee who has expertise in the subject matter.

TRAINING TOPIC: _____

TRAINING DATE: _____ **TRAINER:** _____

ATTENDEES (please **PRINT** your name, your division/unit, and your telephone number):

	NAME	DIVISION/UNIT	TELEPHONE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

COMMENTS BY TRAINER:

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Appendix F**CODE OF SAFE WORK PRACTICES**

It is the policy of the Department of Board of Supervisors that reasonable measures will be taken to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking requiring every employee's participation. Failure on the part of an employee to comply with safety rules will be grounds for disciplinary action. Supervisors should ensure that employees observe safety rules and practices and take action as necessary to obtain compliance. To comply with this policy, employees should do the following:

1. Report all unsafe conditions and equipment to your supervisor or Health & Safety Representative.
2. Report all accidents, injuries, and illnesses to your supervisor.
3. Means of egress shall be kept unblocked, well lit, and unlocked during work hours.
4. Exit doors must comply with fire safety regulations.
5. In the event of fire, sound the alarm and evacuate.
6. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
7. Only trained workers may attempt to respond to a fire or other emergency.
8. Stairways should be kept clear of items that can be tripped over. All areas under stairways that are egress routes must not be used to store combustibles.
9. Materials and equipment will NOT be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner; trash and refuse are to be thrown into proper waste containers.
12. All spills shall be wiped up promptly.
13. Storage of files and supplies should be maintained in such a manner as to preclude damage to the supplies or injury to personnel when moving from storage. Heaviest items should be stored closest to the floor and lightweight items stored overhead.
14. Employees should use appropriate step stools for accessing high places. Do NOT use a wheeled or folding chair to stand on.
15. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. Never leave lower desk or cabinet drawers open that presents a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.

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18. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets, or the cabinet may fall over.
19. Always use the proper lifting technique (lift with your knees, not your back). Never attempt to lift or push an object, which is too heavy; you must contact a supervisor when help is needed to move a heavy object.
20. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
21. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of grounding.
22. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters that are equipped with tip-over switches should be used.
23. Appliances such as coffeepots and microwaves should be kept in the employees' lounge. They should be kept in working order and inspected for signs of wear, heat or fraying of cords.
24. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
25. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and injury to the user.
26. Cleaning supplies should be stored away from edible items on kitchen shelves.
27. Cleaning solvents and flammable liquids should be stored in appropriate containers.
28. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers and stored in specific locations.
29. Employees who work with hazardous materials must know the location of the Material Safety Data Sheets for such materials.
30. Above all, employees should use common sense in the work place.

I have read and understand all of the above safe practices, and will apply them to my job with the Department of Human Resources.

 PRINT NAME OF EMPLOYEE

UNIT

 SIGNATURE OF EMPLOYEE

DATE

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Appendix G**EMPLOYEE SAFETY CHECK LIST**

(This form is to be completed within two days of the employee's start work date.)

 Print Employee Name – First, Middle, Last

 Classification Number and Title

 Division and Unit to Which Assigned

 Start Work Date

These items must be discussed with the employee, and comments made where necessary.

✓	Item	Comments
1	Board of Supervisors IIPP	
2	Code of Safe Practices	
3	Safety Rules (specific to the job assignment)	
4	Safety Rule Enforcement Procedures	
5	Proper Use of Equipment	
6	Procedure for Reporting Safety Problems	
7	Procedure for Reporting Injuries	
8	City Policy on Medical Treatment	
9	Emergency Procedures	
10	Fire Safety	
11	Importance of Work Area Cleanliness	
12	Employee Responsibility for Safety	

 Additional Comments: _____

By signing, the employee acknowledges that s/he has received a copy of the Code of Safe Practices, has been told about and understands his/her responsibility for safety in the workplace, and agrees to follow the guidelines and procedures as outlined in the IIPP.

 Employee Signature

 Date of Conference

 Reviewer's Name and Title

 Reviewer's Signature

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Appendix H**EMPLOYEE COMPLIANCE****I EXPECTATIONS**

- A. Each employee is required to go over the Safety Checklist as a part of new-employee indoctrination.
- B. Each employee is required to read and acknowledge that s/he has read, understood, and intends to comply with the Code of Safe Practices.
- C. Each employee is expected to utilize the Employee Safety Communication Form to suggest safety ideas or to report unsafe practices.

II INCIDENT INVESTIGATION

An incident is an occurrence that affects the safety and/or health of employees, or which prevents employees from performing their normal duties. When an incident occurs, the supervisor in the affected area will initiate an investigation.

- A. Supervisor will obtain reports from employee(s) and any witnesses to the incident.
- B. Supervisor will complete the incident report, following the guidelines for doing so, and forward it to the OSH Manager.
- C. Supervisor will forward a copy of the incident report to the Safety Committee.

III DISCIPLINE

- A. The OSH Manager is responsible for determining the level of discipline to be imposed on the employee(s), based upon the severity or frequency of the incident.
- B. The OSH Manager will meet with the employee(s) and the supervisor in order to determine level of culpability and appropriate discipline. Disciplinary action may be:
 - 1. Oral warning
 - 2. Written warning
 - 3. Suspension
 - 4. Termination
- C. In all cases, the incident report will be included in the employee's personnel file.
- D. In all cases, an incident requires retraining of the employee(s) involved in the area in which the incident occurred.

IV SAFETY COORDINATION COMMITTEE ACTION

- A. Safety Coordination Committee will review all incident reports filed in order to:
 - 1. determine if changes in training are necessary;
 - 2. determine if changes in procedures are necessary;
 - 3. determine if changes in safety meetings are necessary.
- B. Safety Coordination Committee will publish, as part of the quarterly *Safe and Sound* newsletter, a report of all incidents that have occurred during the quarter, maintaining confidentiality of the employees involved.

