



City and County of San Francisco

Department of Public Health
Illness & Injury Prevention Program

San Francisco Department of Public Health Illness & Injury Prevention Program

SUMMARY

The San Francisco Department of Public Health (SFDPH) has established and implemented this Injury and Illness Prevention Program (IIPP) to provide a safe and healthy work environment and reflect our progress towards continuous improvement of the health, safety and welfare of our employees.

SCOPE

This Program applies to all Divisions in the San Francisco Department of Public Health (SFDPH) except for Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH). ZSFG and LHH have their own Injury and Illness Prevention Programs.

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1.0 RESPONSIBILITIES

Director of Health shall ensure required resources and leadership are provided to implement and maintain an effective IIPP.

Directors of the San Francisco Health Network (Primary Care, Behavioral Health, Jail Health, Health at Home, Whole Person Integrated Care, Maternal, Child, Adolescent Health, Population Health, and Central Administration) shall:

- Procure and allocate resources to implement and maintain an effective IIPP for their division.
- Review and approve safety and health policies and procedures for their division.
- Assign managers and supervisors the responsibility of implementing the IIPP within their work areas.

Program Managers shall:

- Identify safety and health budget needs
- Ensure staff receive the safety and health training required to perform their jobs safely
- Ensure the following health and safety information is posted in a visible location for staff:
 - Notice of "Access to Medical & Exposure Records and a copy of the SFDPH IIPP"
 - "Notice to Employees – Injuries Caused by Work"
 - Cal/OSHA "Safety and Health Protection on the Job" poster
 - *Annual Summary of Work-Related Injuries & Illnesses* (OSHA Form 300A) from February 1st to April 30th of each year

Supervisors shall:

- Conduct initial and periodic employee safety training and accident/exposure investigations
- Ensure employees follow safety and health policies and procedures
- Ensure completion of quarterly work site inspections to identify and correct hazards
- Investigate and respond to reported safety risks and document corrective actions taken
- Maintain required documentation
- Provide employees with appropriate personal protective equipment and enforce its use

Employees shall:

- Comply with all safety and health policies and procedures
- Not operate tools and equipment or perform tasks until training is completed
- Use and maintain required personal protective equipment
- Whenever possible, eliminate any identified safety and health hazards and immediately report hazards they cannot correct to their supervisor
- Report all occupational injuries and illnesses and near-miss incidents to their supervisor immediately
- Complete all required safety and health training and medical surveillance exams

Facilities Personnel shall:

- Respond to all reported safety and health hazards promptly and prioritize repairs based upon the severity of the hazard
- Conduct "toolbox" / "tailgate" safety meetings, or equivalent, with crews at least every 10 working days



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- Ensure vendor contract language:
 - Requires compliance with all safety and health regulations
 - Address environmental issues, such as lead and asbestos
 - Ensure Safety Data Sheets (SDSs) are provided for chemicals that will be used on the work site

Occupational Safety & Health (OSH) shall:

- Provide technical assistance and support for development, implementation and maintenance of the IIPP
- Assist with investigations of serious injuries and illnesses
- Review accident investigation reports and occupational injuries and illnesses and provide appropriate prevention services
- Provide training for occupational safety and health topics

Security Director shall develop and maintain SFDPH security policies and procedures.

2.0 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, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Our system for ensuring compliance with safe practices are:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of 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

Full compliance is achieved through employee safety training, positive reinforcement for safe practices and progressive discipline for failure to follow safe work practices and procedures.

3.0 COMMUNICATION

- All managers and supervisors are responsible for communicating occupational safety and health policies and procedures to workers in a form readily understood by all workers
- Workers are encouraged to communicate workplace hazards or concerns immediately to their supervisor or manager without fear of reprisal
- Our communication system includes:
 - New employee safety and health orientation including a discussion of safety and health policies and procedures
 - Review of our IIPP
 - Posted and distributed safety and health information
 - Workplace safety and health training programs



4.0 HAZARD ASSESSMENT

Quarterly inspections are performed by a competent observer and when:

- Our IIPP was initially established
- New substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- New, previously unidentified hazards, are recognized
- Occupational injuries and illnesses occur
- We hire and/or reassign permanent or intermittent workers to processes, operations or tasks for which a hazard evaluation has not been previously conducted
- Workplace conditions warrant an inspection

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the SFDPH Non-Hospital IIPP Quarterly Inspection Sheet and any other effective methods to identify and evaluate workplace hazards.

[IIPP Quarterly Inspection Form](#).

5.0 ACCIDENT / EXPOSURE INVESTIGATION

Upon notification of a workplace injury, illness or near miss incident, the injured worker and their supervisor will conduct an incident investigation using the Supervisor's Incident Investigation Report (SIIR) [SIIR](#)

Procedures for investigating workplace accidents and hazardous substance 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

6.0 HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based upon the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property. We will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection
- Interim control measures shall be used if permanent control measures cannot be instituted in a timely manner
- The Supervisor will initiate a request to correct any hazards identified which cannot be corrected without the assistance of Facilities' staff. Requests to correct health and/or safety issues will be given priority by Facilities. Facilities will prioritize health and safety requests based on the severity of the hazard



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- Risks and other identified deficiencies that require longer-term follow-up will be monitored by Facilities staff and the supervisor until completion/resolution
- All actions taken and completion dates will be documented on appropriate forms / systems

7.0 TRAINING

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided as follows:

- When the IIP Program is first established
- To all new workers
- To all workers given new job assignments for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard
- Whenever a new or previously unrecognized hazard has come to our attention
- 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

Workplace safety and health practices include, but are not limited to, the following:

- Explanation of the employer's IIP Program and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Availability of toilet, hand-washing and drinking water facilities
- Provisions for medical services and first aid including emergency procedures
- Emergency action and fire prevention plan
- Provisions for medical services and first aid, including emergency procedures
- 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
- Appropriate job specific health and safety training to all workers regarding hazards unique to their job assignment on topics such as bloodborne pathogen disease prevention, respirator protection, aerosol transmissible disease control, needlestick injury prevention and workplace violence prevention



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8.0 EMPLOYEE ACCESS TO THE IIPP

- Our written IIPP is available to employees on SharePoint: [IIPP](#)
- A printed or electronic copy of the program will be provided upon request to an employee or their authorized representative within 5 business days
 - A union representative is automatically treated as a designated representative
 - Written authorization designating any other authorized representative must be provided by the employee
- Employees are informed of their right to access our IIPP through notices posted at our worksite locations and as part of our New Employee Safety Orientation

9.0 RECORDKEEPING

Our establishment is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

- Records of hazard assessment inspections, including the person or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on the SFDPH Non-Hospital IIPP Quarterly Inspection Sheet
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on [SFDPH Training Course Roster](#)
- Inspection records and training documentation will be maintained for one year



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APPENDIX

Quarterly Inspection & IIPP Course Roster Forms



**City & County of San Francisco DPH
Non Hospital Facilities IIPP
Quarterly Inspection Form**

Injury & Illness Prevention Program (IIPP)

- Please fill out this form completely.
- You must submit a work order request to your appropriate Facilities Department for any identified building safety issues.
- Keep a copy of this form for your records and all supplemental information (work orders, repair requests, receipts, and email) and submit a copy to OSH Section at osh.reporting@sfdph.org.

Inspection Date:	Inspected By:				
Facility:	Phone:				
Address:					
	Issues	Y	N	NA	Comment
Maintenance (outside & inside)					
Damaged floors, sidewalks, ceilings, walls, doors, windows, or roofing?					
Electrical or plumbing problems?					
Shelving and filing cabinets 5 feet or taller secured to walls, floors or each other?					
Housekeeping					
Walking surfaces free of tripping and slipping hazards?					
Mats do not present a tripping hazard?					
Stairways, walkways, aisles and exits clear?					
Minimum 36" wide walkways maintained?					
Workspaces and storage areas clean and free of clutter?					
Electrical cords in good condition and multiple extension cords and/or surge protectors and power strips are not connected in series (daisy chained)?					
Cable and cords secured and out of the way?					
Minimum 4 feet clearance maintained in front of circuit breaker panels?					
Large items not stored on top of shelving and cabinets?					
Step stools or ladders provided to reach high storage areas?					
Safety & Security					
Are doors and locks in good working order?					
Are outside lights in good working order?					
Are safety security procedures & emergency contacts posted?					
Outside areas free of overgrown landscaping?					
Employees all aware of safety & security policies and procedures?					
Employee badges visible?					



**City & County of San Francisco DPH
Non Hospital Facilities IIPP
Quarterly Inspection Form**

Injury & Illness Prevention Program (IIPP)

Issues	Y	N	NA	Comment
Emergency Preparedness				
Fire alarm pull-boxes and sprinkle heads unobstructed?				
Evacuation routes & maps posted?				
Fire evacuation drill conducted in the past 12 months?				
Portable fire extinguishers wall mounted, labeled, accessible and properly charged?				
Fire evacuation routes (doors to hallways and stairwells) clear?				
Exits clearly marked and well lit?				
Bloodborne Pathogens				
Sharps containers easily accessible?				
Sharps containers, sharps, and medications secured?				
Engineered sharps injury protection devices used whenever possible?				
“Blood or Body Fluid Exposure Next Steps” sign posted in work areas with potential needlestick, splash, blood or other bodily fluid exposure? Large Poster or Small Poster				
Ergonomics				
Adequate clearance maintained under and around desks for workers to sit comfortably while performing their duties?				
Telephone headsets available to staff in positions with extended periods of phone use?				
Hand trucks and carts available for staff to move equipment and materials?				
Communication				
Health & Safety posters (Emergency Telephone Numbers, Safety and Health Protection on the Job (Cal OSHA) , Reporting Workplace Injuries and Illness , DPH Access to Medical & Exposure Records, IIPP & SDSs document and DIR Division of Workers’ Comp Notice to Employees – Injuries Caused By Work– Injuries Caused By Work (DWC-7) posted?				
OSHA 300 Log (posted February through April) clearly posted in a central area?				
Employees know how to access DPH OSH Sharepoint site including Illness & Injury Prevention Program (IIPP) ?				
Safety Data Sheets (SDS) for hazardous materials available in accordance with SFDPH HAZCOM Program?				



**City & County of San Francisco DPH
Non Hospital Facilities IIPP
Quarterly Inspection Form**

Injury & Illness Prevention Program (IIPP)

Additional Issues & Helpful Comments?



SFDPH IIPP Course Roster

Section/Unit/Area and Facility Location:	
Topic:	
Supervisor/Trainer (please print):	
Signature:	Date/Time:

Question/Recommendations or equipment requests from employees:
Accidents and Near Misses Reviewed:

Print Name	Signature	Job Code	DSW #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

<p>INSTRUCTIONS FOR SUBMISSION:</p> <p>1. Keep a copy for your records.</p> <p>2. Please forward a copy to DPH/OSH, 101 Grove St., Rm 217, S.F. CA 94102 or via email osh.reporting@sfdph.org.</p>
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