

SUMMARY

The San Francisco Public Library Injury and Illness Prevention Program (IIPP) consolidates all Federal, State, and local regulations pertaining to IIPP requirements.

SCOPE

This policy applies to all employees of the San Francisco Public Library.

IMPLEMENTATION

IIPP is fully implemented at all San Francisco Public Library Facilities

NAME	Title
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SIGNATURE	

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Table of Contents

1.0 Policy 3

2.0 Regulatory Requirements (CCR, Title 8, Section 3203)..... 3

 2.1 Hazard Identification: 3

 2.2 Hazard Correction:..... 3

 2.3 Hazard Communication:..... 3

 2.4 Employee Compliance: 3

 2.5 Health & Safety Training: 3

3.0 Responsibilities 4

 3.1 City Librarian..... 4

 3.2 Facilities Director 4

 3.3 Library Human Resources Director 4

 3.4 Librarian IVs..... 4

 3.5 Worksite Managers (Librarian IIs) 5

 3.6 Supervisors..... 5

 3.7 Employees 5

4.0 Hazard Identification..... 5

 4.1 Hazard Reporting:..... 5

 4.2 Inspections:..... 6

5.0 Hazard Correction and Control 6

 5.1 Worksite Manager’s Responsibility: 6

 5.2 Facilities Director Responsibility:..... 7

6.0 Safety and Health Training 7

 6.1 General Safety and Health Orientation:..... 7

 6.2 Workplace Orientation: 8

 6.3 Job Specific Safety Training:..... 8

 6.4 Specialized Training:..... 8

7.0 Employee/Employer Communication: 8

 7.1 Safety Meetings: 8

 7.2 Bulletin Boards:..... 8

 7.3 Health and Safety Information:..... 8

 7.4 Library Health and Safety Committee:..... 8

8.0 Occupational Injury and Illness: *Reporting Procedures*..... 9

 8.1 Employee’s Responsibility: 9

 8.2 Supervisor’s Responsibility: 9

 8.3 Worksite Manager’s Responsibility: 9

8.4 Library Human Resources Director Responsibility:10
8.5 Facilities Director Responsibility:.....10
9.0 Accident Investigation.....10
10.0 Cal-OSHA Inspections and Citations10
11.0 Employee Compliance.....10
 11.1 Training:.....10
 11.2 Positive Reinforcement:10
 11.3 Disciplinary Action:.....10
12.0 Employee Access to the IIPP11
13.0 Recordkeeping and Employee Access to Records.....11
APPENDIX A: WORKSITE INSPECTION FORM.....12
APPENDIX B: SAFETY MEETING / SAFETY TRAINING RECORD13
APPENDIX C: WORKSITE ORIENTATION CHECKLIST14
APPENDIX D: ACCIDENT INVESTIGATION FORM.....15

1.0 Policy

The San Francisco Public Library (Library) recognizes that its employees may work in environments that could present potential hazards to their health and safety. It is the goal of the Library to minimize or eliminate that risk. To achieve this goal, the Library has established an Injury and Illness Prevention Program (IIPP). Implementation of the IIPP depends on management and staff clearly understanding that occupational health and safety is the responsibility of every Library Employee.

All Library departments, offices, and branches will conduct operations, maintain facilities, and maintain equipment in compliance with California Occupational Safety & Health Administration (Cal-OSHA): *California Code of Regulations (CCR), Title 8, Section 3203*, and other applicable health and safety regulations. All Library employees are required to follow departmental rules and procedures and to observe applicable state and federal safety regulations in the performance of their assigned duties.

Fulfillment of one's work responsibilities regarding employee safety and health is an important measure of performance and will be considered in evaluating the effectiveness of library employees.

2.0 Regulatory Requirements (CCR, Title 8, Section 3203)

Cal-OSHA requires that the Library develop and implement a written injury and illness prevention program (IIPP) which designates the person(s) responsible for program implementation. The requirements of the written IIPP are:

2.1 Hazard Identification:

Hazard Identification is system for identifying and evaluating workplace hazards. This is achieved through scheduled:

- ✓ Quarterly facility inspections
- ✓ Ongoing evaluation of workplace conditions
- ✓ Ongoing evaluation of Library work practices

2.2 Hazard Correction:

Procedures for correcting identified unsafe or unhealthy work conditions and practices.

2.3 Hazard Communication:

A system for communicating health and safety information to employees is essential and encourages them to inform their managers and the Health and Safety Staff of perceived hazards in the workplace without fear of reprisal.

2.4 Employee Compliance:

Refer to **Section 11.3**.

2.5 Health & Safety Training:

An occupational health and safety training program is designed to instruct employees in general safe and healthy work practices. It also provides training on work-specific hazards.

3.0 Responsibilities

The City Librarian, Facilities Director, Library Human Resources Director, Division Chiefs, Department and Branch Managers, Supervisors, and Employees are tasked with specific IIPP responsibilities:

3.1 City Librarian

The City Librarian or Designee will:

- Adopt and enforce the Library's IIPP
- Review and approve any changes to the IIPP
- Procure and allocate resources necessary for IIPP implementation and maintenance
- Review summaries of Library accident and injury statistics

3.2 Facilities Director

The Facilities Director or Designee will:

- Develop policies, standards, and procedures to ensure that operations are conducted safely and comply with Cal-OSHA regulations
- Assist, upon request, worksite managers who are writing worksite specific job safety guidelines.
- Coordinate baseline hazard assessment surveys and advise the appropriate manager of needed corrections
- Investigate employee reports of unsafe work conditions
- Monitor hazard abatement
- Review accident investigations and assist with investigations of any serious accidents or illnesses
- Act as Library liaison to Cal-OSHA
- Retain copies of inspections and corrective measures taken

3.3 Library Human Resources Director

The Library Human Resources Director will:

- Have staff maintain annual OSHA 300 Logs for each Library location
- Ensure posting of the annual OSHA 300 Log Summary of Injuries and Illnesses and any other required health and safety documents in appropriate locations at the Main, the Branch Libraries and the Support Services Center
- Assist the Facilities Director with implementation of the IIPP as it pertains to employee training and accident investigations.
- Assist Programs, Managers, Supervisors and the Health and Safety Committee members with scheduling and coordination of Library Health and Safety trainings
- Maintain training and accident investigation records
- Coordinate with Facilities Director to ensure that all records required by the IIPP are retained
- Coordinates any required medical monitoring for Library staff

3.4 Librarian IVs

Librarian IVs are responsible for implementation of this program within their divisions.

Their responsibilities are to:

- Ensure that the worksite managers are complying with IIPP inspection, training, and record keeping responsibilities
- Ensure a safe and healthy work environment for Library employees
- Work with Facilities Staff to initiate corrective actions for identified safety hazards
- Make safety issues a regular agenda item at staff meetings
- Evaluate managers on the effectiveness of their safety efforts

3.5 Worksite Managers (Librarian IIs)

Implementation of the IIPP within each work area or unit is the responsibility of the worksite manager. Their specific responsibilities are:

- Conduct tri-annual worksite safety meetings
- Conduct quarterly worksite safety inspections
- Provide safety training for all newly assigned employees
- Create and maintain a written list of worksite specific safe work practices
- Investigate all accidents involving employees, equipment, or the public
- Initiate correction of identified health and safety hazards
- Provide employees with appropriate personal protective equipment (PPE)
- Maintain office copies of records of IIPP training and inspections (forwarding records as required)
- Forward all required Occupational Illness and Injury forms to Human Resources Office
- Maintain a location for posting required health and safety notices (*See IIPP Section 7.2*)
- Notify the Facilities Director prior to any Cal-OSHA inspections at their facility. The Facilities director will work with other Library Division managers as appropriate.

3.6 Supervisors

All supervisors are responsible for the safety of their operations and staff. Supervisors are expected to maintain safe work conditions and practices throughout the Library system.

Supervisor specific responsibilities are:

- Review operations and procedures to ensure they are performed safely
- Consider health and safety practices when evaluating employee effectiveness
- Enforce all applicable safety rules
- Obtain medical care for injured employees
- Report injuries immediately
- In cases of a fatality or serious occupational injury, supervisors will contact Cal-OSHA within 8 hours of knowledge of the incident.

3.7 Employees

Library employees have a responsibility for the overall safety of their workplace. Specific Library employee responsibilities are to:

- Know and observe all health and safety rules and procedures that apply to the work to be performed at their worksites
- Ask for assistance when work procedures are unclear
- Use personal protective equipment (PPE) when required
- Report any unsafe working conditions or work practices
- Report all injuries to supervisor
- Use proper safeguards when working in potentially hazardous conditions
- Never use equipment that an employee has not been trained to operate
- Attend all required safety training and medical monitoring appointments as assigned

4.0 Hazard Identification

4.1 Hazard Reporting:

Employees should immediately report to their supervisor any situation that poses a potential danger to life, health, or property. If the supervisor is unavailable, the situation should be reported to the appropriate manager, chief or acting chief.

There are two ways to report observed hazards:

- I. The problem can be reported verbally, via email or in writing to the employee's supervisor.
- II. Alternately, problems may be reported to any member of the Library's Health and Safety Committee. This may be done anonymously.

The Library Health and Safety Committee Membership

4.2 Inspections:

Health and safety inspections of every worksite are required by Cal-OSHA under the following circumstances:

- When the IIPP is initially established
- When new substances, processes, procedures or equipment representing a new hazard are introduced into the workplace
- When the Library is made aware of a new or previously unrecognized hazard
- After IIPP implementation, health and safety inspections will be conducted on a quarterly basis. The inspection requires a written report that describes identified hazards and corrective actions.

The written report will include:

- Inspection date
- Name of employee conducting the inspection
- Employee's signature
- Identification of facility
- Location of facility
- Worksite description
- Description of identified hazards
- Description of unsafe work practices
- Corrective actions taken

A Worksite Inspection Form is provided in Appendix A. Written health and safety inspection records will be filed with the Facilities Director and will be kept for at least one year.

5.0 Hazard Correction and Control

5.1 Worksite Manager's Responsibility:

Worksite managers will initiate hazard abatement for hazards identified during inspections. If onsite staff cannot complete abatement of identified hazards, the services of library craftspeople or the Department of Public Works can be requested through the Library's established requisition and work order procedures. Interim control measures, such as blocking access to a dangerous area, will be implemented if permanent solutions cannot be immediately applied. If a serious and imminent hazard is identified, and cannot be immediately abated, the worksite manager will remove everyone from the area except those employees trained to correct the hazard. Appropriate Personal Protective Equipment (PPE) will be available before hazard abatement begins.

Not all workplace hazards can be completely eliminated. Abatement of such hazards means reducing the risk as much as possible. General procedures for reducing risks include:

- Limiting exposure to the hazard
- Controlling hazard at the source

- Training personnel to be aware of the hazard
- Clearly defined safe work practices to avoid specific hazards
- Providing personnel with appropriate Personal Protective Equipment (PPE)

5.2 Facilities Director Responsibility:

The Facilities Director will track hazards identified in the inspections to ensure they are abated. Abatement that cannot be accomplished due to lack of funds will be reported to the City Librarian. The City Librarian will consider submitting appropriate supplemental requests for funding to correct the identified hazard. Abatement records will be maintained and include all measures taken.

6.0 Safety and Health Training

Cal-OSHA requires that Occupational Safety and Health Training be provided for employees at:

- Initial IIPP implementation
- Initial Hire
- Reassigned to a job with new hazards
- When new substances, processes, procedures or equipment that present new potential hazards are introduced to the workplace
- When new or previously unrecognized hazards are identified
- When employee is observed performing a procedure in an unsafe manner
- Every 10 working days for Library Employees subject to CCR: Construction Safety Orders, Section 1509 (Carpenters, Laborers, Stationary Engineers, Painters, and Electricians)

Training is mandatory for all employees. Worksite managers are responsible for ensuring that the required training has been received. All training must be documented. The Human Resources Office – Training Unit will maintain employee training records.

Use the SFPL Safety Meeting / Training Record Form ([Appendix B](#)) to document training whenever possible. If the Form is not available, training records must include:

- Date and time of the training
- Course title
- Trainer names and qualifications
- Summary of course content
- Employee name, job classification, and signature

6.1 General Safety and Health Orientation:

This training will at minimum include:

- Introduction and access to the Library IIPP
- Review of the employee's rights and responsibilities
- General safe work practices and procedures
- Procedures for reporting actual and/or suspected safety and health hazards
- Procedures for reporting occupational injuries and illnesses
- Employee access to records

This training will be provided to *all* employees, regardless of status, within six months of the IIPP inception. After IIPP implementation, worksite managers or their designees will conduct quarterly training. Every new employee will receive IIPP orientation within the first three months of hire.

6.2 Workplace Orientation:

The worksite manager or designee will provide workplace orientation during the employee's first week at a new worksite. Workplace orientation is mandatory for all employees. The training will include evacuation plans, emergency equipment location, and worksite specific safety and health hazards. Training will be documented on the Worksite Orientation Checklist ([see Appendix C](#)), which is forwarded to the Human Resources Office – Training Unit.

6.3 Job Specific Safety Training:

Every job has potential health and safety risks. It is the responsibility of the supervisors and worksite managers to ensure that employees are trained to perform their duties safely. Training may be conducted on a one-on-one basis, or during safety meetings (see section 7.1). Safety meetings will be conducted when new substances, procedures, or equipment are introduced to the worksite. Training will be documented.

6.4 Specialized Training:

Additional specialized training may be offered to some or all Library employees. In some cases, such as classes required by new Cal-OSHA regulations, training may be mandatory. In general the Library encourages its employees to seek Occupational Safety and Health Training opportunities. Examples of additional health and safety training that may be offered are CPR, and Back Injury Prevention.

7.0 Employee/Employer Communication:

Good communication between the Library and all of its employees is an essential component of the IIPP. In addition to health and safety training, this section provides excellent resources to increase the level of health and safety communication within the Library.

7.1 Safety Meetings:

Safety meetings will be conducted at every worksite on a tri-annual basis. Employees are encouraged to raise concerns and ask questions about workplace health and safety. Supervisors and worksite managers will provide health and safety training that covers any hazards that may have been recently introduced or identified at the worksite. Safety meetings may be held as part of a regular staff meeting. Records ([See Appendix B](#)) including what topics were covered, the trainer and a list of attendees will be forwarded to the Human Resources Office – Training Unit.

7.2 Bulletin Boards:

Every library facility will have a location where safety and health notices are posted. Worksite managers will contact the Human Resources Department to obtain the required posting materials.

7.3 Health and Safety Information:

To promote basic health and safety concepts at the work site, periodic emails, personnel notes, and general health and safety information will be distributed to Library employees. Employees may also access [health and safety](#) information through StaffNet.

7.4 Library Health and Safety Committee:

The Library Health and Safety Committee helps ensure communications between the Library and its employees. Please see the Health and Safety Committee [Membership](#) on StaffNet. The committee has the following responsibilities:

- Schedule monthly meetings

- Make available to Library employees written records of the safety and health issues discussed
- Review worksite inspections results
- Review investigations of occupational injuries and accidents
- Submit incident prevention suggestions to the City Librarian
- Review investigations of any alleged hazard brought to the committee's attention
- If appropriate, conduct its own inspection and investigation of alleged hazards
- Review and evaluate employee safety recommendations
- Upon request, verify actions taken by the Library to abate CAL-OSHA citations

8.0 Occupational Injury and Illness: *Reporting Procedures*

8.1 Employee's Responsibility:

Employees will immediately report occupational injuries or illnesses to their supervisor. In the case of injuries or illness that do not require immediate emergency treatment, the employee will make every effort to report to his or her supervisor prior to seeking medical treatment.

If an employee has a medical pre-designation form on file at the Human Resources Office 30 days prior to date of injury, they may use their private health care provider. Otherwise, all non-emergency occupational injuries or illnesses are to be treated at one of the approved Workers' Compensation designated [clinics](#) listed on the Department of Human Resources webpages.

Immediately after an injury or illness occurs, the employee, with the assistance of their supervisor, will fill out the required Worker's Compensation Claim Forms. These forms can be accessed via the Human Resources [Worker's Compensation](#) webpage on StaffNet.

In the event that an injury or illness involves time lost from work, the employee will contact the Human Resources Office as soon as possible to discuss paycheck disbursement. The employee is also responsible, if incapacitated, for keeping their supervisor informed of their condition.

8.2 Supervisor's Responsibility:

The supervisor will assist the employee in obtaining prompt medical treatment of occupational injuries and illnesses.

If emergency treatment of the injury or illness is not required, the supervisor and the employee will complete the Library's Worker's Compensation documentation together. The supervisor will provide the employee with a copy of documentation for the treating health care provider.

Supervisors have 24 hours after an injury to complete initial documentation.

In the event of a fatality or a serious occupational injury, the supervisor will notify Cal-OSHA within 8 hours of the incident.

A serious injury or illness is an injury or illness that results in death, inpatient hospitalization for other than medical observation or diagnostic testing, amputation, loss of an eye or serious degree of permanent disfigurement.

8.3 Worksite Manager's Responsibility:

The worksite manager is responsible for conducting an investigation of the accident by completing the *Staff Injury & Illness Prevention Report* form (SFPL-833) available in [Appendix D](#).

8.4 Library Human Resources Director Responsibility:

The Library Human Resources Director (or designee) will review all forms for completeness and forward them to the Third Party Administrator (TPA). Copies will be maintained in the Human Resources Office. If required, the injury or illness will be recorded on the OSHA 300 log.

8.5 Facilities Director Responsibility:

The Facilities Director will assign the resources and capital needed to address identified building safety hazards.

9.0 Accident Investigation

Accident investigation is the responsibility of the worksite manager where the incident occurred. All accidents resulting in injury and all “near misses” require an investigation. A near miss is an incident, in which an occupational injury or illness could have occurred. (e.g. Stumbling on a loose carpet.).

Copies of the *Staff Injury & Illness Prevention Report* ([Appendix D](#)) will be submitted to the Facilities Director and the Library Human Resources Director within 3 business days. The Facilities Director will review requests for corrective action to ensure that they are completed.

10.0 Cal-OSHA Inspections and Citations

The Facilities Director will be notified immediately of any Cal-OSHA inspection. The Facilities Director will inform other Library Division Chiefs as necessary. The Facilities Director (and other appropriate Library Division Chiefs, if available) will accompany the Cal-OSHA inspector and provide requested information. If a citation is issued, corrective actions will be initiated. The Facilities Director will track citation abatement activities, correspond (maintain copies of all correspondence) with Cal-OSHA, and maintain citation records. A copy of the citation will be posted as required.

11.0 Employee Compliance

All Library employees, regardless of job classification, are expected to comply with health and safety procedures and regulations. There are three basic methods the Library will utilize to encourage this compliance: training, positive reinforcement, and disciplinary action.

11.1 Training:

The Library’s training program is outlined in IIPP Section 6.

11.2 Positive Reinforcement:

Employees will be encouraged to follow safe work practices and praised when they do.

11.3 Disciplinary Action:

Employees have the right to a safe and healthy workplace. When other employees fail to observe safe work practices, that right is jeopardized for everyone. Willful or continued failure to obey applicable health and safety policies and regulations will not be tolerated. Discipline will be progressive and in accordance with Library and Civil Service procedures. Disciplinary actions taken will be documented.

12.0 Employee Access to the IIPP

Employees, or their designated representatives, have the right to examine and receive a copy of the Library IIPP. This will be accomplished by using either of the following two methods:

1. Providing employees unobstructed access through the Library's intranet, StaffNet, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses [StaffNet](#) to communicate with management or coworkers.
2. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request, and the Program has not been updated with new information since the prior copy was provided, the Library may charge reasonable, non-discriminatory reproduction costs for the additional copies.

The Library communicates employee rights and procedures to access the IIPP through new hire training, tri-annual safety training documents and as warranted during safety and health meetings.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the Library's IIPP. The written authorization must include the following information:

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

13.0 Recordkeeping and Employee Access to Records

All inspection, hazard identification, and training records will be maintained for at least 1 year. Employee medical records will be maintained for 30 years post-employment. Library Employees may request copies of their medical records from the Human Resources Department.

APPENDIX A: WORKSITE INSPECTION FORM

APPENDIX B: SAFETY MEETING / SAFETY TRAINING RECORD

APPENDIX C: WORKSITE ORIENTATION CHECKLIST

APPENDIX D: ACCIDENT INVESTIGATION FORM

✓ = Okay

X = Needs attention (explain below)

NA = Not applicable

San Francisco Public Library: Worksite Inspection Form

Inspection Date:
Department / Branch Location:
Inspected By:
Phone:

Instructions for Submission of Worksite Inspection Forms:

1. Keep Originals for Record
2. Email Facilities@sfpl.org a Copy
3. Submit Work Order Request on [Asset Essentials](#) for Any Identified Issues



✓ = Okay

X = Needs Attention (explain below)

NA = Not Applicable

Work Environment	
Worksites Clean?	
Work Areas Well Lit?	
Floors Dry & Free of Slipping & Tripping Hazards?	
Carpets & Mats Do Not Present a Slipping or Tripping Hazard?	
Walls, Ceiling & Floors Free of Open Holes or Other Damage?	
Minimum 36" Wide Walkways & Aisles Clear & Maintained?	
Materials Not Stored on Top of Shelving Units?	
Heavy Items Stored on Floor or Lower Shelves?	
Bookshelves & File Cabinets Stable & Those 5 Feet or Taller Secured to the Wall, Floor or Each Other?	
Bookshelves & File Drawers Not Overfilled?	
Electrical Cords in Good Condition (ie - Not Frayed)?	
Extension Cords Used for Temporary Purposes or Until Permanent Outlets Installed?	
Bloodborne Pathogen Spill Kit Accessible & Stocked in Accordance with the Kit Contents Label on the Inside of the Spill Kit Lid?	
First Aid Kit(s) Accessible & Stocked in Accordance with "First Aid Kit Inventory" list (SFPL 716)?	
Kitchen Areas & Appliances Clean? (If Applicable)	
Food Stored Appropriately?	
Supply Rooms Orderly & Equipped With Stepstools, Hand Trucks, Carts, Etc.?	
Restroom Facilities Clean & Well Maintained?	
Elevator(s) (If Applicable): Division of Industrial Relations/OSHA Permit to Operate Posted in Elevator & Current?	
Location of Gas Valve to Shutoff During an Emergency? (If Applicable) Wrench is Readily Available & Staff is Trained by Engineering?	

✓ = Okay

X = Needs attention (explain below)

NA = Not applicable

Fire Prevention	
Evacuation Route Floor Plans Posted?	
Fire Evacuation Drill Conducted Within Past 12 Month?	
Date Of Last Drill?	
Bull Horn / Megaphone Operating Properly (If Applicable)?	
Bull Horn Equipped with non-rechargeable lead acid batteries available through Facilities?	
Batteries dated and replaced in the past 12 months?	
Emergency Evacuation Items Available & In Working Order - Flashlight, Radio & Emergency Vest?	
Fire Alarm System Tested in Past 12 Months? (If Applicable)	
Fire Alarm Pull-Boxes Unobstructed? (If Applicable)	
Evacuation Doorways, Hallways & Stairwells Kept Clear?	
Staff Trained on Emergency Plan & Fire Extinguisher Use?	
Portable Fire Extinguishers Wall Mounted, Labeled & Accessible?	
Fire Extinguishers - Annual Maintenance Performed in Past 12 Months as Indicated on Tag?	
18" Clearance Maintained Below Sprinkler Heads? (If Present)	
Emergency Exits	
All Exits Marked & Well Lit?	
Directions to Exits Clearly Marked?	
Exit Routes Not Blocked?	
Doors That Could Be Mistaken for Exits are Clearly Marked: "NOT AN EXIT," "TO BASEMENT" Etc.?	
Security	
ID Badges Worn By All Employees?	
Bomb Threat Protocols Next to Telephones?	
Verify Division Physical Key Inventory is Current? (See your tab on attached inventory)	
Severe Incident Protocol Next to Telephones?	
Facility Communication	
Main: Required Health & Safety Postings at Personnel Office & Staff Entrance on Hyde Street?	
Branches: Required Health & Safety Postings for Employees in Central Location Such as Break Room?	
Support Services Center: Required Health & Safety Postings in Lobby and on Each Floor?	
OSHA 300 Log: Posted February Thru April?	
Emergency Telephone Numbers Posted?	

✓ = Okay X = Needs attention (explain below) NA = Not applicable

Health & Safety Protection On The Job Posted?	
Worker's Compensation Information Posted?	
Occupational Injury/Illness/Near Misses Reporting Requirements Posted?	
Injury & Illness Prevention Program (IIPP) Accessible to All Employees?	
Safety Data Sheets (SDSs) Available for Hazardous Materials?	
Chemical Containers Properly Labeled?	
Employees Using or Exposed to Hazardous Substances Trained Within Past 12 Months?	
Ergonomics	
Adequate Clearances Maintained Under & Around Desks for Workers to Sit Comfortably While Performing Their Duties?	
Adequate Desk Space Maintained for Staff to Work Comfortably at Desks?	
Shared Computer Workstations Provided With Adjustable Monitor Arms for Workers to Easily Position Their Monitors at Comfortable Viewing Height?	
Commonly Used Items (Bar Code Reader, Telephone, Stapler, Etc.) Within Arm's Reach?	
Telephone Headsets Available to Staff in Positions With Extended Periods of Phone Use?	
"Ergonomic Facilitator Request For Workstation Evaluations" Made for Workers Experiencing Discomfort at Their Workstations or Desiring an Ergonomic Workstation Evaluation?	
Hand Trucks, Carts & Step Stools Provided to Workers Engaged in Material Handling Activities?	

Inspection Remarks (Attach Additional Sheets If Needed)

SAFETY MEETING / TRAINING RECORD

Branch or Section/Unit/Area:

Date:

Facilitator/Trainer:

Signature:

Training Subject:

Meeting / Training Time:

Employee Questions and Recommendations:

Employee's Name (Print)	Employee's Signature	Job Class
1.		
2.		
3.		
4.		
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INSTRUCTIONS FOR SUBMISSION:

1. Attach supplemental information (handouts, training topic outline & objectives, etc.)
2. Make a copy for your records
3. Send original to Human Resources Department, Training Unit

San Francisco Public Library: Worksite Orientation Checklist
Welcome to the San Francisco Public Library

Orientation Date: _____

Employee Name: _____

Signature: _____

Branch Location: _____

Supervisor: _____

Signature: _____

Supervisor Phone: _____

Orientation Questions	Answers (Yes, No, NA)
Have you reviewed the Injury & Illness Prevention Program (IIPP) and know how to access a copy of the written program? Health & Safety Information and Forms	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Are you familiar with your Facility Emergency Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you understand your role and responsibilities during evacuation of your building?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know where emergency phone numbers are posted?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know the location of all fire extinguishers and fire pull stations (if applicable) in your work location?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know where the emergency vests, flashlights, emergency radio, first aid supplies and bullhorn (if applicable) are located in your work location?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know all evacuation routes from your work location?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you understand how the fire life safety system (alarm) works in your building? (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know how to notify staff and patrons of the need to evacuate if your building does not have a fire life safety system (alarm)? (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know the place of assembly to gather for a head count following a building evacuation?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Do you know where the Bloodborne Pathogens Spill Kit is stored?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Submission Instructions:

- 1. Attach supplemental information (Employee Remarks or Comments)**
- 2. Make a copy for your records**
- 3. Send original documents to Human Resources Department, Training Unit**



Staff Injury and Illness Prevention Report

(Accidental Injury to Staff Investigation Report Instructions)

INSTRUCTIONS

Supervisors must complete and submit this report within 24 hours of receiving information that a recordable work-related injury or illness has occurred. Completing this report as soon as possible following an accident ensures that the employer has an accurate account of how the injury occurred; helps correct hazards to prevent recurring injuries; and assures that the employee's claim is documented for Workers' Compensation and OSHA reporting.

- **For all accidents:** The supervisor must complete this report form and submit it to SFPL Human Resources in-person or via interoffice to 100 Larkin Street 6th Floor, San Francisco, CA 94102 and by scanning and emailing a copy to humanresources@sfpl.org. Supervisors should also provide an email or hardcopy of the completed report form to the injured employee's Division Chief/Manager's office.
- **For accidents that result in the employee filing a workers' compensation claim:** In addition to the completing the above action, the supervisor must submit the Employer's Report of Occupational Injury or Illness (Form 5020) and the Workers' Compensation Claim Form (DWC 1) to SFPL Human Resources.
Form 5020 and DWC 1 can be obtained on SFPL's intranet (StaffNet) at:
<http://sfplstaffnet/sites/default/files/documents/2018-01/workerscompform5020.pdf>
<http://sfplstaffnet/sites/default/files/documents/2018-01/workerscompclaim.pdf>
- **For accidents that result in a fatality or a serious injury:** In addition to completing the above actions, the supervisor must also notify the nearest Cal-OSHA District office immediately. Failure to report a serious injury to Cal-OSHA within 8 hours of the time of occurrence will result in a \$5,000 minimum fine.

"Serious Injury" Includes:

- Death
- All hospitalizations except for observation or diagnostic testing
- Amputations
- Loss of an eye
- An injury that can be expected to result in a serious degree of permanent disfigurement
- An exposure to a hazardous substance in a degree or amount sufficient to create the realistic possibility of death or serious physical harm in the future.

Telephone Reporting is preferred by Cal-OSHA. For injuries in San Francisco, call the Cal-OSHA San Francisco Office: 415-557-0100. Email reporting may be made: caloshaaccidentreport@tel-us.com

For a list of the Cal-OSHA District offices phone numbers and detailed instructions for reporting serious injuries, please go to the link provided below:
<http://www.dir.ca.gov/asp/DoshZipSearch.html>

The supervisor must also notify SFPL Human Resources and the employee's Division Chief/Manager's office.

SFPL-833
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Staff Injury and Illness Prevention Report

(Accidental Injury to Staff Investigation Report Instructions)

Supervisors, please complete this report form within 24 hours of receiving information that an employee recordable work-related injury or illness has occurred.

I. EMPLOYEE INFORMATION

Employee's Full Name:	Employee's Date of Birth:
Employee's Job Class and Title:	
Employee's Division:	Time Employee's Shift Began:
Employee's Contact Information (Home Address and Telephone Number):	

II. INJURY/ILLNESS INFORMATION

Date when Injury/Illness Occurred:	Person Reporting Injury/Illness:
Time when Injury/Illness Occurred:	Date Injury/Illness was Reported:
Location where Injury/Illness Occurred:	Time Injury/Illness was Reported:
Nature of Injury/Illness (Please elaborate below):	
Cal-OSHA Case Number:	

III. MEDICAL TREATMENT INFORMATION

Did the Employee miss any work as a result of the injury/illness?

If yes, number of days missed:	Date last worked:
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Did the Employee receive medical treatment?

Was the Employee treated in the Emergency Room?

Was Employee hospitalized as an in-patient?

Name and Address of Medical Facility (if applicable):

Name of Medical Provider (if applicable):

IV. WITNESS INFORMATION

Witness #1 Name:	Witness #1 Contact Number:
Describe Witness #1's location related to the incident and what they observed:	
Witness #2 Name:	Witness #2 Contact Number:
Describe Witness #2's location related to the incident and what they observed:	



V. INVESTIGATION QUESTIONS (if possible, review with employee if they are able to answer)

1. Describe the specific activity that the employee was performing when the incident occurred (If any tools equipment of materials were being used, please describe):

2. Explain the incident in detail (What happened? How it occurred?):

3. What was the injury or illness?

4. What part(s) of the body were affected and how?

5. What object or substance directly harmed the Employee (if any)?

6. Was safety equipment being utilized? If so, did the equipment perform as expected?

7. How could the injury/illness have been prevented?

8. What steps could have been taken or are being taken to prevent a similar injury/illness from recurring in the future?

9. Provide any additional information you believe may be relevant to this injury/illness:

INVESTIGATION AND REPORT COMPLETED BY

Name:

Phone Number:

Job Class and Title:

Signature:

Date: