



Illness and Injury Prevention Program

Revised January 2004

Reviewed January 2008

Revised January 2017 Approved by: Paul J. Bushee, General Manager

Illness and Injury Prevention Program

CONTENTS

- 1.0 PROGRAM REVIEW AND CERTIFICATION (Page 2)
- 2.0 PURPOSE, POLICY, AND APPLICABILITY STATEMENT (Page 2)
- 3.0 RESPONSIBILITIES (Pages 2-5)
- 4.0 COMPLIANCE (Pages 6)
- 5.0 COMMUNICATION (Pages 6-8)
- 6.0 HAZARD ASSESSMENT (Pages 8)
- 7.0 ACCIDENT, INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION (Pages 9-11)
- 8.0 HAZARD CORRECTION (Pages 11)
- 9.0 TRAINING AND INSTRUCTION (Pages 11-12)
- 10.0 RECORD KEEPING (Page 12)

ATTACHMENTS

- A** Program Review and Certification Log (Page 13)
- B** Safety Training Sign-In Sheet (Page 14)
- C** Report of Unsafe Condition or Practice (Page 15)
- D** Safety Inspection Report Summary of Findings (Page 16)
- D-2** Unsafe Condition Exception Report (Page 17)
- E** Incident Report & Data Gathering Form (Pages 18-20)
- F** Accident, Incident, and Near Miss Investigation Procedure Flow Chart (Page 21)

I certify the Illness and Injury Prevention Program for the Leucadia Wastewater District, CA has been reviewed and revised as necessary.

Paul J. Bushee, General Manager

Date Certified

1.0 PROGRAM REVIEW AND CERTIFICATION

The Injury and Illness Prevention Program (*IIPP*) at the Leucadia Wastewater District (*District*) will be reviewed and revised as necessary to ensure the program is current. All revisions are documented on Attachment A – Program Review and Certification Log.

2.0 PURPOSE AND POLICY STATEMENT

2.1 PURPOSE: To establish a CalOSHA mandated Employee Injury and Illness Prevention Program, in accordance with the California Code of Regulations, Title 8, Section 3203.

2.2 POLICY: The District holds the safety of our employees, as well as that of the public we serve, as a high priority. The consideration of worker safety, and the safety of the general public, bears as high a priority as the decision to commit funds or complete a task and no function of the District is so critical as to require a compromise of safety. The District will strive to provide a place of employment free from recognized health and safety hazards by promoting safe working practices, and complying with all applicable federal, state and District safety requirements.

2.3 APPLICABILITY: This IIPP applies to all regular full time, part time and limited service District employees in the following District departments:

- Administration
- Field Services

2.3.1 Limited Service Workers: Limited service workers include, but are not limited to seasonal employees employed directly by the District, interns, and volunteers.

3.0 RESPONSIBILITIES

3.1 District General Manager (GM) or designee: The District's GM has the overall authority and responsibility for implementing the provisions of the Injury Illness Prevention Program for the District. Specific responsibilities include, but are not limited to:

- Ensuring that the program targets losses, exposures, and complies with applicable government standards.
- Providing active leadership & participation in the safety program.
- Holding those in management or supervisory positions accountable for safety and loss control.
- Establishing and supporting a safety committee.
- Ensuring adequate funding is made available for the successful implementation of this program.
- Ensuring the safety program is fully implemented.
- Ensuring policy and procedures are current.

3.2 Administrative Services Supervisor or designee: This individual serves as a safety liaison between management, supervisors and employees and is responsible for administering and designing, the safety program. Responsibilities include:

- Providing support regarding all safety related issues.
- Coordinating with those in management or supervisory positions in the activities required to meet the provisions of the safety program.
- Assisting each Department with the identification of required safety training topics applicable to the job classifications in their department.
- Participating in and/or conducting accident/incident investigations, as necessary.
- Monitoring the effectiveness of the program.
- Completing the CalOSHA Form 300 Log within 7 calendar days of receiving information that a recordable injury or illness has occurred.
- Completing the CalOSHA Form 300A (annual summary) and posting it no later than **February 1** of the year following the year covered and keeping the posting in place until **April 30**.
- Managing OSHA Log 300 safety record keeping requirements in accordance with Section 10.0.
- Ensuring all safety related documentation (i.e. training sign in sheets, safety inspections, incident/near misses investigations, etc.) is maintained in accordance with Section 10.0

3.3 Department Managers or Superintendent: These individuals are responsible for administering the safety program within their department. Responsibilities include:

- Providing support regarding all safety related issues.
- Reviewing safety policies and procedures to ensure the safety program is updated and in compliance with CalOSHA requirements.
- Participating in accident/incident investigations, as necessary.
- Monitoring the effectiveness of the program and making recommendations to reduce risks and eliminate or control unsafe conditions in the work place.
- Monitoring and tracking periodic safety inspections for compliance with the safety program's requirements.
- Ensuring unsafe conditions or practices are evaluated and corrected in a timely manner.
- Ensuring that all new employees receive a New Employee Safety Orientation applicable to their job classification.
- Ensuring the necessary personal protective equipment is available to employees and that they have received training on their use.

3.4 Supervisory or Field Services Technicians 3: These individuals are responsible for maintaining the safety program. Responsibilities include:

- Implementing and maintaining an effective safety program to prevent accidents, injuries, and illnesses.
- Coordinating with the Administrative Services Supervisor or designee and supervisory positions in the activities required to meet the provisions of the safety program.
- Coordinating with the Administrative Services Supervisor or designee to identify the required safety training topics applicable to the job classifications.
- Establishing a training schedule and document that safety training and other CalOSHA safety requirements are scheduled and implemented.
- Monitoring and coordinating safety training and events for compliance with the projected training schedule.
- Ensuring safety inspections are conducted and documented in accordance with this policy.
- Implementing systems to encourage employee participation in the safety program.
- Helping to develop a cooperative safety culture by being an example to employees.
- Encouraging employees to report unsafe conditions, practices, and near misses and ensuring unsafe conditions or practices are evaluated and corrected in a timely manner.
- Completing their part of the New Employee Safety Orientation program in a timely manner for employees.
- When appropriate, discussing safety concerns and safe job procedures as part of safety and/or job briefings/meetings.
- Ensuring documented tailgate meetings are occurring as required.
- Coordinating with the Department Manager/designee and/or Administrative Services Supervisor /designee to schedule, develop, implement, and document all workgroup safety training.
- Reporting & documenting all injuries, property damages, near misses, unsafe conditions, and unsafe practices in accordance with this policy.
- Conduct special safety inspections if new substances, job tasks, or equipment introduce new hazards to their employees.
- Conducting accident/incident investigations when required by this policy, or as requested.
- Ensuring employees receive prompt medical attention for all injuries/illnesses.
- Ensuring that employees know, understand, and follow established safety guidelines.
- Providing the necessary personal protective equipment to employees and train them on its use.
- Ensuring all safety related documentation (i.e. training sign-in sheets, safety inspections, incident/near miss investigations, etc.) is forwarded to the Administrative Services Supervisor for record keeping in accordance with Section 10.0.

3.5 Employees: It is the responsibility of each employee to follow safe working practices and comply with safety rules and regulations.

- Actively contributing to the success of the overall safety program.
- Accomplishing their duties using safe work practices.
- Immediately reporting unsafe conditions and practices to their supervisor and in accordance with Section 6.0 Hazard Assessment.
- Conducting safety inspections of their respective work areas and/or equipment when requested.
- Correcting any observed unsafe conditions or practices, when and where appropriate.
- Maintaining good housekeeping duties pertaining to their work assignments.
- Reporting all injuries to a supervisor as soon as possible.
- Protecting themselves from hazards by using the proper engineering controls, administrative controls, and /or personal protective equipment when required or necessary.
- Maintaining safety equipment in good condition with all safety guards in place when in operation.
- Advising management when there is a need for job specific training.
- Coaching fellow employees on safe work practices, whenever appropriate.
- Participating on the Safety Committee when requested.
- Taking the initiative to temporary suspend any work activity or unsafe conditions that they believe is an imminent or serious hazard (I.e. is immediately dangerous to life and health).
- Completing their safety training courses in a timely manner.

3.6 Employee Rights include:

- A safe and healthful working environment.
- Receive information and training in general safety and job specific work practices.
- Refuse work that would violate a health and safety standard or order where such violation would pose a hazard to his/her safety and health.
- To not perform a job until they have received instructions and training on the proper and safe work procedures.
- Contact CalOSHA about unsafe or unhealthful working conditions. Such complaints are strictly confidential per CalOSHA policy.
- Have an employee representative accompany CalOSHA on an inspection and to talk privately to the CalOSHA representative during an inspection.

4.0 COMPLIANCE

All employees, including, managers, and supervisors, are responsible for complying with safe and healthful work practices. The District's system of ensuring that all employees comply with these practices includes one or more of the following practices:

- Informing workers of the provisions of the Injury Illness Prevention Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices in accordance with the District's disciplinary procedures.

5.0 COMMUNICATION

The District recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. The following systems of communication are designed to facilitate a continuous flow of safety and health information between management and employees in a form that is readily understandable.

- 5.1** NEW EMPLOYEE SAFETY ORIENTATION: Safety Orientations will be conducted at the time of hire and include a discussion of safety and health policies and practices relevant to their job classification. The Safety Orientation is a combined effort of the Department Managers (or designee) and Supervisors and is documented using the My Safety Officer training schedule.
- 5.2** SAFETY MEETINGS: Periodic safety meetings will be held to review and discuss safety issues and to provide relevant safety information. Safety meetings will be documented and the minutes will be filed in a folder located in server W:\SAFETY\Safety Committee\Safety Committee Minutes.
- 5.3** REQUIRED SAFETY TRAINING: Employees will receive job specific training in accordance with the tasks they are required to perform, the hazards posed and regulatory requirements. This training will be provided either at time of hire as part of the New Employee Orientation, prior to performing the activity or being exposed to the hazard. All safety training will be documented on Attachment B: Safety Training Attendance Form, or equivalent.
- 5.4** EQUIPMENT SAFETY TRAINING: Equipment safety training will be provided on all equipment where specialized knowledge and training is necessary to prevent employee, coworker or third-party injury or property damage. This training will be documented on Attachment B: Safety Training Attendance Form, or equivalent.

- 5.5** **SAFETY POSTINGS:** All appropriate and required safety information will be either posted on bulletin boards (lunchroom or Field Services area) or will be communicated via email.
- 5.6** **REPORTING OF UNSAFE CONDITIONS OR PRACTICES:**
- 5.6.1** Attachment C: Report of Unsafe Condition or Practice is used to report any unsafe conditions, practices, or near misses employees may have observed or experienced. Completed forms are given to the employee's immediate supervisor, Department Manager, or Safety Committee Representative. Employees may submit completed forms anonymously, if they so choose. The Department Director will review all reports of unsafe conditions and will determine the necessary actions needed to correct hazardous conditions in accordance with Section 8.0 Hazard Correction.
- 5.6.2** If employees wish to report an unsafe condition anonymously, they may use the District's Safety Suggestion Box.
- 5.7** **SPECIAL SAFETY MEETINGS:** As appropriate, supervisors or managers and Field Services Technicians will hold special safety meetings to review and discuss safety issues arising out of any unusual working conditions, such as, new job activities, new equipment, on-site contractor activities, or other non-routine working conditions.
- 5.8** **TAILGATE SAFETY MEETINGS:** If job activities involve construction activities (i.e. alterations, painting, repairing, construction maintenance, renovation, removal, or wrecking of any fixed structure or its part) tailgate meetings will be held every 10 days as required by CalOSHA's Construction Standard. Topics will be relevant to the job activity and associated job hazards. Other tailgate meetings are held as needed, or whenever a new job activity, work procedure, hazardous substance or any other unusual working condition exists. All Tailgate Safety Meetings will be documented on Attachment B: Safety Training Attendance Form, or equivalent.
- 5.9** **SAFETY COMMITTEE:** The District utilizes a Safety committee (*Committee*) that meets regularly but not less than quarterly. Minutes of Safety Committee meetings are available on the District's W drive server in the Safety Committee Minutes folder. The Committee performs the following activities:
- Prepares written records of the safety committees meetings.
 - Reviews results of the periodic scheduled inspections.
 - Reviews investigations of incidents and exposures and makes suggestions to management for the prevention of future incidents.
 - Reviews reports of unsafe conditions and determines if corrective actions are necessary.

- Submits recommendations to assist in the evaluation of employee safety suggestions, or;
- Other safety functions and activities that the Committee deems appropriate.

6.0 HAZARD ASSESSMENT

Hazard assessment and correction activities include the following programs:

6.1 PERIODIC INSPECTIONS: The District will conduct documented safety inspections and job activities in accordance with the following schedule to identify, evaluate, and correct workplace hazards and unsafe work practices.

- When the IIPP is first established.
- Periodically, but not less than annually. A department's work activities and associated hazards determine periodic inspection frequencies.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When employees are hired and/or reassigned to a process or work task for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.

6.2 SAFETY INSPECTION DOCUMENTATION AND TRACKING:

- All safety inspections and safety hazards discovered will be documented using Attachment D-1:
Safety Inspection Report Summary of Findings.
- Unresolved unsafe conditions (i.e. conditions that could not be immediately corrected) will be recorded on Attachment D-2 *Unsafe Condition Exception Report.*
- The Safety Committee will review all completed inspection and exception reports. Hazards and unsafe conditions will be prioritized for correction by the Safety Committee in accordance with Section 8.0 Hazard Correction.
- The Safety Committee will continue to monitor the status of these hazards and unsafe conditions until they have been corrected. When hazards have been corrected, the date will be logged onto the corresponding exception report.

6.3 SPECIAL SAFETY INSPECTIONS: Special safety inspections will also be performed whenever:

- New substances, processes, or equipment are introduced to the workplace that represents a new occupational safety and health hazard.
- The District is made aware of a new or previously unrecognized hazard.

7.0 ACCIDENT, INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION

Employees are to report all work-related injuries and illnesses to their immediate supervisor in accordance with Section 7.1. It's important to note that all employees can report an accident, injury, and illness without fear of reprisal or retaliation. An investigation will be performed depending upon the seriousness of the incident and/or injury as outlined in Section 7.2.

7.1 OCCUPATIONAL INJURY AND ILLNESS REPORTING PROCEDURES:

First Aid Injury: If the injury or illness is a minor first aid injury, the employee will report the injury or illness to their supervisor the day of the incident, or as soon as they are made aware of the injury or illness. The employee will also complete CSRMA's Incident/accident report form. If employee believes he/she does not need medical treatment, then they are to complete the Declined Medical Treatment form. The supervisor, or designee, will log this information according to the Accident, Incident and Near Miss Investigation Procedure (Attachment F) the day they are notified.

7.1.1.1 Examples of minor first aid injuries include (but are not limited to) minor cuts, abrasions, or other injuries that only require flushing, cleansing, applying ointments, or require a covering such as a bandage, Band-Aid, or gauze pad.

7.1.1.2 The purpose of recording these types of injuries is to ensure that all minor injuries & illnesses are dated in the event the injury/illness requires medical attention and/or becomes recordable (i.e. on the CalOSHA 300 Log) at a later date.

7.1.2 **Recordable Injury:** If the injury is beyond first aid (e.g. requires outside medical attention) the employee and their supervisor will follow the District's Workers' Compensation procedures.

7.2 INVESTIGATION: The District will gather the necessary information to perform an internal investigation of accidents, incidents and near misses using the Incident Report and Data Gathering Form, Attachment E.

7.2.1 **Purpose of the Investigation:** The main objective in investigating is to identify the root cause(s) of the accident or incident and make any changes necessary to prevent the incident from occurring again.

7.2.2 **Conditions to Investigate:** All occupational incidents will be evaluated and documented using the District's Workers' Comp Employee's Incident/Accident Report. The Supervisor will complete

the employer portion of the form and will follow-up using the Incident Report and Data Gathering Form (Attachment E). All incidents listed below will **require** an investigation.

- Fatalities
- Serious Injury (i.e. inpatient hospitalization for a period of 24 hours for other than medical observation)
- Lost Time Injury
- Vehicle or equipment incidents involving employee or third party injuries
- Vehicle or equipment incident involving third party property damages

7.2.3 **When to Investigate:** An incident evaluation and/or investigation will be performed as soon as possible after the supervisor has been made aware that an incident has occurred.

7.3 **REPORTING TO CAL OSHA** (in accordance with Title 8, Sections 330(h) and 342)

7.3.1 The District's Field Services Superintendent, or designee, will immediately make a telephone report to the San Diego District office of the Division of Occupational Safety and Health of any serious occupational injury or illness, or death at **(619) 767-2280**.

- **Immediately** means as soon as practically possible but **not longer than 8 hours** after the District knows or with diligent inquiry would have known of the death or serious injury or illness.
- **Serious injury or illness** means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

7.3.2 The following information must be given in the report, if available:

- Time and date of accident.
- Employer's name, address, and telephone number.
- Name and job title, or badge number of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at site of accident.
- Name and address of injured employee(s).
- Nature of injury.
- Location to where injured employee was moved.
- List and identity of other law enforcement agencies present at the

site of accident.

- Description of accident and whether the accident scene instrumentality has been altered.

8.0 HAZARD CORRECTION

Whenever possible, workplace hazards and unsafe work practices will be corrected as soon as they are identified. If not corrected the day of discovery, a target date for correction will be established based upon the following criteria:

- 8.1 **IMMINENT HAZARD:** Imminent hazards are those conditions or practices that pose an *immediate threat* to the life or health of employees, public, or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality. If an imminent hazard is present, employees should stop activity and take immediate corrective action. If employees are unable or unsure what action to take, they will notify their supervisor who will take immediate corrective action, if possible. In either case, the employee shall document these condition(s) using Attachment C: Report of Unsafe Condition or Practice. If it is necessary for employees to enter the area to correct the hazardous condition, they will be provided with the necessary protection and will be trained to perform these duties. If the imminent hazard cannot be corrected, the hazard area shall be declared "off-limits" until the hazard is corrected.
- 8.2 **SERIOUS HAZARD:** Serious hazards are hazards that indicate substantial probability that an employee, public, or others will suffer physical harm. If a serious hazard is present, employees should stop activity and notify their supervisor. Serious hazards shall be corrected as soon as possible or shall be declared off limits until the hazard is corrected. The employee shall document these condition(s) using Attachment C: Report of Unsafe Condition or Practice.
- 8.3 **GENERAL HAZARD:** General hazards are those that may affect the safety and health of employees. General Hazards are brought to the attention of the supervisor using Attachment C: Report of Unsafe Condition or Practice. General Hazards will be corrected as appropriate.
- 8.4 **REGULATORY HAZARD:** A regulatory hazard pertains to permits, posting, record keeping, reporting requirements, or procedure deficiencies not directly affecting the safety and health of the employees. These deficiencies are noted on Attachment C: Report of Unsafe Condition or Practice for further review by the employee's supervisor and are corrected as appropriate.

9.0 TRAINING AND INSTRUCTION

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows and documented using Attachment B: Safety

Training Attendance Record, or equivalent:

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

10.0 RECORD KEEPING

10.1 The following safety records will be kept in the My Safety Officer certifications folder located on server W: My Safety Officer folder in accordance with the District's records retention policies, which is no less than 3 years. The Administrative Services Supervisor is responsible for maintaining originals of all safety related documentation.

- Incident investigations
- Safety Inspections
- Safety training records including the date of the training, the name of the person conducting the training, and a description of training contents.
- Staff safety meetings including the names of attendees, the date and any safety item discussed. (W:\SAFETY\Safety Committee)
- Unsafe Condition or Practice Reports and corrective actions taken.

10.2 The Administrative Services Supervisor will maintain the CalOSHA 300 forms and 300A annual summaries on file in accordance with the District's records retention policies, which is no less than 5 years.

ATTACHMENT A

Program Review and Certification Log

Injury and Illness Program Review and Certification Log		
Date	Identify the IIPP Sections/Attachments Revised	Initial



ATTACHMENT B

**LEUCADIA WASTEWATER DISTRICT
Safety Training Sign In Sheet**

Training Description: _____

Training Date: _____

Credit Hours: _____

Trainer's Name: _____

PRINT LEGIBLY			Signature
Employee Name	Job Title	Department	

Fax or Email Completed Training Sign In Sheets to: (888) 463-7906
or mso@mysafetyofficer.com

LOCATION OF FORM: W:\SAFETY\MY SAFETY OFFICER

ATTACHMENT C

Report of Unsafe Condition or Practice

Describe below the unsafe working condition, work practice, activity, or equipment that you feel may or resulted in an injury or illness, workflow interruption or property damage. Forward the completed report to your supervisor. Please keep a copy for your records.

- **CHECK HERE IF YOU BELIEVE IMMEDIATE ACTION IS REQUIRED.**

Name of Person Submitting This Report: (Optional)	Date:
Location of Concern:	Building/Room:
Description of Unsafe Condition or Practice (If an injury, illness or work-flow interruption has resulted from this, please include details.):	
Diagram of Situation (if applicable):	
Suggested Remedial Action:	
Received By (Name):	Date:
Reviewed by Department Manager Yes No <i>If Yes, signature:</i>	Date:
Referred to for remedial action (Name):	Date:
Remedial Action Taken:	
<i>Route to Department Head or Designee When Completed</i>	

ATTACHMENT D

SAFETY INSPECTION REPORT SUMMARY OF FINDINGS

(Use additional pages, as necessary)

Date of Inspection:

Inspection Type (circle one): Monthly Quarterly Annual Special New

Equipment/Process Inspector(s):__

Location: _____

Hazard:	Work Area:	Hazard Classification:	Corrected? (yes or no)	By: (init)	Date Corrected:

Hazard Classification Key:

I = Imminent (Imminent hazards are those conditions or practices that pose an immediate threat to the life or health of employees, public, or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality. If an imminent hazard is present, employees should stop activity and take immediate corrective action. If employees are unable or unsure what action to take, they will notify their supervisor who will take immediate corrective action, if possible. If the imminent hazard cannot be corrected, the hazard area shall be declared "off-limits" until the hazard is corrected.)

S = Serious (Serious hazards are hazards that indicate substantial probability that an employee, public, or others will suffer physical harm. If a serious hazard is present, employees should stop activity and notify their supervisor. Serious hazards shall be corrected as soon as possible or shall be declared off limits until the hazard is corrected.)

G = General (General hazards are those that may affect the safety and health of employees.)

R = Regulatory (A regulatory hazard pertains to permits, posting, record keeping, reporting requirements, or procedure deficiencies not directly affecting the safety and health of the employees.)

Post Inspection Procedures: Any items not immediately corrected are to be transferred to the Form D-2 *Unsafe Condition Exception Report* form

Unsafe Condition Exception Report

List and prioritize all unsafe conditions (which were not immediately corrected) noted during the safety inspection on Attachment D - SAFETY INSPECTION REPORT SUMMARY OF FINDINGS.

Use this form to keep an ongoing list and to track when these items were resolved.

Imminent Hazard - Class #1 Immediate threat to life or health. Serious injury or fatality likely. Requires immediate corrective action. Hazard area "off-limits" until corrected.	Serious Hazard - Class #2 Potential threat to life or health. Serious injury or fatality not likely. Requires corrective action in 2 weeks. Hazard area "off-limits" until corrected.	General Hazard - Class #3 Low Risk hazard that may affect safety & health. Possibility of minor injury. Includes regulatory deficiencies. Corrective action as appropriate.	Regulatory Hazard – Class #4 Pertains to permits, posting, recording keeping, reporting requirements or procedure deficiencies not directly affecting safety & the health of employees. Corrective action as appropriate
---	---	---	--

Inspect Date	Unsafe Condition	Recommended Action and/or Comments	Hazard class	Completion Target date	Date Completed	Additional Notes

1. Safety Committee reviews completed inspections (*Attachment D*) and completes the Unsafe Condition Exception Report (*Attachment D-2*).
2. Safety Committee reviews all OPEN items at the next scheduled Safety Committee meeting.
3. Safety Committee notes date when each condition is corrected and files the form when all items are resolved with the District Safety Files with the Administrative Services Supervisor or designee.

ATTACHMENT E

Incident Report and Data Gathering Form

Completed by: _____ Date Completed: _____

Purpose: The District evaluates and documents all occupational injury and illness incidents. The District will follow CSRMA's Workers' Comp Program and Procedures related to all injury and illness incidents. This form can be used as a guide to assist Managers and Supervisors when investigating injury and illness incidents.

This form is intended to help identify the root cause and any contributing factors so that a preventive action plan can be developed and implemented to prevent re-occurring incidents.

Step 1: Incident Information

- A. Date of Incident: _____
- B. Employee(s) Name(s): _____

Step 2: Gather Additional Information:

- A. Take photographs if appropriate and attach to this report
- B. Get witness statements if appropriate and attach to this report
- C. Attach a copy of the Employee's Workers' Comp Incident/Injury Report form to this report

Step 3: Identify Contributing Factors:

- A. Identify what you consider to be contributing factor(s) to this incident. Use the list on page 3 for possible contributing factors.

ATTACHMENT E

Incident Data Gathering Form (page 2)

Step 4: Summarize the root cause that contributed most significantly to this incident.

Step 5: Corrective Actions:

A. Taken: _____

B. Planned: _____

Step 6: Routing: Route completed incident report and investigation package to the Department Manager for processing.

ATTACHMENT E

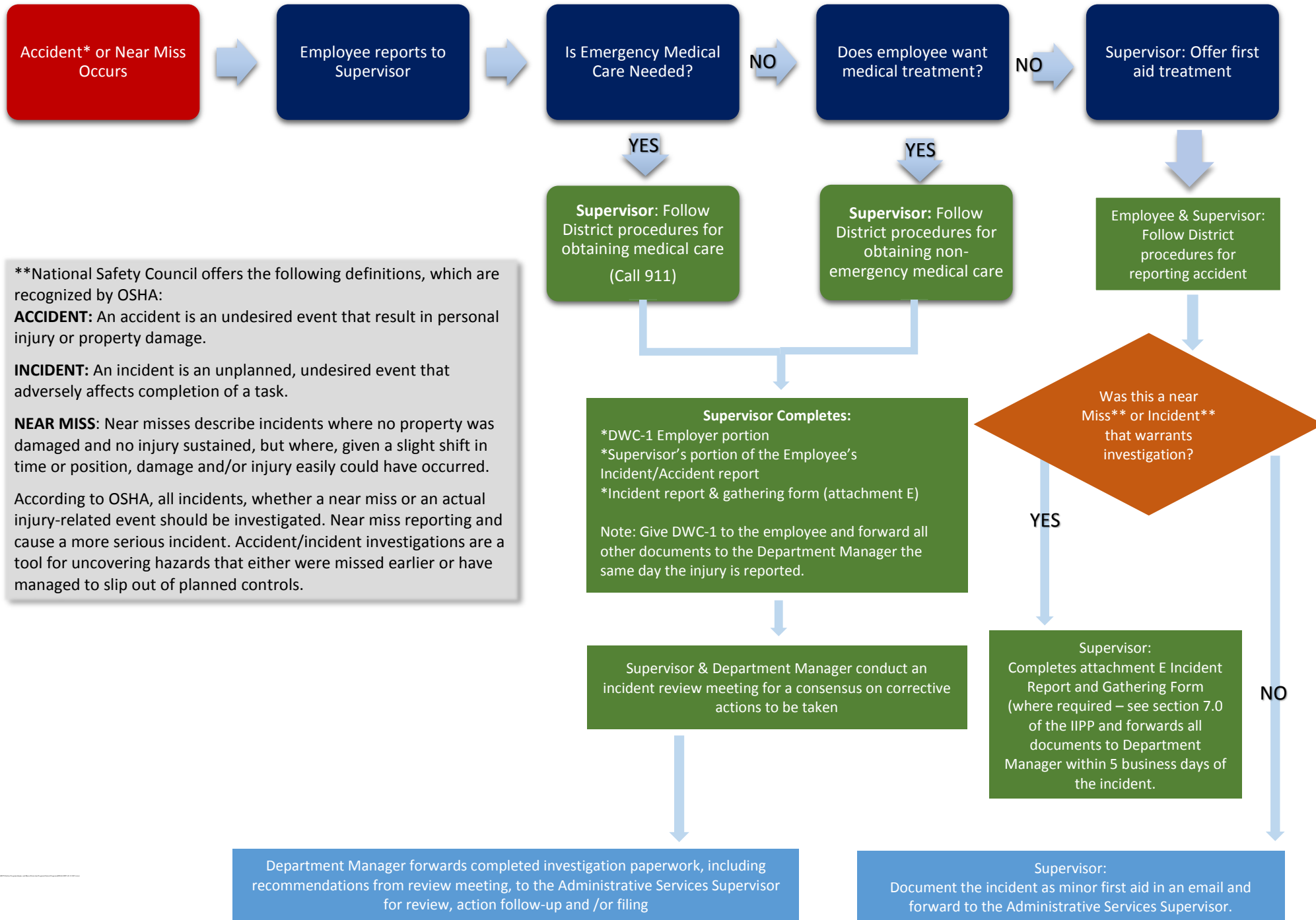
Incident Data Gathering Form (page 3)

Identifying Contributing Factors

<p>A. Equipment & Tools Considerations:</p> <ol style="list-style-type: none"> 1. Was the employee using the required safety equipment and using it properly? 2. Was the employee using the correct tools and using them properly? 3. Did the equipment and tools function as designed? 4. Was employee operating equipment without authority? 5. Did employee fail to secure equipment? 6. Were all guards in place? 7. Did employee ignore equipment defects or bypass safety controls? 8. Was equipment or tools unsafe to use due to poor maintenance and improper care? 9. Did Incorrect equipment labeling or identification contribute? <p>B. Personal Protection Equipment Considerations:</p> <ol style="list-style-type: none"> 1. Was the employee wearing the appropriate level of PPE? 2. Was PPE inadequate (i.e. a higher level needed than required) 3. Did the PPE malfunction? 4. Was PPE damaged and/or poorly maintained? <p>C. Procedural Considerations:</p> <ol style="list-style-type: none"> 1. Is there a written procedure for performing this job? 2. Was the procedure being followed? 3. Is the procedure insufficient (not technically correct or impractical to implement)? 4. Is there an inconsistency between the written procedure and actual practices? 5. Did the employee have adequate hands-on experience performing this procedure? <p>D. Training Considerations:</p> <ol style="list-style-type: none"> 1. Was the employee trained on this task or procedure? 2. Should this activity or procedure require training (or additional training) for employees who perform it? 3. Was the employee performing this task according to the training they received? 4. Is additional training needed for this employee on this job task? 	<p style="text-align: center;">Did Employee's Physical Conditions Contribute?</p> <ol style="list-style-type: none"> 1. Emotional stress 2. Fatigue 3. Medication or a medical condition 4. The task exceeded the employee's physical capabilities 5. Physical limitation (e.g. hearing, sight) <p>E. Did Environmental Considerations Contribute?</p> <ol style="list-style-type: none"> 1. Temperature (cold or heat) or hazardous weather conditions 2. Slippery or wet conditions 3. The work area/task had a design issue 4. Defective raw materials 5. Poor lighting or ventilation 6. Noise or poor communications 7. Congestion 8. Hot surfaces 9. Poor storage practices 10. Soil conditions <p>F. Other Considerations:</p> <ol style="list-style-type: none"> 1. Failure to warn co-workers 2. Risk taking behaviors (e.g. driving at high speeds) 3. In a hurry/ deadline pressures 4. Distracted/inattention 5. Suspected substance use or abuse 6. Horseplay 7. Peer pressure 8. Lack of pre-job briefing or inspection 9. Lack of supervision 10. Inadequate management of this task 11. Previously identified hazard was not abated or interim safety measures not implemented <p>Other:</p> <p>-</p> <p>-</p> <p>-</p> <hr/> <hr/> <hr/> <hr/> <hr/>
--	--

BLANK SHEET

ATTACHMENT F: Accident, Incident, and Near Miss Investigation Procedure



**National Safety Council offers the following definitions, which are recognized by OSHA:

ACCIDENT: An accident is an undesired event that result in personal injury or property damage.

INCIDENT: An incident is an unplanned, undesired event that adversely affects completion of a task.

NEAR MISS: Near misses describe incidents where no property was damaged and no injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

According to OSHA, all incidents, whether a near miss or an actual injury-related event should be investigated. Near miss reporting and cause a more serious incident. Accident/incident investigations are a tool for uncovering hazards that either were missed earlier or have managed to slip out of planned controls.

Supervisor Completes:

- *DWC-1 Employer portion
- *Supervisor's portion of the Employee's Incident/Accident report
- *Incident report & gathering form (attachment E)

Note: Give DWC-1 to the employee and forward all other documents to the Department Manager the same day the injury is reported.

Supervisor & Department Manager conduct an incident review meeting for a consensus on corrective actions to be taken

Department Manager forwards completed investigation paperwork, including recommendations from review meeting, to the Administrative Services Supervisor for review, action follow-up and /or filing

Supervisor: Document the incident as minor first aid in an email and forward to the Administrative Services Supervisor.