



Tehama County



Injury and Illness Prevention Program

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Policy

Tehama County has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with these safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Hazard Correction
- Accident Investigation
- Training and Instruction
- Record Keeping

1) Responsibility and Authority

The Risk Manager (Chief Administrator) or his/her designee (Personnel Director) is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Department Heads, managers, and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The Department IIPP Supplements provide department-specific information and additional direction. A copy of the IIPP is available from each manager and supervisor and may be found on the Tehama County website under Personnel/Safety tab.

<https://www.co.tehama.ca.us/government/departments/personnel/safety/>

2) Compliance

All employees, including Department Heads, managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language;
- Training all employees on general safety policies, rules, and work practices;
- At the discretion of the Department Head, maintaining a recognition program for employees who perform safe and healthful work practices;
- Providing additional training coaching to employees whose safety performance is deficient;
- Disciplining employees for failure to comply with safe and healthful work practices

The department IIPP supplements outline department specific compliance requirements.

3) Communication

All Department Heads, managers, and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by completing the form available at hazard.tehama.us

The communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures;
- Review of our IIPP;
- Countywide Safety Committee meetings scheduled quarterly with assigned Department Safety Representative (DSR) required to participate;
- Safety training programs including an online safety training platform;
- Regularly scheduled monthly safety meetings/email bulletins;
- Posted or distributed safety information

Additional details are outlined in the Department IIPP Supplements.

4) Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, the use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the Department IIPP Supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When the IIPP was initially established; and
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace; and
- When new, previously unidentified hazards are recognized; and
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

5) Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

6) Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Visiting the accident scene as soon as possible;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the root cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken

Department specific investigation and reporting procedures are located in the Department IIPP Supplements.

7) Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each Department Head, supervisor and manager will be trained on health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established;
- New employees are hired;
- Employees are reassigned to a new area or task with no prior training; and
- New substances, operations, or equipment are introduced

Department-specific training procedures are located in the Department IIPP Supplements.

8) Record Keeping

Departments are to submit their records to the Risk Manager in County Administration. All the following IIPP documentation is maintained for three years. The main records will be maintained at the Tehama County Administration Risk and Personnel Office:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers;
- Inspections, including the person(s) conducting the inspection;
- The unsafe conditions and work practices identified-corrective action, and follow up;
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken;
- Safety committee meeting minutes;
- Annual program reviews

Reference your Department IIPP Supplement for additional information.

The main contacts for IIPP updates are:

Gina Warner, Personnel Analyst	gwarner@co.tehama.ca.us	(530) 527-4183 ext. 3019
	or	
Sue Ampi, Staff Analyst	sampi@co.tehama.ca.us	(530) 527-4655 ext. 3013

Attachment A

INCIDENT/HAZARD REPORT FORM

Note: This form is used to collect data to insure a safe and healthy work environment.

Date Copied to Admin/Risk

Please include photos whenever feasible.

Please check appropriate box:	INJURY/INCIDENT <input type="checkbox"/>	NEAR MISS INCIDENT <input type="checkbox"/>	HAZARD <input type="checkbox"/>
DATE & TIME OF INCIDENT:	LOCATION:	DATE REPORTED:	
REPORTED TO:	REPORTED BY:	DEPARTMENT:	
PART 1	Describe the incident injury, near miss or hazard detail of what happened. <i>Include area and the task, equipment, and tools involved.</i>		

PART 2	Describe in detail the cause of the incident. <i>Something or someone that produces an effect, result, or condition.</i>
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PART 3	Possible solutions/how to prevent a recurrence. <i>Give suggestions for preventing a recurrence.</i>
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PART 4	Corrective Action-What has been done to prevent the injury, incident, or hazard?	Date of Action Taken
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INVESTIGATED BY:	TITLE:	DATE:
DEPARTMENT SAFETY REPRESENTATIVE SIGNATURE:	DEPARTMENT HEAD SIGNATURE:	DATE: