

Integrated Mosquito and Vector
Management Program Plan

APPENDIX

J

SMCMVCD ILLNESS AND INJURY
PREVENTION PLAN



POLICIES AND PROCEDURES

TITLE: ILLNESS AND INJURY PREVENTION PROGRAM

NUMBER: 2180

2180.10 Establishment of Program

This Injury and Illness Prevention Program (“IIPP”) is established in accordance with the requirements of the California Labor Code Section 6401.7 and the Injury and Illness Prevention Standard, California Code of Regulations, Title 8, Section 3203. This program is intended to ensure the occupational safety and health of all District employees regardless of position and job tasks. Only the District Manager and the Board may amend this IIPP. This IIPP does not supersede any law, legal requirement, regulation, or District policy.

2180.20 Program Responsibility

- a. The District accepts responsibility for leadership of the safety and health program, and for providing the safeguards required to ensure safe conditions.
 - b. The District Manager and District Safety Officer are designated to develop and maintain an effective Injury and Illness Prevention Program. The District Manager and District Safety Officer will develop and implement specific safety procedures, guidelines, and policy statements applicable to all District staff.
 - c. The District Manager and District Safety Officer are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
 - d. Employees will follow all safety policies and procedures, including the requirements of the District IIPP and adhering to any safety Policies instituted for employee’s specific job tasks and operations.
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2180.30**Program Compliance Requirements**

Compliance with all applicable policies and regulations will be assured by:

- a. Implementation of a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.
- b. A system of progressive discipline shall apply to all employees who violate safety policies and regulations. Disciplinary action is conducted in accordance with applicable District personnel policies and procedures.
- c. Managers and Supervisors will provide positive acknowledgment of safe behaviors, and enforce safety policies and procedures fairly and uniformly.
- d. Employees who fail to follow safe work practices and/or procedures or who violate any District safety policies or directives will be subject to disciplinary action including termination. Disciplinary measures may be progressive depending upon the severity and/or frequency of the infraction(s).

2180.40**Communication**

The District provides several methods to encourage open, two-way communication between management and staff on health and safety issues. These methods may include but are not limited to:

- a. Time may be scheduled at general, employee/staff meetings to discuss safety and health issues.
- b. The District will establish a safety committee.
- c. Safety topics and issues should be openly discussed; suggestions for improvement and recommendations should be encouraged.
- d. Distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcements.
- e. Employees are to be encouraged to make safety suggestions and to report any suspected safety hazards. Suggestions and hazard reports should be followed up and a timely reply made to the reporting employee. Communication shall be encouraged.
- f. Understandable communication shall be maintained with all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the District of hazards at the work site without fear of reprisal. Communications with employees shall include meetings, training programs, and posted written information.

- g. The Injury and Illness Prevention Program (IIPP) shall be posted at a conspicuous location in the District's office, and shall be provided to the District Manager who shall keep it readily available.
- h. The District Manager and/or Safety Officer shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with the crew(s) at least quarterly to emphasize safety. Documentation including attendance at these meetings shall be maintained. District Manager, Safety Officer or their designee will develop the necessary form to document the meetings that will go into each employee's personnel file for a minimum of three (3) years.
- i. Mandatory general employee meetings shall be conducted (at least every 6 months) at which time employees may freely and openly discuss safety. Such meetings should be regularly scheduled and announced to all employees so that maximum employee attendance can be achieved. Documentation including attendance at these meetings shall be maintained. Copies of the attendance form and what was covered will go into each employee's personnel file. Discussions at these meetings should concentrate on:
 - 1. Occupational accident and injury history within the District.
 - 2. Employee experiences.
 - 3. Guest speakers from the District's Workers' Compensation insurance carrier or other agencies concerned with safety.
 - 4. Audio-visual materials that relate to the District operation safety.
 - 5. Training programs and safe operations shall be conducted in the use of new equipment, machinery, or tools. Documentation including attendance of training programs shall be maintained with a copy going into each employee's file.
 - 6. New employees shall be trained in the safe operation of the equipment, machinery and tools with which they will be working prior to being allowed to work independently. Documentation of each new employee training shall be maintained with a copy going into each employee's personnel file.
 - 7. Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at conspicuous locations in the District's office.
 - 8. News articles and publications devoted to safety shall be posted in the District Office.
 - 9. A safety suggestion box shall be maintained where employees, anonymously, if desired, can communicate their concerns to the District Manager.

2180.50 Identification of Workplace Hazards

Periodic safety inspections shall be conducted to identify existing hazards in the work place, or conditions, equipment, and procedures that could be potentially hazardous. The District Manager shall conduct the inspections. District management shall develop methods for all inspections. Employees shall be encouraged to report suspected unsafe conditions. Management shall take appropriate action(s). Hazard identification may include but is not limited to the following:

- a. Written procedure(s) to assist in the identification of new hazards in a work area.
- b. Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.
- c. Timely and effective investigation of each occurrence of an occupational injury or occupational illness, or near miss accident, and methods to prevent recurrence.
- d. Methods of evaluation and procedures to address identification of a new hazard.
- e. Safety inspections by the District Manager or District Safety Officer.
- f. Inspections by Cal-OSHA or other regulatory agency. All regulatory inspections shall be reported immediately to the District Manager.
- g. Supervisors are responsible for promptly reporting to the District Manager whenever a new substance, new work procedure or operation, and/or new equipment are introduced into a work area. Each report must include an evaluation of the potential hazard(s), as well as the training or other steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).
- h.

2180.60 Evaluation and Abatement of Hazards

a. Evaluation of Identified Hazards

The District Manager and/or District Safety Officer reviews inspection reports, hazard assessment reports, vehicle accident reports, accident and incident reports, and Workers' Compensation claims reported. While not relieving the District of responsibility for employee safety, the District Manager and/or District Safety Officer may consult with department management to determine if effective corrective action/investigation has been initiated to correct or improve identified exposures, work methods, operational procedures, or equipment, which may present a safety hazard or exposure.

b. Abatement of Hazards

The District will correct identified safety hazards in a timely manner. Regulatory requirements demand a serious hazard¹ must be abated immediately and employees are to be kept clear of the hazard. A non-serious hazard may be abated within a reasonable period.

When corrective action for a non-serious hazard will involve multiple steps, or cannot be completed promptly, an action plan must be developed and reviewed with the District Manager and/or District Safety Officer. This action plan will outline the steps to be taken, the order in which each step will be taken, and when each step will be carried out.

The action plan will also describe the methods that will be used to protect employees from the hazard until the proper corrective actions are completed. Employees are not to enter an imminent hazard area without specific approval of the District Manager and/or the District Safety Officer. Employees assigned to perform work necessary to correct the imminent hazard will be properly trained, equipped, supervised, and provided necessary safeguards including personal protective equipment.

2180.70 Accident Investigation

- a. The District shall investigate all work-related accidents in a timely manner. Reported minor accidents and near misses shall be investigated as well as serious incidents. A near miss is an incident, which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future. (See Report of Unsafe Condition or Hazard and Occupational Accident, Injury, and Illness Investigation Report.)
- b. The Supervisor or person designated by the District Manager shall be responsible for accident investigation.
- c. Each investigation shall be done promptly and involve, but not be limited to:
 1. Identify all parties involved;
 2. A thorough gathering of all relevant facts and evidence;
 3. Identification of the cause of the accident;
 4. Identification of the procedure to prevent reoccurrence of such an accident;
 5. Implementation of such procedure; and
 6. If the investigation is done by the Supervisor or person designated by the District Manager, a written report is to be submitted to the District Manager regarding items (1) through (5) above. The District Manager may, at his or her discretion, submit any such report or any report he or she prepares to the Board of Trustees, for its consideration and action.

¹ A serious hazard is a working condition where there is a probability "that death or a serious physical injury or illness could result from exposure to the hazard." 8CCR, Section 334(c).

2180.80 Safety Committee

- a. It shall be the charge of the Safety Committee to develop and maintain for the District a responsible, pro-active approach to meet the safety needs of the District. This committee will act as a direct liaison for the District employees in identifying potential hazards in the workplace without acting in a punitive manner.
- b. The Safety Committee will consist of the following representatives:
 1. District Manager;
 2. Supervisor or person designated by the District Manager; and
 3. At least two employees, selected at large.
- d. Members of the Safety Committee shall perform the following:
 1. Meet quarterly, on the day of a regularly scheduled staff meeting;
 2. Discuss various aspects of safety (i.e., accidents and/or prevention, developing programs, documenting files);
 3. Inspect office facilities on a regular basis to ensure safe operation;
 4. Review and update the District Safety Manual;
 5. Inspect fire extinguishers on a monthly basis to ensure they are properly charged and order recharging as required;
 6. Coordinate training sessions to keep employees up to date on current policies and procedures;
 7. Review investigations of alleged hazardous conditions brought to the attention of any District employee. When determined necessary by the committee, the committee may conduct an inspection and investigation to assist in any remedial solutions.

2180.90**Training Requirements****a. Safety and Health Training**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is essential to maintaining a safe and healthful work environment. In order to achieve this goal, the District will provide safety information and appropriate training to each employee with regard to general safety practices and to any hazards or safety procedures specific to the employee's work tasks. The District will document content and attendance of any safety training. Examples of training include:

1. District orientation of new employees upon hiring and prior to first job assignment.
2. Whenever new substances, processes, procedures or equipment are introduced into the work place; affected employees shall be trained and will demonstrate proficiency.
3. Whenever the District is made aware of new or previously unrecognized hazards.
4. Whenever safety training is required by an applicable code, regulation, or other legal requirement.
5. Whenever the District Manager or District Safety Officer believes that additional or specific training is necessary.

2180.100**Emergency Action Plan Requirements**

In compliance with the California Code of Regulations, Title 8, Section 3220, the District shall develop and maintain an Emergency Action Plan implemented as a means of ensuring employee safety during an emergency incident. District offices or operations in outlying facilities must develop site-specific emergency action plans appropriate to the complexity and operations of each work location. All employees with special responsibilities under any District emergency plan must receive appropriate training in the assigned responsibilities. Refer to the latest revision of the San Mateo County Mosquito Abatement District's Communications Plan, which contains confidential information.

2180.110**Record Keeping Procedures**

The District should retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file and include the following:

- a. Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.

1. Pointed objects should not be carried in pockets or with the points exposed, nor should they be placed in vehicles, on desks, or on worktables with the points toward the user.
2. Be sure to keep fingers in the clear when closing safe, bookcases, drawers, and doors. Always grasp the handle or door knob and keep fingers away from the edge of drawers or doors.
3. Chemicals or chemical products should be handled only when the proper protective equipment is being worn.
4. You should not walk through work areas with sharp objects in hand with points exposed, or with chemicals or chemical products.
5. Adjust your chair or seat to obtain proper height and posture, both in vehicles and in the office.
6. Do not lean back on the rear legs of a straight chair. The chair may slip or break, causing a fall.
7. File cabinet drawers should be closed when not in use.
8. Heavy material should be placed in the lower drawers with lighter materials filed in upper drawers. The lower drawers should always be filled first.

d. General Housekeeping

1. Broken glass should be deposited directly into the outside refuse bin, and should not be placed in wastepaper baskets.
2. Workstation shelves and stands should be inspected periodically to ensure they are in good working order.
3. Personnel shall not throw materials or engage in horseplay.
4. Stay clear of areas where overhead work is in progress.
5. Good “housekeeping” throughout the workplace is of paramount importance. A clean and orderly office makes a safe and desirable place in which to work.
6. Aisle ways and doorways should be kept clear of stumbling hazards such as cartons, bottles, lunch boxes, umbrellas, etc.
7. Lunch papers and other refuse should be deposited in a trash container after use.

8. Use storage space provided for the storing of materials. Do not use the tops of file cabinets, tables, or equipment for this purpose.
9. Slip or trip hazards such as torn or loose floor coverings, water or other materials should be brought to the attention of your supervisor. Never ignore the obvious hazards. Correct or highlight hazards and report them as soon as observed.

e. Miscellaneous Safety

1. When using stairs, take one step at a time, keep to the right, and hold onto the handrail. When carrying packages, keep your vision unobstructed. Running or crowding on stairways, aisles, and in corridors is a dangerous practice that should be avoided.
2. Do not walk while reading. Be observant of your surroundings and watch your step.
3. Extra care should be practiced if wearing shoes with poor soles or work boots, particularly on stairways.
4. Doors should be kept either wide open or completely closed. Do not leave doors partly open. Care should be exercised when opening doors to avoid striking others. If exterior doors are left open, they must be properly secured.
5. Smoking and the inhalation of secondhand smoke is known to be responsible for, or contribute to, a large number of medical problems. The District prohibits the use of any tobacco product by all persons anywhere within the office or work area

f. Office Machines, Equipment, and Supplies

1. Only authorized persons are permitted to operate or repair office machines, vehicles or equipment. Authorizations will be granted only to those persons who have completed the appropriate training. Training on equipment which is relatively simple to operate, and which presents minimal hazards may be accomplished with written instructions or on-the-job training, rather than a more formal training program.
2. Machines, equipment and parts should be placed securely on a desk, table or stand provided for that purpose. They should not be placed in a side leaf or allowed to project over the edge of the desk, table or stand.
3. Special caution should be exercised when wearing loose clothing or dangling jewelry near machines or equipment.
4. Machines, equipment and vehicles must not be cleaned or adjusted while in motion.

5. If a machine or piece of equipment jams, disconnect the power cord until the problem is corrected. Fix the problem only if you have been trained and are authorized to do so. If not, advise your supervisor or the authorized equipment operator.
6. Electrical equipment should be turned off when not in use.
7. Never operate any equipment until you have made sure that no one is in a position to be injured by its operation.
8. Report to your supervisor any equipment in need of repair or adjustment.
9. Guards should always be in place except when oiling or cleaning the equipment. The power source should be disconnected before beginning these operations.
10. Fire equipment must not be used for any purpose other than fighting fires. Never tamper with, remove, or obstruct access to, any firefighting equipment.
11. After using a fire extinguisher to suppress a fire, notify your supervisor so that the extinguisher can be refilled and serviced.
12. Furniture, boxes or other obstacles should never obstruct corridors, hallways, and fire exits.
13. Adequate ventilation should be provided for those operations involving flammable or toxic chemicals, vapors or fumes.

g. Maintenance

1. Every precaution should be taken to guard against slippery floors, stairs, and thresholds. If these surfaces are highly polished or become extremely slippery, notify your supervisor so that necessary arrangements can be made with the janitorial contractor.
2. The use of floor mats at the building entrances can help to reduce the risk of slipping during wet conditions.
3. Office furniture should be kept in good condition at all times. The tension of the springs of swivel chairs should be checked and maintained taut in order to avoid imbalance, which can cause the occupied chair to overturn.
4. Wooden furniture is likely to develop sharp or splintered corners. Equipment of steel construction should be examined for sharp burrs before being placed into service and the beading around the tops of steel desks may constitute a hazard if loose. Such defects should be reported for repairs.

2. Stay with the person. Designate a person to meet the responding authority. Have MSDS's or SDS's available in case incident is related to pesticides
3. Notify the District Manager or designee of the situation
4. Keep first aid equipment on the premises for minor injuries. All employees are trained on the exact locations of First Aid equipment

c. Office Security

1. All employees should be alert to unknown persons on the property. Notify your immediate supervisor or District Manager of anyone or anything suspicious.
2. Lock all doors after business hours.
3. Keep all valuables locked when possible. Valuables should not be stored near an exit and should be kept out of sight.
4. Engrave serial numbers on valuable office items and equipment and keep a record of these numbers.
5. All keys will be collected prior to an employee leaving employment with the District.
6. Document all security incidents. The District will report all incidents to local authorities.

d. Civil Disorder

1. In the event of an emergency, local authorities shall be called immediately.
2. Do not attempt to remove demonstrators. The District should use the local authorities for such removal.
3. If there is a crowd in the street or parking area:
 - a) Lock all exterior doors;
 - b) Warn all employees to stay away from windows;
 - c) Document events by the use of written notes, dictation equipment, and photography.

e. Evacuation Procedures

1. The District shall designate specific personnel to be responsible for monitoring an evacuation.
2. All employees shall be informed of the following:
 - a) The location of exits;
 - b) The location of fire extinguishers;
 - c) The location of first aid kits; and
 - d) Emergency telephone numbers and contacts.
3. Check for handicapped persons or visitors unfamiliar with the layout of the office.

f. Fire Procedures

1. If you discover a fire of any size, immediately call the Fire Department - 911.
2. Immediately notify the District Manager, designee, or your Supervisor. Activate the fire alarm system by the main door to begin evacuation
3. If possible, use fire extinguishers to extinguish small controllable fires. Fire extinguishers are available and maintained. It is important that all employees know the location of all fire extinguishers, and how to operate them.
4. Do not return to your office for any reason until the fire has been controlled and you have been advised to return by the fire officials.
5. The District Manager, Supervisor, or designee shall take a head count of those in the office. Check for the following:
 - a) Injured or handicapped person;
 - b) Persons refusing to evacuate; and
 - c) Visitors or contractors.
6. Notify neighboring tenants of the situation.

g. Earthquake

1. In the event of an earthquake, remain calm and stay where you are – either outside the building or inside the building.

2. If you are inside of the building during an earthquake:
 - a) Do not evacuate;
 - b) Take cover under desk, table, or bench;
 - c) Duck and Cover!
 - d) Avoid glass and outside doors,;
3. If you are outside of the building during an earthquake:
 - a) Do not enter the building;
 - b) Stay away from overhead electric wires;
 - c) Stay away from poles, trees, or buildings; and
 - d) If driving an automobile, stop as soon as it is safely possible and remain in car. Do not stop under or on an overpass.
4. After the shaking:
 - a) The District Manager, Supervisor or designee shall account for those in the office;
 - b) Everyone should be located in the one designated area;
 - c) Remain calm; and
 - d) Be prepared to report injuries and property damage.

h. Bomb Threats

1. Remain calm and attempt to keep the caller on the telephone to gather as much information as possible regarding the location of the bomb. Listen for background noise or for other clues that may indicate who is calling and the location of the caller.
2. After receiving a bomb threat, immediately call 911.
3. Immediately notify the District Manager or designee of the bomb threat.
4. Safely evacuate the building.

5. Take note of anything out of the ordinary in the office such as items that are out of place.
6. If a suspicious object is discovered, under no circumstances should it be handled or disturbed. Immediately advise authorities of any such object.

i. Hazardous Material Spill
Personal

1. Immediately remove any contaminated clothing.
2. Wash exposed areas as thoroughly as possible in the field; take a shower if at the District headquarters
3. Change into clean clothing.
4. Immediately inform your immediate Supervisor or person supervising the situation.
5. A supervisor will have the affected employee transported to the medical clinic or other emergency care facility. The affected employee is not allowed to drive a vehicle or return to work until permitted to do so by the physician.
6. The supervisor will document the incident and inform the District Manager
7. Refer to the MSDS or SDS for further information.

Environmental

1. If pesticides are spilled on the vehicle or the ground, contain the chemical by using an absorbent material. Do not hose down the area.
2. Restrict access to the spill site if possible
3. Immediately contact a supervisor for instructions
4. Do not leave the spill site unless a responsible person is present to warn others of the problem.
5. Refer to MSDS or SDS for further instructions
6. The Supervisor will contact the appropriate agencies

7. The supervisor will document the incident and report it to the District Manager.

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