

**COUNTY OF MONTEREY**

**County Administrative Office**

**Human Resources and Employment Services Division  
Office of Risk Management and Benefits**

**INJURY AND ILLNESS  
PREVENTION PROGRAM**

EXHIBIT J: Worker Compensation Procedure Manual

Implementation Date: July 1, 1991

Full Revision Date: January 1,

2000

**COUNTY OF MONTEREY**  
**INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

**DEPARTMENT SAFETY MANAGEMENT INFORMATION**

*Each work site shall post a completed copy of this document in a manner to be accessible to department employees.*

**In accordance with Section 3203, California Code of Regulations, Title 8, the following information identifies the person responsible for the Injury and Illness Prevention Program at this site:**

***NAME OF DEPARTMENT SAFETY REPRESENTATIVE AND/OR THE PERSON RESPONSIBLE FOR IIPP MANAGEMENT AT THIS LOCATION:***

\_\_\_\_\_

\_\_\_\_\_

***DEPARTMENT/DIVISION:*** \_\_\_\_\_

***LOCATION:*** \_\_\_\_\_

***PHONE NUMBER:*** \_\_\_\_\_ ***DATE POSTED:*** \_\_\_\_\_

***LOCATION OF IIPP:*** \_\_\_\_\_

- Employees are encouraged to report any suspected safety hazard to their supervisor - department management.***
- Anonymous reports of suspected safety hazards may be submitted to Gary Metzler, County Safety Officer, CAO/HR.***

**INJURY & ILLNESS PREVENTION PROGRAM**  
**Table of Contents**  
**Program Elements: 8 CCR § 3203**

- I. Establishment of Program**
- II. Responsibility**
- III. Program Compliance Requirements**
- IV. Communication**
- V. Identification of Workplace Hazards**
- VI. Accident and Injury Investigations**
- VII. Evaluation and Abatement of Hazards**
- VIII. Training Requirements**
- IX. Emergency Action Plans**
- X. Record Keeping**
- XI. Regulatory Inspections**

**Attachment: Appendix A - IIPP Reference Documents**

---

Edits:

[glm/1/10/00: Correct minor typographical error on page 4 and page 9,]

**COUNTY OF MONTEREY  
INJURY AND ILLNESS PREVENTION PROGRAM**

**I. 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 County employees regardless of position and job tasks. This program is a component of the County of Monterey Risk Management Loss Control Program. Effective January 1, 2000, the IIPP dated July 1, 1991 is fully revised, and this document becomes the County Injury and Illness Prevention Program. Only the County Safety Officer or the appointing authority over the County Safety Officer may amend this IIPP. Each County department shall develop specific safety policies and procedures in order to comply with the requirements of Section 3203, California Code of Regulations, Title 8. This IIPP does not supercede any law, legal requirement, regulation, or County policy.

**II. RESPONSIBILITY**

**A. County Safety Officer**

By Order of the Board of Supervisors dated July 9, 1991, the County Safety Officer is designated to develop and maintain an effective Injury and Illness Prevention Program. The County Safety Officer assists in the development and implementation of specific safety requirements for departments and divisions. The County Safety Officer develops and implements safety procedures, guidelines, and policy statements applicable to all County Departments.

**B. Department Head**

Although the County Safety Officer has administrative responsibility for the IIPP, each Department Head is responsible for specific compliance with health and safety regulations and County policies. Each Department shall designate a Department Safety Representative responsible for the management of the Department safety program and IIPP compliance within departmental areas of operation. Each Department Safety Representative will coordinate occupational safety issues with the County Safety Officer and represent the department at meetings of the Safety Program Management Committee.

Departments with multiple Divisions and/or with facilities “offsite” shall designate a responsible person(s) at each facility to coordinate site safety responsibilities. In order to document the assignment of the Departmental and/or Division responsible persons at each site, each Department (and Division as applicable) must complete the **Department Safety Management Information** form, page 1 of this IIPP. The original completed form is kept in the department safety records and updated whenever the assignment of the contact is changed; a copy of the completed form is posted in a manner to be accessible to department employees.

**C. Division Managers' and Supervisors' Responsibilities**

Division Managers and supervisory staff, under the direction of the Department Head, are responsible to ensure that all employees within their respective Divisions or other areas of responsibility know and comply with the elements of the County IIPP and department safety policies and procedures.

**D. Employees' Responsibilities**

It is essential that employees follow all safety policies and procedures implemented by the County and department management. This includes following all of the requirements of the County IIPP as well as adhering to all elements of any safety rules instituted for an employee's specific job tasks and operations.

**III. PROGRAM COMPLIANCE REQUIREMENTS**

**A. General Policy**

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

- Departments may implement a program of reinforcement and acknowledgment for employees displaying positive and highly active safety awareness.
- A system of progressive discipline applies to all employees who violate safety rules and regulations. Any disciplinary actions are conducted in accordance with all applicable County personnel policies and procedures, and applicable MOU's.
- Managers and supervisors are expected to provide positive acknowledgment of safe behaviors, and to enforce safety policies and procedures fairly and uniformly.
- Employees who fail to follow safe work practices and/or procedures or who violate any County safety rules or directives may be subject to disciplinary action up to and including termination. Disciplinary measures may be progressive depending upon the severity and/or frequency of the infraction(s).

#### IV. COMMUNICATION

##### A. Methods of Communication

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

- A Safety Program Management Committee (SPMC) is established. The members shall be the Department Safety Representatives. The County Safety Officer shall coordinate the agenda and membership list of the SPMC. Annually, a Chair shall be selected from the SPMC roster and a successor to the Chair for the following year shall be designated.

The Committee Officers shall be the Chair (current year), the Chair (subsequent year), the Principal Employee Relations Representative, County Counsel, and the Committee Recorder (County Safety Officer). The Chair schedules quarterly meetings and ad-hoc meetings.

- Time may be scheduled at general Departmental, Divisional, or work unit employee/staff meetings to discuss safety and health issues.
- Departments may establish department/division safety committees.
- Safety topics and issues should be openly discussed; suggestions for improvement and recommendations should be encouraged at all levels of the organization.
- Periodic posting and/or distribution of safety bulletins, updates, hazard alerts, notifications, or similar safety announcements.
- As appropriate, meetings of the Union/Management Safety Committee may be scheduled by designated members of the CAO/HR, department management, and the Union.
- In addition to the above, employees are to be encouraged by their managers and supervisors 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 person. Any type of appropriate and effective communication should be encouraged.

## V. IDENTIFICATION OF WORKPLACE HAZARDS

Department management shall develop methods to inspect equipment and premises under their control. Employees shall be encouraged to report suspected unsafe conditions via written, electronic, or verbal communication. Management shall evaluate hazard reports and take appropriate action to evaluate, prioritize, correct, follow-up, reply to the reporting party and document any corrective action planned or taken. A department program of hazard identification may include but is not limited to the following efforts:

- Written procedures to assist in the identification of new hazards in a work area.
- Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.
- Timely and effective investigation of each occurrence of an occupational injury or occupational illness, or near miss accident, and methods to prevent recurrence.
- Methods of evaluation and procedures to address identification of a new hazard, either independently or by receipt of information from an employee, or any other source including vendors, equipment manufacturers, or contractors.
- Safety inspections by the County Safety Officer or authorized third party.
- Inspections by Cal-OSHA or other regulatory agency. All regulatory inspections shall be reported immediately to the County Safety Officer.
- Each supervisor is responsible for promptly reporting to the Department Head or designee 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).

## VI. ACCIDENT & INJURY INVESTIGATIONS

Refer to the County Worker Compensation Procedures Section IV:

- How to Investigate an Accident.
- Reporting of Serious injuries and fatalities to Cal-OSHA.

## VII. EVALUATION AND ABATEMENT OF HAZARDS.

### A. Evaluation of Identified Hazards

The County Safety Officer reviews inspection reports, hazard assessment reports, vehicle accident reports, accident and incident reports, and Worker Compensation claims reported to the CAO/HR Risk Management Office. While not relieving department management of responsibility for employee safety, the County 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

Departments are to correct identified safety hazards in a timely manner. Departments are to base the timing of the hazard mitigation on the severity of the hazard(s). According to regulatory requirements, a serious hazard<sup>1</sup> must be abated immediately or employees are to be kept clear of the hazard. A non-serious hazard may be abated over a period of time.

When any 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 County Safety Officer. This action plan will outline what actions will 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 Department Head or designee. 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.**

---

<sup>1</sup> 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," 8 CCR, Section 334(c).

## **VIII. 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, each department 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 department will document content and attendance of any safety training. Examples of training include:

- Department orientation of new employees upon hiring and prior to first job assignment.
- Whenever new substances, processes, procedures or equipment are introduced into the workplace; affected employees shall be trained and demonstrate proficiency.
- Whenever the County, its Departments, and its Divisions are made aware of new or previously unrecognized hazards.
- Whenever safety training is required by an applicable code, regulation, or other legal requirement.
- Whenever Department Heads, their designees, or the County Safety Officer believe that additional or specific training is necessary.

## **IX. EMERGENCY ACTION PLANS**

### **A. Requirements**

In compliance with the California Code of Regulations, Title 8, Section 3220, each Department shall develop and maintain an Emergency Action Plan implemented as a means of ensuring employee safety during an emergency incident. County departments with offices or operations in outlying facilities must develop site-specific emergency action plans appropriate to the complexity and operations of the work location. All employees with special responsibilities under any County emergency plan must receive appropriate training in the assigned responsibilities.

**X. RECORDKEEPING**

**A. Procedures**

Departments should retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file in each Department as they pertain to that Department’s operations. These records include the following:

- 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.
- Documentation of training provided employees, including new hire instruction and follow-up training required by changes in operations or the identification of a previously unknown hazard.
- These records should be maintained by the department for a period of one year from the time of generation, or longer, if deemed necessary by the Department Head.

**XI. REGULATORY INSPECTIONS**

**A. Procedures, Compliance, and Reporting**

Whenever a department or division of the County is inspected by a regulatory agency, i.e. Cal-OSHA, Fire Department, or Health Department, the department shall report the inspection to the County Safety Officer, CAO/HR. The department shall verify the credentials of the inspector and follow applicable regulations to comply with site inspection(s) conducted by the inspector and his/her agency. All inspection documentation will be reviewed with the County Safety Officer.

Attachment: Appendix A – IIPP Maintenance and Reference Documents

---

Implementation Date: July 1, 1991  
2000

Full Revision Date: January 1,

\_\_\_\_\_  
Gary L. Metzler, County Safety Officer

File: IIPPRev\_ 01012000

## **IIPP Appendix A: IIPP Maintenance and Reference Documents**

The County Safety Officer is responsible to maintain and revise the IIPP in accordance with County policy. This appendix is a reference list of documents, policies, procedures, and guidelines that support the effectiveness of the IIPP. This information is issued to Department Heads and/or Department Safety Representatives for implementation and compliance at the department level. A document listing identified by a numbered notation in parentheses - (#. 0) indicates that the document was formerly included in the IIPP as an IIPP Section. The revised IIPP (January 1, 2000) does not include specific sections to address specific procedures and safety regulations; each department may continue to use these reference materials to implement, maintain, and improve department safety plans under the County IIPP requirements. Some former sections of the IIPP are omitted as obsolete.

County Worker Compensation Procedure Manual (applicable to all Departments)

(5.0) Disaster and Emergency Plan (written plan required of all departments)

(8.0) OSHA Inspections and Compliance

(11.0) Office Safety Inspections (general information)

(14.0) Occupational Communicable Disease Prevention (department specific)

(15.0) County Health Promotion and Wellness Program (resource program)

(18.0) Hearing Conservation (department specific plan)

(19.0) Vehicle Safety

(20.0) Welding and Cutting Operations (department specific)

(21.0) Ladders (department specific)

(22.0) Confined Space Entry (department specific)

(23.0) Hazardous Energy Control – Lock and Tag Out (department specific)

(24.0) Forklift Operations (department specific)

(26.0) Personal Protective Equipment (department specific)

(27.0) Security Plan (department specific)

(28.0) Occupational Ergonomics

Hazard Communication/Chemical Safety (department specific plan)

County Bomb Threat Procedures

County Workplace Violence Policy

Electrical Safety Guidelines

Fire Prevention Plan (department/facility specific plan required of all departments)

Respiratory Protection Plan (department specific plan)

County Vehicle Use Policy

County Vehicle Accident Review Procedures

County Critical Incident Policy

County Policy on Smoking/Tobacco Products

Guidelines on First Aid and 9-1-1 Medical Emergencies

Note: This is not an exhaustive list. Changes in occupational safety and health regulations and County policy require periodic review to assure compliance with current requirements.