

# **City of Seaside**



## **Illness and Injury Prevention Program**

**April 2008**

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# CITY OF SEASIDE

## INJURY AND ILLNESS PREVENTION PROGRAM

### 1.0 Introduction:

The City of Seaside believes that employees are its most important resource and their safety is one of our principle responsibilities. Safety must be an integral part of all operations. Our objective is to administer all activities to achieve and maintain protection for employees and reduce accidents.

Maintaining safe working conditions is a partnership between all managers and employees. Management's responsibility is to address known safety hazards and provide suitable safety equipment, training, and supervision to each employee. Each employee must be committed to and responsible for their own personal safety and their co-worker's safety.

Per California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Introductions, Section 3203, the City of Seaside City Council has adopted this Injury and Illness Prevention Program (IIPP). The IIPP describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

The City of Seaside makes all reasonable efforts to:

- Protect the health and safety of City of Seaside employees and visitors;
- Provide safe workplaces;
- Provide information to employees about health and safety hazards; and
- Identify and correct health and safety hazards and encourage employees to report hazards.

### 2.0 Scope:

Cal-OSHA General Industry Safety Orders Section 3203 requires all employers to develop and implement an effective Injury and Illness Prevention Program. Specific elements of a safety program are required to be included in our program. Currently, violations of any Cal-OSHA regulations may result in citations with a monetary penalty.

### 3.0 Safety Program Responsibilities:

The City Manager shall be responsible for overseeing the Injury and Illness Prevention Program. He/She shall designate the Personnel Services Manager to serve as the Safety Program Administrator to coordinate the Injury and Illness Prevention Program. City Department Heads are responsible for administering the Program.

Under the City's Safety Program, all levels in the organization have a responsibility for safety.

#### 3.1 *Employee Safety Responsibilities Include:*

All employees are responsible for becoming familiar and complying with the Code of Safe Practices (Appendix I) and specific work procedures or rules as they apply to their work activity. This includes:

- Attending and participating in all training sessions as scheduled.
- Promptly reporting all injuries and near miss incidents.
- Recognizing hazards and hazardous situations
- Avoiding dangerous work practices.
- Learning and observing all safety rules, procedures, and policies.

- Immediately reporting dangerous or hazardous conditions.
- Using all prescribed protective clothing and safety equipment where required.
- Encouraging safe work practices by coworkers.

### **3.2 *Managers/Supervisors Safety Responsibilities Include:***

All managers and supervisors are responsible for becoming familiar and complying with the Code of Safe Practices and specific work procedures or rules as they apply to their area of authority. This includes:

- Understanding and enforcing safety regulations applicable to operations with assigned Department/Division.
- Reporting and acting on any hazardous or potentially hazardous situation.
- Implementing the Department/Division safety program and safety regulations.
- Ensuring that each worker is provided with, and using, safety equipment and protective devices.
- Attending training sessions as scheduled.
- Providing for, and scheduling, sufficient time for training of employees in safety procedures and in recognizing hazardous risk involvement.
- Ensuring that all new employee "Worksite Safety Orientations" are conducted within 2 days of date of hire using the Employee Safety Checklist (Appendix II).
- Ensuring that employees and sub-contractors under their direction are aware of and comply with the Code of Safe Practices and specific work procedures or rules as they apply.
- Enforcing all safety rules, procedures, and policies, and taking corrective action as necessary to ensure compliance.
- Supervising and evaluating employee safety performance.
- Promptly and thoroughly investigating accidents and near miss incidents in a timely manner, including documenting all aspects of the incident, identifying the cause, and implementing the corrective actions to prevent reoccurrence.
- Encouraging all employees to report unsafe conditions and to report practical suggestions for correction.
- Correcting any unsafe conditions or work practices observed during a site safety inspection in a timely manner.
- Inspecting work areas for proper housekeeping or other hazards.

### **3.3 *Department Head safety responsibilities include:***

Department Heads shall be responsible for their Department's compliance with the City's Injury and Illness Prevention Program, including:

- Becoming familiar and complying with the Code of Safe Practices and specific work procedures or rules as they apply to their area of authority.

- Planning and supervising Department safety programs to eliminate unsafe conditions and unsafe acts.
- Attending training sessions as scheduled.
- Ensuring that employees and contractors are aware of and comply with the Code of Safe Practices and specific work procedures or rules and Cal-OSHA regulations.
- Supervising and evaluating employee safety performance.
- Disciplining employees, per the City's disciplinary action policy, for violations of the Code of Safe Practices and specific work procedures or rules as they apply.
- Reviewing accident investigations in a timely manner, ensuring that all aspects of the incident are documented, and implementing corrective actions to prevent reoccurrence, including completeness, clarity, accident analysis, and recommended/preventative action.
- Reviewing employee safety suggestions.
- Ensuring that site safety inspections are conducted on a regular basis.
- Correcting, in a timely manner, any unsafe conditions or work practices observed during a site safety inspection.
- Designating an employee within their Department to act as the department safety coordinator. *(Note: only one employee will be designated as a safety coordinator for the combined City Hall Administrative Departments).*

### **3.4 Safety Program Administrator responsibilities include:**

- Developing, distributing and updating the Safety Policies and Procedures Manual.
- Conducting, or causing to be conducted, new employee "City Safety Orientations."
- Conducting audits of City safety programs to evaluate compliance with Cal-OSHA requirements.
- Reporting to City Management regarding safety compliance status, new or upcoming regulations and other safety issues that require their attention.
- Assisting in reviewing new chemicals and/or equipment as required.
- Maintaining all records of accidents and injury, reports of safety inspections, records of on the job injury leave, combined reports of workers' compensation injury status and other safety reports and claims information as necessary.
- Conducting, or causing to be conducted, periodic Citywide safety inspections as necessary.
- Serving as Chair for the Citywide Safety Committee.

### **3.5 Department Safety Coordinator Responsibilities Include:**

- Conducting site safety inspections.
- Conducting and documenting safety meetings and training with employees.
- Ensuring all required safety training is conducted.
- Maintaining Departmental bulletin board and communication system.

- Representing Department on Citywide safety committees.

## **4.0 Safety Program Communication:**

### **4.1 Initial Training:**

Upon implementation, all employees will have this program reviewed with them. The program will be reviewed as an element of the new employee orientation and with contract employees working under the City's direction and control.

### **4.2 Safety Meetings:**

The Department Safety Coordinator, or designee, will conduct regular safety meetings. All meetings will include information on the following subjects as applicable.

- Review of Code of Safe Practices, policies or procedures.
- On the Job or Off the Job safety information.
- Feedback from employees on hazards, safety suggestions or concerns.
- Review of previous accidents, causes and corrective actions.
- Recognition for compliance, good safety performance or attitude.

Attendance at the safety meeting is considered a part of every employee's job duties. All meetings will be documented in writing, with the date, safety topic, discussion items, and employee attendance signature included. The Department Safety Coordinator will retain completed safety meeting documentation forms. A sample Training Attendance Form is attached (Appendix IX).

#### **Safety meetings will be conducted as follows:**

- Administrative – Quarterly
- Recreation – Monthly
- Public Works – Every Two Weeks
- Police – As part of their daily briefing / regular training sessions
- Fire – As part of their daily briefing / regular training sessions

### **4.3 Employee Suggestions:**

All employees are encouraged to make safety suggestions and/or express their concerns. One way to do so is by means of an employee safety suggestion. Employee suggestions may be made anonymously but in any case no employee shall be disciplined, demoted, or otherwise discriminated against for making a suggestion. Response to suggestions will be documented on the suggestion form and the employee notified as to the outcome. Anonymous suggestions will be considered as seriously as non-anonymous suggestions.

The Employee Safety Suggestion Form (Appendix V) may be sent to the Department Safety Coordinator and/or Safety Program Administrator. Upon receipt, the Department Safety Coordinator will review with the Department Head to determine the viability of the suggestion. If the suggestion does not pertain to that Department, the Department Safety Coordinator will forward the suggestion to the Safety Program Administrator who will refer the suggestion to the appropriate Department Head. Suggestions received by the Safety Program Administrator will be referred to the appropriate Department Head. The Department Head reviewing the suggestion will be responsible for responding to the employee who placed the suggestion.

#### **4.4 Written Communications:**

Safety bulletin boards are located within each Department in a conspicuous place. Postings will contain information on: off the job or on-the-job safety topic, changes in safety procedures, accident causes, employee safety suggestions, safety committee minutes, and/or other information as appropriate.

#### **4.5 Hazard Reporting:**

All employees are required to immediately notify their supervisors any unsafe condition or hazard they discover in the workplace. Hazard reporting may be done verbally or in writing using the Employee Report of Workplace Hazard Form (Appendix VI). The manager or supervisor has the responsibility of immediately investigating all reports of workplace hazards.

No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Employees who wish to remain anonymous may report unsafe conditions or hazards on the Employee Report of Workplace Hazard and forward it to the Personnel Services Manager without identifying themselves. The Personnel Services Manager will then forward the Report to the appropriate Department Head for appropriate action.

Employee Report of Workplace Hazard Forms will be kept in each Department/Division office, and in each employee break room.

### **5.0 Safety Program Compliance:**

#### **5.1 Disciplinary Action:**

Every City employee is required to comply with this Injury and Illness Prevention Program. Violation of safety rules and specific work procedures or rules may result in disciplinary action up to and including termination. Disciplinary action will be administered and documented per the City's Personnel Policies and Procedures.

#### **5.2 Incentive Program:**

The Safety Committee may establish milestones (time worked without a lost time accident or departmental safety objectives, or specific behaviors) and recognition awards for an employee safety incentive program. These awards can be used to acknowledge excellent performance and to encourage safety program compliance through positive reinforcement.

#### **5.2 Educational Program:**

Not required by code, Safety Committee to establish if desired.

#### **5.3 Accountability Program:**

Establishing accountability for safety is central to maintaining safety program compliance. The City has identified specific safety activities that managers and supervisors are responsible for. These activities include conducting safety meetings and observation audits, accident investigations, attendance at training sessions, and accident rate performance. Performance in these and additional safety activities will be maintained and included for discussion and appropriate action including the annual performance appraisal review.

### **6.0 Identification, Evaluation, & Prevention of Occupational Safety & Health Hazards:**

#### **6.1 Site Safety Inspections:**

Each manager/supervisor will conduct weekly inspections of all work areas. No formal documentation is needed.

The Department Safety Coordinator will conduct a formal, documented site safety inspection monthly. This inspection shall be documented on the correct inspection form for the work site (Appendix VII - XI).

The inspection will include an evaluation of work areas, exits, fire extinguishers, eyewashes, housekeeping, and other specific Cal-OSHA requirements.

Correction of unsafe conditions will be documented on the inspection form and Inspection Deficiency Report (Appendix XII) and the forms shall be maintained on file in the department.

It will be the responsibility of the Department Head to:

- Monitor progress on corrective actions that remain to be completed and ensure follow-up inspections are conducted to verify completion of corrective actions as required.
- Inform employees and City Management of any serious finding or incomplete corrective action that may pose a serious injury risk to employees or the public or the environment in general.

## **6.2 Safety Checklists:**

Departments may maintain safety checklists for use by personnel on a daily basis. An example of this would be a daily vehicle safety checklist. Employees are to complete these checklists and file as required by their Departmental policies. Current checklists can be located in the Safety Policy and Procedure Manual.

## **6.3 Hazard Information:**

Information as to job or site hazards will be extracted from accident investigations and site safety inspections / audits. This information will be used to improve our training programs, safety meetings, etc.

## **6.4 Equipment Inspections:**

Material handling equipment such as forklifts, hoists, or other equipment will be inspected and maintained per the manufacturers recommendations and other legal requirements. It will be the responsibility of the employee using the equipment to ensure these inspections are conducted and documented

## **6.5 Insurance Company Inspections and Surveys:**

The City's workers' compensation or property carrier may conduct investigations of City sites. The findings of these inspections are submitted to the City in writing along with recommendations for corrective action. Findings and recommendations will be submitted in writing to the Safety Program Administrator and Department Head and will be tracked until fully implemented.

## **6.6 Chemical / Equipment / Procedure Review and Approval:**

Chemicals, equipment and procedures not currently in use or operation must be reviewed and approved by the Department Safety Coordinator prior to their being purchased and or implemented. Replacement in kind is not considered as a "new" chemical / equipment / procedure.

## **7.0 Accident Investigation:**

### **7.1 Reporting:**

Employees will report all accidents and industrial injuries or illnesses to their supervisor immediately. In the event that the supervisor and manager is unavailable, accidents or injuries shall be reported to the Personnel Office. Employees are to notify their supervisor of any incidents that could have resulted in an injury, illness, or property damage (near miss incidents).

### **7.2 Investigation:**

After ensuring the injured employee has received appropriate medical treatment, the supervisor shall conduct an accident investigation. The investigation shall include the factual details surrounding the event (who, what, when, where, witnesses, etc.), the probable cause of the event and corrective actions to prevent a reoccurrence of the incident. The investigation shall be documented on the "Supervisor's Report of Injury or Illness." The supervisor will forward the completed report to the Department Head for

review. A copy of the report shall be sent to the Personnel Office. The Personnel Services Manager will send a copy to the Department Safety Coordinator.

The Department Head will review the report and follow-up with the supervisor to ensure that the corrective actions have been implemented.

Within 24 hours of the incident the Supervisor, or his designee, will provide the injured employee with the "Workers' Compensation Claim Form (DWC1)."

The supervisor, or designee, shall complete the "Employers' Report of Occupational Injury or Illness" and send it to the Personnel Office with the DWC1 and Supervisor's Report.

Copies of all forms are located in each Department/Division office, the Personnel Office, and the Safety Policy and Procedures Manual.

## **8.0 Correcting Unsafe or Unhealthy Conditions:**

Methods of correcting unsafe or unhealthy conditions will vary depending upon the degree of hazard and control of the work site. Minor hazardous situations, such as housekeeping, storage or similar issues shall be corrected without additional documentation. Hazardous conditions of a more serious nature will require a work order / request, or work to be stopped, or the equipment tagged and taken out of service until the proper corrective action can be taken. Hazards of an imminent nature will require emergency notifications and evacuation.

### **8.1 Emergency Evacuation:**

Should an emergency situation arise which creates an imminent hazard, which cannot be immediately abated, all employees will be evacuated from the facility to a safe location until the situation is corrected. The evacuation will be carried out per the site's evacuation procedures located in the Safety Policy and Procedures Manual.

## **9.0 Safety Training:**

### **9.1 New Hire Orientation:**

Within two working days of reporting for work, all new employees will receive a City and a Job Safety Orientation.

The City Orientation will include training on:

- Code of Safe Practices;
- Injury / Incident Reporting;
- Employee Access to Medical / Exposure Information;
- Hazard Communication and Chemical Safety;
- Review of the Illness and Injury Prevention Program; and
- Emergency Response / Evacuation Duties.

The Worksite Safety Orientation will include training on:

- Specific Chemicals and Handling Procedures used as part of the job;
- Proper Use of Safety Equipment;
- Use of Equipment as Required; and
- A Thorough Review of all Job Hazards and Potential Hazards.

Additional specialized training will be conducted as necessary. This may include:

- Forklift / Man lift Operator Certification
- Respiratory Refresher and Fit Test
- Confined Space Entry

- Hearing Conservation
- Ergonomics

Police and Fire Department Personnel shall receive training and be certified as required for job assignments.

### **9.2 On-Going Training:**

Department Heads shall insure that supervisors and managers attend training to become familiar with the safety and health hazards to which employees under their immediate direction and control are exposed. Supervisors and managers are responsible to ensure that employees receive training on general workplace safety as well as on safety and health issues specific to their job.

On-going training is provided:

- To all employees and those given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace; and
- Whenever the employer is made aware of a new or previously unrecognized hazard.

The Personnel Office will coordinate Citywide training and will assist Departments with job specific training as needed.

### **9.3 Contract and Part-Time Employees:**

Contract and part-time employees who are under the direction and control of a City employee, will attend the job safety orientation and all safety meetings. They will receive any specialized training as required by their job assignment, as would a regular full-time employee.

### **9.4 Supervisor Training:**

Supervisors will attend scheduled training sessions designed to familiarize them with the safety and health hazards to which their employees are exposed and to assist them in implementing the Safety Program.

### **9.5 Training Documentation:**

Records of all safety training must be maintained by each Department. Training documentation shall include the employee's name, training date, type of training, instructor's name and an outline of what was presented. This documentation will be maintained for at least three years. A sample tracking form, the Employee Training Record, is attached as Appendix III. The Training Attendance Form (Appendix IV) can be used as a sign in sheet for training classes. This information will be maintained in Department/Division files along with copies of all training materials, including the course outline.

## **10.0 Safety Committee:**

The City has established a safety committee comprised of the Department Safety Coordinators, the Safety Program Administrator, and other employees/managers as assigned. This committee will meet as necessary, but not less than quarterly, and maintain written minutes. The minutes shall be posted on Department bulletin boards for all employees to review. The purpose of this committee is to:

- Develop and recommend Citywide safety policies, procedures, and regulations;
- Review accident reports and make appropriate recommendations to Department Head;
- Review action items from internal / external inspections;
- Assist Departments in the promotion of safety training for employees;
- Ensure periodic safety inspections and follow up on corrective action;

- Develop incentive and educational programs;
- Assist Departments with Evaluation of Employee Safety Suggestions;
- And other items relating to our Safety Program.

## **11.0 Safety Program Record Keeping:**

The Safety Program Administrator shall maintain record keeping and program documentation. Safety program documentation will include copies of:

- Accident Reports
- OSHA Log
- Insurance Company Surveys and Recommendations
- Safety Committee Minutes

Departmental Safety Coordinators shall maintain the records for:

- Site Inspections
- Accident Reports
- Employee Training Records
- Completed Safety Meetings

## **12.0 Documentation:**

- 12.1 Training documentation shall include the employee's name, training date, type of training, instructor's name and an outline of what was presented. This documentation will be maintained for at least three years.
- 12.2 Records of site inspections will include the date of the inspection, area inspected, findings, and name of the person who conducted the inspection. These records will be maintained for three years.
- 12.3 Copies of insurance company inspections and all other records will be maintained for three years.
- 12.4 Medical and exposure records will be maintained per legal requirements.

# Appendix

## ***I. Code Of Safe Work Practices***

1. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or Department Head.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall be removed from the area per the City's Alcohol and Drug Abuse Policy.
5. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No employee shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or manager.
10. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the supervisor or manager so that arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
15. Seatbelts will be worn at all times when operating or riding in a vehicle weighing less than 6,001 pounds.
16. All appropriate safety equipment will be maintained in good order and utilized as required.
17. The driver of a moving vehicle shall not operate communication devices such as cellular phones and personal data assistants while operating a moving vehicle. In accordance with State law, this does not apply to public safety personnel using emergency communications equipment within the scope of their emergency response duties.

## II. Employee Safety Checklist

*This report is to be completed by the Supervisor or Manager and every new employee within two working days after new employment or job reassignment, and before being assigned normal duties, and filed with the Employee Training Record in the Department/Division files.*

Employee Name: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date \_\_\_\_\_

Employed/Reassigned: \_\_\_\_\_

The Supervisor or Manager and the new employee are to review the following safety concerns, check off and discuss those that apply.

- \_\_\_\_\_ Company safety policies and programs
- \_\_\_\_\_ Safety rules, both general and specific to job assignment
- \_\_\_\_\_ Safety rule enforcement procedures
- \_\_\_\_\_ Use of tools and equipment
- \_\_\_\_\_ Proper guarding of equipment
- \_\_\_\_\_ Proper work shoes and other personal protective equipment, as needed
- \_\_\_\_\_ Use of specific lifting equipment, such as hoists, hand truck, etc.
- \_\_\_\_\_ How, when, and where to report injuries
- \_\_\_\_\_ Importance of housekeeping
- \_\_\_\_\_ Special hazards of the job
- \_\_\_\_\_ When and where to report unsafe conditions
- \_\_\_\_\_ Emergency procedures
- \_\_\_\_\_ Employee responsibility for the prevention of accidents
- \_\_\_\_\_ The law that only work related injuries are covered by workers' compensation
- \_\_\_\_\_ Training on any toxic material employee might be exposed to
- \_\_\_\_\_ Fire safety
- \_\_\_\_\_ Safe operation of the following vehicles: \_\_\_\_\_
- \_\_\_\_\_ Supervisor will adequately & frequently review performance of new employee -- superior behavior will be reinforced and substandard behavior will be corrected
- \_\_\_\_\_ Supervisor will formally review employee's performance on \_\_\_\_\_
- \_\_\_\_\_ Employee agrees to fully cooperate with the safety efforts of the employer, follow all safety rules, and use good judgment concerning safe work behavior.

Additional comments and notes:

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\_\_\_\_\_  
Supervisor or Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date





**V. Employee Suggestion Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Dept/Division:** \_\_\_\_\_

This form may be used to submit suggestions on ways to improve safety, customer service, implement cost savings ideas, or improve City operations or moral.

Suggestions should be sent to the Department Safety Coordinator or Safety Program Administrator (Personnel Services Manager). The employee who submitted the suggestion will receive a written response within 30 days of receipt of suggestion by Department Head or Personnel Office.

Anonymous suggestions will be considered as seriously as non-anonymous ones.

**Suggestion (Be specific and include details on how this suggestion will improve safety, customer service, result in cost savings, or improve City operations or moral:**

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*To Be Completed by Reviewing Manager:*

**Suggestion Reviewed by:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Date of Response:** \_\_\_\_\_

**Response (Include recommendation regarding feasibility of suggestion and include specific reasons for recommendation):**

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**Send Safety Suggestion Form to Department Safety Coordinator  
Or Personnel Office**

**VI. Employee Report of Workplace Hazard**

This form may be used to report any hazardous condition that needs to be corrected.

Hazards which would cause immediate and/or serious injuries must be reported verbally to your supervisor immediately.

Date of Report: \_\_\_\_\_ Date Hazard first Noticed: \_\_\_\_\_

Location of Hazard:

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Description of Hazard:

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What temporary steps have been taken to prevent accidents until a more thorough correction can take place (i.e. use of barricades, warning signs):

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Was hazard reported to your supervisor: \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, Supervisor's Name: \_\_\_\_\_

Your name and Department/Division are optional. If you provide your name, we can contact you to request additional information if needed.

Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_

**RETURN REPORT TO YOUR SUPERVISOR OR PUT IN AN ENVELOPE AND SEND TO THE PERSONNEL OFFICE.**

## VII. Office Hazard Inspection Checklist

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain document for 3 years after inspection.*

Item to be checked (Use the Inspection Deficiency Report to record a brief description of the necessary repairs.)		OK	Deficiency Noted	Date Corrected
<b>A. General Work Area</b>				
1.	Flooring in good condition (no openings, cuts, folds, or wrinkles).			
2.	Safety treads provided on all step stools and stepladders.			
3.	Ventilation system is properly maintained and vents are regularly cleaned.			
4.	The first aid kit is in a visible location and everyone knows where it is.			
5.	Emergency telephone numbers are posted.			
6.	Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.			
7.	Computer workstations, background and screen lighting are compatible.			
8.	Computer screen positions, chairs, and keyboards are adjustable.			
9.	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.			
12.	Evacuation signs identifying escape routes and emergency information are in place.			
13.	Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.			
14.	All exits are cleared of obstacles.			
<b>B. Housekeeping Hazards</b>				
1.	Aisles and hallways are kept unblocked, well lit, clean, and open during working hours.			
2.	Workplaces are kept free of debris and floor storage.			
3.	Storage and janitorial closets are organized and free of debris.			
4.	Chemicals stored on shelving are secured with fencing or netting to prevent falling as a result of an accidental mishap or earthquake.			
5.	All containers have proper labeling.			
<b>C. Electrical Hazard</b>				
1.	Electrical machinery in good condition, properly grounded, and turned off when not in use.			
2.	Electric cords and phone cables are secured to prevent tripping hazards.			
3.	Electrical switches cover plates and outlets are in good condition.			
4.	Lighting fixtures are in good condition and working.			
5.	Conduit properly attached to all supports and tightly connected to junction and outlet boxes (visual inspection only).			
6.	Outlets are not overloaded.			
<b>D. Fire Hazard</b>				
1.	Fire extinguishers are mounted and are kept clear at all times.			
2.	Monthly and annual inspections of fire extinguishers are performed and documented.			
3.	Combustibles are properly stored in work areas.			
4.	Emergency lighting is operable.			
<b>E. Safe Work Practices</b>				
1.	Workers trained on and using safe lifting techniques.			
2.	Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.			
3.	New employees given basic safety training.			
4.	Job-specific safety training held for employees on a regular basis.			
5.	Training documentation current and accessible.			
6.	Administrative and Safety Policy Procedures Manuals have been explained to all employees and are available for review.			
7.	The material safety data sheets (MSDS) book is available and up to date for all employees to review.			
8.	Are employees trained on the proper way to fuel vehicles?			

## VII. Police Department Hazard Inspection Checklist

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain document for 3 years after inspection.*

Item to be checked (Use the Inspection Deficiency Report to record a brief description of the necessary repairs.)		OK	Deficiency Noted	Date Corrected
<b>A. General Work Area</b>				
1.	Flooring in good condition (no openings, cuts, folds, or wrinkles).			
2.	Safety treads provided on all step stools and stepladders.			
3.	Ventilation system is properly maintained and vents are regularly cleaned.			
4.	The first aid kit is in a visible location and everyone knows where it is.			
5.	Emergency telephone numbers are posted.			
6.	Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.			
7.	Computer workstations, background and screen lighting are compatible.			
8.	Computer screen positions, chairs, and keyboards are adjustable.			
9.	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.			
12.	Evacuation signs identifying escape routes and emergency information are in place.			
13.	Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.			
14.	All exits are cleared of obstacles.			
<b>B. Housekeeping Hazards</b>				
1.	Aisles and hallways are kept unblocked, well lit, clean, and open during working hours.			
2.	Workplaces are kept free of debris and floor storage.			
3.	Storage and janitorial closets are organized and free of debris.			
4.	Chemicals stored on shelving are secured with fencing or netting to prevent falling as a result of an accidental mishap or earthquake.			
5.	All containers have proper labeling.			
<b>C. Electrical Hazard</b>				
1.	Electrical machinery in good condition, properly grounded, and turned off when not in use.			
2.	Electric cords and phone cables are secured to prevent tripping hazards.			
3.	Electrical switches cover plates and outlets are in good condition.			
4.	Lighting fixtures are in good condition and working.			
5.	Conduit properly attached to all supports and tightly connected to junction and outlet boxes (visual inspection only).			
6.	Outlets are not overloaded.			
<b>D. Fire Hazard</b>				
1.	Fire extinguishers are mounted and are kept clear at all times.			
2.	Monthly and annual inspections of fire extinguishers are performed and documented.			
3.	Combustibles are properly stored in work areas.			
4.	Emergency lighting is operable.			
<b>E. Safe Work Practices</b>				
1.	Workers trained on and using safe lifting techniques.			
2.	Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.			
3.	New employees given basic safety training.			
4.	Job-specific safety training held for employees on a regular basis.			
5.	Training documentation current and accessible.			
6.	Administrative and Safety Policy Procedures Manuals have been explained to all employees and are available for review.			
7.	The material safety data sheets (MSDS) book is available and up to date for all employees to review.			

<b>F. Police Specific Areas</b>				
1.	Is confiscated evidence that may contain dangerous substances such as chemicals, contaminated needles, weapons, etc. stored in a proper manner to promote safety?			
2.	Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or bodily fluids?			
3.	Are weapons, guns, mace, clubs, tear gas, etc. properly stored according to directives?			
4.	Are all tools and equipment used by employees in good condition?			
5.	Are employees trained on the proper way to fuel vehicles?			

## IX. Fire Department Hazard Inspection Checklist

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain document for 3 years after inspection.*

Item to be checked (Use the Inspection Deficiency Report to record a brief description of the necessary repairs.)		OK	Deficiency Noted	Date Corrected
<b>A. General Work Area</b>				
1.	Flooring in good condition (no openings, cuts, folds, or wrinkles).			
2.	Safety treads provided on all step stools and stepladders.			
3.	Ventilation system is properly maintained and vents are regularly cleaned.			
4.	The first aid kit is in a visible location and everyone knows where it is (consumables not provided).			
5.	Emergency telephone numbers are posted.			
6.	Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.			
7.	Computer workstations, background and screen lighting are compatible.			
8.	Computer screen positions, chairs, and keyboards are adjustable.			
9.	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.			
10.	Evacuation signs identifying escape routes and emergency information are in place.			
11.	Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.			
12.	All exits are cleared of obstacles.			
<b>B. Housekeeping Hazards</b>				
1.	Aisles and hallways are kept unblocked, well lit, clean, and open during working hours.			
2.	Workplaces are kept free of debris and floor storage.			
3.	Storage and janitorial closets are organized and free of debris.			
4.	Chemicals stored on shelving are secured with fencing or netting to prevent falling as a result of an accidental mishap or earthquake.			
5.	All containers have proper labeling.			
<b>C. Electrical Hazard</b>				
1.	Electrical machinery in good condition, properly grounded, and turned off when not in use.			
2.	Electric cords and phone cables are secured to prevent tripping hazards.			
3.	Electrical switches cover plates and outlets are in good condition.			
4.	Lighting fixtures are in good condition and working.			
5.	Conduit properly attached to all supports and tightly connected to junction and outlet boxes (visual inspection only).			
6.	Outlets are not overloaded.			
<b>D. Fire Hazard</b>				
1.	Fire extinguishers are mounted and are kept clear at all times.			
2.	Monthly and annual inspections of fire extinguishers are performed and documented.			
3.	Combustibles are properly stored in work areas.			
4.	Emergency lighting is operable.			
<b>E. Safe Work Practices</b>				
1.	Workers trained on and using safe lifting techniques.			
2.	Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.			
3.	New employees given basic safety training.			
4.	Job-specific safety training held for employees on a regular basis.			
5.	Training documentation current and accessible.			
6.	Administrative and Safety Policy Procedures Manuals have been explained to all employees and are available for review.			
7.	The material safety data sheets (MSDS) book is available and up to date for all employees to review.			

<b>F. Fire Specific Areas</b>				
1.	Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?			
2.	Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or bodily fluids?			
3.	Are there written standard operating procedures for the selection and use of respirators where needed?			
4.	Is approved hearing protection equipment available to every employee working in noisy areas?			
5.	Are meals eaten in areas where there is no exposure to toxic materials or other health hazards?			
6.	Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
7.	Are all tools and equipment used by employees in good condition?			
8.	Are power tools used with the correct shield, guard, or attachment as recommended by the manufacturer?			
9.	Are all ladders maintained in good condition and inspected as required?			
10.	Are compressors equipped with pressure relief valves and pressure gauges?			
11.	Are employees properly trained on confined spaces entry?			
12.	Are employees trained on the proper way to fuel vehicles?			

## X. Public Facility Hazard Inspection Checklist

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain document for 3 years after inspection.*

Item to be checked (Use the Inspection Deficiency Report to record a brief description of the necessary repairs.)		OK	Deficiency Noted	Date Corrected
<b>A. General Work Area</b>				
1.	Flooring in good condition (no openings, cuts, folds, or wrinkles).			
2.	Safety treads provided on all step stools and stepladders.			
3.	Ventilation system is properly maintained and vents are regularly cleaned.			
4.	The first aid kit is in a visible location and everyone knows where it is (consumables not provided).			
5.	Emergency telephone numbers are posted.			
6.	Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.			
7.	Computer workstations, background and screen lighting are compatible.			
8.	Computer screen positions, chairs, and keyboards are adjustable.			
9.	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.			
10.	Evacuation signs identifying escape routes and emergency information are in place.			
11.	Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.			
12.	All exits are cleared of obstacles.			
<b>B. Housekeeping Hazards</b>				
1.	Aisles and hallways are kept unblocked, well lit, clean, and open during working hours.			
2.	Workplaces are kept free of debris and floor storage.			
3.	Storage and janitorial closets are organized and free of debris.			
4.	Chemicals stored on shelving are secured with fencing or netting to prevent falling as a result of an accidental mishap or earthquake.			
5.	All containers have proper labeling.			
<b>C. Electrical Hazard</b>				
1.	Electrical machinery in good condition, properly grounded, and turned off when not in use.			
2.	Electric cords and phone cables are secured to prevent tripping hazards.			
3.	Electrical switches cover plates and outlets are in good condition.			
4.	Lighting fixtures are in good condition and working.			
5.	Conduit properly attached to all supports and tightly connected to junction and outlet boxes (visual inspection only).			
6.	Outlets are not overloaded.			
<b>D. Fire Hazard</b>				
1.	Fire extinguishers are mounted and are kept clear at all times.			
2.	Monthly and annual inspections of fire extinguishers are performed and documented.			
3.	Combustibles are properly stored in work areas.			
4.	The fire suppression system is inspected annually.			
5.	The fire suppression system 5-year certification is readily available and up-to-date.			
6.	Emergency lighting is operable.			
<b>E. Safe Work Practices</b>				
1.	Workers trained on and using safe lifting techniques.			
2.	Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.			
3.	New employees given basic safety training.			
4.	Job-specific safety training held for employees on a regular basis.			
5.	Training documentation current and accessible.			
6.	Administrative and Safety Policy Procedures Manuals have been explained to all employees and are available for review.			
7.	The material safety data sheets (MSDS) book is available and up to date for all employees to review.			

<b>F. Public Facility Specific Areas</b>				
1.	Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or bodily fluids?			
2.	Are all tools and equipment used by employees in good condition?			
3.	Are power tools used with the correct shield, guard, or attachment as recommended by the manufacturer?			
4.	Are vehicles used to transport 9 or more people equipped with at least two types of reflective flares?			
5.	Is a fully charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each transport vehicle?			
6.	Are employees trained on the proper way to fuel vehicles?			
7.	Are kitchen supplies properly stored so that the heaviest items are on the lower sections of shelves and bins?			
8.	Are cabinet drawers and doors closed when unattended?			
9.	Are safe practices utilized to avoid hot spills and scalding?			
<b>G. Patullo Swim Center</b>				
1.	Are signs posted with safety rules in appropriate areas?			
2.	Are chemical warning signs in place on chemical storage areas?			
3.	Are Material Safety Data Sheets (MSDS) accessible to staff?			
4.	Have routine Health Department inspections been conducted?			
5.	Are daily chemical testing records and fecal accident reports completed and on file?			
6.	Is there adequate staff on duty?			
7.	Is the pool bather capacity being observed?			
<b>H. Tiny Tots and Kids Club</b>				
1.	Are toys free of broken pieces and sharp edges?			
2.	Are toys in good condition with no faulty or loose parts?			
3.	Are eating areas clean and sanitary?			
4.	Are there plastic plugs in all unused electrical outlets?			
5.	Are all chemicals stored in locked cabinets?			
6.	Has a course on child safety been provided to all staff?			
7.	Have the restrooms been monitored for cleanliness during the duration of the program?			
8.	Are there adequate staff on duty for the number of children enrolled in the program?			
9.	Are televisions and other electronic equipment secured to mobile carts?			
10.	Are cutting devices, such as scissors and paper cutters, kept in a secure area inaccessible to children?			
11.	Has child proof paint been used on painted toys?			
12.	Have all toys been checked to ensure there are no toys with small magnets?			
13.	Do all toys containing small parts, and meant for children between ages 3 and 6, contain the required label: !WARNING: CHOKING HAZARD – Small parts. Not for children under 3 years."			

# XI. Public Works Hazard Inspection Checklist

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

*Retain document for 3 years after inspection.*

Item to be checked (Use the Inspection Deficiency Report to record a brief description of the necessary repairs.)		OK	Deficiency Noted	Date Corrected
<b>A. General Work Area</b>				
1.	Flooring in good condition (no openings, cuts, folds, or wrinkles).			
2.	Safety treads provided on all step stools and stepladders.			
3.	Ventilation system is properly maintained and vents are regularly cleaned.			
4.	The first aid kit is in a visible location and everyone knows where it is (consumables not provided).			
5.	Emergency telephone numbers are posted.			
6.	Shelves and file cabinets over four feet in height are attached to adjacent walls or each other.			
7.	Computer workstations, background and screen lighting are compatible.			
8.	Computer screen positions, chairs, and keyboards are adjustable.			
9.	File cabinets are anchored to prevent tipping and drawers are opened one at a time and closed when work is finished.			
10.	Evacuation signs identifying escape routes and emergency information are in place.			
11.	Safety devices on office equipment (paper cutter, shredder, etc.) have not been altered.			
12.	All exits are cleared of obstacles.			
<b>B. Housekeeping Hazards</b>				
1.	Aisles and hallways are kept unblocked, well lit, clean, and open during working hours.			
2.	Workplaces are kept free of debris and floor storage.			
3.	Storage and janitorial closets are organized and free of debris.			
4.	Chemicals stored on shelving are secured with fencing or netting to prevent falling as a result of an accidental mishap or earthquake.			
5.	All containers have proper labeling.			
<b>C. Electrical Hazard</b>				
1.	Electrical machinery in good condition, properly grounded, and turned off when not in use.			
2.	Electric cords and phone cables are secured to prevent tripping hazards.			
3.	Electrical switches cover plates and outlets are in good condition.			
4.	Lighting fixtures are in good condition and working.			
5.	Conduit properly attached to all supports and tightly connected to junction and outlet boxes (visual inspection only).			
6.	Outlets are not overloaded.			
<b>D. Fire Hazard</b>				
1.	Fire extinguishers are mounted and are kept clear at all times.			
2.	Monthly and annual inspections of fire extinguishers are performed and documented.			
3.	Combustibles are properly stored in work areas.			
4.	Emergency lighting is operable.			
<b>E. Safe Work Practices</b>				
1.	Workers trained on and using safe lifting techniques.			
2.	Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.			
3.	New employees given basic safety training.			
4.	Job-specific safety training held for employees on a regular basis.			
5.	Training documentation current and accessible.			
6.	Administrative and Safety Policy Procedures Manuals have been explained to all employees and are available for review.			
7.	The material safety data sheets (MSDS) book is available and up to date for all employees to review.			

<b>F. Public Works Specific Areas</b>				
1.	Are all tools and equipment used by employees in good condition?			
2.	Are power tools used with the correct shield, guard, or attachment as recommended by the manufacturer?			
3.	Are compressors equipped with pressure relief valves and pressure gauges?			
4.	Are employees trained in the safe handling of hazardous chemicals such as acids, caustics, etc.			
5.	Are flammable or toxic chemicals kept in closed containers when not in use?			
6.	Are employees following proper procedures in cleaning up chemical spills?			
7.	Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?			
8.	Do extension cords have a grounding conductor?			
9.	Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or bodily fluids?			
10.	Are meals eaten in areas where there is no exposure to toxic materials or other health hazards?			
11.	Are employees properly trained on confined space entry?			
12.	Are employees trained on the proper way to fuel vehicles?			
13.	Are all ladders maintained in good condition and employees instructed on the proper use of ladders?			

**XII. Inspection Deficiency Report**

Office: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Item Number</b>	<b>Deficiency</b>	<b>Corrective Action Taken</b>