

COUNTY of PLUMAS



INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Revision 4--- 01/10/2014

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SAFETY AND LOSS PREVENTION POLICY MISSION STATEMENT

It is the policy of the County of Plumas to provide a work place environment free from recognized hazards and with the safest working conditions possible. It is the County's desire to provide a safe work environment and to ensure compliance with all federal, state and local Environmental, Health & Safety regulations.

The Board of Supervisors has adopted a County Safety and Loss Prevention Program that shall be implemented, followed, and maintained by all employees. This Safety and Loss Prevention Program outlines the intention of the Board of Supervisors to provide all reasonable safeguards for employee Health and Safety. The Health and Safety of all employees, and the success of the County Safety and Loss Prevention Program, depends on the vigilant effort of each Elected Official, Department Head, and employee. It shall be the responsibility of each Elected Official and Department Head to direct and ensure that employees perform their assigned tasks in a safe working manner, and to develop and encourage awareness in all employees of the importance of workplace Safety and Loss Prevention and of a Healthy work environment. Safety and Loss Prevention awareness, through training, supervision, and ongoing communication, is a key component of a successful Safety and Loss Prevention Program.

By working together, Plumas County can reach its goal of providing the Safest and Healthiest workplace and working conditions possible.

SECTION I

RESPONSIBILITY FOR SAFETY AND LOSS PREVENTION

The Safety and Health of the public and employees of the County of Plumas is of primary importance. As such, the Plumas County Board of Supervisors pledges to ensure diligent and conscientious elimination of unsafe and unhealthy conditions throughout all County facilities, and expects equal diligence from all employees in the elimination of unsafe and unhealthy acts and conditions.

Success in all Safety, Loss Prevention and Health matters depends upon cooperation among the Board of Supervisors, Elected Officials, Department Heads, employees, and also between each employee and his or her fellow workers. Only through such cooperation can a Safety and Loss Prevention Program work to the highest benefit of each employee.

1. RESPONSIBILITIES

A. The Board of Supervisors shall:

1. Require a safe and healthy workplace for all county employees.
2. Develop, adopt, and implement an effective Injury and Illness Prevention Program (IIPP).
3. Require and expect full compliance with all Safety, Loss Prevention and Health laws, rules, and regulations from every Plumas County employee.

B. The Plumas County Risk Manager shall:

1. Ensure a safe and healthy workplace for all county employees.
2. Be responsible for the implementation of an effective IIPP for Plumas County and communicate changes in the IIPP.
3. Establish and support a Countywide Safety and Loss Prevention Committee comprised of the Department Safety and Loss Prevention Representatives and the Assistant Risk Manager / Occupational Safety and Health Officer.
4. Ensure that periodic Safety, Loss Prevention and Health inspections are performed to identify or eliminate unsafe and unhealthful working conditions and/or practices.
5. Ensure prompt and thorough investigation of every accident/incident to determine the cause and implement appropriate corrective action to prevent recurrence.
6. Monitor the effectiveness of the County's Safety and Loss Prevention Program and make recommendations for change when appropriate.
7. Monitor each department's compliance with the IIPP.
8. Ensure that orientation is provided to all new employees entering County service regarding the County's Injury and Illness Prevention Program and general workplace Safety.
9. Ensure that employee and supervisory Safety and Loss Prevention training is provided on an on-going basis.

C. Plumas County Assistant Risk Manager / Occupational Safety & Health Officer shall:

1. Assist the Risk Manager in all aspects of Safety and Loss Prevention and compliance, including all responsibilities listed above under Risk Manager.
2. Keep updated files of all Department Safety and Loss Prevention Meeting Records, Countywide Safety and Loss Prevention Committee meetings, Leadership Supervision Training Programs, etc.
3. Recommend and assist in the development, coordination and documentation of Safety and Loss Prevention training as necessary.
4. Conduct and participate in regular Safety and Loss Prevention Committee meetings.

D. Department Heads shall:

1. Ensure a safe and healthy workplace for all employees in their department.
2. Require, expect, and ensure compliance with the IIPP from all employees within their department.
3. Develop general and specific Safety and Loss Prevention guidelines for their department.
4. Require and ensure that all employees within their department know, understand, and follow established Safety and Loss Prevention guidelines.
5. Participate in Safety and Loss Prevention Committees, as appropriate.
6. Actively participate and cooperate in department related Safety and Loss Prevention investigations.
7. Develop and encourage proper attitudes towards Health and Safety and Loss Prevention matters in themselves and all employees within their department.
8. Correct unsafe conditions and practices immediately upon becoming aware of such conditions and practices.
9. Assist in the proper, thorough and timely documentation of all matters relating to Safety and Loss Prevention and Health or delegate the duty to document to a supervisor within their department.
10. Actively contribute to the continued success of the Safety and Loss Prevention Program by recommending appropriate changes.
11. Hold employee's under their supervision accountable for Safety and Loss Prevention, and take appropriate disciplinary action when necessary.
12. Ensure that all employees are properly trained to safely perform their assigned tasks.

E. Supervisors and Managers shall:

1. Ensure a safe and Healthy workplace for employees.
2. Be familiar with the IIPP and maintain a copy of the IIPP for employees to review upon request.
3. Ensure that employees under their supervision receive appropriate Safety and Loss Prevention orientation and training.
4. Ensure that employees under their supervision understand and follow established Safety and Loss Prevention guidelines.
5. Ensure that Safety and Loss Prevention inspections of their work areas are conducted regularly.
6. Ensure that materials and equipment are maintained in good condition.
7. Ensure that employees under their supervision are provided with necessary personal protective equipment and trained in its use.
8. Conduct investigations immediately upon notification of an accident, incident, injury, or near-miss incident, contact the Assistant Risk Manager, and notify their Department Head.
9. Respond to each report of an incident or hazard within appropriate time frames and contact the Assistant Risk Manager.
10. Take appropriate action to abate hazards and to correct unsafe practices.

F. Department Safety and Loss Prevention Representatives shall:

1. Assist or conduct monthly department Safety and Loss Prevention meetings.
2. Forward department Safety and Loss Prevention meeting records to the Loss Prevention Specialist.
3. Report all identified hazards.

G. Employees shall:

1. Cooperate in all aspects of Safety and Loss Prevention in the workplace, including compliance with all rules, regulations and the IIPP.
2. Notify their Department Head in the event of an observed unsafe or unhealthy condition or practice.
3. Report to their supervisors all accidents, incidents, injuries, or near-miss incidents; and all hazardous conditions or unsafe practices.
4. Be vigilant and aware of safe and Healthy work practices and remind fellow employees about safe and healthy work practices, whenever appropriate.
5. Continuously and conscientiously perform their duties in a safe and healthful manner, using safe work practices at all times.
6. Participate in ongoing training sessions and other safe workplace programs.

SECTION II

SAFETY AND LOSS PREVENTION COMMUNICATION PROGRAM

The County of Plumas believes in active, ongoing communication between management and employees. The continued success of the County's Safety and Loss Prevention Program is only possible with active communication between staff, supervisors, the Assistant Risk Manager and the Risk Manager. Although effective communication can take many forms, documentation of communication is crucial to maintaining a formal Safety and Loss Prevention program. The County's communication system will include, but is not limited to:

1. ORIENTATION

All new employees will be trained on the County's written Injury and Illness Prevention Program. Employee orientation will be provided at the time of hire – **before the employee begins any work** - and will stress the importance of Safety and Loss Prevention in the workplace. Orientation will be a combined effort of the Assistant Risk Manager, Human Resources and the Department Head.

2. MEETINGS

A. Departmental Safety and Loss Prevention Meetings

1. Departmental Safety and Loss Prevention meetings are to be held at least once each month, in accordance with the Trindel Insurance Fund By-laws.
2. Departmental Safety and Loss Prevention meetings may be held in conjunction with regularly scheduled staff meetings and should be properly documented. A copy of the minutes or notes and roster or completed Plumas County Safety and Loss Prevention Meeting Form shall be sent to the Assistant Risk Manager.
3. Departmental Safety and Loss Prevention meetings shall provide an opportunity for all employees to talk about Safety and Loss Prevention related topics, exchange ideas, and recommend potential solutions to potential or existing Safety and Loss Prevention issues.

B. Countywide Safety and Loss Prevention Committee Meetings

1. The purpose of the Countywide Safety and Loss Prevention Committee is to identify Safety and Loss Prevention management issues and develop or approve recommendations for solving them. The Countywide Safety and Loss Prevention Committee for the County of Plumas shall reflect a balance of labor and management and shall be comprised of the following:
 - a. Assistant Risk Manager / Occupational Safety & Health Officer
 - b. Department Safety and Loss Prevention Representatives
 - c. Others as invited

2. The Safety and Loss Prevention Committee shall meet at least quarterly. Notice of Safety and Loss Prevention Committee meetings will be distributed to each department. The Safety and Loss Prevention Committee shall address the following topics:
 - a. Review of accidents and investigations with discussion and recommendation of solutions to prevent recurrences.
 - b. Review results of periodic and scheduled worksite inspections.
 - c. Discussion and review of alleged hazardous conditions brought to the attention of any Safety and Loss Prevention Committee member. When determined necessary by the Committee, the Committee may conduct its own inspection and investigation to assist in remedial solutions.
 - d. Safety and Loss Prevention training needs with recommendations of how training can be designed and accomplished.
 - e. Review and discussion of employee Safety and Loss Prevention suggestions, with recommendations to assist in the evaluation and implementation of the employee suggestions.
 - f. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to the county management for the prevention of future incidents.
 - g. Any other Safety and Loss Prevention issues that have been brought to the attention of Safety and Loss Prevention Committee members.
 - h. If the County has been cited by Cal OSHA, the Safety and Loss Prevention Committee may, upon request from Cal OSHA, verify abatement action taken by the County.
3. Recommendations from the Safety and Loss Prevention Committee will be presented to the County Administrative Officer for consideration and possible implementation, as appropriate. Written minutes of the Safety and Loss Prevention Committee meetings shall be on file with the Assistant Risk Manager.

3. SAFETY AND LOSS PREVENTION COMMUNICATION (OTHER)

A. General Safety and Loss Prevention Communication

1. Safety and Loss Prevention Committee meeting minutes will be provided to any employee requesting a copy.
2. Safety and Loss Prevention and Health information may also be disseminated through emails, memos and paycheck inserts.
3. Information about Safety and Loss Prevention training and other Safety and Loss Prevention-related information will be disseminated to all employees when applicable. Employees are encouraged to inform the Assistant Risk Manager or Department Head of any Safety and Loss Prevention-related information that may be of interest to all employees.

4. DOCUMENT AVAILABILITY

- A. Copies of the written Injury and Illness Prevention Program will be available to all employees as follows:
 - 1. A copy will be included in each New Employee Orientation packet.
 - 2. Copies will be given to all Department Heads and Elected Officials and maintained for use within their departments.
 - 3. Copies will be provided to members of the Board of Supervisors.
 - 4. Copies will be provided to any employee upon request.
- B. The master copy will be maintained in the Assistant Risk Manager's office for maintenance and updates.

SECTION III

HAZARD IDENTIFICATION & CORRECTION

It is the County's policy to ensure that a safe workplace is maintained at all times. Formal periodic Safety and Loss Prevention inspections, as described below, are a part of the County's effective accident prevention program.

Each employee is encouraged to report any unsafe or unhealthy condition in the workplace and to make suggestions to improve the Safety of working conditions. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to Safety and Loss Prevention. Notification by employees about workplace hazards may be made anonymously to the Assistant Risk Manager.

1. HAZARD IDENTIFICATION

- A. Trindel Incident/Hazard Report Form (Attachment D): All hazards shall be documented on the Trindel Incident/Hazard Report Form once employee Safety is ensured by properly abating the hazard. After the hazard has been identified, the correction procedures below shall be followed.
- B. Routine Inspections: Routine inspections will be conducted within each department as appropriate to ensure that personal protective equipment, vehicles and heavy equipment are in safe operating condition, that the workplace is maintained and operated in a safe and healthful manner, and that all employees are complying with safe work practices. Any noted deficiencies shall be brought to the immediate attention of the Department Head and/or the Assistant Risk Manager for corrective action.
- C. Semi-Annual Scheduled Inspections (Attachment E): Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work practices using the applicable Inspection Forms (Attachment C). One of the inspections will be performed by the Department Head and/or their designee, and one will be performed by the Assistant Risk Manager with the Department Head/Department Safety and Loss Prevention Representative. The inspection will be documented & maintained by the Assistant Risk Manager in accordance with existing laws and Cal OSHA regulations.

2. HAZARD CORRECTION PROCEDURES

Work place hazards and unsafe/unhealthy work practices shall be corrected as soon as they are identified. A target date for correction will be established by the Department Head, based on the following criteria:

A. **Imminent Hazard:** *Any hazard that presents an Imminent Danger to Life and/or Health "IDLH" to any employee or member of the public. Upon recognition of an imminent hazard:*

1. Discontinue all activities related to Imminent Hazard.
2. Evacuate vicinity of imminent hazard.
3. Immediately notify emergency response personnel if necessary.
4. Immediately notify immediate supervisor, Department Head and Assistant Risk Manager.
5. Employees necessary to correct the imminent hazard shall be provided with all necessary safeguards included training and PPE (personal protective equipment).

B. **Serious Hazard:** Any hazard where there is a substantial probability that an employee will suffer physical harm. Upon recognition of a serious hazard:

1. Discontinue all activities related to serious hazard.
2. Vicinity shall remain "off limits" until corrected.
3. Notify immediate supervisor, Department Head and Assistant Risk Manager.
4. Serious hazards shall be corrected within three days or as soon as reasonably possible.

C. **General Hazard:** Any hazard which may affect the Safety and Health of employees or the public. Upon recognition of a general hazard:

1. All efforts shall be made to mitigate and minimize the general hazard until the condition has been corrected.
2. Notify immediate supervisor, Department Head and Assistant Risk Manager.
3. General hazards shall be corrected within fourteen days.

The Department Head will be responsible for ensuring that all hazards are corrected within the time frame indicated above. Departments may work directly with Public Works or Facility Services if the necessary corrections require.

SECTION IV

ACCIDENT/INCIDENT INVESTIGATION

Effective investigation of all incidents is an important part of the County's IIP Program. An INCIDENT is - "Any occurrence that results in, or has the **potential** for injury, illness or property damage."

The main objective in conducting an investigation is to identify the cause and make any changes necessary to prevent the incident from happening again. Incident investigation is fact-finding, **NOT FAULTFINDING**. The County's thorough incident investigation procedure includes:

- A. Collecting the facts.
- B. Determining the sequence of events that resulted in the incident.
- C. Identifying action needed to prevent recurrence.
- D. Providing follow-up to ensure that corrective action was taken.

1. ACCIDENT/INCIDENT INVESTIGATION

- A. The first concern after an accident/incident has occurred is for the comfort and treatment of any injured employee(s). After the affected employee(s) have received medical treatment, investigation of the accident/incident can be initiated.
- B. The Department Head/designee and the Assistant Risk Manager shall conduct the investigation promptly.
- C. Fact-finding should be thorough and objective and shall include:
 - 1. A complete description of the accident/incident.
 - 2. A discussion with employee(s) and any witnesses to determine events leading up to the accident/incident.
 - 3. The reason(s) the accident/incident occurred or the cause of the unsafe/unhealthy condition.
 - 4. Photographs or videotape of the location of the accident/incident.
- D. A summary of the accident/incident investigation shall be prepared using the Trindel Incident/ Hazard Report Form (Attachment D).
 - 1. The summary shall also document preventative measures planned or taken to prevent recurrence. This should include measures to correct unsatisfactory conditions and/or performance.
 - 2. The Trindel Incident/Hazard Report Form (Attachment D) will be maintained in the Assistant Risk Manager's office after all corrections have been made. The Assistant Risk Manager and Department Head/designee are responsible for monitoring remedial actions.
- E. Accidents/incidents and corresponding investigations will be presented in summary at the Countywide Safety and Loss Prevention Committee meetings. All efforts should be taken to ensure confidentiality of the injured worker whenever possible.

SECTION V

SAFETY AND LOSS PREVENTION RECOGNITION & COMPLIANCE

1. EMPLOYEE SAFETY AND LOSS PREVENTION RECOGNITION

The County of Plumas Safety and Loss Prevention Committee has established a Safety and Loss Prevention Recognition Program to formally acknowledge employee contributions toward maintaining a safe workplace. The County is proud of those employees who maintain good Safety and Loss Prevention records and will recognize their achievements in the following manner:

A. Annual Performance Evaluation

1. Department Heads will have the opportunity to recognize the outstanding safe work habits of their employees during the employee's annual performance evaluation.

B. Annual Safety and Loss Prevention Award

1. In November of each calendar year, individual employees may be nominated to the Safety and Loss Prevention Committee by Department Heads or fellow employees for outstanding safe work habits or other contributions to the County's Safety and Loss Prevention Program. From those employees nominated one will be selected for recognition. The recognition will be placed in the employee's permanent personnel file.
2. Nominations for outstanding workplace Safety and Loss Prevention will be for the period of January 1 to November 1, and should be submitted on a Trindel Annual Safety and Loss Prevention Award Nomination Form (Attachment B).

C. Special Departmental Recognition

1. Employees may be recognized individually by Department Heads for outstanding safe work practices or other contributions to departmental safe work practices in the form of a memo that will be placed in the employee's permanent personnel file.

2. SAFETY AND LOSS PREVENTION COMPLIANCE

- A. Poor or unsatisfactory Safety and Loss Prevention practices will be reflected in the employee's annual performance evaluation.
- B. It is the County's intent to ensure a safe work environment and safe work practices for all employees. Failure to observe the requirements of the County's Injury and Illness Prevention Program may result in disciplinary action up to and including termination.
- C. It is the Department Head's responsibility to ensure that their employees know, understand, and follow established Safety and Loss Prevention guidelines described in this Injury Illness Prevention Program.
- D. Depending on the severity of the Safety violation, disciplinary action may include, but is not limited to: documented verbal warning; written warning; suspension without pay; demotion; and termination from employment.

SECTION VI

SAFETY AND LOSS PREVENTION TRAINING

A fundamental requirement for the development of an effective formal workplace Health, Safety and Loss Prevention and accident prevention program involves the training of new employees, ongoing training for all existing employees, and special training for those employees assigned to new job duties. The purpose of conducting Safety and Loss Prevention training for employees is to teach them new or advanced skills that enable them to perform their tasks in a safe, efficient, and productive manner. The County shall provide training on general and job-specific Safety and Loss Prevention practices and procedures with the goal of reducing or eliminating unsafe acts that could result in employee injury or illness. Training records are to be maintained by the department and also by the County Loss Prevention Specialist.

1. GENERAL SAFETY AND LOSS PREVENTION TRAINING

The IIPP and the required training are provided:

- When the program is first established and annually thereafter.
- To all new employees prior to job assignments.
- To all employees prior to new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized workplace hazard.
- For supervisors to familiarize them with the Safety, Loss Prevention and Health hazards to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively.
- Supervisors & Managers must also attend at least three training sessions per year as part of Trindel Insurance Fund Leadership Supervision Training Program.

2. JOB-SPECIFIC SAFETY AND LOSS PREVENTION TRAINING

This training shall be designed with the particular needs of each department in mind, and includes, but is not limited to:

1. Proper Equipment Use and Handling.
2. Proper Use of Personal Protective Equipment.
3. Specialized Operation Procedures.
4. Workplace Violence.
5. Office Ergonomics (new hire or change of equipment).

6. Harassment Prevention (re-training every two years).
7. Ethics (re-training every two years).
8. Defensive Driving Training (re-training every four years, unless an approved, by County Risk Manager, on-line course is taken and then re-training every two years).

3. RETRAINING

Departments shall provide ongoing training as necessary to ensure a safe and Healthy workplace. Guidelines for retraining shall be developed for each department by the Department Head with recommendations from the department's staff, Assistant Risk Manager, and Countywide Safety and Loss Prevention Committee.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

SECTION VII

INJURY AND ILLNESS REPORTING PROCEDURES

Despite an effective Safety and Loss Prevention program and the safety awareness of employees in the performance of their job, accidents do happen. The first concern is for the comfort and treatment of any injured worker(s).

1. INJURY AND ILLNESS REPORTING

The following procedures should be followed any time an employee receives an injury or illness as a result of performing their normal work duties.

A. Notification and Reporting of Work-Related Injury and Illness

1. All employees are required to report injuries, even minor injuries, immediately to their direct supervisor.
2. The employee, direct supervisor, and/or Department Head will complete the Trindel Incident/Hazard Report Form (Attachment D) and once completed, immediately forward to the Assistant Risk Manager.
3. It is the responsibility of the Assistant Risk Manager to immediately notify Human Resources of employees who are off work due to illness or injury for purposes of Family and Medical Leave Act (FMLA) notice.

B. Formal Notification of Hazards.

Trindel Incident/Hazard Report Form (Attachment D)

1. If a Hazard is identified the primary action is to ensure employee Safety.
2. Department Safety and Loss Prevention Representative or Department Head completes the form and submits to the Assistant Risk Manager within 24-hours of incident, observation or complaint.
3. This form is used to determine the action (urgent, immediate) and implement corrections or investigation, as appropriate.
4. A copy of the completed form is submitted to the Countywide Safety and Loss Prevention Committee for consideration.
5. Forms may be submitted confidentially or anonymously to the Assistant Risk Manager.

SECTION VIII

RECORD KEEPING REQUIREMENTS & INSTRUCTIONS

Maintaining thorough records relating to implementation of the Safety and Loss Prevention program is critical to ensuring successful monitoring, evaluation and updating of the County's Injury and Illness Prevention Program.

1. Safety and Loss Prevention Meeting Record (Attachment A)

A. Required Action:

1. Countywide Employee Training
 - a. Original roster documenting employee attendance to be retained as a permanent document by the Assistant Risk Manager.
2. Departmental Employee Training
 - a. Maintain a copy of the completed form in the departmental Safety and Loss Prevention binder.
 - b. Send original to the Assistant Risk Manager for permanent files.

2. Trindel Annual Safety and Loss Prevention Award Nomination Form (Attachment B)

A. Required Action:

1. Employee or Department Head submits nomination during the open nomination period.
2. The Countywide Safety and Loss Prevention Committee determines an employee to be submitted for recognition.
3. Copy of the completed form is sent to employee after recognition.
4. Copy of the recognition award is maintained in the employee's permanent personnel file.

3. Inspection Forms (Attachment C)

[Office Walkthrough Inspection Form or Maintenance Shop Safety Inspection Form]

A. Required Action:

1. Completed by the Assistant Risk Manager as inspection is being performed in consultation with the Department Head or supervisor.
2. Corrections are noted on the inspection checklist and are submitted to the Assistant Risk Manager when completed.
3. Send original to the Assistant Risk Manager for permanent files.

Trindel Incident/Hazard Report Form (Attachment D)**A. Required Action:**

- If a Hazard is identified the primary action is to ensure employee Safety.
- Department Safety and Loss Prevention Representative or Department Head completes the form and submits to the Assistant Risk Manager within 24-hours of incident, observation or complaint.
- This form is used to determine the action (urgent, immediate) and implement corrections or investigation, as appropriate.
- A copy of the completed form is submitted to the Countywide Safety and Loss Prevention Committee for consideration.
- Send original to the Assistant Risk Manager for permanent files.
- Forms may be submitted confidentially or anonymously to the Assistant Risk Manager.

4. Inspection Schedule (Attachment E)**A. Required Action:**

1. Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work. The Assistant Risk Manager will create a yearly inspection schedule.

5. Other Forms

Other forms or documentation to be maintained by the Risk Manager and/or Assistant Risk Manager include, but are not limited to:

- A. Vehicle Incident/Accident Report Form.
- B. Pre-Job Safety and Loss Prevention Planning Form.
- C. Indoor Air Quality – Initial Assessment.
- D. Individual Workstation Evaluation Form.
- E. Hearing Conservation Program.
- F. Department Specific Codes of Safe Practices.

COUNTYWIDE CODE OF SAFE PRACTICES

- A. General Safety and Loss Prevention Rules: For the protection and Safety of all employees, the County of Plumas has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.
1. All accidents, incidents, illnesses and injuries must be reported at the time of occurrence.
 2. Failure by an employee to comply with the Safety and Loss Prevention rules will be grounds for corrective disciplinary action.
 3. Report all unsafe conditions and equipment to the supervisor or Department Head.
 4. In the event of fire, sound the alarm and evacuate along established escape routes.
 5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated assembly area.
 6. Only trained employees may attempt to respond to a fire or other emergency.
 7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
 8. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.
 9. All spills shall be wiped up promptly, using appropriate materials.
 10. Work areas including areas under or around desks shall be kept free of boxes or debris and trash shall be placed in appropriate receptacles.
 11. Adequate aisle space shall be maintained and storage of materials on the floor shall be avoided.
 12. File cabinet drawers shall be opened one at a time and closed when work is finished.
 13. All electrical equipment shall be plugged into appropriate wall receptacles or into appropriate power bars. Three-pronged plugs should be used to ensure continuity of ground.
 14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
 15. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.

16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders or step stools shall comply with all Safety and Loss Prevention instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
18. Substance abuse or other conditions that adversely affect the employee's safety, Health or behavior is not allowed at the workplace.
19. Video Display Terminal work stations, including monitors, chairs, and keyboards shall be adjustable.
20. Video Display Terminal work stations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
21. Video Display Terminal monitor background and screen lighting should be compatible.
22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive Video Display Terminal use.
23. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
24. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
26. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
27. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
28. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
29. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.

30. Employees working in cold environments shall wear appropriate clothing and protective devices.
31. No open flames in work area unless associated with task.
32. The County prohibits smoking in any County owned or leased facility or vehicle.
33. All employees will comply with posted "No Smoking" areas.

Attachment A -- Safety and Loss Prevention Meeting Record

Plumas County Safety and Loss Prevention Meeting Record

Department _____ Date _____

Conducted by _____ Location _____

Safety and Loss Prevention meeting topics (in order of priority):

- 1. Injuries since last meeting?**
- 2. Property damage since last meeting**
- 3. Near-Misses since last meeting?**
- 4. Identified Hazards?**
- 5. What will we be doing in the next month?**
- 6. Relevant topic other than above?**

Safety and Loss Prevention topic(s) discussed:

Action(s) needed to address Safety and Loss Prevention topics discussed:

Comments:

Employees Present:

Print Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	

If more space is needed attach additional sign in sheet.

Forward original to: Assistant Risk Manager

Retain a copy for department training records.

Attachment B – Annual Safety and Loss Prevention Award Nomination Form

Trindel Insurance Fund
Annual Safety and Loss Prevention Award
Nomination

Each year Trindel Insurance fund recognizes one employee from each member county for their efforts in workplace Safety and Loss Prevention. A nominee for this award should have demonstrated one or more of the traits listed below. Please submit your nominee to your Department Safety and Loss Prevention Representative or the county Loss Prevention Specialist by December 31st.

Desired traits of nominee:

- A high level of Safety and Loss Prevention awareness in day to day work tasks
- High level of participation in the county's loss prevention program
- A notable Safety and Loss Prevention suggestion adopted by the member county
- Identification of a workplace Safety and Loss Prevention hazard or unsafe work practice or procedure

Name _____

County _____ Department _____

Specific examples of the above traits:

Submitted by:

Name _____

Department _____

Signature _____

Attachment C – Inspection Forms

Trindel Insurance Fund

Office Walkthrough Inspection

Date		County		Department	
Location		Inspect by:		DSLPR	

Item	Description	Corrective Action	C.A. Date
Emergency Communication (Postings, evacuation maps, MSDS, etc.)			
Housekeeping (Clutter, cleanliness, storage, etc.)			
Trip & Fall Hazards (Carpets, rugs, steps and stairways, walkways, cords, clutter, storage, etc.)			
Electrical (Extension cords, receptacles, GFIs, breaker panels, exposed wiring, appliances, etc.)			
Heating & Ventilation (Registers, filters, recirculation air, temperature, etc.)			
Lighting (Indoor, parking lots, etc.)			
Emergency Exits (Egress, signage, lighting, etc.)			

<p>Janitor Closet (Clutter, chemical & flammable storage, cleaning products, eye wash, Etc.)</p>			
<p>Exterior (Parking lots, sidewalks, walkways, etc.)</p>			
<p>Security (Public access, emergency communication, etc.)</p>			
<p>Rest Rooms, Break Room (Sanitation, leaks, etc.)</p>			
<p>Misc.</p>			

General Comments:

<p>Inspected by:</p>	
<p>Signature</p>	
<p>Inspected by:</p>	
<p>Signature</p>	
<p>Dept Safety and Loss Prevention Rep.</p>	
<p>Signature</p>	
<p>Department Head</p>	
<p>Signature</p>	

Trindel Insurance Fund

Maintenance Shop Safety and Loss Prevention Inspection

Date		County		Department	
Location			Inspect by:		
			DSR		

Item	Description	Corrective action
Housekeeping		
Trip & Fall Hazards		
Electrical		
Compressed air		
Power & Hand tools		
Welding area / equipment		
Hydraulic Press		
Jacks / Hoists / Blocking		
Flammable Storage		
Steel / Cutting Edge storage		
Ventilation		
Lighting		
Shop Exterior		
Rest Rooms		
Eye wash station		
Yard		
Misc.		

General Comments:

Inspected by:	
Signature	
Inspected by:	
Signature	
Dept Safety and Loss Prevention Rep.	
Signature	
Department Head	
Signature	

Attachment D – Incident/Hazard Report Form

INTERNAL USE ONLY!

PLUMAS COUNTY

INCIDENT/HAZARD REPORT

SECTION A		<input type="checkbox"/> INJURY INCIDENT	<input type="checkbox"/> INCIDENT/NEAR MISS	<input type="checkbox"/> HAZARD
DATE & TIME OF INCIDENT:		LOCATION:	DATE REPORTED:	
REPORTED TO:		REPORTED BY: (Optional)	DEPARTMENT:	

SECTION B	DESCRIPTION OF INCIDENT - INJURY, INCIDENT/NEAR MISS, HAZARD

SECTION C	CAUSES

SECTION D	SUGGESTED CORRECTIONS

INVESTIGATED BY:	TITLE:	DATE:
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SECTION E	CORRECTIVE ACTION	DATE

<u>Department Safety and Loss Prevention Representative Signature:</u>	Date:	<u>Department Head Signature:</u>	Date:
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Attachment E – Inspection Schedule

Animal Shelter	April / November
Courthouse Annex <ul style="list-style-type: none"> • Environmental Health • Mental Health • Public Health • Social Services • Veteran Services 	March / October
Sierra House	Monthly
Drop in Center	Monthly
Assessor	April / November
Building & Planning	April / November
Child Support Services	April / November
Courthouse <ul style="list-style-type: none"> • Administrative Office • Auditor • Clerk Recorder, Elections, Records Management • County Counsel • District Attorney & Victim Witness • Flood Control • Human Resources • Information Technology • Law Library • Treasurer / Tax Collector 	April / November
Facility Services Office & Shop	March / October
Fair, Farm, Agriculture	April / November
Library <ul style="list-style-type: none"> • Chester • Greenville • Portola • Quincy 	April / November
Memorial Hall <ul style="list-style-type: none"> • Chester • Greenville • Portola • Quincy 	April / November
Museum	April / November
Probation <ul style="list-style-type: none"> • Juvenile Detention Facility 	April / November
Public Works <ul style="list-style-type: none"> • Beckwourth Yard & Shop • Chester Yard & Shop • Graeagle Yard & Shop • Greenville Yard & Shop • LaPorte Yard & Shop • Quincy Maintenance Shop • Quincy Yard & Shop 	February / September
Sheriff Main Office & Yard <ul style="list-style-type: none"> • Chester Sub Station • Greenville Sub Station • Portola Sub Station 	February / September
Jail	February / September

Plumas County
IIPP

Employee Acknowledgement Form

I _____
Print Name

Acknowledge that I have received, reviewed and understand the Plumas County Injury Illness Prevention Program.

I also received a copy of the following:

- Steps for Reporting Incidents and Injuries
- Time of Hire Pamphlet
- IIPP Overview
- Plumas County Facts about Workers' Compensation Injury Management Program
- If you are injured or become ill – the DWC1 process

Employee signature

Date

Assistant Risk Manager Signature

Date