



DUBLIN
CALIFORNIA

Injury and Illness Prevention Program



45950 Hotchkiss St. • Fremont, CA 94539 • Tel: (510) 651-8289 • Fax: (510) 651-8937
<http://www.du-all.com> • E-mail: safety@du-all.com

Table of Contents

<u>Section</u>	<u>Page</u>
REVISION HISTORY LOG	V
1.0 PURPOSE	1
2.0 EVALUATING HAZARDS	1
2.1 WHEN HAZARDS NEED TO BE IDENTIFIED & EVALUATED	1
3.0 SAFETY RESPONSIBILITIES	2
3.1 EMPLOYER RESPONSIBILITIES	2
3.2 SAFETY COORDINATOR	3
3.3 SAFETY COMMITTEE	3
3.4 DEPARTMENT COORDINATORS	4
3.5 MANAGERS AND SUPERVISORS	4
3.6 RISK MANAGEMENT	4
3.7 EMPLOYEES	5
4.0 JOB CLASSIFICATIONS	5
4.1 GENERAL INDUSTRY SAFETY ORDERS (GISO)	6
4.2 CONSTRUCTION SAFETY ORDERS (CSO)	6
5.0 HAZARD IDENTIFICATION AND CORRECTION	6
5.1 HAZARD EVALUATION	6
5.2 CORRECTIVE ACTION PROCEDURES	7
5.3 INSPECTION FREQUENCY	7
6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING	8
6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS	8
6.2 SERIOUS INJURY REPORTING TO CAL/OSHA	8
6.3 CAL/OSHA RECORD KEEPING	10
6.4 GENERAL SAFETY RECORD KEEPING	10
6.5 RECORDS RETENTION	10
7.0 COMMUNICATION	10
8.0 TRAINING	11
8.1 TRAINING FREQUENCY	11
8.2 TRAINING TOPICS AND DOCUMENTATION	12

9.0 EMPLOYEE COMPLIANCE13
9.1 DISCIPLINARY PROCEDURES13
9.2 RECOGNITION PROGRAM13

Appendices

- A Appendix A: Job Safety Analysis Form
- B Appendix B: Safety Committee Charter
- C Appendix C: Safety Committee Members
- D Appendix D: Inspection and Correction Form
- E Appendix E: Records Retention Requirements
- F Appendix F: Toolbox Meeting Record
- G Appendix G: Safety Committee Agenda
- H Appendix H: Safety Suggestion Form
- I Appendix I: New Hire Employee Checklist
- J Appendix J: Employee Training Matrix

© (2016) Du-All Safety, LLC. All Rights Reserved. No part of this document may be reproduced by any means, electronic or mechanical, including photocopy, recording, or any information storage and retrieval system, without written permission first from Du-All Safety, LLC. This document is for the internal use of the City of Dublin only. Du-All and the City of Dublin are the only authorized entities allowed to alter or reproduce this document for the City of Dublin's internal use.

1.0 PURPOSE

The purpose of this Injury and Illness Prevention Program is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of City of Dublin's safe work practices and that they are being followed by each employee.

City of Dublin is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers working for City of Dublin.

2.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

2.1 WHEN HAZARDS NEED TO BE IDENTIFIED & EVALUATED

- 2.1.1. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- 2.1.2. During the accident investigation process.
- 2.1.3. When revealed during a routine inspection.
- 2.1.4. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- 2.1.5. Whenever City of Dublin is made aware of a new or previously unrecognized hazard.
- 2.1.6. When employee safety suggestions are made regarding a hazard.
- 2.1.7. This IIPP is not intended to cover all safety procedures at City of Dublin. City of Dublin has developed specific programs that may be found at each applicable department. These programs include, but are not limited to
 - 2.1.7.1. Bloodborne Pathogen/Exposure Control Plan
 - 2.1.7.2. Codes of Safe Practices (or Standard Operating Procedures)
 - 2.1.7.3. Emergency Action Plan
 - 2.1.7.4. Emergency Operations Center (SIMS/NEMS)

- 2.1.7.5. Ergonomics
- 2.1.7.6. Excavation and Trenching
- 2.1.7.7. Fall Protection
- 2.1.7.8. Hazard Communication Program
- 2.1.7.9. Hazardous Waste Management
- 2.1.7.10. Heat Illness Prevention
- 2.1.7.11. Personal Protective Equipment Policy
- 2.1.7.12. Workplace Violence

3.0 SAFETY RESPONSIBILITIES

3.1 EMPLOYER RESPONSIBILITIES

The City of Dublin is responsible for providing the following under this IIPP:

- 3.1.1. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed every three years by management with any employee input taken into consideration.
- 3.1.2. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 6.0 of this IIPP)
- 3.1.3. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- 3.1.4. Provide to employees required by this program and other related safety programs to prevent injury or illness.
- 3.1.5. Use color codes, posters, labels or signs to warn employees of potential hazards.
- 3.1.6. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 5.0 of this IIPP).
- 3.1.7. Provide medical examinations when required by Cal/OSHA standards.
- 3.1.8. Develop systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence.
- 3.1.9. Report immediately, but no longer than 8 hours, by telephone to the nearest [Cal/OSHA Enforcement Unit district office](#) any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in [section 330\(h\)](#), T8CCR (Section 7.2 of this IIPP).
- 3.1.10. [Keep records of work-related injuries and illnesses](#) on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.
- 3.1.11. Post, at a prominent location within the workplace, the [Cal/OSHA poster](#) informing employees of their rights and responsibilities.

3.2 SAFETY COORDINATOR

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities. The Safety Coordinator has the authority and responsibility for implementing the IIPP. The Safety Coordinator for Dublin is:

Julie Carter, Human Resources Director/Risk Management

The Safety Coordinator's responsibilities include:

- 3.2.1. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- 3.2.2. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- 3.2.3. Working with Department Safety Coordinators and management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- 3.2.4. Coordinating with Du-All Safety and/or other third party safety consulting company to provide support services.
- 3.2.5. Working with safety committee/department management to ensure that safety training is scheduled.
- 3.2.6. Disciplining workers for failure to comply with safe and healthful work practices.
- 3.2.7. Working with management and the safety committee to respond to employee safety suggestions and reports of hazardous conditions.
- 3.2.8. Ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.

3.3 SAFETY COMMITTEE

The safety committee is comprised of employees from different departments; including contractors who work for the City. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

- 3.3.1. Attend safety committee meetings
- 3.3.2. Disseminate safety related information to their supervisors so that each department is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- 3.3.3. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- 3.3.4. Support good housekeeping standards and cleanliness at City of Dublin.

- 3.3.5. Report to the safety committee any safety suggestion or hazardous condition brought to their attention.
- 3.3.6. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- 3.3.7. Recognize employee who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

3.4 DEPARTMENT COORDINATORS

The department/division coordinators are found in Appendix C. Department Safety Coordinators are responsible for the following:

- 3.4.1. Ensure that there is someone available onsite to assume safety responsibilities in their absence i.g. Department Safety Coordinator alternate.
- 3.4.2. Be a member of, and active participant in, Safety Committee meetings. Responsibilities include those listed above in Section 3.3.

3.5 MANAGERS AND SUPERVISORS

All personnel responsible for employee supervision shall:

- 3.5.1. Ensure that his/her employees are following safety procedures and policies.
- 3.5.2. Be current on all safe work practices.
- 3.5.3. Ensure that employees are wearing all required personal protective equipment (PPE).
- 3.5.4. Not direct employees to perform tasks for which they have not received proper training.
- 3.5.5. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with Human Resources and/or the Safety Coordinator to ensure that said employee receives make-up training prior to job assignment.
- 3.5.6. Understand and be aware of all hazards associated with job assignments.
- 3.5.7. Document and maintain training records for each employee.

3.6 RISK MANAGEMENT

Risk Management responsibilities towards safety include:

- 3.6.1. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers' compensation claim is made, all documentation is correct.
- 3.6.2. Maintain the OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year's accident summary in prominent locations throughout City of Dublin so that employees may have easy access to the summary.

- 3.6.3. Work with management and the safety committee to ensure that all employees' safety concerns or suggestions are being handled with due diligence.
- 3.6.4. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- 3.6.5. Maintain all medical surveillance and other Cal/OSHA related documentation.

3.7 EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees' responsibilities for safety include:

- 3.7.1. Attend all required safety classes. This includes participating and being attentive.
- 3.7.2. No employee is permitted to do work that they feel is unsafe or for which they have not been properly trained or equipped.
- 3.7.3. Follow City of Dublin's safety policies, procedures and programs.
- 3.7.4. Report any unsafe or potentially dangerous situation so that the situation may be abated.
- 3.7.5. Report all injuries and near misses to their supervisor immediately.
- 3.7.6. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 10.0).
- 3.7.7. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 5.0)
- 3.7.8. Encourage fellow employees to keep the safety "mindset".

4.0 JOB CLASSIFICATIONS

At City of Dublin, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: *"When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO."*

OSHA definition of structure: *That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.*

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed fall under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under,

managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, field staff could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

4.1 GENERAL INDUSTRY SAFETY ORDERS (GISO)

Examples of work that would be considered falling under the GISO may include:

- 4.1.1. Building Maintenance (Contractor MCE)
- 4.1.2. Community Development
- 4.1.3. Engineering
- 4.1.4. Fire Prevention (Contractor Alameda County)
- 4.1.5. Library Services (Contractor Alameda County)
- 4.1.6. Office and Administrative
- 4.1.7. Parks & Community Services
- 4.1.8. Police Services (Contractor Alameda County)
- 4.1.9. Public Works (Portion provided by Contractor MCE)

4.2 CONSTRUCTION SAFETY ORDERS (CSO)

Examples of work that would be considered falling under the CSO as performed by the City's contractor MCE may include:

- 4.2.1. Carpentry
- 4.2.2. Electrical
- 4.2.3. Locksmith
- 4.2.4. Painting and/or Plastering
- 4.2.5. Plumbing
- 4.2.6. Operating heavy equipment or earth moving equipment

5.0 HAZARD IDENTIFICATION AND CORRECTION

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be generated and provided to the appropriate persons responsible for the inspected area(s).

5.1 HAZARD EVALUATION

Identified hazards during periodic in sections will be rated by severity using the following risk assessment code:

- 5.1.1. Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.
- 5.1.2. Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- 5.1.3. Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

5.2 CORRECTIVE ACTION PROCEDURES

- 5.2.1. Hazards identified during inspections shall be corrected in a timely manner based on the severity of the risk. If a serious hazard cannot be immediately abated without endangering workers and/or property, the City will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, correct the condition immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued). If there are any non complying personnel, the employee is to be told immediately of the violation, informed of the correct procedure, asked to comply and correct actions, and reminded of the City’s disciplinary policy.
- 5.2.2. All findings will be documented, and a risk assessment code assigned, based on the descriptions given below.
- 5.2.3. When a problem is identified, all personnel exposed to the hazard are to be warned of the hazard. A person or group is to be given the responsibility to correct the hazard. When the problem is fixed, the inspection form should be signed and dated by the person responsible for the work.

5.3 INSPECTION FREQUENCY

The following periodically inspection schedule will be followed for City Owned/employee occupied buildings:

Required Inspection Frequency ¹

AREA	FREQUENCY	Target Month(s)	Responsible Party
Alameda County Fire - Fleet Maintenance, 5777 Scarlett Court	TBD - Alameda County Fire	TBD - Alameda County Fire	Alameda County Fire
City Hall & Police Dept, 100 Civic Plaza	Annual	January/February	Dublin/Consultant
Corporation Yard, 5709 Scarlett Court	Semi-Annual	April and October	Dublin/Consultant
Library, 200 Civic Plaza	Annual	January/February	Dublin/Consultant
Emerald Glen Park	Annual	January/February	Dublin/Consultant
Fallon Park	Annual	January/February	Dublin/Consultant
Fire Station 16, 7494 Donohue Drive	Annual	January/February	Dublin/Consultant

AREA	FREQUENCY	Target Month(s)	Responsible Party
Fire Station 17, 6200 Madigan Ave	Annual	January/February	Dublin/Consultant
Fire Station 18, 4800 Fallon Rd	Annual	January/February	Dublin/Consultant
Heritage Center, 6600 Donlon Way	Semi-Annual	April and October	Dublin/Consultant
Playgrounds (City Wide)	Monthly	Monthly	Dublin/MCE
Public Safety Complex	TBD - Alameda County	TBD - Alameda County	Alameda County
Senior Center, 7600 Amador Valley Blvd	Semi-Annual	April and October	Dublin/Consultant
Shannon Center, 11600 Shannon Ave	Semi-Annual	April and October	Dublin/Consultant
Sports Complex, 6700 Dublin Blvd.	Annual	January/February	Dublin/Consultant
Swim Center, 8157 Village Pkwy	Opening, Operational, Closing	April, July/August, and October	Dublin/Consultant
(m)SDS Binders Review & Update	Annual	January	Dublin Public Works

¹ This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (fire extinguisher, department of transportation, fall protection equipment, etc.).

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found on the City of Dublin Intranet. All applicable forms should be completed in a timely manner and given to the Risk Manager. The forms that are included in the packet are:

- 6.1.1. Supervisor's Investigation of Employee Injury Form
- 6.1.2. Employee's Report of Job Injury
- 6.1.3. Witness to a Job Related Injury
- 6.1.4. Employer' Report of Occupational Injury or Illness (5020)
- 6.1.5. Worker's Compensation Claim Form (DWC1)

6.2 SERIOUS INJURY REPORTING TO CAL/OSHA

City of Dublin shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after a manager (or higher) knows or with diligent inquiry would have known of the death or serious injury or illness.

A serious injury is defined as: *an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.*

Exception: *An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a “vehicle accident”, notification to Cal/OSHA is advised.*

The following reporting procedures are to be completed if a serious injury or fatality occurs:

- 6.2.1. Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any employee.
- 6.2.2. The Manager or Supervisor will then provide medical attention to the injured employee.
- 6.2.3. Management will then notify the Risk Manager of the situation who will contact CAL/OSHA to report the incident. If the Manager or Supervisor is unable to talk with the Risk Manager, they are to leave a detailed voice message and then call Cal/OSHA to report the serious injury or fatality at:

Oakland District Office
1515 Clay Street, Ste. 1303
Oakland, CA 94612; 510-622-2916

- 6.2.4. If a contractor is injured, the contractor’s employer must notify Cal/OSHA.
- 6.2.5. When making notification the reporting party shall include the following information, if available:
 - 6.2.5.1. Time and date of accident.
 - 6.2.5.2. Employer's name, address and telephone number.
 - 6.2.5.3. Name and job title of person reporting the accident.
 - 6.2.5.4. Address of accident/event site.
 - 6.2.5.5. Name of person to contact at accident/event site.
 - 6.2.5.6. Name and address of injured employee(s).
 - 6.2.5.7. Nature of injuries.
 - 6.2.5.8. Location where injured employee(s) was/were taken for medical treatment.
 - 6.2.5.9. List and identity of other law enforcement agencies present at the accident/event site.
 - 6.2.5.10. Description of accident/event and whether the accident scene or instrumentality has been altered.

6.3 CAL/OSHA RECORD KEEPING

6.3.1. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300 by Risk Management.

6.3.2. Risk Management will also complete the Cal/OSHA Form 301.

6.4 GENERAL SAFETY RECORD KEEPING

Risk Management will keep records of:

6.4.1. Documented safety and health training including:

6.4.2. Documented accident, injury and illness investigations including the completed form(s).

6.4.3. Copies of all required injury- and illness-related forms

6.4.4. Safety Committee meeting minutes.

6.4.5. Disciplinary records.

6.4.6. Facility Inspection reports and corrective actions (maintained electronically on the Shared H Drive.).

6.4.7. Training records from City wide training.

6.4.8. Training records which are forwarded from Managers and Supervisors.

6.4.9. Safety suggestions (Appendix H).

6.4.10. Accident reports and medical surveillance documents.

6.5 RECORDS RETENTION

The legally mandated minimum records retention durations are given in Appendix E.

7.0 COMMUNICATION

Communication is an important part of the IIPP and is implemented through the following means:

7.0.1. Bulletin boards are utilized for written communication, relevant safety topics, and posted temporary hazards.

7.0.2. Periodic email communication and posting of the annual Risk Summary Update on the City's Intranet.

7.0.3. A two week once a year in October entitle "Safety Week" that includes opportunities for employees to participate in key safety and wellness related activities and training free of charge.

7.0.4. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms on the Intranet. Employee input with regard to safety is encouraged. All suggestions are reviewed at the Safety Committee Meeting with a response given in a timely manner to the person

making the suggestion. In the event of an anonymous suggestion, a response will be documented in the meeting minutes.

- 7.0.5. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- 7.0.6. A standing Safety Committee meets four to six times per year. The Charter for the committee may be found in Appendix B. Committee members disseminate information from the Committee during division staff meetings.
- 7.0.7. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- 7.0.8. Report any injury or near miss (non injury related accident) to the next highest supervisor who will then forward any report to Risk Management.

8.0 TRAINING

Training is critical to ensure that everyone understand their workplace hazards and their responsibilities as they relate to the safety program. Employees are trained on the following at the time of hire and as needed:

- 8.0.1. Safety procedures and policies.
- 8.0.2. Procedures to document and record workplace injuries or illnesses
- 8.0.3. Employee and management responsibilities towards safety.
- 8.0.4. City of Dublin's disciplinary policy.
- 8.0.5. Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.
- 8.0.6. Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

8.1 TRAINING FREQUENCY

- 8.1.1. To all employees and those given new job assignments for which training has not yet been received.
- 8.1.2. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- 8.1.3. Whenever the employer is made aware of a new or previously unrecognized hazard.
- 8.1.4. As required by a specific topic or subject matter per the Safety Training Matrix included as Appendix J.

8.2 TRAINING TOPICS AND DOCUMENTATION

- 8.2.1. The Training Log for all employees is to be filled out completely, upon the completion of any training.
- 8.2.2. All training logs, including tailgate meetings, should be forwarded to the Risk Manager.
- 8.2.3. Specific topics that are applicable for each work group are detailed in Safety Training Matrix included as Appendix J.

9.0 EMPLOYEE COMPLIANCE

9.1 DISCIPLINARY PROCEDURES

- 10.1.1. While management wants to remain as positive as possible, management must properly address the adverse actions of employees.
- 10.1.2. Employees who fail to comply with City of Dublin's safety policies and procedures will be subject to disciplinary action, up to and including, termination.
- 10.1.3. Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of City of Dublin's goals and objectives.
- 10.1.4. Employees are referred to their management or the Personnel System Rules for more information about City of Dublin's disciplinary policies and procedures.

9.2 RECOGNITION PROGRAM

- 10.2.1. The City Manager's Handshake Award may be used to recognize individual employees for their safety efforts.
- 10.2.2. Any employee may nominate a fellow staff member for the award.
- 10.2.3. Nomination forms are available on the Dublin Intranet. The completed form is to be submitted to the Human Resources department for processing.
- 10.2.4. Award recipients will be recognized by the City Manager and presented with a cookie and certificate.

APPENDICES

APPENDIX A

JOB SAFETY ANALYSIS FORM

JOB SAFETY ANALYSIS FORM

	Job: Example	Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor: Analysis by:
Department:	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE
<p>Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by:</p> <ol style="list-style-type: none"> 1) observing the job; 2) discussing it with a knowledgeable person; 3) drawing on your knowledge of the job; or 4) a combination of the three. <p>Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.</p>	<p>For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by:</p> <ol style="list-style-type: none"> 1) observing the job,; 2) discussing it with a knowledgeable person; 3) recalling past accidents; or 4) a combination of the three. <p>Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?</p>	<p>For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by:</p> <ol style="list-style-type: none"> 1) observing the job for leads; 2) discussing precautions with a knowledgeable person; 3) drawing on your personal experience; or 4) a combination of all three. <p>Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.</p>

JOB SAFETY ANALYSIS FORM

	Job:		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS		RECOMMENDED SAFE JOB PROCEDURE

APPENDIX B
SAFETY COMMITTEE CHARTER

Committee Name	Committee Chair	Committee Members
City of Dublin Safety Committee	Risk Manager	Safety Coordinators as identified in the Appendix C of the Injury and Illness Prevention Program
Meeting Times/Location:	Civic Plaza, at 3:00 p.m. on the third Wednesday of odd number months. e.g. January, March, May, July, September, and November	
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> ▪ Monthly safety committee meetings per CCR, 8 3203, (c) et. al. ▪ Conduct and review periodic safety inspection reports to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training 	
Scope/Authority	<ul style="list-style-type: none"> ▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule Facility Safety Inspections; conduct fire drills ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as communications conduit between employees and management on safety concerns 	
Success Criteria	<ul style="list-style-type: none"> ▪ Compliance with safety regulations. ▪ Provide regularly scheduled employee safety training ▪ Fewer accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and well-being 	
Decision-Making Process	<ul style="list-style-type: none"> ▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed. 	
Product(s)	<ul style="list-style-type: none"> ▪ Develop written safety programs in compliance with CCR, 8. ▪ Provide safety training and recordkeeping ▪ Produce periodic facility inspections reports ▪ Respond to employee safety concerns and/or suggestions 	
Decision Communication	<ul style="list-style-type: none"> ▪ Agenda and minutes of meetings to members and posted at employee worksites ▪ Use of internal and external communication tools to disseminate major actions 	
Evaluation	<ul style="list-style-type: none"> ▪ Annual review by the Safety Committee and Management on committee effectiveness. 	

APPENDIX C

SAFETY COMMITTEE MEMBERS

SAFETY COMMITTEE MEMBERS

Name	Department	E-mail
Julie Carter	City Manager's Office	julie.carter@dublin.ca.gov
Jennifer Smith	City Manager's Office	jennifer.smith@dublin.ca.gov
Damian Sandholm	City Parks & Community Services	damian.sandholm@dublin.ca.gov
Micki Cronin	City Parks & Community Services Alternate	Micki.cronin@dublin.ca.gov
Gregory Shreeve	City Building Division	gregory.shreeve@dublin.ca.gov
Dan Stevenson	City Public Works	Dan.stevenson@dublin.ca.gov
Bonnie Terra	Contractor ALCO Fire	bonnie.terra@acgov.org
Darrell Jones	Contractor ALCO Fire Alternate	darrell.jones@acgov.org
Lt. Nate Schmidt	Contractor ALCO Sheriff	nate.schmidt@dublin.ca.gov
Vacant	Contractor ALCO Sheriff Alternate	
Phil Nishkian	Contractor MCE	phil.nishkian@dublin.ca.gov
Marc Sisto	Contractor MCE Alternate	marc.sisto@dublin.ca.gov
Lee Jouthas	Contractor ALCO Library	ljouthas@aclibrary.org
Rosemary Gomes McGarry	Contractor ALCO Library Alternate	rgomes@aclibrary.org
Amanda Fanfa	Contractor ALCO Library Alternate	afanfa@aclibrary.org
Joe Moulton	Consultant Du-All	cbsrisk@gmail.com
Cathie Bigger-Smith	Consultant ABAG, PLAN	joem@du-all.com

APPENDIX D

INSPECTION AND CORRECTION FORM



City of Dublin

Safety Inspection

DATE

Inspection conducted by: XXXXXX

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the City of Dublin, or possibly cause negative environmental impact, or interrupt the City of Dublin's ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the City of Dublin at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

The following Risk Assessment Code Applies to the findings

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

Item #	Finding	Photo of Hazard	Risk Rating	Date Fixed	Initials

APPENDIX E

RECORDS RETENTION REQUIREMENTS

RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

APPENDIX F
TOOLBOX MEETING RECORD

APPENDIX G
MASTER AGENDA



City of Dublin
SAFETY COMMITTEE
City Manager's Conference Room
Wednesday, (INSERT DATE)
3:00 PM



A
g
e
n
d
a
r
y
r
e
p
o
r
t
i
n
g

1. Approval of Minutes
2. Old Business
 - a.
 - b.
 - c.
 - d.
 - e.
3. New Business
 - a.
 - b.
 - c.
 - d.
 - e. Report of Hazardous Conditions/New hazards
 - i. Any new processes, new equipment or new chemicals
4. Standing Item
 - a. Plan of Action - Review completed and upcoming activities
5. Safety Suggestions
 - a. Recommendations submitted by staff in the suggestion box
6. Employee Safety Recognition/Disciplinary Actions
7. Review of Injury/Accident Reports
 - a. City Claims
 - b. Work Related Injuries
 - c. Report of Hazards
8. Next Meeting Date: Wednesday, (insert date)

Meetings are normally scheduled for the 3rd Wednesday of every odd-numbered month at 3:00 pm.

APPENDIX H
SAFETY SUGGESTION FORM



City of Dublin

Safety Suggestion Form & Hazardous Condition Report

This form is for use by employees who wish to make suggestions or report an unsafe condition or practice. Your assistance in creating a safe environment is greatly appreciated. Please leave this form in the box, or return it to the City Manager's Office.

Area of Unsafe Condition or Action (Please be specific): _____

What Unsafe Condition or Action Did You See?: _____

What Do You Think Might Have Caused This?: _____

How Would You Suggest Improving Safety?: _____

Has this been reported to the Supervisor or Safety Coordinator? _____

Has an injury resulted from this hazard? _____

Has an illness resulted from this hazard? _____

If so, please describe: _____

Name (optional): _____ Date: _____

The City encourages employees to participate in communications involving safety. The City will investigate every suggestion and advise the employee of the response in a timely manner. If the suggestion is anonymous, a response will be written and posted on the employee bulletin board in the Lunchroom.

APPENDIX I
NEW HIRE ORIENTATION CHECKLIST

Safety Program & Training Checklist

For all employees: at hire, transfer and annual performance review

Employee Name: _____

Hire/Review Date: _____

Job Title: _____

Department/Division/Unit: _____

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

- _____ Identify the Safety Coordinator and review the coordinators duties
- _____ Review the safety inspection and accident investigation procedures
- _____ Review avenues of safety communication (safety tailgate box, tailgates, etc.)
- _____ Review the safety discipline procedures (if not compliant with regulations, etc.)
- _____ Review of Codes of Safe Practices specific to the employee's area
- _____ Identification of necessary employee training on specific equipment:
 - _____ Spill Equipment, Forklift, Respirator, Lifts, Power Tools, etc.

Personal Protective Equipment (PPE):

_____ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc)

Provided: _____

Hazardous Materials:

- _____ Review the Hazard Communication program and chemical inventory
- _____ Review Safety Data Sheets (SDS) and locations(s)
- _____ Review labeling requirements and the NFPA placard numbering system
- _____ Review how to safely handle chemicals on site
- _____ Review the spill procedures and spill equipment (location, etc)
- _____ Review what to do in the event of an emergency or exposure
- _____ Emergency Response Program and Drills

Fire and Evacuation:

- _____ Review the primary and secondary evacuation routes
- _____ Review evacuation relocation area
- _____ Review evacuation Do's and Don'ts
- _____ Drill procedures
- _____ Plant Emergency Plan and Contact Phone Numbers

Fleet & Equipment Program

- _____ Commercial/Non-Commercial Driver License(s) & Certification
- _____ Pre/Post Trip Vehicle Inspection:(Training, Defensive Driving, Documentation, etc)
- _____ Seatbelt Use & Requirements
- _____ Radio, Cell Phone Use & Requirements
- _____ Vehicle Accident Process & Reporting
- _____ Equipment Specific Training & Refreshers _____

Emergency Response:

- _____ NIMS/SEMS 100, 200, 300, 700, 800, etc.

Safety Programs & Training: (Identify as required for specific job classification/title)

- _____ Knowledge, Awareness & Use of all City/Plant Policy/Procedures/Instructions, etc.
- _____ Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certification
- _____ Bloodborne Pathogens Program & Training
- _____ Boom/Crane Safety Certification
- _____ DOT Requirements & Testing
- _____ Driver Safety, Defensive Driving Training
- _____ Electrical Safety Program & Training (Non-Electrician & Electrician NFPA 70E)
- _____ Ergonomics & Back Safety Training
- _____ Excavation/Trench/Shore Program/SOP & Training
- _____ Fall Protection Program & Training
- _____ Fire Extinguisher Training
- _____ First Aid/CPR/AED Certification Training
- _____ Chain Saw Safety Training
- _____ Tree Work & Climbing Safety Training
- _____ Traffic Work Zone and Flagging Safety Training
- _____ Forklift Safety Training
- _____ Hazard Communication Program & Training
- _____ Hazardous Materials Program & Safety Training
- _____ Hazardous Waste Operations First Responder Certification (8 hour)
- _____ Hearing Conservation Program, Training & Annual Audiometric Testing
- _____ Heat Stress & Illness Program & Training
- _____ Ladder & Scaffold Safety Training
- _____ Lead Awareness Safety Training
- _____ Lockout/Tagout Program & Training (Equipment Specific Procedures)
- _____ Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
- _____ Hotwork Program/Permit & Welding Safety Training
- _____ Management Regulatory Work Shop
- _____ Emergency Action Plan
- _____ Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
- _____ Chemical Hygiene Plan & Lab Safety Training
- _____ Accident Investigation Training
- _____ IIPP Program, Tailgate, Training
- _____ Regular Safety Tailgates – ongoing provided by supervisor every 10 days
- _____ Additional Safety Training or Certification (s) identified as required: _____

Specific area equipment & safety rules reviewed: _____

Add additional pages as needed to comply with all regulations and as identified on the Training Matrix.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX J
SAFETY TRAINING MATRIX

**City of Dublin
Safety Training Matrix
Revised 11.20.2015**

		Admin/Office - Carter	Bldg Division - Shreeve	Fire*	Library*	MCE*	Police*	Public Works - Huisingsh	Swim Center - Sandholm	Recreation - Sandholm
Accident Investigation - 8 CCR 3203	J	X								
Aerosol Transmissible Diseases - 8 CCR 5199	AT,I,W			X			X			
Animal Handling				X			X			
Asbestos			X	X						
Back Safety - 8 CCR 5110 & 3203	J									
Bloodborne Pathogens - 8 CCR 5193	AT,W			X		X	X		X	X
Concrete Dust - 8 CCR 1530 - AT	AT,W					X		X		
Confined Space - 8 CCR 5157-5158	I,AO,W			X		X			X	
Driver Safety	J	X	X		X	X		X		
Electrical Safety - 8 CCR 2299 - 2974	I									
Emergency Action Plan - 8 CCR 3220	I,W	X	X	X	X	X	X	X	X	X
Ergonomics - 8 CCR 5110	J	X	X	X	X	X	X	X	X	X
Excavation, Trenching & Shoring - 8 CCR 1541; GC4216	I					X		X		
Fall Protection - 8 CCR 1669 - 1678, 3210	I,W		X	X		X		X		
Fire Extinguisher - 8 CCR 6151	AT,W		X	X	X	X	X	X	X	X
First Aid/CPR/AED - 8 CCR 3400	B			X		X	X		X	X
Forklift & Powered Industrial Trucks - 8 CCR 3649	I,C					X				
Hazardous Waste - 22 CCR	AT, W			X		X	X	X		
HazCom/Right to Understand - 8 CCR 5194	I, W			X		X	X	X	X	X
Hearing Conservation - 8 CCR 5095	AO, AT, W		X	X		X	X	X		
Heat Stress - 8 CCR 3395	I, W		X	X		X	X	X	X	X
Heavy Equipment - 8 CCR 3664	AT			X		X				
Hepatitis B Immunization	I									X
Hot Work - 8 CCR 4848	I, W					X				
Injury & Illness Prevention Program - 8 CCR 3203	W	X	X	X	X	X	X	X	X	X
Lockout Tagout - 8 CCR 3314&2320	AO,I,W		X	X		X		X		
Poison Oak & Bug Bites - 8 CCR 3203	J		X	X		X		X	X	X
Portable Ladder Safety - 8 CCR 3276	J		X	X		X		X		X
Power Lawn Mowers - 8 CCR 3563	I					X				
PPE: Personal Protective Equip. - 8 CCR 3380	I		X	X		X	X	X	X	X
Respiratory Protection - 8 CCR 5144	AO,AT,I,W			X		X	X			
Safety Law for Managers & Supervisors - 8 CCR 3203	J	X								
Scaffold Safety - 8 CCR 1637	J		X	X						
Traffic Ops/Flagging/Lane Closure - 8 CCR 1598 & 1599	I					X	X	X		
Tuberculosis Immunization	I									X
Workplace Violence - 8 CCR 3203	J	X	X	X	X	X	X	X	X	X

AT = Annual Training Requirement;
AO+ Annual Other Requirement;

B= Two Year Training Required;
C=Three Year Training Required;

I= Initial and As needed; *Contractor
J = As needed; W=written program