

DEL NORTE COUNTY  
INJURY AND ILLNESS  
PREVENTION  
PROGRAM



*Prepared By:*  
*County of Del Norte*  
*Risk Management*  
*981 H Street, Suite 250*  
*Crescent City, CA 95531*  
*(707) 464-7213*

*Revised: January 2004*

## **INTRODUCTION**

The Del Norte County Injury and Illness Prevention Program promotes the safety and health of Del Norte County employees, and a safe and healthful workplace.

The Del Norte County Injury and Illness Prevention Plan was compiled in order to heighten awareness of safety responsibilities and attitudes, reinforce efforts to create and maintain workplace safety, provide some guidelines to both current and new employees for operating safely, and standardize procedures.

Sources used in preparation include CalOSHA Guide to Developing Your Workplace Injury and Illness Prevention Program, CalOSHA Workplace Injury & Illness Prevention Sample Programs, Guide to CalOSHA California Occupational Safety & Health Program, County-wide Safety Committee, County Departmental Safety Guidelines.

In a constant effort to achieve excellence, recommendations for revisions are always welcome. Please forward any recommendations to the Department Head or County Safety Officer.

## **PURPOSE**

The purpose of the Del Norte County Injury and Illness Prevention Program is to reduce workplace injury and illness of Del Norte County Employees. It is a reflection of Del Norte County's commitment to maintain an injury-free, illness free workplace, and comply with applicable laws and regulations governing workplace safety.

The strength of the commitment is demonstrated by the involvement of all levels of employment. This program is everyone's responsibility and provides the basis for the blended effort to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

**POLICY**

The policy of the Board of Supervisors of the County of Del Norte is to provide a safe and healthful workplace by establishing guidelines and procedures for the maintenance of an on going Injury and Illness Prevention Plan in compliance with the California Code of Regulations. Response to safety concerns will be given the highest priority at every level of the County.

**AUTHORITIES**

The California Code of Regulations, Title 8 Section 1509(2) of the Construction Orders Section 3203 of the General Industry Safety Orders; the California Labor Code Section 6401.7

**IDENTIFICATION OF THE POSITION OF AUTHORITY**

The Board of Supervisors hereby designates the County Administrative Officer as the position having the authority to implement and maintain an effective Injury and Illness Prevention Program for the County of Del Norte.

## TABLE OF CONTENTS

INTRODUCTION:

PURPOSE:

POLICY - AUTHORITIES - APPOINTMENT OF COUNTY SAFETY OFFICER.

### **1.00: DEL NORTE COUNTY'S COMMITMENT TO SAFETY AND HEALTH**

- 1.10: Safety and Health
- 1.20: Objective of the Injury and Illness Prevention Program
- 1.21: IIPP Distribution
- 1.30: Responsibility for Safety and Health
- 1.31: Board of Supervisors
- 1.32: County Administrative Officer / County Safety Officer
- 1.33: Department Heads
- 1.34: Department Safety Officer
- 1.35: Managers and Supervisors
- 1.36: Employees
- 1.40: Disciplinary System

### **2.00: HAZARD ASSESSMENT & INVESTIGATION *(INCLUDING WORKPLACE INJURY, ILLNESS AND ACCIDENTS)*.**

- 2.10: Hazard Control
- 2.20: Identification of Workplace Hazards
- 2.30: New Safety Matters
- 2.40: Scheduled Periodic Inspections (Hazards)
- 2.41: Hazard Inspections
- 2.50: Inspection Report (Hazards)
- 2.60: Employee Reporting of Workplace Hazards
- 2.61: Hazard Reporting Procedures
- 2.62: Inspection and Response to Reported Hazards
- 2.63: Hazard Abatement
- 2.70: Employee Reporting of Work Related Injuries, Illnesses and Accidents (including near misses)
- 2.71: Procedures for Employee Reporting of Work Related Injuries, Illnesses and Accidents, (including near misses)
- 2.72: Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including near misses)
- 2.73: Basic Rules for Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including near misses)
- 2.74: Basic Questions for Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including near misses)
- 2.75: Correcting the Hazard and Preventing Recurrences
- 2.76: Concealed Hazards

**3.00: EMERGENCY ACTION PLAN OVERVIEW**

- 3.10: Emergency Operation Plan Overview
- 3.11: County Employees as Disaster Service Workers
- 3.12: Department Standard Operating Procedures (SOP's)
- 3.13: Earthquake Preparedness
- 3.14: Fire Preparedness
- 3.20: Facility Emergency Response Plan

**4.00: GENERAL SAFETY RULES**

- 4.10: General Safety Rules
- 4.20: County General Code of Safe Practices

**5.00: COMMUNICATIONS**

- 5.10: Communication
- 5.11: Departmental Safety Committee Meetings
- 5.12: Employee Safety Meetings
- 5.20: Posting
- 5.30: County-wide Safety Committee (Labor-Management Safety and Health Committee)
- 5.31: County-wide Safety Committee Membership
- 5.32: County-wide Safety Committee Officers
- 5.33: County-wide Safety Committee Meetings

**6.00: INCENTIVE PROGRAM**

- 6.10: Incentive Program

**7.00: TRAINING**

- 7.10: Training
- 7.20: When Training Shall Occur
- 7.30: Department Safety Orientation
- 7.40: Areas of Training
- 7.50: Documentation of Safety and Health Training

**1.10: Safety and Health**

An Injury and Illness Prevention Program is designed to prevent workplace accidents, injuries and illness by providing a means for:

- A. Communication system to encourage employee reporting of workplace hazards;
- B. Workplace safety training for all current and new employees;
- C. A system to ensure employees comply with safe work practices;
- D. Identification, evaluation and correction of all unsafe and unhealthy conditions and work practices;
- E. Investigation of occupational injuries or illness; and
- F. Maintenance of appropriate records.

Del Norte County is firmly committed to maintaining an injury free, illness free work place by providing a safe and healthful working environment. To achieve this goal the County has implemented the Injury and Illness Prevention Program.

**1.20: Objective of the Injury and Illness Prevention Program.**

The objective of the Del Norte County Injury and Illness Prevention is to prevent injuries, illnesses and accidents in the workplace, and simultaneously reduce the costs and risks associate with workplace injuries and illnesses.

**1.21: IIPP Distribution**

The County Administrative Office will:

1. Make available a copy of the IIPP to each employee
2. Provide a copy of the IIPP to each Department

**1.30: Responsibility for Safety and Health**

- A. All employees of the County: Responsible for working safely and maintaining a safe and healthful work environment.
- B. Board of Supervisors: Ultimately responsible for the IIPP and loss control efforts.
- C. County Administrative Officer: Responsible for the implementation and maintenance of the IIPP.
- D. Department Heads: Responsible for developing departmental safety policies and procedures, implementing an IIPP, ensuring responsibility within their Department, addressing safety hazards and training.
- E. Managers and Supervisors: Responsible for ensuring that employees know and abide by the IIPP, doing all within their control to assure a safe workplace in their area.
- F. All employees: Responsible for using safe work practices, immediately referring and reporting unsafe conditions, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **1.31: Board of Supervisors**

The Board of Supervisors shall be ultimately responsible for the IIPP and the loss control efforts of the County of Del Norte. In order to fulfill this responsibility, Board members shall:

- A. Provide policy direction for the County's loss control efforts;
- B. Discuss significant losses and recommended improvements;
- C. Monitor the effectiveness of the IIPP; and
- D. Review the IIPP activities regularly

### **1.32: County Administrative Officer/County Safety Officer**

The County Administrative Officer (CAO) is designated by the Board of Supervisors as the County Safety Officer having the authority to implement and maintain an effective Injury and Illness Prevention Program for the County of Del Norte. To assist in the fulfillment of the County Safety Officer responsibilities, the CAO may delegate County Safety Officer related duties to a member of his/her staff. The CAO is responsible for the implementation and maintenance of the IIPP. In order to fulfill this responsibility, the CAO shall:

- A. Ensure that all provisions of the IIPP are implemented and maintained.
- B. Advise Department Heads and Department Safety Officers on safety and health policy issues.
- C. Act as the IIPP liaison to the Board of Supervisors.
- D. Maintain current information on local, state and federal safety and health regulations.
- E. Plans, organizes and coordinates countywide safety training to supplement departmental safety training.
- F. Develop guidelines for safe practices and inspections.
- G. Arrange safety and health inspections.
- H. Review significant accident investigations and make necessary recommendations.
- I. Review injury and illness trends.
- J. Establish a system for maintaining records of inspection, hazard abatement and training.
- K. Hold each Department Head accountable for follow-through of the IIPP.

### **1.33: Department Heads**

Every Department Head provides leadership by his/her participation, example and demonstrated commitment to workplace safety and health. The Department Head is responsible for developing departmental policy, ensuring responsibility, and addressing safety hazards or concerns. In order to fulfill these responsibilities, the Department Head shall:

- A. Provide a safe and healthful working environment for employees of his/her department.
- B. Develop safety policy and procedures for his her Department.
- C. Encourage the participation of employees in the identification of safety hazards and concerns.

- D. Review, evaluate and address identified safety hazards or concerns in a timely manner (not to exceed five working days), including active participation in accident investigations.
- E. Ensure that managers and supervisors fulfill their IIPP responsibilities.
- F. Train managers and supervisors on potential departmental safety and health hazards.
- G. Ensure that each manager and supervisor is inspecting, recognizing and evaluating workplace hazards on a continuing basis.
- H. Ensure that current and new employees receive IIPP training; including regularly scheduled safety training.
- I. Designate a Departmental Safety Officer to provide assistance with the IIPP.
- J. Monitor the effectiveness of the IIPP and make changes or recommendations for changes.

#### **1.34: Department Safety Representative**

The Department Safety Representative is designated by the Department Head to assist the Department Head with IIPP related issues and manage activities associated with the IIPP. Responsibilities of the Department Safety Representative include:

- A. Assisting the Department Head in the development of departmental safety policy and procedures.
- B. Managing activities associated with the IIPP.
- C. Making recommendations to the Department Head to eliminate or minimize unsafe conditions in the work environment.
- D. Conducting periodic unscheduled safety inspections of facilities.
- E. Participating in accident investigations.
- F. Acting as a liaison to the County Safety Officer.
- G. Ensuring employees are informed of any identified hazards.
- H. Participating in Departmental Safety Committees.
- I. Assisting the Department Head to abate workplace hazards in a timely and effective manner.

#### **1.35: Managers and Supervisors**

Managers and Supervisors are an integral component in maintaining an injury-free, illness-free workplace and complying with applicable laws and regulations governing workplace safety. Employees in these positions are responsible for the safety of their subordinates. Managers and Supervisors are responsible for ensuring that employees know and abide by the IIPP and doing all within their control to assure a safe workplace in their area. In order to fulfill these responsibilities, managers and supervisors shall:

- A. Provide a safe and healthful working environment for employees of his/her department.
- B. Keep abreast of safety and health regulations affecting operations they supervise.
- C. Conduct appropriate safety orientation and scheduled safety training.
- D. Verify that staff knows, understand and follow established safety guidelines.

- E. Instruct employees on the safe completion of assigned tasks, including newly assigned tasks.
- F. Evaluate safety training needs and make recommendations to the Department Head.
- G. Provide the necessary personal, protective equipment and train staff on the proper usage of this equipment.
- H. Encourage the participation of employees in the identification and reporting of safety hazards and concerns.
- I. Conduct investigations immediately upon notification of an injury, accident, or safety hazards. (If the employee did not provide written notification, the Manager or Supervisor shall initiate the written notification. The Del Norte County Trindel Incident/Accident Report form should be used to meet this requirement.)
- J. Conduct safety inspections of their work areas on a continual basis.
- K. Correct, or make recommendations to the Department Head, for the correction of unsafe conditions and practices.
- L. Maintain material and equipment in safe operating conditions.
- M. Work together with the Department Head and Department Safety Officer on all safety related issues.

### **1.36: Employees**

Employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. In order to fulfill this responsibility, employees shall:

- A. Follow all safety instructions, verbal or written
- B. Report, immediately, all workplace injuries, accidents, safety hazards to the supervisor. (If immediate supervisor is unavailable, report can be made to another supervisor, manager, Department Safety Officer or Department Head. A written report is preferred.)
- C. Accomplish duties using safe work practices
- D. Not perform jobs for which safety training has not been provided.
- E. Attend all required safety training

### **1.40: Disciplinary System**

Disciplinary action will be in compliance with procedures in the current Memorandum of Understanding.

### **2.10: Hazard Control**

Hazard Control is the heart of an effective IIPP. Hazard Control is identifying hazards that exist or develop in the workplace, describing how to correct those hazards, and initiating steps to prevent their recurrence.

### **2.20: Identification of Workplace Hazards**

All safety and health concerns that are brought to the attention of a Supervisor, Manager, Department Safety Representative, Department Head, or County Safety Officer shall be addressed. New concerns can be brought to their attention in several

different ways, including: new laws, the inspection (scheduled and unscheduled) process, information provided by any county employee

### **2.30: New Safety Matters**

The Department Head and/or Department Safety Representative shall arrange for an inspection of:

- A. New or previously unrecognized hazards
- B. New substances, processes, procedures or equipment introduced into the workplace

### **2.40: Scheduled Periodic Inspections (Hazards)**

Inspection of the workplace is the primary tool to identify unsafe conditions and practices. While all employees are encouraged to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation. These situations include, but are not limited to, Scheduled Periodic Inspections discussed in this section and the Inspections discussed in IIPP 2.41.

Each Department shall conduct its own inspections and utilize the County Safety Inspection Report. It is recommended these inspections be six months apart.

### **2.41: Hazard Inspections**

Depending on the degree of hazard identified, there may be requirements for additional periodic inspections scheduled on a daily, weekly or monthly basis. Departments should check CalOSHA regulations to determine what, if any, particular inspection schedule are required for the operation or item in question. These inspections are scheduled and formal.

Managers and Supervisors are responsible for conducting safety inspections of their work areas on a continual basis. These inspections are unscheduled and informal.

### **2.50: Inspection Report (Hazards)**

An inspection report based on a scheduled and formal inspection, is considered complete when it:

- Identifies hazards that exist or may develop in the workplace,
- Describes how to correct those identified hazards, and
- Initiates steps to prevent hazard recurrence

Each Department shall conduct its own scheduled, periodic inspections and complete the County Safety Inspection Report.

The County Safety Inspection Report shall be signed by the Department Head.

Distribution of the Department's County Safety Inspection Report

Original Department

Copy Department for Posting

Copy County Safety Officer

Copy County Safety Officer (*The County Safety Officer shall forward this copy to the County wide Safety Committee.*)

### **2.60: Employee Reporting of Workplace Hazards**

No employee shall be disciplined or discharged for reporting any workplace hazard or unsafe condition. Employee shall be encouraged to make such reports.

### **2.61: Hazard Reporting Procedures**

Employees are encouraged to report work place hazards. Employees reporting workplace hazards shall do so by immediately informing their supervisor verbally or by written report. If immediate supervisor is unavailable, report can be made to another supervisor, manager, Department Safety Representative or Department Head. The Employee Hazard Report form shall be used to submit the report. (Submission of the report in a format other than the Employee Hazard Report form does not negate the report.)

Employees who wish to remain anonymous may report unsafe conditions or hazards without identifying themselves. Such reports can be made to the County Safety Officer, or his/her representative. A written report is preferred. The Employee Hazard Report shall be used to document unsafe conditions or hazards. (Submission of the report in a format other than the Employee Hazard Report form does not negate the report.)

Departmental procedures shall be developed and implemented to facilitate the routing of hazard reports to include the Departmental Safety Officer and Department Head.

The signature of the Department Head is required on each hazard report.

Reporting the hazard to the County Safety Officer and County Safety Committee will be accomplished via distribution of the Employee Hazard Report form. (Submission of the report in a format other than the Employee Hazard Report form does not negate the report.) Departmental procedures shall be developed and implemented to facilitate this distribution.

Distribution of a Hazard Report:

Original County Safety Officer (*County Safety Officer will forward a copy to the County Safety Committee and make and forward a copy to Trindel.*)

Yellow Department Safety Officer.

Pink Employee.

Distribution of a Hazard Report shall not be delayed until after the hazard has been responded to and abated. The Department shall determine designation of the responsibility for distribution of the Hazard Report.

### **2.62: Inspection and Response To Reported Hazards**

Departmental procedures shall be established for the timely inspection and response of any reported hazard. Such provisions shall:

Identify the position(s) responsible for inspecting reported hazards

Specify the degree of participation of the Departmental Safety Representative and inclusion of the Department Head in the inspection process  
 Identify the position(s) responsible for writing the Reported Hazard Response.  
 Designate the position responsible for distributing and posting the response.

A written response based on the inspection shall be posted in the Department or affected area within five working days of the date the Hazard Report was received.

The initial Reported Hazard Response may only state the hazard and indicate steps being considered. However, the cumulative, therefore complete, Reported Hazard Response shall:

Identify hazards that exist or may develop in the workplace,

Describe how to correct those identified hazards, and

Initiate steps to prevent hazard recurrence; including projected and actual dates for completion.

Distribution of the Reported Hazard Response:

Original Department

Copy Posted in the Department

Copy County Safety Officer (*County Safety Officer will make copies and forward to the County Safety Committee and Trindel.*)

### **2.63: Hazard Abatement**

If the reported hazard is considered an *immediate hazard* by either the Department Safety Officer, Department Head or County Safety Officer they shall take *immediate action* to abate the hazard.

*Imminent Harm:* It is the County's intent to abate immediately any hazard which gives rise to a risk of imminent harm. When such a hazard exists which the County cannot abate immediately without endangering employees and or property, personnel shall be removed from the area of potential exposure. Access shall be limited only to personnel trained to correct the hazardous condition. All employees involved in correcting the hazardous condition shall receive appropriate training and shall be provided the necessary safeguards and protective equipment.

Because the Department Head is responsible for addressing safety hazards, hazard abatement is also the responsibility of the Department Head.

### **Employee Reporting of Work Related Injuries, Illnesses and Accidents, (including near misses)**

2.70: Employees are responsible for immediately reporting all work-related injuries, illnesses, and accidents (including near misses) to their supervisor. If their immediate supervisor is unavailable, the report can be made to another supervisor, manager, Department Safety Representative or Department Head.

A near miss is an incident that could have resulted in a serious injury or significant property damage.

**2.71: Procedures for Employee Reporting of Work Related Injuries, Illnesses and Accidents, (including near misses)**

Employees reporting work related injuries, illnesses and accidents (including near misses) shall do so by submitting a written report to their supervisor. If immediate supervisor is unavailable, report can be made to another supervisor, manager, Department Safety Officer or Department Head. The Employee Report of Occupational Injury or Illness Report form shall be used to submit the report.

Departmental procedures shall be developed and implemented to facilitate the routing of work related injury, illness and accident (including near misses) reports to include the Department Safety Officer and Department Head.

The signature of the Department Head is required on each work related injury, illness or accident report.

Reporting the work related injury, illness or accident (including near misses) to the County Safety Officer and County Safety Committee will be accomplished via distribution of the Employee Report of Occupational Injury or Illness Report form. Departmental procedures shall be developed and implemented to facilitate this distribution.

Distribution of Work Related Injury, Illness or Accident (including near misses) Reports: Completed report shall be forwarded to Administrative Office / Risk Management within 24 hours.

**2.72: Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including near misses)**

The purpose of an investigation is to find the cause and prevent further occurrences, not to fix blame.

All work related, injuries, illnesses and accidents (including near misses) shall be investigated in a timely manner (not to exceed five working days). Minor incidents and near misses will be investigated, as well as serious accidents. The County Administrative Office shall carry out notification required by statute. Example: All fatal accidents shall be reported to OSHA within eight (8) hours.

Investigation of work related Injuries, Illnesses or Accidents, (including near misses) shall be carried out by the Department involved unless otherwise mandated by statute, Departmental procedures shall be established to designate the position(s) responsible for investigation.

- A. In the event that an investigation involves more than one Department, a joint and cooperative investigation shall be done or a request may be made to the County Safety Officer for assistance.
- B. In the event that an investigation involves outside agencies, the County Safety Officer shall provide any necessary assistance and cooperation.

The investigating person shall document events related to the incident to identify what happened before and during the accident in order to prevent it from recurring.

Departmental procedures shall be established for the timely investigation (not to exceed five working days) of work related injuries, illnesses or accidents, (including near misses). The investigation should be completed within five working days of the date the work related injury, illness or accident (including near misses) report was received.

Distribution of the Investigation of Reported Work Related Injuries, Illness or Accidents:

Original Department

Copy County Safety Officer (*County Safety Officer will make copies and forward to the County Safety Committee and Trindel.*)

### **2.73: Basic Rules for Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including incidents and near misses)**

- A. An unbiased approach is necessary for obtaining objective findings.
- B. Visit the scene as soon as possible while the facts are fresh, and before witnesses forget important details.
- C. If possible, interview the injured worker at the scene and walk him or her through mock reenactment.
- D. All interviews should be conducted as privately as possible. Reassure that the purpose of the investigation is to find the cause, not to fix blame.
- E. Interview witnesses one at a time. Talk with everyone who has knowledge of the accident, even if they did not actually witness it.
- F. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- G. Document details graphically. Use sketches, diagrams and photos as needed, and take measurements when appropriate.
- H. Focus on causes and hazards.
- I. Develop and analysis of what happened, how it happened and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- J. Every investigation should include an action plan containing recommendations to prevent recurrence. How will you prevent such accidents in the future?  
The best recommendations are action oriented.
- K. Save any evidence. It could be critical to the recovery of claims.
- L. Ask open ended questions that do not elicit one-word answers. Example: What did you see?
- M. Do not accept, deny, or promise anything. The purpose of the investigation is to find the cause, not to fix blame.

### **2.74: Basic Questions for Investigation of Reported Work Related Injuries, Illnesses or Accidents, (including incidents and near misses)**

- A. What was/were the person(s) involved doing at the time of the accident?
- B. What tools or equipment were involved, if any?
- C. Where did the accident occur (be specific, including location, area, or job site)
- D. What was happening around the work area (external influences)
- E. Did the person(s) involved know what the hazard was?
- F. Was the person(s) involved trained on how to do the job?
- G. What contributed to the accident, i.e. another work group, defective tool, faulty equipment.
- H. Was more than one person involved? If so, who and how?
  - I. Were there any witnesses? If so, who are they and what did they see?
- J. Was the accident preventable? How?

### **2.75: Correcting the Hazard and Preventing Recurrences.**

Once the investigation is complete and the facts relating to the occurrence are known, speedy action to mitigate any identified hazard or prevent a recurrence of the accident is the responsibility of the Department Head. The Department Head can request assistance from the County Safety Officer.

### **2.76: Concealed Hazards.**

If the occurrence was the result of a concealed hazard, or if any unrelated, concealed hazard becomes known, the employees who have exposure to that hazard shall be informed immediately. Such information shall be posted.

The mitigation of such a hazard shall be a top priority.

### **3.10: Emergency Operation Plan Overview.**

This plan outlines the functions each Department has in the wake of disaster. It stipulates that all County employees become Disaster Service Workers.

A threat summary of Del Norte County identifies earthquake, fires, flood, hazardous materials incidents, drought, and war.

The County of Del Norte has an Emergency Operation Plan that is an all hazard plan to address countywide disasters. The County Office of Emergency Services is responsible for the County wide Emergency Operation Plan. The plan details the function of the county and how it will respond to a disaster. The County Departments and employees who have key roles have specific responsibilities outlined.

Periodically, emergency response exercises are coordinated throughout the County Office of Emergency Services with participation from County Departments. Routine fire and earthquake drills are recommended for all Departments.

### **3.11: County Employees as Disaster Service Workers**

All county employees become Disaster Service Workers upon request by the County Administrative Officer. This is pursuant to Chapter 7 of Division 1, Title 2 of the Government Code. Any activity requested and authorized by the Emergency Services Director (County Administrative Officer) and carried out pursuant to the California Emergency Services Act is considered Disaster Service Work.

In the event of a disaster that significantly impacts the lifelines, utilities or communications in the County, or generates significant numbers of calls of damage or injuries, the following procedures will be followed:

Direction will be given by the County Administrative Office as to which Departments, not directly involved with disaster response, will be required to work.

Before beginning their Disaster Service Work, employees of those Departments that are required to work will be able to leave and check on their families.

If communications are working and a disaster occurs during business hours all County Department Heads will be notified and asked to report immediately to the Emergency Operations Center (EOC) for a briefing from the County Administrative Officer.

If communications are not working, all Department Heads are required to report to the EOC for a briefing from the County Administrative Office. County employees can listen for an alert from the County Administrative Officer on Radio KPOD 1240 AM or 97.9 FM for more information.

All County employees will continue to take direction from their Department Heads.

If it is determined that extensive damage has occurred to their facility, employees may be asked to evacuate until a building inspector can evaluate it.

**3.12: Department Standard Operating Procedures (SOP's)**

Each County Department should develop and maintain Standard Operating Procedures (SOP's) for their Department. SOP's detail how their Department will respond during emergencies and disasters

Elements to be addressed in the Department's SOP's:

1. Arrangements for the provision of direction and control within the Department.
2. Specific emergency authorities that may be assumed by a designated successor during emergency situations.
3. Circumstances under which successor emergency authorities would become effective.
4. Current internal personnel notification/recall rosters and means to implement them.
5. Designation of assignments and response if necessary.
6. Designation of a representative to report to the EOC to advise decision makers and coordinate its own service response efforts.
7. Reporting of appropriate information to the EOC in regards to the emergency.

A. The following is an example of Standard Operating Procedures:

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location: \_\_\_\_\_

In the event of a disaster that significantly impacts the County, all County Employees become Disaster Service Workers. Federal, State and County laws and ordinances establish responsibilities of County Employees. Each Department is assigned duties under the County's Emergency Operations Plan. These Standard Operating Procedures are designed as a set of guidelines that this office will follow if an event occurs.

**RESPONSIBILITIES:**

According to the Emergency Operations Plan, the primary responsibility for this Department during an event is \_\_\_\_\_. The following positions have these responsibilities:

*Director:* Report to the Emergency Operations Center (EOC) to be briefed. Then, operate their department accordingly.

*Deputy Director:* Report to the office if it is determined to be safe. Take direction from the Director. Provide information to the EOC. If communications are working, the Deputy will contact the other staff members, as appropriate.

*Clerical Staff:* Report to the Office. Provide staff support for the activities assigned to the Department.

**ORGANIZATION:**

The organization for this Department does not change. The Department Head is in charge, followed by the Deputy Director. *(Provide an organizational chart of your department.)*

IF THERE IS A DISASTER:

**ALL COUNTY EMPLOYEES BECOME DISASTER SERVICE WORKERS.**

1. Make sure your family is safe. Have a plan to meet all members of your family at a particular location before an event occurs. If you are at work, and the building is safe to occupy, you may be asked to work. You will be allowed to leave and check on your family before you are requested to stay.
2. Call in. If phones are down:
3. Listen to KPOD Radio 1240 AM or 97.9 FM. Instructions for employees will be broadcast on this radio station.
4. Report to the Office if requested and refer to the responsibilities outlined in the Standard Operating Procedures.

*(The Department should keep a list of telephone numbers where employees can be reached. The location of the list should be known by the key personnel responsible for contacting staff during an emergency.)*

**3.13: Earthquake Preparedness**

Preparedness measures recommended for earthquakes can be obtained through the County Office of Emergency Services.

Safety reminders:

1. If indoors, take cover under a sturdy desk, table, bench, inside wall or doorway, and hold on. Stay away from glass, windows, outside doors or anything that could fall such as lighting fixtures and furniture.
2. If outdoors, stay there. Move away from buildings, street lights and utility wires.
3. If in a crowded public place, take cover and move away from display shelves containing objects that can fall.
4. If in a high-rise building, get under a sturdy desk, away from windows and outside walls. Stay in the building on the same floor, an evacuation may not be necessary. Be aware that electricity may go out or that the sprinkler system and/or fire alarm may go on. Do not use elevators.
5. If in a moving vehicle, stop as quickly as safety permits. Stay in the vehicle.
6. After the shaking stops, be prepared for aftershocks and
  - a. Check for Injuries
  - b. Use flashlights, if electricity has gone out
  - c. Check for structural building damage
  - d. Evacuate if necessary

**3.14: Fire Preparedness**

Recommendations for fire safety and evacuations plans can be obtained from the State Fire Marshall or local Fire Departments.

Safety Reminders:

1. If there is a fire in the building, evacuate immediately.
2. Evacuate to a location previously identified.
3. Do not reenter until it has been determined to do so.
4. Do not leave the location until told to do so.

**3.20: Facility Emergency Response Plan**

Each Department is responsible for establishing an Emergency Response Plan. Such a plan shall include provisions for Emergency Telephone Numbers, Emergency Response Personnel, Facility Site Plan, Facility Floor Plan and Facility Emergency Procedures.

#### **4.10: General Safety Rules**

The following are the General Safety Rules for Del Norte County Employees. There may be additional safety rules that pertain to each employee's Department, work location, job or work assignment:

- A. Observe and obey every rule, regulation and order necessary for the safe conduct of work. Failure to do so may result in disciplinary action. Supervisors will take disciplinary action as deemed appropriate.
- B. Report all work related injuries, no matter how slight, to an immediate supervisor. The County will ensure that prompt medical attention is made available.
- C. Report all unsafe acts and unsafe conditions to their immediate supervisor.
- D. Horseplay, fighting and any other action that has a negative impact on the safety or well being of employees is prohibited.
- E. Receive safety instruction through orientation, training and safety meetings.
- F. Be familiar with and practice the safety requirements associated with their job or work assignment.
- G. Report to work refreshed, alert and ready to work safely and responsibly.
- H. Reporting to work under the influence of alcohol, drugs or other controlled substances may be subject to disciplinary action.
- I. Appropriate and required safety equipment shall be provided and used.
- J. Wear clothing that is appropriate for the safe performance of the job or work assignment. For example, rings and loose frayed clothing are not appropriate when working on or around machinery.
- K. Keep all safety guards and devices in place and in proper working condition.
- L. Use the right tool for the right job. "Cheaters" and other tool modifications are not permitted. "Cheaters" could fail and cause injury.
- M. Keep tools in good working condition.
- N. Keep work areas clean, neat and orderly.
- O. Use the leg muscles when lifting or moving a heavy object. This prevents back strain as it increases strength and control.
- P. Perform only the work for which proper safety training and authorization has been provided.
- Q. Obtain the necessary safety equipment and instruction needed to safely perform a job with a known hazard.
- R. Assist co-workers who are less experienced.
- S. Use good judgment at all times when at work. When in doubt, ask questions first. No employee will be reprimanded for being safe.
- T. Contribute to any safety program.

#### **4.20: County General Code of Safe Practices**

The County General Code of Safe Practices is general in nature and is intended as a basis for Departments in developing a Code of Safe Practices that is tailored to fit each Departments operations.

Del Norte County is firmly committed to maintaining an injury free, illness free workplace by providing a safe and healthful working environment. Everything possible will be done to protect employees and the public from accidents. Safety is a cooperative undertaking that requires participation by every employee. Failure by an employee to comply with safety rules may be grounds for corrective discipline. Managers and Supervisors shall insist that employees observe all applicable County, State and Federal safety rules and practices, and take action as necessary to obtain compliance.

##### **A. GENERAL OFFICE**

1. Employees shall report all unsafe conditions and equipment to the immediate supervisor.
2. Employees shall report immediately all work-related accidents, injuries and illnesses to the immediate supervisor.
3. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of fire, sound alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only workers trained for it may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Keep stairways clear of items that can be tripped over. All areas under stairways that are egress routes should not be used to store combustibles.
9. Do not store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
10. Keep aisles clear at all times.
11. Maintain work areas in a neat, orderly manner. Throw trash and refuse into proper waste containers.
12. Wipe up all spills promptly.
13. Store files and supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store heaviest items closest to the floor and lightweight items above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave lower desk or cabinet drawers open as tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.

18. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the immediate supervisor when help is needed to move a heavy object.
19. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
20. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three pronged plugs shall be used to ensure continuity of ground.
21. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Use new heaters that are equipped with tip-over switches. Use of heaters with supervisors' permission only.
22. Keep appliances such as breakroom coffeepots and microwave ovens in working order. Inspect them regularly for signs of wear, heat or frayed cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh.
24. Use equipment such as scissors or staplers for their intended purposes only, and do not misuse them as hammers, pry bars, screw drivers, etc. Misuse can cause possible injury to the user and damage to the equipment.
25. Store cleaning supplies away from edible items on kitchen shelves.
26. Store cleaning solvents and flammable liquids in appropriate containers.
27. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers.

## B. GENERAL INDUSTRY SAFETY ORDERS

1. Employees shall report all unsafe conditions and equipment to the immediate supervisor.
2. Employees shall report immediately all work-related accidents, injuries and illnesses to the immediate supervisor.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, or other acts that tend to adversely influence the safety or well being of the employees may be subject to disciplinary action
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only workers trained for it may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Keep stairways clear of items that can be tripped over. All areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Keep aisles clear at all times.

13. Maintain work areas in a neat, orderly manner. Throw trash and refuse into proper waste containers.
14. Wipe up all spills promptly.
15. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the immediate supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other high places.
17. When carrying objects, use caution in watching for and avoiding obstruction or loose material.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation, so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintains sufficient access and working space around all electrical equipment for easy and safe operations and maintenance.
22. Do not use any portable electrical equipment or tools that are not grounded or double insulated.
23. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless pressure is less than 10psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guard rail, or equivalent.
35. Do not enter into a confined space unless tests for toxic substances, explosive concentrations and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.

38. Be aware of potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Store cleaning solvents and flammable liquids in appropriate containers.
41. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers.
42. When working with a VDT, have all furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
43. Never leave lower desk or cabinet drawers open as tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
45. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Use new heaters that are equipped with tip-over switches. Use of heaters with supervisors permission only.
46. Keep appliances such as breakroom coffeepots and microwave ovens in working order. Inspection them regularly for signs of wear, heat or frayed cords.
47. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh.

### C. GENERAL CONSTRUCTION SAFETY ORDERS

1. All employees shall follow safe practices, render every possible aid to safe operations and report all unsafe conditions or practices to the foreman or supervisor.
2. Foreman or supervisor shall insist on employees observing and obeying every applicable County, State or Federal regulation and order necessary to the safe conduct of the work, and take action as necessary to obtain compliance.
3. All employees shall be given frequent accident prevention instruction.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform assigned duties, shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, or other acts that tend to adversely influence the safety or well being of the employees may be subject to disciplinary action.
6. Work shall be well planned and supervised to prevent injuries in materials handling and working together with equipment.
7. No employees shall knowingly be permitted or required to work while their ability or alertness is impaired by fatigue, illness or other causes that might unnecessarily expose themselves or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos or other similar places receiving little ventilation unless these places are determined safe to enter.

9. Employees shall be instructed to ensure that all guards and other protective devices are in the proper places and adjusted and shall report deficiencies promptly to the foreman or supervisor.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers 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 receive instruction from their foreman or supervisor.
12. All injuries shall be reported promptly to the foreman or supervisor so arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
15. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
16. Employees shall cleanse themselves thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Hod carriers should avoid using extension ladders when carrying loads. Though such ladders may provide adequate strength, the rung position and rope arrangement make climbing difficult and hazardous for this trade.
18. Work shall be arranged so that employees are able to face a ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or supervisor.
21. Any damage to scaffolds, falsework or other supporting structures shall be immediately reported to the foreman or supervisor and repaired before use.

### *Use of Tools*

22. All tools and equipment shall be maintained in good condition.
23. Damaged tools or equipment shall be removed from service and tagged "Defective".
24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
25. Only appropriate tools shall be used for a specific job.
26. Wrenches shall not be altered by the addition of handle-extensions or "Cheaters".
27. Files shall be equipped with handles and not used to punch or pry.
28. Screwdrivers shall not be used as chisels.
29. Wheelbarrows shall not be pushed with handles in an upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

31. Electric cords shall not be exposed to damage by vehicles.
32. In locations where using a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

### *Machinery and Vehicles*

33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, long hair, dangling ties, or finger rings shall not be worn around moving machinery or other places where they may be come entangled.
35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment designed or fitted with safeguards to protect the person performing the work.
36. Where appropriate, lock-out/tag-out procedures shall always be used.
37. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking to prevent injury if jacks or hoists should fail.
38. Air hoses shall not be disconnected at compressors until the hose line has been bled.
39. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
40. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
41. A supervisors approval is required prior to operating equipment near banks or cliffs.
42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

**5.10: Communication**

Communication is an essential and required component of any IIPP. It is required in the Section 3203 of the California Code of Regulations that all employees are informed on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the County (refer to IIPP 1.36B) of hazards at the work site without fear of reprisal.

Del Norte County elects to use a labor/management safety and health committee to help facilitate communication and comply with the communication requirement. Hence, the County wide Safety Committee is established.

All new and current employees will receive training on the IIPP. Each Department is responsible for providing safety training to its new and current employees. This will include the basic procedures that the employee is expected to follow when reporting conditions or concerns relating to health and safety.

Reporting, inspection and investigation of Workplace Hazards and Work Related Injuries, Illnesses and Accidents (including incidents and near misses) procedures facilitate communication to all levels. These levels include the Department Safety Officer, Department Head, County Safety Officer and County Safety Committee. Communication is accomplished, primarily, via the distribution of documents including, Employee Hazard Report forms, Reported Hazard Responses, and County Safety Inspection Reports.

Departmental procedures shall be developed and implemented to facilitate safety notification to Employees, Supervisors and Managers, Department Safety Officer and Department Head.

**5.11: Safety Sub-Committee Meetings**

As is deemed appropriate by the County Safety Officer, Safety Sub-Committees will be established. The focus of each Safety Sub-Committee is to recommend solutions for safety problems of the common work site.

Safety Sub-Committee Meetings shall be held monthly. During these meetings, the following issues may be discussed, New hazards that have been introduced or discovered in the workplace. Causes of recent accidents or injuries and the methods adopted by the Department to prevent similar incidents in the future. Any health or safety issue deemed by the Department's Supervisors or Managers, Department Safety Officer, County Wide Safety Committee, Department Head, or County Safety Officer to require reinforcement or action.

Minutes of the Safety Sub Committee Meetings will be distributed to the Department Head and County Safety Officer and posted in the affected departments.

Safety Sub-Committee operates as a Sub-Committee of the County Wide Safety Committee.

#### **5.12: Employee Safety Meetings**

Every month, the Department Supervisors and or Managers and employees under their direct supervision will meet to discuss health and safety matters.

These meetings will be considered Employee Safety Meetings. It is recommended that these meetings are brief and specific in content.

During these meetings, the following issues may be discussed.

New hazards that have been introduced or discovered in the workplace, causes of recent accidents or injuries and the methods adopted by the Department to prevent similar incidents in the future.

Any health or safety issue deemed by the Department's Supervisors or Managers, Department Safety Officer, County Safety Committee, Department Head, or County Safety Officer to require reinforcement or action.

All Employee Safety Meetings shall be documented. Documentation is the agenda and roster for each meeting.

Distribution of Employee Safety Meeting Documentation:

Original Department

Copy Department for Posting

Copy County Safety Officer

#### **5.20: Posting.**

All safety postings and bulletins shall be posted adjacent to the space provided to the employees for association business. In the event that there is not sufficient room in that location, posting will be made by each Department in such a manner that announcements are easily and readily available to all employees within that Department.

#### **5.30: County Wide Safety Committee (Labor-Management Safety and Health Committee)**

The County has established a Labor-Management Safety & Health Committee to meet the mandated safety communication requirements. This committee is referred to as the County Wide Safety Committee.

#### **5.31: County Wide Safety Committee Membership**

The membership of the County Wide Safety Committee consists of interested County Employees that represent a cross section of Departments. In addition, there shall be

one member representing Risk Management and or Administration on the committee. Department Safety Officers are encouraged to attend. All County employees are welcome to attend meetings.

### **5.32: County Wide Safety Committee Officers**

The officers of the County Safety Committee are Chair, Vice Chair and Secretary. Elections are held annually in June and the term of office is one year, beginning July 1.

*Chair:* Duties include presiding at County Wide Safety Committee meetings, ensure County Wide Safety Committee activities comply with the communication component of the IIPP, acting as liaison to the County Safety Officer or other appointed safety personnel, and contribute to the maintenance and modification of the IIPP. The Chair may also participate in facility and equipment inspections and incident investigations or delegate others to do so.

*Vice Chair:* Duties include assisting the Chair with related duties and assumes responsibility for, in the absence of the Chair.

*Secretary:* Duties include recording the minutes of the County wide Safety Committee meetings and preparing them for distribution, maintaining the membership list and, at the direction of the Chair, preparing and distributing meeting agenda.

### **5.33: County Wide Safety Committee Meetings**

The County Wide Safety Committee shall meet monthly. Meeting dates may be set to coincide with the visits of the Trindel Safety Officer.

The County Wide Committee Safety makes decisions and recommendations based upon consensus of the membership. In the event of a disagreement, a formal motion will be made and a vote taken by a show of hands.

To be in compliance with Section 3202 of the California Code of Regulations, the County Wide Safety Committee shall.

- A. Prepare and make available to affected employees, written records of the safety and health issues discussed at the committee meetings.

Distribution of County Wide Safety Committee Meeting Minutes:

Original: County Wide Safety Committee.

Copy: Department Head.

Copy: Departments for Posting.

Copy: County Safety Officer.

- B. Review results of the periodic, scheduled work site inspections. The County Wide Safety Committee may be requested to participate in the work site inspections.
- C. 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 Department Head for the prevention of future incidents.

Distribution of County Wide Safety Committee Suggestions:

Original: Department Head

Copy: County Wide Safety Committee

Copy: County Safety Officer

- E. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the County Wide Safety Committee, the Committee with the assistance of the County Safety Officer may conduct its own inspection and investigation to assist in remedial solutions.

Distribution of County Wide Safety Committee Investigation:

Original: County Wide Safety Committee.

Copy: Department Head.

Copy: County Safety Officer.

- F. Submit recommendations to the Department Head to assist in the evaluation of employee safety suggestions.

Distribution of County Wide Safety Committee Safety Recommendations:

Original: Department Head.

Copy: County Wide Safety Committee

Copy: County Safety Officer

- G. Upon request from the County Safety Officer, verify abatement action taken to abate citations issued by the County Safety Officer.

**6.10: Incentive Program**

An Incentive Program provides positive reinforcement to employee compliance with safe and healthful work practices.

Procedures shall be developed and implemented to establish a safety incentive program for employees. This would include recognition of employees who follow safe and healthful work practices, training and retraining programs.

**7.10: Training**

Del Norte County shall maintain training requirements designed to instruct each employee on general safety procedures as well as on safety procedures specific to the employee's job. It will be necessary for a Department to provide Department safety training to its employees. Such trainings will be supplemented by any County wide training provided by the County Safety Officer.

Training is a required component of any IIPP.

**7.20: When Training Shall Occur**

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. All employees shall be instructed in safe and healthful work practices.

- A. All current employees shall receive training on the IIPP from the Department Head or Department Safety Officer on an annual basis.
- B. All new employees shall receive training on the IIPP at their orientation to County employment.
- C. All new employees shall receive safety training specific to their position at their orientation to their Department. Such training shall include general workplace safety and health as well as the specific health and safety aspects of their assignment.
- D. All employees shall receive safety training whenever the employee is given a job assignment for which safety training has not previously been provided.
- E. All employees shall receive safety training whenever new substances, processes, procedures or equipment that represent a hazard are introduced into their work area and or the workplace.
- F. All employees shall receive safety training whenever the Department becomes aware of a new or previously unrecognized hazard.
- G. All employees, as determined by Department Head and or County Safety Officer, to be in need of additional safety training.
- H. All supervisors and managers shall receive training and instruction, familiarizing them with the safety and health hazards to which the employees under their immediate direction and control may be exposed.

**7.30: Department Safety Orientation**

- A. When a new employee or group of employees is about to start work, each employee shall receive training on their work assignment while integrating safety instructions into each aspect. This training is part of their orientation.
- B. Although safety is a primary responsibility of all employees, new employees need more attention since accident statistics show that new employees are more likely to be injured regardless of previous experience. Supervisory duties include:
1. Orienting the new employee to the workplace in general. Any special plans or procedures will be discussed with an emphasis on safety.
  2. Introducing the new employee to key personnel, including the Department Head and Department Safety Officer.
  3. Showing the new employee the work area and discuss what the employee will be doing and what the hazards involved are.
  4. Discussing safety and performance expectations.
  5. Providing the new employee with the necessary personal protective equipment.
  6. Monitoring the new employee periodically during the day and for several days afterwards. Counseling the new employee when tasks are not safely performed.

**7.40: Areas of Training**

Supervisors and Managers should assess safety-training needs of the Department, discuss such needs with the Department Head, Safety sub Committee and County Safety Officer and implement any approved training.

**7.50: Documentation of Safety and Health Training**

All safety training shall be documented. This is a requirement regardless of the training provider (Department, County Safety Officer, etc.) or the type of training (one-on-one or group).

Sign up sheets from safety trainings are the recommended source for this documentation.

The Department shall ensure the assignment of duties related to maintaining safety training documentation. This documentation shall include the employee name, training dates, type(s) of training, and training providers.

Distribution of Safety and Health Training Documentation:

Original: Department

Copy: County Safety Officer

Any safety instructional materials shall be kept at the Department.