DATE: July 15, 2019

TO: Honorable Mayor and Members of the City Council

FROM: Aimee New, Fire Chief
Tracy Skelly, Administrative Analyst

SUBJECT: UPDATE OF INJURY & ILLNESS PREVENTION PROGRAM

RECOMMENDED COUNCIL ACTION:
Adopt Revised & Updated Injury & Illness Prevention Program (IIPP) Policy Packet addressing the changes needed based on new California and Federal requirements.

SUMMARY:
Staff has updated our IIPP Policy.

PREVIOUS COUNCIL ACTION:
On April 2005, staff updated the previous IIPP Policy.

DISCUSSION:
Federal and State requirements, including Cal OSHA, have updated and added several new requirements for the IIPP over the past few years. Staff, with the help of our risk management association partnership with York Risk, have updated and added the necessary sections to comply with these requirements. Additions include an Emergency Action Plan, a Fire Prevention Plan, a Hazard Communication Program, and a Heat Illness Prevention Program. Adoption of this IIPP will ensure that the City is in compliance and will within one year complete the required training for all employees. The City of Sonora Safety Committee has recommended that the City Council adopt the revised and updated IIPP.

CITY FISCAL IMPACT:
None.

ATTACHMENT:
IIPP Document

CITY OF SONORA
INJURY & ILLNESS PREVENTION PROGRAM EMPLOYEE ORIENTATION

What Is The Workplace Injury And Illness Prevention Program?
California State law requires the City of Sonora to have an effective, written workplace Injury and Illness Prevention Program (IIPP). The primary purpose of the IIPP is to describe the steps the City takes to ensure a healthy workplace for all its employees. Specifically, the plan explains and documents how the department:

- Detects and corrects unsafe/unhealthy work conditions;
- Encourages workers to report unsafe conditions without fear of reprisal;
- Communicates health and safety issues in a way that is understandable to all workers;
- Ensures that workers comply with safe work practices.

Whom Does This Law Cover?
This law covers all City of Sonora employees in all job classifications, including administrative staff.

What Is Your Role?
Everyone has a role in workplace health and safety. Success in this effort requires a partnership of commitment and cooperation between you and the City of Sonora. As a minimum, the City provides training on how to work safely when you begin a new job, when a new potential hazard is added to your work environment and with each new job assignment.

You, as an employee, have an obligation to work in a safe, responsible manner and in accordance with the safety training that is provided. You also need to inform your supervisor about hazards you observe in the workplace and be generally familiar with your department's Injury and Illness Prevention Plan.

What You Need To Know

- The potential health and safety hazards of your job and how to protect yourself.
- How to report unsafe conditions; do not undertake a job that appears unsafe.
- Understand measures for minimizing exposures. These can include safe work practices, and personal protective equipment such as gloves, safety glasses and reflective vests. Personal protective equipment must be used when and where required and must be maintained properly.
- How to report any work-related injury or illness to your supervisor.
- What to do in an emergency.

How to Get More Information
If you have additional questions feel free to ask your Supervisor, Department Head, or Human Resources.

I have read the above information on the IIPP. I understand what the program is and what my initial responsibilities are.

_____	_____	_____
Print Name	Sign Name	Date

CITY OF SONORA

INJURY AND ILLNESS PREVENTION PROGRAM

July 2019

TABLE OF CONTENTS

Policy 1
Responsibility 1
Compliance 1
Communication 2
Hazard Assessment 2
Hazard Correction 2
Accident/Incident Investigations 3
Training 3
Record Keeping 3

APPENDICES

A. Hazardous/Unsafe Condition Report

B. Worker's Compensation Forms

B1. Supervisor's Report of Injury Form

B2. No-Medical Need injury/Exposure Report (NON-WORK COMP)

C1 & 2. Hazard Inspection Checklist

C1. General Office Environment

C2. Maintenance Area/Other

D. Employee Safety Training Matrix

E. Emergency Action Plan

F. Fire Prevention Plan

Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

Our IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

Responsibility

The City Administrator or an assigned designee is the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Department Heads and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

A copy of our IIPP is available from the Human Resources Department or our website.

Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Correcting behaviors of members for failure to comply with safe and healthful work practices.
- Discipline – Utilize Personnel rules/MOU's

Communication

All Department Heads and Supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their Department Heads and Supervisors about workplace hazards without fear of reprisal. The City's Hazardous/Unsafe Condition Report form is included in Appendix A. Hazard report forms may be submitted directly to the immediate supervisor and will be discussed at the appropriate employee staff or safety meetings. If the hazard affects more than one department, the form will be forwarded to the Human Resources Department.

Employees can report workplace hazards anonymously by calling, e-mailing or filing a written report to the attention of Human Resources.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Periodic safety communication during employee meetings.
- Posted or distributed safety information.

Hazard Assessment

Periodic inspections will be conducted on a quarterly basis to evaluate physical hazards, use of hazardous materials, and safe work practices. The appropriate Department Head or Supervisor will review inspection results and the effectiveness of corrective actions.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard, except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and actions taken.

The responsible supervisor of the employee will investigate all accidents and incidents promptly. The supervisor is required to complete the Supervisor's Report of Employee Injury form included in Appendix B, the form 5020, and the DWC1 Claim form. All forms will be completed within 24 hours and forwarded to Human Resources within three days of notification of the accident.* Note: If employee is seeking medical attention, supervisor must give treatment authorization form.

Training

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each Department Head or Supervisor will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Employee Safety Training matrix, located in Appendix D, outlines specific training requirements.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established.
- New employees are hired.
- Employees are reassigned to a new area or task with no prior training.
- New substances, operations, or equipment are introduced.

Record Keeping

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers.
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up.
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken.
- Regular program review.

Appendix A
Employee Hazardous/Unsafe Condition Report

Reporting Hazardous/Unsafe Condition*

Department:_____

Person Reporting: (optional)_____Contact Information (optional): _____

Location of Hazard: _____

Building: _____Floor: _____Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the Safety Officer or a member of the Safety Committee.

Description of unsafe condition or hazard: _____

_____

_____

What changes would you recommend to correct the condition or hazard? _____

_____

_____

Employee Signature: (optional) _____Date: _____

Management Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard? (Attach additional sheets if necessary.)

_____

_____

Proposed action to be taken to correct hazard or unsafe condition:

_____

_____

Signature of Investigating Party: _____Date: _____

Date reporting employee was notified of action taken (if not an anonymous report) _____

** We encourage our employees to report hazards and commend them for their safety awareness.*

Current Work comp forms inserted here

Appendix B - Worker's Compensation Forms

Appendix B1 - Supervisor's Report of Injury

Supervisor's Report of Injury

Employee name:_____ Position: _____

Department: _____ Volunteer: ☐ Yes ☐ No

Hire Date _____ Injury Date _____ Time _____ am/pm

Date Reported _____

Location of accident (be specific): _____

_____

Describe injury and ensuing treatment: _____

_____

_____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

_____

_____

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

_____

_____

Corrective action follow up date(s): _____

Investigation
Completed by:_____ Title:_____ Date: _____

Reviewed by:_____ Title_____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or Witnesses.

Appendix B2 – No-Medical Need injury/Exposure Report (NON-WORK COMP)

No-Medical Need Injury/Exposure Report (Non-Work Comp)

DO YOU NEED MEDICAL ATTENTION ☐ No ☐ Yes If Yes, STOP! WORK COMP FORMS NEEDED CONTACT YOUR IMMEDIATE SUPERVISOR.

Employee name:_____ Position: _____

Department: _____ Volunteer: ☐ Yes ☐ No

Hire Date _____ Injury Date _____ Time _____ am/pm

Date Reported _____

Location of Incident (be specific): _____

_____

Describe area affected or injured: _____

_____

_____

Describe the incident completely, including any first aid (what happened, i.e., actions, tools, area, conditions):

_____

_____

Employee Signature: _____ Date: _____

Contributing causes:

1. _____
2. _____
3. _____

Corrective action implemented (engineering, administrative): _____

_____

_____

Corrective action follow up date(s): _____

Investigation
Completed by:_____ Title:_____ Date: _____

Reviewed by:_____ Title_____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or Witnesses.

Appendix C1 - Hazard Inspection Checklist – General Office Environment
Page 1 of 2

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
	Building Exterior			
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	No large cracks or pot holes in parking lot			
4.	Sidewalks do not pose tripping hazards			
5.	Guard rails secure			
	Emergency Readiness			
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Blood borne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
	General Environment			
15.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
16.	Desks, chairs, cabinets, tables and furniture in good condition			
17.	Stairs and handrails in good condition			
18.	Shelves and bookcases secured and not overloaded			
19.	Heavy items are not stored above shoulder height			
20.	Office desk and file drawers are closed when not in use			
21.	Approved step stools or ladders are available to reach overhead items			
22.	Restrooms are in clean and sanitary condition			
23.	State/Federal labor postings are complete and posted in employee common areas			
24.	OSHA 300A Log is posted in employee common area (Feb. 1 – April 30)			
25.	Evacuation maps are posted			
26.	HVAC filters are changed and documented on a regular basis			
	Electrical			
27.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
28.	Cords are secured to prevent tripping hazard			
29.	Extension cords are used only for temporary power			
30.	Multi-extension cords are not in use			
31.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
32.	Lighting in all areas is adequate			
33.	Electrical panels are accessible (36"unobstructed access) and breakers are identified			
34.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

Appendix C1 - Hazard Inspection Checklist – General Office Environment
Page 2 of 2

Ref #	Area/Category	OK	Action Needed	N/A
	Hazardous Materials			
35.	Chemicals are stored properly			
36.	Chemicals are labeled with content and hazards			
37.	Safety Data Sheets (SDS) are available for all hazardous chemicals			
38.	Household chemical products being used for routine cleaning (no SDS required)			
	Appliances/Utensils			
39.	Kitchen appliances are clean and in good condition			
40.	Kitchen knives are stored in a knife block or separately from other utensils			
41.	Pot holders are available if cooking appliances are used			
42.	Mats are in place where water could be present on floor (sinks, water & ice dispensers)			
	Additional hazards identified during inspection			
43.				
44.				
45.				
46.				

Ref #	Location	Corrective Action Taken	Assigned To	Completion Date

Attach additional sheet if necessary

Corrective Action Reviewed by: _____ **Date:** _____

Appendix C2 - Hazard Inspection Checklist – Maintenance Area/Other
Page 1 of 3

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
	Building Exterior			
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	Sidewalks do not pose tripping hazards			
4.	Yard ground surface in good condition (no large cracks, holes, excessive water)			
5.	Perimeter fencing in good condition and security locks in working order			
	Emergency Readiness			
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Blood borne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
15.	Evacuation maps posted			
	General Environment			
16.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
17.	Floors are clean and in good condition			
18.	Lockers, chairs, cabinets, work tables and furniture in good condition			
19.	Work benches are clean and orderly			
20.	Shelving secure and not overloaded			
21.	Heavy items are not stored above shoulder height			
22.	Tools and materials are stored in an orderly manner			
23.	Office desk and file drawers are closed when not in use			
24.	Guardrails are in place for all second level storage			
25.	Approved step stools and ladders are available to reach overhead items			
	Electrical			
26.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
27.	Cords are secured to prevent tripping hazard			
28.	Extension cords are used only for temporary power			
29.	Multi-extension cords are not in use			
30.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
31.	Lighting in all areas is adequate			
32.	Electrical panels are accessible (36"unobstructed access) and breakers are identified			
33.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

Appendix C2 - Hazard Inspection Checklist – Maintenance Area/Other

Ref #	Area/Category	OK	Action Needed	N/A
	Hazardous Materials			
34.	Hazardous materials/chemicals are properly stored			
35.	Flammable/combustible liquids are stored in a UL listed flammable storage cabinet			
36.	Hazardous material containers are labeled with content and hazards			
37.	Secondary containers are labeled with content and hazards			
38.	Safety Data Sheets (SDS) are readily available for hazardous materials			
	Machinery/Equipment/Tools			
39.	Hand tools are in good condition (hammers, pliers, wrench, etc.)			
40.	Power tools are in good condition, with guards in place (grinders, saws, drills)			
41.	Pneumatic tools are in good condition			
42.	Portable ladders are in good condition			
43.	All other machines and equipment in good condition with guards in place			
44.	Large pieces of equipment (band saw, drill press, etc.) bolted to floor			
45.	Pressurized cylinders are secured with chain or strap to prevent tipping over			
46.	Ladders are secured when not in use to prevent tipping over			
47.	Mowers and landscaping equipment in good condition			
	Personal Protective Equipment (PPE)			
48.	Requirements posted at exposure areas (hearing, glasses, gloves, hardhat, etc.)			
49.	Department specific PPE is clean, in good condition, and properly stored			
50.	Emergency eye wash station accessible, in good condition and tested monthly			
51.	Employees who wear respirators have received an annual respirator fit test			
52.	Employees have been medically cleared to wear respirators			
53.	Respirators are stored properly			
54.	Respirator cartridges changed according to ESLI or city's change-out schedule			
	Service Vehicle Tool/Supply Inspection			
55.	Tools and parts stored safely			
56.	Hand and power tools in good condition			
57.	Ladders in good condition			
58.	Fire extinguisher in operating condition			
59.	Required PPE available and in good condition			
60.	First aid kit adequately stocked and contains no medicines			
	Additional hazards identified during inspection			
61.				
62.				
63.				
64.				
65.				
66.				
67.				
68.				

Appendix C2 - Hazard Inspection Checklist – Public Safety/Maintenance Shop

Ref #	Location	Corrective Action Taken	Assigned To	Completion Date

Attach additional sheet if necessary

Corrective Action Reviewed by: _____ **Date:** _____

Appendix D

CITY OF Sonora
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Police	Public Works	Community Service
Aerial Devices	I/(3yr)	3646, 3648		X		X	
Aerosol Transmissible Diseases	I/A	5199		X	X		
Aerosol Transmissible Diseases – Zoonotic (animal control)		5199.1			X		
Asbestos Awareness	I/A	1529, 5208		X		X	
Battery Handling & Maintenance	I	5185				X	
Blood borne Pathogens	I/A	5193		X	X	X	X
Compressed Gas Safety	I	3301, 3304		X		X	
Confined Space Awareness	I/U	5157, 5158		X		X	
Confined Space Entry	I/U	5157, 5158					
Defensive Driving (staff who drive while at work)	I	3203	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	3203	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	I	2299 - 2974		X		X	
Emergency Action/Fire Prevention	I/U	3220, 3221	X	X	X	X	X
Emergency Eye Wash	I	5162		X		X	

Training Frequency: **I** – Initial Exposure/New Employee **A** – Annual **U** – Update/Change **C** – Certification

Appendix D

CITY OF Sonora
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Police	Public Works	Community Service
Equipment Operation Safety (department specific)	I/U	Title 8 Index	X	X	X	X	X
Ergonomics - Office	I	5110	X	X	X	X	X
Ergonomics – Back Safety	I	5110	X	X	X	X	X
Excavation/Trenching/Shoring	I	1540				X	
Fall Protection	I	1670	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	3400	X	X	X	X	X
Forklift	I/C (3yr)	Article 24				X	
Hazard Communication (General)	I/U	5194	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	5192		X		X	
Hearing Conservation	I/A	5095	X	X	X	X	X
Heat Illness Prevention	A-Spring	3395	X	X	X	X	X
Heavy Equipment Operations	I/U	1590 - 1596		X		X	
Injury & Illness Prevention Program	I/U	3203	X	X	X	X	X
Ladder Safety	I	3276	X	X		X	X

Training Frequency: **I** – Initial Exposure/New Employee **A** – Annual **U** – Update/Change **C** – Certification

Appendix D

CITY OF Sonora
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Police	Public Works	Community Service
Lead Awareness	I/A	5216		X		X	
Lockout/Tag Out	I/U	3314		X		X	
Machine Shop Safety	I	3940		X		X	
New Employee Safety Orientation/Specific Job Hazards	I	3203	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	3380, 3385		X	X	X	
Pesticide Use Safety	I/U	5194				X	
Respiratory Protection	I/A	5144		X	X	X	
Rigging/Hoisting	I	5006		X		X	
Scaffold Safety	I/U	1637				X	
Standard Operating Procedures (department specific)	A	N/A	X	X	X	X	X
Supervisor Safety Training (designated employees)	I/U	3203	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	Article 20		X	X	X	X
Traffic Control & Flagger Training	I	1599		X	X	X	

Training Frequency: **I** – Initial Exposure/New Employee **A** – Annual **U** – Update/Change **C** – Certification

Appendix D

CITY OF Sonora
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Police	Public Works	Community Service
Tree Work	I	3421				X	
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848		X		X	
Workplace Violence	I	3203	X	X	X	X	X

Training Frequency: **I** – Initial Exposure/New Employee **A** – Annual **U** – Update/Change **C** – Certification

Place Holder for EAP Appendix E

Place Holder for FPP Appendix F

CITY OF SONORA

HAZARD COMMUNICATION PROGRAM

July 2019

TABLE OF CONTENTS

General 1
Program Administration 1
Hazardous Substances Inventory 1
Safety Data Sheet Requirements 2
Labels and Other Forms of Warning 2
Employee Information and Training 3
Non-routine Tasks Involving Hazardous Substances 4
Contractors 4
Record Keeping 4
Program Evaluation 4

Appendix

A. Hazardous Substance Inventory List

Hazard Communication Program

The Hazard Communication Program establishes the City of Sonora's procedures to inform employees of the hazardous substances to which Title 8, California Code of Regulations, Section 5194 expose them in the workplace as required. The hazard communication program includes specific procedures and defines responsibilities for the implementation of the program's critical elements:

- Maintain an inventory of hazardous substances
- Maintain Safety Data Sheets (SDSs) for products used in the workplace containing hazardous substances
- Ensure proper labels and other forms of warning
- Provide employee information and training
- Develop procedures for non-routine tasks involving hazardous substances
- Inform contractors of hazardous substances in work area
- Inform employees of contractor activities and hazardous substances
- Maintain compliance records for the program
- Conduct periodic evaluations of program effectiveness

The Hazard Communication Program applies to all employees (and temporary employees) who handle or may be exposed to hazardous substances during normal work, non-routine tasks or during a foreseeable emergency. In addition, this program may apply to visitors and contractors who handle or may be exposed to hazardous substances at City worksites.

Program Administration

- The Public Works Director is responsible for the implementation of this program and its review, maintenance and updating as necessary.

- All employees, including permanent and independent contractors, who may have exposure to hazardous chemicals during normal work or in emergencies must comply with the practices and procedures outlined in this program.

- The City of Sonora through people in specific supervisory positions will be responsible for maintaining Cal/OSHA records at all times.

- The City of Sonora through people in specific supervisory positions will be responsible for training, maintaining training records and making this program available to employees and contractors.

Hazardous Substances Inventory

The City will develop and maintain a current inventory of all hazardous substances to which employees may be exposed. Each Department Head or Supervisor will ensure the hazardous substances inventory (Appendix A) is completed for work areas under their direct supervision.

The Program Administrator will monitor the update of the hazardous substances inventory. The inventory provided by the manager/supervisor will include:

- List of chemical products in use (manufacturer name, product name)
- Physical location of storage area and work area/process where the product is used
- Hazardous substances contained in the product

Safety Data Sheet Requirements

SDS Management

Safety Data Sheets (SDS) is required for **every** hazardous chemical in the workplace with the following exclusions:

- Hazardous wastes regulated by the EPA
- Tobacco products
- Natural wood or chemically untreated wood products for retail sale
- Manufactured items, articles that do not result in an employee exposure such as items for immediate use or retail sale
- Food, drugs and cosmetics consumed or used by employees on the job
- Retail trade establishments
- Pesticide use regulated by California Dept. of Food and Agriculture
- Consumer products (**unless** quantities used or exposures are greater than ordinary home consumer quantities)

In work areas where employees handle hazardous substances only in sealed containers (e.g. warehouse, storage areas or transportation), we will obtain and maintain SDSs and make them readily available in the work area or in a central location.

Products containing hazardous substances may not be purchased or otherwise brought onto the facility unless a SDS has been obtained and the product reviewed for use in the workplace. Employees are not allowed to bring consumer products containing hazardous substances into the workplace for personal use or for any other purpose.

SDS Availability

The City will ensure employee access to SDSs on a 24-hour basis at each site. SDSs must be readily available for review to all employees in their work area during each work shift.

Where department employees travel to multiple worksites, we will retain SDSs at a primary central location and develop a method to ensure that employees can obtain the required information in an emergency.

Labels and Other Forms of Warning

The City requires legible labels and other forms of warning to clearly communicate the identity and hazards of the chemicals in all work areas. Managers and supervisors must comply with the labeling requirements of this program in work areas under their supervision and control.

Primary Container Labels
Workplace containers may use the same label provided on shipped containers for the chemical under the revised Global Harmonized System (GHS) rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Information System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised rule, e.g., no conflicting hazard warnings or pictograms. In order to ensure consistency, our City will transition to GHS-compliant labels as manufacturers and distributors provide labels in the new format for products in use in our facilities.

GHS-compliant labels require the following information:

- Pictograms (Eight GHS pictograms to convey hazard category information)
- Signal words ("Danger" or "Warning")
- Hazard statement (assigned to each GHS hazard category)
- Precautionary statement (to prevent effects of exposure)

Secondary Container Labels
Hazardous substances transferred from the original containers to a secondary portable container should be labeled with information consistent with the primary labeling method. GHS-compliant secondary labels will be provided where manufacturers and distributors have transitioned to the new format.

Note: Portable containers for immediate use during a single shift by a single employee who performs the transfer himself are exempt from the labeling requirements. It is the policy of our City to require labels on all secondary containers.

Individual Stationary Process Containers
Identification of the contents and hazards of materials contained in individual stationary process containers (e.g. storage tanks and other vessels) may be accomplished with signs, placards, or information contained in batch records or work instructions. The required label information must be included.

Employee Information and Training

Hazard Communication training is required for all employees who may be exposed to hazardous substances in the workplace or through a reasonably foreseeable emergency resulting from work operations. Employees are required to receive training on all hazardous substances in their work area upon initial assignment, whenever a new hazard is introduced and periodically thereafter. Employees are required to be trained in workplace specific materials and procedures. All training, including training conducted by a supervisor, will be documented and retained for a minimum of 5 years. Information and training must include:

- Overview of the hazard communication regulation
- Written hazard communication program and department specific procedures
- Location of hazardous substances inventory and SDSs at the site
- Information on GHS-compliant labels and SDS format

- Specific operations or work areas where hazardous substances are present
- Information on the physical and health hazards of substances
- Warning signs and symptoms for the hazardous substances in their work area
- Appropriate control measures such as work practices, personal protective equipment, local exhaust ventilation and emergency procedures
- Employees informed of right to medical and exposure records

Non-routine Tasks Involving Hazardous Substances

The Department Head /Supervisor of the site will identify non-routine tasks involving hazardous substances and use a job safety analysis or similar process to identify the hazards and precautions to be taken for non-routine, unusual, or high-hazard tasks. The site-specific addendum will identify the operations or types of operations that may be performed.

Contractors

Department Heads/Supervisors will ensure that outside contractors work safely in their facility or work area to protect employees from chemicals. SDSs will be requested and reviewed to ensure that employees will not be affected during the project. The City will provide the Contractor with information (SDS, labeling information) on hazardous substances in the City facility or work area where the Contractor employees may be located. The Department Head/Supervisor are responsible for giving and receiving information from contractors at this facility

Record Keeping

The Program Administrator is responsible for maintaining hazard communication compliance documents related to program oversight including the hazardous substances inventory, SDS information, employee-training records, and employee exposure records (e.g. air monitoring records) must be maintained for the duration of employment of any exposed employee plus 30 years.

Note: SDSs for products no longer used must also be maintained as described here.

Program Evaluation

Hazard communication program revisions will be made whenever a change in operations, program management, or regulatory requirements occurs. The City will conduct a periodic evaluation of the program and update as necessary.

Appendix A

Hazardous Substance Inventory List

Department:_____Building/Area: _____

Person taking inventory: _____

SUPPLIER	PRODUCT NAME	PURPOSE	SDS IN PLACE (Y/N)

CITY OF SONORA

HEAT ILLNESS PREVENTION PROGRAM

July 2019

TABLE OF CONTENTS

Outdoor Work Environments and Conditions 1
Weather Monitoring 2
Employee Acclimatization 2
Providing Water 3
Access to Shade 3
High-Heat Procedures (95° F) 4
Emergency Response Procedures 5
Supervisor and Employee Training 6

Appendix A
Heat Illness Employee Training Handout

Heat Illness Prevention Program

This program is in place to protect all employees from heat hazards posed by working in the outdoor environment, as required by the Heat Illness Prevention Regulation (Title 8 CCR 3395). We are committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training

Outdoor Work Environments and Conditions

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

- Building Inspector
- Special Programs Coordinator
- All Fire Department Positions
- Police Department position:
  - Community Service Volunteers
  - CSO
  - Officer
  - Sergeant
  - Lieutenant
  - Chief
- Public Works positions:
  - Public Works Assistant/Specialist
  - Public Works Supervisor
  - Equipment Mechanic
  - Supervising Mechanic

Weather Monitoring

Weather forecast
When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov, calling the local National Weather Service office, or watching the Weather Channel TV network. Work schedules will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

Weather monitoring prior to workday during times of risk
Prior to each workday, the supervisor will be responsible for monitoring the weather using www.weather.gov or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop, take these breaks, and closely observe all workers for signs of heat illness. The supervisor will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

The supervisor will be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95° F, additional preventive measures such as the high-heat procedures are implemented.

Employee Acclimatization

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. Cal/OSHA defines a heat wave as "any day in which the predicted high temperature will be at least 80°F AND at least 10°F higher than the average daily high in the preceding five days."

When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to

reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. The supervisor will:

- Stay alert to the presence of heat-related symptoms
- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

Providing Water

The supervisor will provide access to suitably cool (above ambient but not ice-cold) potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will encourage employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water will be placed as close as practical to where employees are working.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift, in containers that keep the water suitably cool, so each employee has access to one quart of water or more per hour.

Access to Shade

When the outdoor temperature in the work area exceeds 80° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will be either open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the worksite, trees or buildings may provide shade. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will be available in the rest area so that employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a "preventive cool-down rest" in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if they are experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have stopped.

If employees work in small groups, the supervisor will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

High-Heat Procedures (95° F)

During periods of high heat, when the outdoor temperature equals or exceeds **95° F**, it is crucial that employees be monitored for early signs and symptoms of heat illness. Supervisors will be available so employees at the work site can contact them. If a cell phone or two-way radio is used, reception must be validated.

Supervisors will remind employees to drink plenty of water throughout the work shift and take rest/recovery breaks when needed. In addition, the supervisor will make sure employees are monitored by implementing one or more of the following:

- Direct supervision and monitoring of employees
- Assign a buddy system where employees are paired up and stay in contact with each other throughout the day and directed to immediately report any signs or symptoms of heat illness to the supervisor
- Contact employees who work alone on a frequent basis to ensure the employee is ok

Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to appendix A for a detailed list of heat illnesses) a supervisor will:

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. The supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Provide workers and the foreman a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site
- Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

Supervisor and Employee Training

Employees
All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors
In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

Appendix A

Heat Illness Employee Training Handout

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation
The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

Written Heat Illness Prevention Program
We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your supervisor.

Work Environment and Conditions in Our Workplace
Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all-inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

Water
We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade
Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

High-Heat Procedures
When the outside temperature reaches or exceeds 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

Training
All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance or reporting symptoms to your supervisor, and how to get help in an emergency.

Types of Heat Illness
Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

Heat Stroke
The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion
Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Syncope
Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

Heat Cramps
Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

Heat Rash
Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

Sunburn
Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to illness that is more serious.

You can read the California heat illness prevention regulation for additional information on any specific program element at http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html.