

# Injury Illness Prevention Policy

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## 1.0 STATEMENT OF SAFETY POLICY

It is the policy of Casitas Municipal Water District to strive for the highest safety and health standards on all projects and work assignments. Safety is the result of careful attention to all District policies and procedures by all employees and management personnel.

Our safety program has been created to assure compliance with federal, state, and local regulations, with emphasis on the occupational safety and health act of 1970. We intend to prevent any human suffering as a result of accidents.

Our employees have the right to a safe and healthful work environment. They also share the responsibility of working and acting in a safe manner. Our safety policy can be summarized into one sentence:

*“If it can’t be done safely, we don’t want you to do it.”*

### 1.1 Objective

- 1.1.1 Establish and maintain an effective Injury and Illness Prevention Program (IIPP).
- 1.1.2 Provide a safe and healthy working environment for all employees.
- 1.1.3 Reduce the financial and human losses resulting from accidents and illnesses arising out of, or occurring in the course of, employment.
- 1.1.4 Establish safety policies, committees, training, etc., which will contribute to, and be a part of, the IIPP.

## 2.0 SAFETY PLAN STRUCTURE

### 2.1 General Manager

- 2.1.1 Responsible for overseeing the IIPP and designating the Safety Officer as the person who will be responsible for implementation of the IIPP.
- 2.1.2 Provide visible leadership and support to all programs and committees whose function it is to promote safety and health.

### 2.2 Safety Officer

- 2.2.1 Facilitate district-wide safety program
- 2.2.2 Act as liaison to General Manager, Human Resources Manager and Executive Administrator on safety and workers’ compensation issues.
  - 2.2.2.1 Provide input concerning incidents and injuries
- 2.2.3 Attend Safety Committee as representative of management
  - 2.2.3.1 Communicate employee safety concerns directly to management

- 2.2.3.2 Represent management perspective to issues discussed in meetings
- 2.2.4 Develop, implement and maintain effective safety programs through training, inspections and incentives

### **2.3 Human Resources Manager**

- 2.3.1 Overall responsibility for coordinating worker's compensation claim functions.
- 2.3.2 Record each injury or illness on the "CAL/OSHA Log and Summary of Occupational Injuries and Illnesses" (Form 300a) and posting it no later than February 1 of each year.
- 2.3.3 Prepare a supplementary record of occupational injuries and illnesses on "Employer's Report of Injury or Illness" (Form 5020).
- 2.3.4 District correspondence as it would relate to worker's compensation claims, etc.
- 2.3.5 If position is not filled, the Human Resources Manager's duties will be the responsibility of the Executive Administrator.

### **2.4 Safety Auditors (Safety Officer, annual representatives from the Safety Committee)**

- 2.4.1 Representatives appointed by Safety Officer
  - 2.4.1.1 Identify workplace hazards and safe work practices through annual inspections of the District with the Safety Officer.
  - 2.4.1.2 Initiate work order requests, submitting a copy to the section supervisor responsible for corrective action and the member of the safety committee responsible for tracking request.

### **2.5 Managers/Supervisors/Forepersons**

- 2.5.1 Appointed by the General Manager and oversee the following areas:
  - 2.5.1.1 Recreation
  - 2.5.1.2 Engineering
  - 2.5.1.3 Administration
  - 2.5.1.4 Distribution/Pipeline
  - 2.5.1.5 Water Quality Laboratory
  - 2.5.1.6 Treatment Plant
  - 2.5.1.7 District Maintenance
  - 2.5.1.8 Electrical & Mechanical
  - 2.5.1.9 Utilities
  - 2.5.1.10 Fisheries
  - 2.5.1.11 Water Conservation
- 2.5.2 Manager/Supervisor/Foreperson Duties
  - 2.5.2.1 Recognize hazards and potential hazards of each job supervised.
  - 2.5.2.2 Provide employee orientation and training, including

- tailgate session. Training records of each meeting should be recorded in Site Docs or Target Solutions.
- 2.5.2.3 Encourage employees to report unsafe conditions, and to submit suggestions for corrective actions.
  - 2.5.2.4 Ensure tools, protective clothing, equipment and protective devices are properly maintained and utilized. Document any defects.
  - 2.5.2.5 Monitor and document employee performance in regards to safety.
  - 2.5.2.6 Promptly investigate injuries and accidents and document the findings.
  - 2.5.2.7 Emphasize benefits of observing safety procedures, and using prescribed protective equipment to all employees.
  - 2.5.2.8 Continuously implement and evaluate procedures for detecting and correcting unsafe practices and working conditions.
  - 2.5.2.9 Enforce all safety rules, procedures, and policies and discipline employees who do not comply.
- 2.5.3 Manager/Supervisor/Foreperson Goals
- 2.5.3.1 Carry out all appropriate actions in the IIPP program, in a timely manner
  - 2.5.3.2 Ensure all direct reports comply with requirements of IIPP and all adopted safety policies
  - 2.5.3.3 Coach any employee, regardless of department, on safe practices if non-compliance is witnessed

## 2.6 All Casitas Employees

- 2.6.1 Promptly report to their supervisor, manager, Safety Officer or the Human Resources Manager:
  - 2.6.1.1 All incidents and injuries occurring within the course of their employment.
  - 2.6.1.2 Any and all potential safety violations and/or unsafe conditions.
- 2.6.2 Promptly discuss with their supervisors, the Safety Committee, Safety Officer or the District Management mitigation procedures for any unsafe condition or potential safety violation.
- 2.6.3 Follow all instructions provided in safety training
- 2.6.4 Carry out safety instructions.
- 2.6.5 Know where to find safety data sheets for chemicals in the workplace.
- 2.6.6 Follow all safe practices as listed in safety manual

## **3.0 CODE OF SAFE PRACTICES**

### **3.1 General**

- 3.1.1 All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the lead person or supervisor.
- 3.1.2 Lead persons and supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to safely conduct the work, and shall take such action as necessary to obtain observance.
- 3.1.3 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.
- 3.1.4 Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of employees shall be prohibited.
- 3.1.5 Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- 3.1.6 No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury.
- 3.1.7 Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the lead persons or supervisor.
- 3.1.8 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 have received instructions to safely do so from their lead person or supervisor.
- 3.1.9 All injuries shall be reported promptly to the lead person or supervisor so that arrangements can be made for medical or first aid treatment.
- 3.1.10 Materials, tools, or other objects shall not be thrown from buildings or structure until proper precautions are taken to protect others from the falling objects.

### **3.2 Use of Tools and Equipment**

- 3.2.1 All tools and equipment shall be maintained in good condition.
- 3.2.2 Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
- 3.2.3 Only appropriate tools shall be used for the job.
- 3.2.4 Tools should only be used in the manner for which they were designed and approved by the manufacturer
- 3.2.5 Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

### **3.3 Machinery and Vehicle**

- 3.3.1 Only authorized persons shall operate machinery or equipment.
- 3.3.2 Loose or frayed clothing, or long hair, dangling ties or jewelry, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement. Finger rings shall not be worn around electrical equipment.
- 3.3.3 Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- 3.3.4 Employees shall not work under vehicles supported by jacks or chains hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
- 3.3.5 Air hoses shall not be disconnected at compressors until hose line has been bled.
- 3.3.6 Tractors, bulldozers, back hoes, and motor vehicles shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes. All required safety equipment shall be worn while operating machinery and vehicles.
- 3.3.7 Vehicles shall be operated in conformance with State law.

## **4.0 INCIDENT PREVENTION**

### **4.1 All Employees shall:**

- 4.1.1 Work toward safe and healthful working conditions and actively contribute to the success of the overall safety program
- 4.1.2 Be able to talk with their supervisor about any safety issues, and talk to the Safety Committee, Safety Officer or the General Manager if the issue is unresolved, without fear of reprisal.
- 4.1.3 Receive training in general safe work practices, and specific training with regard to hazards unique to any job assignment. (Example: hazardous substances, confined spaces, respirators and emergency procedures)
- 4.1.4 Be given information and training about potential health hazards of materials and chemicals, including Safety Data Sheets.
- 4.1.5 Be able to refuse work which would violate a health and safety standard or order where such violation would pose a real and apparent hazard to his/her safety or health.
- 4.1.6 Be able to watch the employer monitor, and measure harmful substances in the workplace that are subject to Cal/OSHA standards.
- 4.1.7 Be told by the employer if he/she is being, or has been exposed to, concentrations of harmful substances higher than the exposure limits allowed by Cal/OSHA standards.
- 4.1.8 Be able to see copies of records of exposure to toxic substances



- and harmful physical agents and medical records maintained by the employer and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
- 4.1.9 Be able to request inspection of the worksite by making a complaint about unsafe or unhealthful working conditions to 1) Supervisor, Safety Committee, Safety Officer or District Management; or if no response forthcoming to 2) Cal/OSHA, who will keep the name of the person who makes a complaint confidential.
  - 4.1.10 Have an employee representative accompany the employer or employer's representative and the Cal/OSHA representative on an inspection.
  - 4.1.11 Be able to see any citation the employer receives posted at or near the place where the violation occurred.
  - 4.1.12 Adhere to all safety rules and regulations.
  - 4.1.13 Report unsafe conditions and practices immediately to Manager, Supervisor, Safety Committee, Safety Officer or General Manager.
  - 4.1.14 Coach fellow employees on safe work practices when appropriate.
  - 4.1.15 Maintain good housekeeping duties pertaining to their work assignments.
  - 4.1.16 Report all injuries, no matter how minor, to a supervisor, the Safety Committee, Safety Officer or District Management, as soon as possible during the shift on which the injury occurred.
  - 4.1.17 Wear and use the proper safety equipment, as required.
  - 4.1.18 Maintain equipment in good condition with all safety guards in place when operating.

## **4.2 Managers/Supervisors/Forepersons shall:**

- 4.2.1 Request education and training services, including on-site consultation services, on matters concerning occupational safety and health.
- 4.2.2 Petition for changes in Cal-OSHA standards or rules if deemed necessary by the District.
- 4.2.3 Apply for variances from the requirements of standards if deemed necessary by the District.
- 4.2.4 Participate in the inspection of the facilities.
- 4.2.5 Contest any citations, penalties and abatement (correction) requirements through both formal and informal proceedings.
- 4.2.6 Be given, by the manufacturer, an SDS for any hazardous substances or follow-up if not received.
- 4.2.7 Maintain a place of employment that is safe and healthful for the employees therein.
- 4.2.8 Comply with occupational safety and health standards, rules, regulations, and orders. Ideally, this compliance is done voluntarily or at the initiative of the employer.
- 4.2.9 Notify employees that safety violations will be taken seriously,

documented, and appropriate disciplinary action will be taken when and if violations occur.

## 5.0 EMPLOYEE RECOGNITION

CMWD is committed to continually improving our safety program and the culture of safety within the District. It is the District's belief that reinforcing safe behavior through positive reinforcement is a crucial part of any safety program. To meet that end, CMWD has developed a Safety Incentive Program (SIP).

The SIP is a dynamic program that will be adjusted and improved upon to generate the most effective results. A description of the incentive program can be found in Attachment B.

## 6.0 DISCIPLINARY ACTION POLICY

Disciplinary measures may follow these steps, but are not limited to:

### 6.1 Step 1: Oral Warning

- 6.1.1 When a violation occurs, the employee is formally warned
- 6.1.2 The conversation is documented

### 6.2 Step 2: Written Warning

- 6.2.1 If the employee continues to break the rule(s), he/she is given a written warning citing the infraction(s) and the corrective action to be taken.
- 6.2.2 One copy of this warning goes to the employee; the other is put into his/her personnel file.

### 6.3 Step 3: Suspension

- 6.3.1 If the need for a suspension occurs, based on past warnings, severity or other reasons, the General Manager may suspend the employee.

### 6.4 Step 4: Dismissal

- 6.4.1 Termination of an employee, should that become necessary, shall be done by the General Manager.

### 6.5 Disclaimer

- 6.5.1 If the number or severity of violation requires, in the opinion of the manager/supervisor, escalated disciplinary measures may be implemented at any step, up to and including dismissal without a requirement to implement the steps in order.

## 7.0 SAFETY COMMITTEE GUIDELINES

The Safety Committee will represent a cross section of the District and shall be appointed by Managers/Supervisors. They will:

- 7.1 Meet each month at a time agreed upon by the committee

- 7.2 Share specific safety information with other employees within their department
- 7.3 Review the documentation of safety problems and recommend practical solutions and follow up to ensure solutions are implemented
- 7.4 Review documentation of investigations of Incident/Injury Reports
- 7.5 Review documentation of investigations of Safety Inspection reports and ensure their completion in a timely manner.
- 7.6 Review investigations of alleged hazardous conditions brought to the attention of the district or any committee member.
- 7.7 Submit recommendations to the Staff committee to assist in the evaluation of employee safety.
- 7.8 Document all meetings and make available to all affected employees.
- 7.9 Each department shall have an alternate. In the member's absence, the alternate shall attend meetings and act on their behalf, when feasible.
- 7.10 Provide input on CMWD safety training.
- 7.11 Be encouraged to participate in activities of the committee as well as serving in positions within the committee.

## 8.0 WORKPLACE INSPECTIONS

All CMWD employees are responsible for watching for any potential safety issues, whether from equipment or work practices. Any issues discovered should be brought to the attention of a Supervisor, Manager, safety committee member, or the Safety Officer.

CMWD will incorporate inspections on multiple levels to ensure compliance with procedures detailed in the IIPP and adopted safety policies.

### 8.1 Safety Committee Inspections

- 8.1.1 A complete Inspection of all District facilities will occur annually.
- 8.1.2 The inspectors will consist of the Safety Officer and a member of the safety committee.
- 8.1.3 The purpose will be to reveal and document any unsafe conditions or regulatory issues that need to be addressed.

### 8.2 Safe Work Practices – Scheduled

- 8.2.1 The Safety Officer and/or Management will schedule times with departments to witness employees working and verify they understand the safety policies.
- 8.2.2 These inspections will occur a minimum of one time per year.
- 8.2.3 Focus of inspection is to ensure safe work environments exist and that proper behaviors are understood and followed.
- 8.2.4 For tasks that cannot be scheduled, the Safety Officer must be contacted when the event occurs.

### 8.3 Safe Work Practices – Unscheduled

8.3.1 The Safety Officer and/or Management will periodically perform unscheduled audits of work zones to ensure compliance with OSHA, Cal-OSHA and NFPA regulations along with District policy

### 8.4 “Safe-T-Request” Form

8.4.1 Intended to encourage the free expression of safety concerns without fear of negative consequences

8.4.2 Employees are encouraged to inform a Safety Committee member, the Safety Officer, their supervisor, or District management personnel immediately of any situation beyond their ability or authority to correct

8.4.3 This form, or an oral suggestion, will be treated confidentially – signature is optional

8.4.4 The form can be found in the

8.4.4.1 Google Team Drive > District Wide > SAFETY > FORMS > New Safety Request Form

8.4.4.2 Employee Intranet Site: <https://www.cmwdstaff.com/safety-call-for-action>

## 9.0 INCIDENT INVESTIGATION

It is the policy of CMWD to carry out a thorough program of incident investigation. The primary goal of the Incident Investigation program is the prevention of future, similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers' Compensation Insurance Carrier.

### 9.1 Responsibility

9.1.1 Employees shall fill out the Employee’s Report of Injury Form report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*.

9.1.1.1 Form stored in Google Drive > Shared Drives > District Wide > FORMS > Safety/Incident Reports

9.1.1.2 Form stored in Employee Intranet Site:

<https://www.cmwdstaff.com/injury-near-miss>

9.1.2 Supervisory personnel will be primarily responsible for making an investigation of all incidents in their areas of responsibility when

9.1.2.1 Complete the Supervisor’s Incident Investigation Report

9.1.2.1.1 Form stored in Google Drive > Shared Drives > District Wide > FORMS > Safety/Incident Reports

9.1.2.1.2 Form stored in Employee Intranet Site:

<https://www.cmwdstaff.com/injury-near-miss>

9.1.3 Incidents involving fire, death, serious injury, or extensive property damage, or the possibility of, will be investigated jointly by the Safety Officer, District Management, and Supervisor.

- 9.1.4 When an employee is injured at work, the Supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment.
- 9.1.5 The Supervisor must then begin to investigate and document the circumstances of the accident.
- 9.1.6 The Safety Officer is responsible for
  - 9.1.6.1 Ensuring the investigation is completed thoroughly
  - 9.1.6.2 Information about the incident is presented to Safety Committee without divulging the victim's information
  - 9.1.6.3 Ensuring prevention recommendations are completed within the designated time frame

## **9.2 Scene Examination**

- 9.2.1 Go to the scene of the incident as soon as possible.
- 9.2.2 Reconstruct the chain of events leading to the incident.
- 9.2.3 Interview victim and crew members. Timing is critical. Based on the seriousness of the injury, the interview should be made as soon as possible, but no later than one business day.
- 9.2.4 Obtain names of any witnesses and their location at the time of the incident and interview them as soon as possible.
- 9.2.5 Inspect physical evidence, take immediate steps to prevent a similar incident from occurring, (wipe up spill, post signs, lock/tag out equipment, barricade the area, etc.).
- 9.2.6 Take photographs, if warranted. Draw a diagram of the location if it will be helpful in reaching a conclusion.
- 9.2.7 Collect any evidence that may be helpful in determining cause of incident.
- 9.2.8 Provide documentation to District management.

## **9.3 Incident Documentation**

All documentation is privileged information and should be forwarded to your supervisor

- 9.3.1 Make notes concerning all pertinent facts. Record all information necessary to ensure an accurate and complete report.
- 9.3.2 Note any unsafe conditions.
- 9.3.3 Write your incident report giving a complete, accurate account on the Incident Report Form.
- 9.3.4 Report findings to Safety Officer and District Management.

In order for the Supervisor's Report to be effective, it should contain, at a minimum, a detailed answer to the following questions:

- 9.3.5 What was the employee doing?
- 9.3.6 What happened?
- 9.3.7 What caused the incident?
- 9.3.8 What can be done to prevent a similar incident?

## 9.4 Corrective Action

After an incident investigation has been completed, it is critical to do everything possible to prevent similar incidents. The most thorough incident investigation is unproductive if it does nothing to prevent further incidents from taking place.

- 9.4.1 Follow up to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
- 9.4.2 Publicize corrective action taken, so that all may benefit from the experience.

## 9.5 Keys to Follow

- 9.5.1 Refer the injured for medical treatment, if necessary.
- 9.5.2 Determine what happened.
- 9.5.3 Determine the incident cause.
- 9.5.4 Take immediate corrective action, if warranted.
- 9.5.5 Accurately document details of the incident.
- 9.5.6 Report incident/findings to management.
- 9.5.7 Submit recommendation for corrective action.

The Supervisor's Report, along with the Incident worker's compensation claim form, if applicable, must be submitted to Human Resources Manager not later than **24 hours after the incident including injuries that occur on a weekend or holiday.**

## 9.6 Injury Procedures

It is the responsibility of every employee to report all injuries regardless of how minor the injury appears. Even minor cuts and abrasions can become infected if not properly cared for.

- 9.6.1 Supervisor's Responsibility
  - 9.6.1.1 Render or arrange for first aid.
  - 9.6.1.2 Arrange for medical treatment, if appropriate:
    - 9.6.1.2.1 The Supervisor and the employee together should decide if treatment by a physician is necessary.
    - 9.6.1.2.2 No employee should be denied medical treatment if that is the employee's choice.
    - 9.6.1.2.3 The Supervisor should refer the employee for treatment by either calling and making the appointment or notifying the Human Resources Manager.
  - 9.6.1.3 Provide injured employee with Workers' Compensation Claim Form (DWC-1) within 24 hours of the injury.
    - 9.6.1.3.1 Form stored in Google Drive > Shared Drives > District Wide > FORMS > Safety/Incident Reports
    - 9.6.1.3.2 Form stored in Employee Intranet Site:  
<https://www.cmwdstaff.com/injury-near-miss>
    - 9.6.1.3.3 If the employee is not at work, mail the form to the employee's home within 24 hours. Do not wait for

- the employee to return to work even if expected the next day.
- 9.6.1.3.4 Complete the bottom section of the Workers' Compensation Claim Form (DWC-1) as follows:
    - 9.6.1.3.4.1 Date Casitas management was made aware of the injury.
    - 9.6.1.3.4.2 Date form given to employee, or date mailed. If mailed, write "mailed (date)".
    - 9.6.1.3.4.3 Leave blank until form returned by employee.
    - 9.6.1.3.4.4 Signature of person providing form to employee.
    - 9.6.1.3.4.5 Title of person providing form.
    - 9.6.1.3.4.6 Casitas phone number.
  - 9.6.1.3.5 Remove the goldenrod "Employer's copy", and give the others to the employee.
  - 9.6.1.4 Complete an Incident Report Form.
    - 9.6.1.4.1 It is the supervisor's responsibility to conduct the investigation into the accident and complete the report and provide the documented information to the District Management personnel.
    - 9.6.1.4.2 Conduct a thorough investigation into the causes of the accident. (Refer to Incident Investigation Sections 9.1 through 9.5.)
  - 9.6.2 The Safety Officer is responsible for ensuring the incident investigation was conducted properly and mitigation measures were implemented, if a preventable incident.
  - 9.6.3 The Supervisor will be kept up-to-date on the employee's progress, expected date of return to work, and the availability of modified duty through the Human Resources Manager.
  - 9.6.4 No employee is permitted to return to work without a proper release from the treating physician.
    - 9.6.4.1 Notation of any work restrictions should be made and provided to the Manager / Supervisor and the Human Resources Manager.
    - 9.6.4.2 It is Casitas' policy to provide modified duty whenever possible.
  - 9.6.5 Employees who are able to do so, and who have adequate transportation, should transport themselves. Otherwise, transportation should be arranged by the Supervisor.
    - 9.6.5.1 For serious medical emergencies requiring immediate treatment, call 911.
  - 9.6.6 The Human Resources Manager will complete the current Workers Compensation Carrier's Employer's Report of Occupational Injury of Illness form.
  - 9.6.7 Take whatever corrective action is necessary to eliminate the hazard or condition that caused the accident.
    - 9.6.7.1 May include employee training, retraining or discipline.

- 9.6.8 If an industrial injury/incident causes an employee to lose time from their job, the District requires physician information related to light duty abilities, and/or estimated length of absence to plan for coverage of job duties during the period that an employee is absent.
- 9.6.9 Cal-OSHA Serious Injury Reporting
  - 9.6.9.1 CMWD shall notify Cal-OSHA when a death or serious injury occurs within 8 hours of injury
  - 9.6.9.2 A “serious injury” is any injury or illness occurring in a place of employment or in connection with any employment which requires:
    - 9.6.9.2.1 In-patient hospitalization for purposes other than medical observation.
    - 9.6.9.2.2 The loss of any member of the body.
    - 9.6.9.2.3 Any serious degree of permanent disfigurement.
    - 9.6.9.2.4 Impairment sufficient to cause a part of the body or the function of an organ to become permanently and significantly reduced in efficiency on or off the job, including, but not limited to, depending on the severity, second-degree or worse burns, crushing injuries including internal injuries even though skin surface may be intact, respiratory illnesses, or broken bones.

## **9.7 Employee Responsibility**

- 9.7.1 Ensure the doctor’s authorization (indicating employee’s need to be absent due to an industrial injury) be sent to their supervisor or the Human Resources Manager as soon as possible following the employee’s examination
- 9.7.2 Ensure authorization extending a leave of absence is provided to the Supervisor or Human Resources Manager prior to the expiration of the leave
- 9.7.3 The Supervisor or Human Resources Manager is not responsible for contacting the employee or their doctor for this information
- 9.7.4 If an employee fails to provide an industrial leave authorization and/or extension of such leave to the District, or follow through on any of the responsibilities listed above, the employee may be considered for disciplinary action, pursuant to District policy.

## **10.0 CORRECTION OF UNSAFE CONDITIONS PROCEDURES**

Workplace hazards are to be corrected as soon as possible after they are identified.

### **10.1 Methods of Identifying Workplace Hazards**

- 10.1.1 Safety Committee Inspections
- 10.1.2 Safe Work Practices Inspection – Scheduled
- 10.1.3 Safe Work Practices Inspection – Unscheduled
- 10.1.4 Safe-T-Requests



### 10.1.5 Job Hazard Assessments (JHA)

## 10.2 Methods of Correcting Workplace Hazards

### 10.2.1 Corrective Actions

10.2.1.1 Hazards that have been identified in Site Docs and a Corrective Action is created.

10.2.1.2 Corrective actions are tracked by the Safety Officer to ensure completion.

10.2.2 The Safety Committee reviews all incident and injury investigation reports, liability and workers' compensation reports, and employee suggestions. The committee submits recommendations to assist in the evaluation of corrective action and employee safety.

## 11.0 TRAINING

As safety is the responsibility of every employee, the importance of safety education and its documentation cannot be overlooked. Safety training can be provided online, in videos, classroom setting, or on-the-job. The education includes:

### 11.1 Orientation Training

11.1.1 A general overview of CMWD safety guidelines will be given by the Safety Officer, Department Manager or Supervisor.

11.1.2 Safety training, specific to the job tasks, will be provided by employee's Supervisor or the Safety Officer **prior** to beginning work.

11.1.3 Safety orientation training will be provided to an employee who is transferred to a new position by the department's Manager or Supervisor.

### 11.2 Cal-OSHA Required Training

11.2.1 CMWD will provide all initial and refresher training for safety regulations as required by Cal-OSHA regulations.

11.2.2 Refresher training will occur within the required timeframes listed in the relevant regulations.

### 11.3 Tailgate Safety Talk

11.3.1 Will be used to address specific issues that need to be communicated based on near misses, observed hazards, upcoming tasks/duties, or other issues

### 11.4 Safety Training

11.4.1 The Safety Officer will assign safety trainings on topics based on risks associated with positions

11.4.2 All employees are required to complete training within the established time limits.

11.4.2.1 Requests for extensions should be made in advance to the Safety Officer.

### 11.5 Postings of Required Legal Notices

11.5.1 Name and address of Casitas' workers compensation carrier.

11.5.2 Name, address and phone number of emergency medical care.

### 11.5.3 OSHA 300 Log.

## 12.0 DISTRICT POLICIES

CMWD has developed safety programs and policies that meet regulatory requirements, and provide procedures that will ensure a safe workplace. These programs and policies are continually reviewed based on changes to working conditions and/or regulatory requirements. The following examples represent some, but not all, of CMWD's adopted safety programs and policies:

- 12.1 Bloodborne Pathogens Exposure Control Program
- 12.2 Confined Space Program
- 12.3 Electrical Safety Program
- 12.4 Excavation Safety Program
- 12.5 Eye Protection Program
- 12.6 Hazard Communication Program
- 12.7 Heat Illness Prevention Program
- 12.8 Respiratory Protection Program

All adopted programs can be accessed in the Google Team Drive > District Wide > SAFETY > Adopted Policies folder or the Casitas Intranet Site ([www.cmwdstaff.com/policies](http://www.cmwdstaff.com/policies)). Contact your supervisor or manager if you are unable to access these written programs and policies.

## 13.0 FORMS

Documenting actions regarding safety is a fundamental part of any safety program. The CMWD safety program is not a static document but a dynamic platform that is in a continuous state of improvement to continually reduce the risk of injury in the workplace. Because of these changes and to better ensure that the most recent versions of safety documents are readily available, no example forms will be provided in the IIPP. All current up-to-date forms referenced in the IIPP or any other safety program or policy can be found in the Google Team Drive > District Wide > SAFETY > FORMS > Incident Reports folder or Casitas Employee Intranet Site ([www.cmwdstaff.com/injury-near-miss](http://www.cmwdstaff.com/injury-near-miss)).

## 14.0 ENVIRONMENTAL HEALTH & SAFETY (EHS) SOFTWARE

CMWD will be using an EHS software program to increase compliance and reduce risk by providing information in the field and capturing data to evaluate trends. Information about the software program and procedures associated with it can be found as Attachment A to the IIPP program.

## ATTACHMENTS

- Attachment A – EHS Software Summary**
- Attachment B – Incentive Program Summary**

# ATTACHMENT A

## EHS Software Summary

### Target Solutions:

This is the training platform for all employees. Video safety training will be scheduled through here and all safety courses will be recorded in this system. Courses attended on your own that are related to your job or any additional certificates can be uploaded into this system.

The screenshot displays the Target Solutions software interface. At the top, there is a navigation bar with links for Home, Administration, Community Resources, Account, and Help. Below this, the interface is divided into several sections:

- Left Sidebar:** Contains the CASITAS Municipal Water District logo and a list of navigation options: Home, My Assignments, Self-Assign, My History, My Credentials, My Events, File Center, and Forum.
- Schedule Table:** A table listing training courses with their names and due dates.

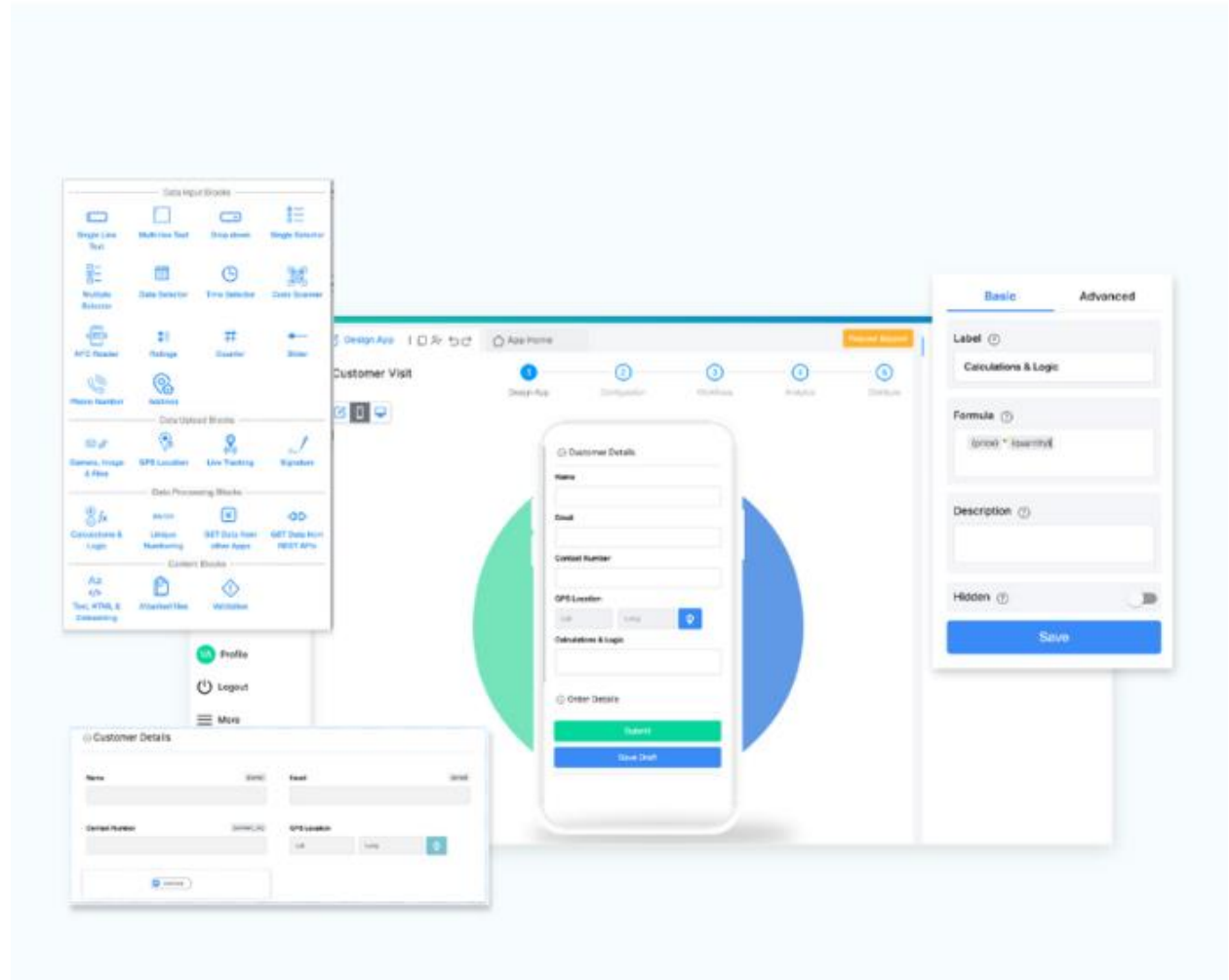
NAME	DUE DATE
Heat Illness Prevention Plan Training Orientation - Districtwide	Aug 03, 2018
PAPR Training Respiratory Protection - Treatment Plant	Jul 07, 2018
Respiratory Protection Plan Training- General Respiratory Protection - General	Jul 07, 2018
Hot Work Permit Training Hot Work	Aug 03, 2018
Training - CPR, First Aid, AED CPR/First Aid/AED	Nov 05, 2018
Safe Driving Course Safe Driving	Apr 20, 2019
Confined Space Entry Supervisor Training Confined Space	May 24, 2019
Excavation - Competent Person Excavation	May 26, 2019
Conflict Resolution Training Personal Safety	Jun 15, 2019
Traffic Zone Safety Training Traffic Safety	Oct 04, 2019
- Calendar:** A calendar for February 2018, showing days from Sunday to Saturday. The 5th is highlighted.
- Bulletin Board:** A section with a welcome message: "Welcome to Target Solutions! Please let me know if there are any issues or concerns regarding this platform." followed by a sign-off: "Thank You, Greg Romey, Safety Officer".

Site Location: [Target Solutions Website](#)

Username: email address (after initial set up) – if you do not have an email address, then first initial last name – ex. John Smith = jsmith



Clappia is an app building software that allows interactive digital forms to be completed while creating a process flow for notifications. Safety inspections and other forms will be completed on this platform. Some users will have access to the Clappia app while others will be provided links to open public forms.



## ATTACHMENT B

### Incentive Program Summary

The incentive is currently under construction with the Safety Committee. The purpose is to generate safety metrics that can be tracked and used as a means of rewarding those employees who are complying with the safety programs.

A list of potential metrics are:

- Individual
  - Training Completed on Time
  - # of Near Miss Forms Completed
  - # of Safety Observations Completed
  - # of permits completed
- Department
  - % of trainings completed
  - Average score on audit

These are just examples and do not reflect what the final design of the incentive program will be. Additional information will be forthcoming once a reliable means of capturing the data required for the metrics is established.