

RESOLUTION NO. 2017-244

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF ROCKLIN APPROVING AND AUTHORIZING THE CITY MANAGER TO
EXECUTE THE CITY OF ROCKLIN INJURY AND ILLNESS PREVENTION POLICY
AND RESCINDING RESOLUTION NOS. 93-171 & 2012-32

WHEREAS, pursuant to California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §3203, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing; and

WHEREAS, City Public Services has performed a program review and is replacing the current City of Rocklin Injury and Illness Prevention Policy adopted by Resolution Nos. 93-171 and 2012-32; and

WHEREAS, the purpose of this resolution is to define responsibilities related to the establishment, implementation and maintenance of the City's programs related to occupational safety and health; and

WHEREAS, adoption of the updated Injury and Illness Prevention Policy demonstrates the City's commitment to fulfilling their purpose of ensuring the health and safety of City employees

Section 1. The City Council of the City of Rocklin hereby approves and adopts the City of Rocklin Injury and Illness Prevention Policy attached hereto as Exhibit A.

Section 2. The Injury and Illness Prevention Program attached hereto as Exhibit B will be a separate program administered by the City Manager or his/her designee.

Section 3. Resolution Nos. 93-171 and 2012-32 are hereby rescinded.

PASSED AND ADOPTED this 14th day of November, 2017 by the following vote:

AYES:	Councilmembers:	Janda, Broadway, Yuill
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	Gayaldo, Patterson
ABSTAIN:	Councilmembers:	None



Scott Yuill, Mayor

ATTEST:



Barbara Ivanusich, City Clerk

EXHIBIT A

Exhibit A

City of Rocklin Injury & Illness Prevention Program

Policy Statement

It is the policy of the City of Rocklin to provide a safe and healthful environment for our employees and the general public. We strive to eliminate unnecessary hazards by providing specific safety policies and procedures and creating an atmosphere that promotes safety.

The following Injury and Illness Prevention Program (IIPP) has been developed to provide safety and loss control guidelines to protect people from injury or illness; to reduce the risk of loss to real property and business assets; and to meet the regulatory requirements of federal, state, and local government agencies.



Ricky A. Horst, City Manager

November 14, 2017

Date

Exhibit B



City of Rocklin

**INJURY & ILLNESS
PREVENTION PROGRAM**

NOVEMBER 2017

Table of Contents

Policy Statement.....	1
Purpose.....	2
Responsibilities.....	3
Compliance.....	4
Communication.....	5
Hazard Identification & Evaluation.....	6
Injury/Illness Investigation.....	7
Correction of Hazards.....	8
Training.....	9
Recordkeeping.....	10
Attachment A Hazardous/Unsafe Condition Report.....	11
Attachment B Supervisors' Report of Employee Injury / Cal/OSHA Form 301 Injury and Illness Incident Report (equivalent).....	12
Attachment C Employee Acknowledgement Form.....	13
Attachment D Physical Hazard Inspection Checklist – City Hall.....	14
Attachment E Physical Hazard Inspection Checklist – Corporation Yard.....	16
Attachment F Physical Hazard Inspection Checklist – Parks & Recreation.....	20
Attachment G Physical Hazard Inspection Checklist – Police Department.....	23
Attachment H Physical Hazard Inspection Checklist – Fire Department.....	27
Attachment I All Department Employee Safety Training Matrices.....	32
Administrative Services.....	33
Economic & Community Development.....	35
Central Services.....	37
Public Services.....	39
Parks & Recreation.....	41
Police Department.....	43
Fire Department.....	45

NOVEMBER 2017

Policy Statement

It is the policy of the City of Rocklin to provide a safe and healthful environment for our employees and the general public. We strive to eliminate unnecessary hazards by providing specific safety policies and procedures and creating an atmosphere that promotes safety.

The following Injury and Illness Prevention Program (IIPP) has been developed to provide safety and loss control guidelines to protect people from injury or illness; to reduce the risk of loss to real property and business assets; and to meet the regulatory requirements of federal, state, and local government agencies.

Ricky A. Horst, City Manager

Date

Purpose

The City of Rocklin has established, implemented and is maintaining this written Injury and Illness Prevention Program (IIPP). This program has been established in accordance with Title 8, California Code of Regulations, and Section 3203 of the General Industry Safety Orders. The IIPP includes the following elements: Responsibilities, Compliance, Communication, Hazard Identification and Evaluation, Injury/Illness Investigation, Correction of Hazards, Training, and Recordkeeping.

The City is committed to controlling work-place hazards and correcting hazardous conditions or practices as they occur or are recognized. This commitment is backed by strong organizational policies, procedures, employee recognitions and disciplinary actions as necessary to ensure employee compliance with safe and healthful work practices.

This IIPP applies to all City of Rocklin departments and employees providing services at all facilities, workplaces and events.

Responsibilities

All employees are responsible for following the City's written and verbal safety policies and procedures.

1. IIPP Administrator

The City of Rocklin Director of Public Services is the IIPP Administrator, per the City Manager. Responsibilities include the implementation and maintenance of the City of Rocklin IIPP and ensuring that workplace accidents are reported timely and properly investigated.

2. Management

Management includes directors, managers and supervisors. Management is responsible for implementation of the IIPP within their respective departments, training employees to perform their jobs properly and safely and shall teach, demonstrate, observe, and enforce compliance with established safety standards.

3. Employees

Each employee is responsible to comply with the IIPP and to perform their work duties in a safe manner at all times. Employees should ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training with respect to safely performing their duties.

Compliance

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

The systems to ensure all employees comply with these practices include the following:

1. Informing employees of the requirements within our IIPP in a readily understandable language.
2. Posting City and Department policies and procedures on: The Public Employee Drive.
3. Training employees on general safety policies, rules and work practices.
4. Including an evaluation of compliance with safe work practices and procedures in employee performance evaluations
5. Recognizing employees who perform safe and healthful work practices.
6. Providing additional training to employees whose safety performance is deficient.
7. Disciplining employees who fail to follow safe work practices and/or procedures, or who violate safety rules or directives in accordance with Personnel Rules & Regulations and/or the applicable memorandum of understanding.

Communication

Our communication system includes:

1. Two-Way Communication between management and staff on perceived safety and health hazards or suggestions for improvement.
2. New employee orientation that includes a review of the IIPP and a discussion of safety policies and procedures that the employee is expected to follow.
3. Safety meetings and trainings.
4. Distribute safety notifications.
5. Safety Data Sheets, posters and warning labels, as appropriate.
6. Other appropriate methods of communicating pertinent safety and health information will be implemented as such methods are identified.

Safety Suggestions and Hazard Reporting:

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. While the City prefers that safety reports and suggestions are made in writing, employees can also make such suggestions and reports orally. The employee may report a hazard to his or her supervisor, the IIPP Administrator or to other management personnel.

Employees may report hazards anonymously by completing the Hazardous/Unsafe Condition Report form (see Attachment A) without contact information and submitting the form via inter-office mail to the Director of Public Services. The form is located: on the public employee drive.

When Safety Suggestions or Hazards are reported:

1. No employee shall be retaliated against for reporting potential or actual hazards or for making safety suggestions.
2. Management will review all safety suggestions and hazard reports.
3. If an employee's name is included with a hazard report or safety suggestion, the reporting employee will be notified about any non-confidential corrective action that is taken with respect to the hazard report or safety suggestion.
4. Resolution or management response of safety issues will be documented on the Hazardous/Unsafe Condition Report" (Attachment A).
5. The folder titled "SAFETY" on the City's public employee drive will be used for all safety program documents forms and safety information to be accessible to all employees.

Hazard Identification & Evaluation

Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While the City encourages all employees to continuously identify and correct workplace hazards and poor safety practices, certain situations require formal evaluation and documentation.

1. Safety Inspections

Annual safety inspections will be conducted by a manager and/or supervisor and at least one non-supervisory employee (Attachments D - H). When possible, it is the intent of the City to abate any hazard which gives rise to a risk of imminent harm to any person. Any recommendations for future corrective action will be timely filed with the IIPP Administrator or the assigned safety representative for the specific area.

2. Additional Inspections

Inspections will also be conducted in accordance with the following:

- a. When we initially establish our IIPP.
- b. When new substances, processes, procedures, or equipment presenting a new safety or health hazard are introduced into the workplace.
- c. When new or previously unrecognized hazards are recognized.
- d. When occupational injuries and illnesses occur.
- e. When workplace conditions warrant an inspection.

Injury/Illness Investigation

1. Investigation

All incidents resulting in injury or property damage will be timely investigated to determine the primary and contributing causes. The primary and contributing causes for workplace accidents will be documented and analyzed to assist the City in taking corrective action to prevent similar accidents from occurring in the future.

2. Reporting

All facts, findings, and recommendations uncovered during workplace investigations will be documented on the Supervisor's Report of Employee Injury Form / Cal/OSHA Form 201 Injury and Illness Incident Report (equivalent) (Attachment B). Management will review all reports with a view towards determining adequacy of corrective action.

3. Reporting to Cal-OSHA

The following incidents must be reported to the Cal-OSHA Sacramento District office by calling (916) 263-2800 within 8 hours of occurrence by the IIPP Administrator, the Battalion Chief Rocklin Fire Department, or designee:

- a. Incidents resulting in employee death;
- b. Injury or illness requiring in-patient hospitalization for more than 24-hours for other than medical observation; and
- c. Loss of any member of the body or serious permanent disfigurement.

The following information must be provided, if available:

- Establishment name, address and telephone number
- Time and date of the accident/event
- Name and job title of the person reporting the incident
- Address of the accident/event site
- Name of person to contact at the accident/event site
- Name and address of injured employees
- Nature of the injuries
- Location where injured employee(s) were taken for medical treatment
- List of the law enforcement agencies present at the accident/event site
- Brief description of the incident

Correction of Hazards

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected in a timely manner depending upon the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When hazards are observed or discovered;
2. When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, the City will ensure that all exposed workers are removed from the area except the personnel necessary to correct the hazard who have been provided with the necessary safeguards and training to correct the hazard; and
3. All corrective actions taken shall be documented on the appropriate City incident forms.

Training

All employees will participate in health and safety training on general and job-specific hazards and safe work practices. Management will be trained on all health and safety hazards which employees under their immediate direction and control are exposed.

Training will be provided when:

1. The IIPP is first established and/or substantially amended.
2. New employees are hired.
3. Employees are reassigned to a new area or task with no prior training.
4. New substances, operations, facilities or components of a facility, or equipment are introduced.

Department and job specific training requirements are identified in the Employee Safety Training Matrices located in Attachment I.

Recordkeeping

All of the following IIPP documentation is maintained for three years:

1. Safety trainings for each employee will include the employee's name, training dates, type of training and training providers.
2. Inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices, identified corrective action, and follow up.
3. Incident investigations that identify the primary and contributory causes and corrective action taken.
4. Program reviews.

Attachment A
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.

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 the 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) _____

**** Please note: Employees can report unsafe conditions anonymously without fear of reprisal using Inner-office mail to the Director of Public Services. We encourage our employees to report hazards and commend them for their safety awareness.***

Attachment B
Supervisor's Report of Employee Injury /
Cal/OSHA Form 301 Injury and Illness Incident Report (equivalent)

Employee Name: _____ Position: _____ Dept.: _____

Date of Birth: _____ Hire Date: _____ Injury Date: _____ Date Reported: _____

Time of
Time Employee Began Work: _____ ☐ am ☐ pm • Event: _____ ☐ am ☐ pm • Volunteer: ☐ yes ☐ no • ☐ Male ☐ Female

Location of incident (be specific, include address and surroundings): _____

What was the employee doing just before the incident occurred? (Describe activity as well as tools, equipment or materials employee was using)

What happened? (How did incident happen, use additional paper if needed) _____

What object or substance injured employee? (Leave blank if question does not apply) _____

What factors contributed to the incident occurring?

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

What corrective actions were implemented to prevent incident from reoccurring?

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

Describe the injury: _____

Name of Treating Physician or Medical Facility: _____

Treated in Emergency? ☐ yes ☐ no • Admitted to Hospital? ☐ yes ☐ no • If incident resulted in death date of death: _____

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

Attachment C
Employee Acknowledgement Form

City of Rocklin Injury and Illness Prevention Program

Employee Last Name: _____

Employee First Name: _____

City Department: _____

Employee Position/Title: _____

Employee Phone Number: _____

I certify that I have received, reviewed and read a copy of the City of Rocklin's Injury and Illness Prevention Program (IIPP) and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practice information received in this based safety orientation and IIPP review.

Signature: _____ Date: _____

Attachment D
City of Rocklin – City Hall
Physical Hazard Inspection Checklist

Inspector: _____

Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			
7. Fixed ladders in good condition.			
8. Material stored outside is orderly and out of pathways of equipment and personnel.			
OFFICES/LOBBY/CONFERENCE ROOMS/STORAGE ROOMS/BATHROOMS			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear.			
10. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
11. First Aid supplies stocked per City policy or practice.			
12. Emergency lighting battery tested monthly.			
13. Smoke detectors functioning (battery checked if applicable).			
14. Door locks operating.			
15. Evacuation maps posted where required.			
General Environment			
16. Walkways are clear of obstructions (debris, cords, wet surface).			
17. Stair handrails in good condition.			
18. Floors are clean and in good condition (carpet, rugs, and tile).			
19. Desks, chairs, cabinets, tables and all furniture in good condition.			
20. Shelves and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
21. Step stools and ladders (Type I or II rated) available and in good condition.			
22. Bathrooms in sanitary condition.			
23. AED(s) are inspected/tested on a monthly basis.			
24. Suspended objects are securely attached (pictures, screens, projectors, speakers)			
Electrical			
25. Electrical cords and plugs in good condition (no exposed or taped wire).			
26. Surge protectors in place for computer equipment.			
27. No multi-extension cord usage.			
28. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
29. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
30. If allowed, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials (Chemicals)			
31. Janitor closet is clean and orderly.			

Attachment D

CITY OF ROCKLIN – CITY HALL
Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
32. Hazardous material containers are labeled with content and hazards.			
33. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
34. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
35. Paper cutter in good condition with guard in place.			
KITCHEN AREA/BREAK ROOMS			
General Environment			
36. Walkways are clear of obstructions (food, debris, cords, wet surface).			
37. Floors are clean and in good condition (carpet, rugs, and tile).			
38. Chairs, tables, cabinets and all furniture in good condition.			
39. Shelves, cabinets and bookshelves secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
40. Electrical cords and plugs in good condition (no exposed or taped wire).			
41. No multi-extension cord usage.			
42. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
43. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
44. Kitchen appliances clean and in good condition. No frayed electrical cords.			
45. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
46. Pot holders readily available.			
ADDITIONAL HAZARDS IDENTIFIED DURING INSPECTION			*Action Needed
1.			
2.			
3.			
4.			
5.			

REF #:	CORRECTIVE ACTION:	ASSIGNED TO:	COMPLETION DATE:

Attachment E
City of Rocklin – Corporation Yard
Physical Hazard Inspection Checklist

Inspector: _____

Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR, PARKING LOT AND YARD			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs, parking lot and yard is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag).			
General Work Environment			
4. Exterior walkways, yard ground surface and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			
7. Fixed ladders in good condition.			
8. Material stored outside is orderly and out of pathways of equipment and personnel.			
9. Perimeter fencing in good condition and security locks in working order.			
10. Heavy equipment is parked in the designated areas.			
11. Pallets stored safely (stacked flat on the ground)			
12. Above ground fuel storage tanks in good operating condition.			
13. Forklift Operations (Pre-use inspections, operator training, parking)			
OFFICES/LOBBY/CONFERENCE ROOMS/STORAGE ROOMS/BATHROOMS			
Emergency Readiness			
14. Emergency exits marked and pathways to exits are clear.			
15. Fire extinguishers marked, on bracket, easily accessible and inspected monthly.			
16. First Aid supplies stocked per City policy or practice.			
17. Emergency lighting battery tested monthly.			
18. Smoke detectors functioning (battery checked if applicable).			
19. Door locks operating.			
20. Evacuation maps posted where required.			
General Environment			
21. Walkways are clear of obstructions (debris, cords, wet surface).			
22. Stair handrails in good condition.			
23. Floors are clean and in good condition (carpet, rugs, and tile).			
24. Desks, chairs, cabinets, tables and all furniture in good condition.			

Attachment E**CITY OF ROCKLIN – CORPORATION YARD**
Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
25. Shelves and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
26. Step stools and ladders (Type I or II rated) available and in good condition.			
27. Bathrooms in sanitary condition.			
28. AED(s) are inspected/tested on a monthly basis.			
29. Suspended objects are securely attached (pictures, screens, projectors, speakers)			
Electrical			
30. Electrical cords and plugs in good condition (no exposed or taped wire).			
31. Surge protectors in place for computer equipment.			
32. No multi-extension cord usage. (daisy chain)			
33. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
34. Electrical panels accessible (36" unobstructed access), breakers identified and all covers in place.			
35. If allowed, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials (Chemicals)			
36. Janitor closet is clean and orderly.			
37. Hazardous material containers are labeled with content and hazards.			
38. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
39. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
40. Paper cutter in good condition with guard in place.			
KITCHEN AREA/BREAK ROOMS			
General Environment			
41. Walkways are clear of obstructions (food, debris, cords, wet surface).			
42. Floors are clean and in good condition (carpet, rugs, and tile).			
43. Chairs, tables, cabinets and all furniture in good condition.			
44. Shelves cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
45. Electrical cords and plugs in good condition (no exposed or taped wire).			
46. No multi-extension cord usage.			
47. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
48. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
49. Kitchen appliances clean and in good condition. No frayed electrical cords.			

Attachment E

CITY OF ROCKLIN – CORPORATION YARD Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
50. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
51. Pot holders readily available.			
INTERIOR WORK AREA/MACHINE SHOP/EQUIPMENT STORAGE			
Emergency Readiness			
52. Emergency exits marked and pathways to exits are clear.			
53. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
54. First Aid supplies stocked per City policy or practice.			
55. Emergency lighting batteries tested monthly.			
56. Smoke detectors tested monthly.			
57. Emergency eyewash & shower station documented monthly flow test and in good working order. Dust caps in place.			
General Environment			
58. Walkways are clear of obstructions (cords, wet surface).			
59. Floors are clean and in good condition (carpet, rugs, and tile).			
60. Work areas are clean (minimal dust and debris).			
61. All furniture in good condition.			
62. Shelves cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
63. Electrical cords and plugs in good condition (no exposed or taped wire).			
64. No multi-extension cord usage.			
65. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
66. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
Hazardous Materials (Chemicals)			
67. Hazardous materials/chemicals properly stored.			
68. Flammable/Combustible liquids stored in a UL listed Flammable Liquid Storage Cabinet.			
69. Hazardous material primary/secondary containers are labeled with content and hazards.			
70. Safety Data Sheets readily available for all hazardous materials.			
71. Hazardous waste containers are labeled with contents and accumulation start date. Liquids supported by secondary containment.			
72. Gas cylinders properly secured. (Caps on, chained up, spare oxy-acetylene separation)			
Machinery/Equipment/Tools			
73. Hand tools inspected and in good condition (hammers, pliers, wrench, etc.).			
74. Power tools inspected, are in good condition, with guards in place (grinders, saws, drills).			

Attachment E

CITY OF ROCKLIN – CORPORATION YARD
Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
75. Pneumatic tools inspected and in good condition with locking device in place.			
76. Air compressor in good operating condition (Cal/OSHA pressure vessel certificate posted)			
77. Step stools & ladders (Type I or II rated) available and in good condition.			
78. All other machines and equipment in good condition with guards in place.			
79. Tools & equipment designed to be mounted (floor/table) are secured. (Press, drill press, bench grinder, etc.)			
80. All tools and equipment properly stored in designated areas.			
Personal Protective Equipment (PPE)			
81. PPE requirements posted at exposure areas (hearing, safety glasses, gloves, hard hat, etc.)			
82. Department specific PPE is clean, in good condition, and properly stored.			
ADDITIONAL HAZARDS IDENTIFIED DURING INSPECTION			*Action Needed
1.			
2.			
3.			
4.			
5.			

REF #:	CORRECTIVE ACTION:	ASSIGNED TO:	COMPLETION DATE:

Attachment F
City of Rocklin – Parks & Recreation
Physical Hazard Inspection Checklist

Inspector: _____

Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			
7. Fixed ladders in good condition.			
8. Material stored outside is orderly and out of pathways of equipment and personnel.			
OFFICES/LOBBY/CONFERENCE ROOMS/STORAGE ROOMS/BATHROOMS			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear.			
10. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
11. First Aid supplies stocked per City policy or practice.			
12. Emergency lighting battery tested monthly.			
13. Smoke detectors functioning (battery checked if applicable).			
14. Door locks operating.			
15. Evacuation maps posted where required.			
General Environment			
16. Walkways are clear of obstructions (debris, cords, wet surface).			
17. Stair handrails in good condition.			
18. Floors are clean and in good condition (carpet, rugs, and tile).			
19. Desks, chairs, cabinets, tables and all furniture in good condition.			
20. Shelves and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
21. Step stools and ladders (Type I or II rated) available and in good condition.			
22. Bathrooms in sanitary condition.			
23. AED(s) are inspected/tested on a monthly basis.			
24. Suspended objects are securely attached (pictures, screens, projectors, speakers)			
Electrical			
25. Electrical cords and plugs in good condition (no exposed or taped wire).			
26. Surge protectors in place for computer equipment.			

Attachment F

CITY OF ROCKLIN – PARKS & RECREATION

Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
27. No multi-extension cord usage.			
28. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
29. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
30. If allowed, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials (Chemicals)			
31. Janitor closet is clean and orderly.			
32. Hazardous material containers are labeled with content and hazards.			
33. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
34. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
35. Paper cutter in good condition with guard in place.			
KITCHEN AREA/BREAK ROOMS			
General Environment			
36. Walkways are clear of obstructions (food, debris, cords, wet surface).			
37. Floors are clean and in good condition (carpet, rugs, and tile).			
38. Chairs, tables, cabinets and all furniture in good condition.			
39. Shelves, cabinets and bookshelves secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
40. Electrical cords and plugs in good condition (no exposed or taped wire).			
41. No multi-extension cord usage.			
42. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
43. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
44. Kitchen appliances clean and in good condition. No frayed electrical cords.			
45. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
46. Pot holders readily available.			

Attachment F

CITY OF ROCKLIN – PARKS & RECREATION

Physical Hazard Inspection Checklist

ADDITIONAL HAZARDS IDENTIFIED DURING INSPECTION		*Action Needed
1.		
2.		
3.		
4.		
5.		

REF #:	CORRECTIVE ACTION:	ASSIGNED TO:	COMPLETION DATE:

Attachment G
City of Rocklin – Police Department
Physical Hazard Inspection Checklist

Inspector: _____

Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			
7. Fixed ladders in good condition.			
8. Material stored outside is orderly and out of pathways of equipment and personnel.			
OFFICES/LOBBY/CONFERENCE ROOMS/STORAGE ROOMS/BATHROOMS			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear.			
10. Fire extinguishers marked, on bracket, easily accessible and inspected monthly.			
11. First Aid supplies stocked per City policy or practice.			
12. Emergency lighting battery tested monthly.			
13. Smoke detectors functioning (battery checked if applicable).			
14. Door locks operating.			
15. Evacuation maps posted where required.			
General Environment			
16. Walkways are clear of obstructions (debris, cords, wet surface).			
17. Stair handrails in good condition.			
18. Floors are clean and in good condition (carpet, rugs, and tile).			
19. Desks, chairs, cabinets, tables and all furniture in good condition.			
20. Shelves and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
21. Step stools and ladders (Type I or II rated) available and in good condition.			
22. Bathrooms in sanitary condition.			
23. AED(s) are inspected on a monthly basis			
24. Suspended objects are securely attached (pictures, screens, projectors, speakers)			
Electrical			
25. Electrical cords and plugs in good condition (no exposed or taped wire).			
26. Surge protectors in place for computer equipment.			

Attachment G**CITY OF ROCKLIN – POLICE DEPARTMENT****Physical Hazard Inspection Checklist**

	OK	*Action Needed	N/A
27. No multi-extension cord usage.			
28. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
29. Electrical panels accessible (36" unobstructed access), breakers identified and all covers in place.			
30. If allowed, portable heaters in good condition (if not permitted, remove from use).			
Hazardous Materials (Chemicals)			
31. Janitor closet is clean and orderly.			
32. Hazardous material containers are labeled with content and hazards.			
33. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
34. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
35. Paper cutter in good condition with guard in place.			
KITCHEN AREA/BREAK ROOMS			
General Environment			
36. Walkways are clear of obstructions (food, debris, cords, wet surface).			
37. Floors are clean and in good condition (carpet, rugs, and tile).			
38. Chairs, tables, cabinets and all furniture in good condition.			
39. Shelves cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
40. Electrical cords and plugs in good condition (no exposed or taped wire).			
41. No multi-extension cord usage.			
42. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
43. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
44. Kitchen appliances clean and in good condition. No frayed electrical cords.			
45. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
46. Pot holders readily available.			
LOCKER ROOM & HOLDING			
General Environment			
47. Walkways are clear of obstructions (debris, cords, wet surface).			
48. Floors are clean and in good condition (carpet, rugs, and tile).			
49. Lockers secured. Lockers and benches in good condition.			
50. Bathrooms and showers in sanitary condition.			

Attachment G

CITY OF ROCKLIN – POLICE DEPARTMENT
Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
Electrical			
51. Electrical cords and plugs in good condition (no exposed or taped wire).			
52. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials (Chemicals)			
53. Hazardous materials/chemicals properly stored (i.e. tear gas).			
54. Hazardous material containers are labeled with content and hazards.			
55. Safety Data Sheets readily available for all hazardous materials.			
Machinery/Equipment/Tools			
56. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
Personal Protective Equipment			
57. First Aid supplies stocked per City policy or practice.			
58. Disposable gloves available (stocked in the first aid kits).			
59. Respirators in good condition and properly stored (gas masks, N95 respirators)			
GARAGE BAY			
General Environment			
60. Walkways are clear of obstructions (debris, cords, wet surface).			
61. Floors are clean and in good condition (carpet, rugs, concrete and tile).			
62. Shelves, cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
63. Step stools & ladders (Type I or II rated) available and in good condition.			
Electrical			
64. Electrical cords and plugs in good condition (no exposed or taped wire).			
65. No multi-extension cord usage (daisy-chain)			
66. Electrical panels accessible (36" unobstructed access), breakers identified and all covers in place.			
67. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			

Attachment G

CITY OF ROCKLIN – POLICE DEPARTMENT
Physical Hazard Inspection Checklist

Additional hazards identified during inspection	*Action Needed
1.	
2.	
3.	
4.	
5.	

REF #:	CORRECTIVE ACTION:	ASSIGNED TO:	COMPLETION DATE:

Attachment H
City of Rocklin – Fire Department
Physical Hazard Inspection Checklist

Inspector: _____

Date: _____

	OK	*Action Needed	N/A
BUILDING EXTERIOR AND PARKING LOT			
Emergency Readiness			
1. Pathways from exit doors are clear.			
2. Lighting around pathways, stairs and parking lot is adequate. Bulbs in working order.			
3. Fire sprinkler system (water valve open & locked, water pressure, current inspection tag)			
General Work Environment			
4. Exterior walkways and parking lot in good condition (large cracks, holes, excessive water).			
5. Building windows/doors in good condition.			
6. Stair handrails in good condition.			
7. Fixed ladders in good condition.			
8. Material stored outside is orderly and out of pathways of equipment and personnel.			
OFFICES/LOBBY/CONFERENCE ROOMS/STORAGE ROOMS /BATHROOMS			
Emergency Readiness			
9. Emergency exits marked and pathways to exits are clear.			
10. Fire extinguishers marked, on bracket, easily accessible and inspected monthly.			
11. First Aid supplies stocked per City policy or practice.			
12. Emergency lighting battery tested monthly.			
13. Smoke detectors functioning (battery checked if applicable).			
14. Door locks operating.			
15. Evacuation maps posted where required.			
General Environment			
16. Walkways are clear of obstructions (debris, cords, wet surface).			
17. Stair handrails in good condition.			
18. Floors are clean and in good condition (carpet, rugs, and tile).			
19. Desks, chairs, cabinets, tables and all furniture in good condition.			
20. Shelves and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
21. Step stools & ladders (Type I or II rated) available and in good condition.			
22. Bathrooms in sanitary condition.			
23. AED(s) are inspected on a monthly basis.			
24. Suspended objects are securely attached (pictures, screens, projectors, speakers)			
Electrical			
25. Electrical cords and plugs in good condition (no exposed or taped wire).			
26. Surge protectors in place for computer equipment.			
27. No multi-extension cord usage.			
28. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
29. Electrical panels accessible (36" unobstructed access), breakers identified and all covers are in place.			
30. If allowed, portable heaters in good condition (if not permitted, remove from use).			

Attachment H

CITY OF ROCKLIN – FIRE DEPARTMENT
 Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
Hazardous Materials (Chemicals)			
31. Janitor closet is clean and orderly.			
32. Hazardous material containers are labeled with content and hazards.			
33. Safety Data Sheets are available for all hazardous chemicals.			
Machinery/Equipment/Tools			
34. Hand/power tools in good condition (hammer, screw driver, drill, etc.).			
35. Paper cutter in good condition with guard in place.			
LIVING AREA/MEETING ROOM			
Emergency Readiness			
36. Emergency exits marked and pathways to exits are clear.			
37. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
38. Emergency lighting battery tested monthly.			
39. Smoke detectors functioning (battery checked if applicable).			
40. Door locks operating.			
41. Evacuation maps posted where required.			
General Environment			
42. Stair handrails in good condition.			
43. Stair lighting is adequate.			
44. Walkways are clear of obstructions (debris, cords, wet surface).			
45. Floors are clean and in good condition (carpet, rugs, and tile).			
46. All furniture is in good condition.			
47. Shelves, cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
48. Suspended objects are securely attached (pictures, screens, projectors, speakers).			
Electrical			
49. Electrical cords and plugs in good condition (no exposed or taped wire).			
50. Surge protectors in place for computer equipment.			
51. No multi-extension cord usage.			
52. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
KITCHEN AREA & DINING ROOM			
General Environment			
53. Walkways are clear of obstructions (food, debris, cords, wet surface).			
54. Floors are clean and in good condition (carpet, rugs, and tile).			
55. Chairs, tables, cabinets and all furniture in good condition.			
56. Shelves, cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
Electrical			
57. Electrical cords and plugs in good condition (no exposed or taped wire).			
58. No multi-extension cord usage.			
59. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials			
60. Cleaning chemicals are labeled with content and hazards.			
Machinery/Equipment/Tools			
61. Kitchen appliances clean and in good condition. No frayed electrical cords.			

Attachment H

CITY OF ROCKLIN – FIRE DEPARTMENT
Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
62. Kitchen knives stored in a knife block or separately from other utensils.			
Personal Protective Equipment			
63. Pot holders readily available.			
SLEEPING QUARTERS			
Emergency Readiness			
64. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
65. Emergency lighting battery tested monthly.			
66. Smoke detectors functioning (battery checked if applicable).			
67. Door locks operating.			
General Environment			
68. Walkways are clear of obstructions (debris, cords, wet surface).			
69. Floors are clean and in good condition (carpet, rugs, and tile).			
70. All furniture in good condition.			
71. Shelves and bookcases secure and not overloaded. No storage within 24" from ceiling.			
Electrical			
72. Electrical cords and plugs in good condition (no exposed or taped wire).			
73. No multi-extension cord usage.			
74. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
TOILET/SHOWER/LOCKER ROOM			
General Environment			
75. Walkways are clear of obstructions (debris, cords).			
76. Floors are clean and in good condition.			
77. Lockers and benches in good condition.			
78. Stalls, sinks and showers in sanitary condition.			
Electrical			
79. Electrical cords and plugs in good condition (no exposed or taped wire).			
80. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
Hazardous Materials (Chemicals)			
81. Cleaning chemicals are labeled with content and hazards.			
APPARATUS & EQUIPMENT SERVICE AREAS			
Emergency Readiness			
82. Emergency exits marked and pathways to exits are clear.			
83. Fire extinguishers marked, on bracket, easily accessible, and inspected monthly.			
84. First Aid supplies stocked per City policy and practice.			
85. Emergency lighting battery tested monthly.			
86. Smoke detectors functioning (battery checked if applicable).			
87. Emergency eyewash & shower station documented monthly flow test and in good working order. Dust caps in place.			
General Environment			
88. Walkways are clear of obstructions (cords, wet surface).			
89. Floors are clean and in good condition (carpet, rugs, and tile).			
90. Work areas are clean (minimal dust and debris).			
91. All furniture in good condition.			
92. Shelves, cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			

Attachment H

CITY OF ROCKLIN – FIRE DEPARTMENT

Physical Hazard Inspection Checklist

	OK	*Action Needed	N/A
Electrical			
93. Electrical cords and plugs in good condition (no exposed or taped wire).			
94. No multi-extension cord usage.			
95. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
96. Electrical panels accessible (36" unobstructed access), breakers identified, and all covers in place.			
Hazardous Materials (Chemicals)			
97. Hazardous materials/chemicals properly stored.			
98. Flammable/combustible liquids stored in a UL listed flammable liquid storage cabinet.			
99. Hazardous material primary/secondary containers are labeled with content and hazards.			
100. Safety Data Sheets readily available for all hazardous materials.			
101. Hazardous waste containers labeled with content and accumulation start date. Liquids supported by secondary containment.			
102. Bio-hazard and medical waste containers labeled and closed/sealed at ¾ capacity.			
Machinery/Equipment/Tools			
103. Hand tools inspected and in good condition (hammers, pliers, wrench, etc.)			
104. Power tools inspected, in good condition, with guards in place (grinders, saws, drills).			
105. Pneumatic tools inspected and in good condition (locking device in place)			
106. Air compressor in good operating condition (CalOSHA pressure vessel certificate posted)			
107. Step stools & ladders (Type I or II rated) available and in good condition.			
108. All other machinery and equipment in good condition with guards in place.			
109. All tools and equipment properly stored in designated areas.			
110. Generator room (no storage, clean)			
Personal Protective Equipment (PPE)			
111. PPE requirements posted at exposure areas (hearing, safety glasses, gloves, hard hat, etc.)			
112. Department specific PPE is clean, in good condition, and properly stored.			
113. SCBA bottles stored properly			
GARAGE			
General Environment			
114. Walkways are clear of obstructions (food, debris, cords, wet surface).			
115. Floors are clean and in good condition.			
116. Shelves, cabinets and bookcases secure and not overloaded. Storage maintained 24" below ceiling if no sprinklers or 18" if sprinklers.			
117. Step stools and ladders (Type I or II rated) available and in good condition.			
Electrical			
118. Electrical cords and plugs in good condition (no exposed or taped wire).			
119. No multi-extension cord usage.			
120. Lighting is adequate. Light bulbs are in working order and fixtures operate properly.			
TRAINING TOWER			
121. Stair steps & handrails in good condition.			
122. Pathways free of trip/fall hazards and sharp objects.			

Attachment H

CITY OF ROCKLIN – FIRE DEPARTMENT
Physical Hazard Inspection Checklist

ADDITIONAL HAZARDS IDENTIFIED DURING INSPECTION	*Action Needed
1.	
2.	
3.	
4.	
5.	

REF #:	CORRECTIVE ACTION:	ASSIGNED TO:	COMPLETION DATE:

Attachment I
City of Rocklin – All Departments
Training Matrices

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – ADMINISTRATIVE SERVICES	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administrative Services
Aerial Devices	P/(3yr)	3646, 3648		
Aerosol Transmissible Diseases	P/A	5199	X	
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1		
Asbestos Awareness	P/A	1529, 5208	X	
Battery Handling & Maintenance	P	5185		
Bloodborne Pathogens	P/A	5193	X	
Compressed Gas Safety	P	3301, 3304	X	
Confined Space Awareness	P/U	5157, 5158	X	X
Confined Space Entry	P/U	5157, 5158	X	
Defensive Driving (staff who drive while at work)	P	3203	X	X
Electrical Safety (General Awareness)	P/U	3203	X	
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974		
Emergency Action/Fire Prevention	P/U	3220, 3221	X	X
Emergency Eye Wash	P	5162		
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X
Ergonomics - Office	P	5110	X	X
Ergonomics – Back Safety	P	5110	X	X
Excavation/Trenching/Shoring	P	1540	X	
Fall Protection	P	1670	X	
First Aid/CPR (designated staff)	P/C (2yr)	3400	X	
Forklift	P/C (3yr)	Article 24	X	
Hazard Communication (General)	P/U	5194	X	
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X	
Hearing Conservation	P/A	5095	X	

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – ADMINISTRATIVE SERVICES	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administrative Services
Heat Illness Prevention	A-Spring	3395		
Heavy Equipment Operations	P/U	1590 - 1596		
Injury & Illness Prevention Program	P/U	3203		X
Ladder Safety	P	3276	X	X
Lead Awareness	P/A	5216	X	
Lockout/Tag Out	P/U	3314	X	
Machine Shop Safety	P	3940	X	
New Employee Safety Orientation/Specific Job Hazards	P	3203		X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X	
Pesticide Use Safety	P/U	5194		
Respiratory Protection	P/A	5144	X	
Rigging/Hoisting	P	5006		
Scaffold Safety	P/U	1637	X	
Standard Operating Procedures (department specific)	A	N/A		X
Supervisor Safety Training (designated employees)	P/U	3203		X
Tools – Hand & Power (department specific)	P/U	Article 20	X	
Traffic Control & Flagger Training	P	1599	X	
Tree Work	P	3421		
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X	
Workplace Violence	P	3203	X	X

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – ECONOMIC & COMMUNITY DEVELOPMENT	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Engineers	Planning	Inspectors
Aerial Devices	P/(3yr)	3646, 3648					X
Aerosol Transmissible Diseases	P/A	5199	X				
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1					
Asbestos Awareness	P/A	1529, 5208	X				
Battery Handling & Maintenance	P	5185					
Bloodborne Pathogens	P/A	5193	X				
Compressed Gas Safety	P	3301, 3304	X				
Confined Space Awareness	P/U	5157, 5158	X				X
Confined Space Entry	P/U	5157, 5158	X				
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974					X
Emergency Action/Fire Prevention	P/U	3220, 3221	X	X	X	X	X
Emergency Eye Wash	P	5162					
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X	X
Ergonomics - Office	P	5110	X	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X	X
Excavation/Trenching/Shoring	P	1540	X				X
Fall Protection	P	1670	X				X
First Aid/CPR (designated staff)	P/C (2yr)	3400	X				
Forklift	P/C (3yr)	Article 24	X				
Hazard Communication (General)	P/U	5194	X				

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – ECONOMIC & COMMUNITY DEVELOPMENT	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Engineers	Planning	Inspectors
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X				
Hearing Conservation	P/A	5095	X				
Heat Illness Prevention	A-Spring	3395					X
Heavy Equipment Operations	P/U	1590 - 1596					
Injury & Illness Prevention Program	P/U	3203		X	X	X	X
Ladder Safety	P	3276	X	X	X	X	X
Lead Awareness	P/A	5216	X				
Lockout/Tag Out	P/U	3314	X				X
Machine Shop Safety	P	3940	X				
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X	X	
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X		X	X	X
Pesticide Use Safety	P/U	5194					
Respiratory Protection	P/A	5144	X				X
Rigging/Hoisting	P	5006					
Scaffold Safety	P/U	1637	X				X
Standard Operating Procedures (department specific)	A	N/A		X	X	X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X				
Traffic Control & Flagger Training	P	1599	X				
Tree Work (no aerial)	P	3421					
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X				
Workplace Violence	P	3203	X	X	X	X	X

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – CENTRAL SERVICES	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administrative Services	Facilities	Fleet	GIS/Information Technology
Aerial Devices	P/(3yr)	3646, 3648					
Aerosol Transmissible Diseases	P/A	5199	X				
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1					
Asbestos Awareness	P/A	1529, 5208	X		X		X
Battery Handling & Maintenance	P	5185				X	X
Bloodborne Pathogens	P/A	5193	X		X		
Compressed Gas Safety	P	3301, 3304	X		X	X	
Confined Space Awareness	P/U	5157, 5158	X	X	X	X	X
Confined Space Entry	P/U	5157, 5158	X				
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X		X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974					
Emergency Action/Fire Prevention	P/U	3220, 3221	X	X	X	X	X
Emergency Eye Wash	P	5162			X	X	
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X	X
Ergonomics - Office	P	5110	X	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X	X
Excavation/Trenching/Shoring	P	1540	X				
Fall Protection	P	1670	X		X	X	
First Aid/CPR (designated staff)	P/C (2yr)	3400	X				
Forklift	P/C (3yr)	Article 24	X		X	X	
Hazard Communication (General)	P/U	5194	X		X	X	

Training Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – CENTRAL SERVICES							
	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administrative Services	Facilities	Fleet	GIS/Information Technology
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X				
Hearing Conservation	P/A	5095	X		X		
Heat Illness Prevention	A-Spring	3395			X	X	
Heavy Equipment Operations	P/U	1590 - 1596				X	
Injury & Illness Prevention Program	P/U	3203		X	X	X	X
Ladder Safety	P	3276	X	X	X	X	X
Lead Awareness	P/A	5216	X		X		
Lockout/Tag Out	P/U	3314	X		X	X	
Machine Shop Safety	P	3940	X			X	
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X		
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X		X	X	
Pesticide Use Safety	P/U	5194					
Respiratory Protection	P/A	5144	X		X	X	
Rigging/Hoisting	P	5006				X	
Scaffold Safety	P/U	1637	X		X		
Standard Operating Procedures (department specific)	A	N/A		X	X	X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X		X	X	X
Traffic Control & Flagger Training	P	1599	X				
Tree Work	P	3421					
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X			X	
Workplace Violence	P	3203	X	X	X	X	X

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – PUBLIC SERVICES		Training Frequency	Ca/OSHA Section Reference	Target Solutions Class Available	Administrative Services	Engineering Environmental Services	Streets	Landscape	Traffic
Aerial Devices	P(3yr)	3646, 3648							X
Aerosol Transmissible Diseases	P/A	5199	X						
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1							
Asbestos Awareness	P/A	1529, 5208	X						
Battery Handling & Maintenance	P	5185							
Bloodborne Pathogens	P/A	5193	X						
Compressed Gas Safety	P	3301, 3304	X				X	X	
Confined Space Awareness	P/U	5157, 5158	X				X	X	X
Confined Space Entry	P/U	5157, 5158	X						
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X	X	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974							X
Emergency Action/Fire Prevention	P/U	3220, 3221	X	X	X	X	X	X	X
Emergency Eye Wash	P	5162					X	X	
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X	X	X	X
Ergonomics - Office	P	5110	X	X	X	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	P	1540	X						
Fall Protection	P	1670	X					X	X
First Aid/CPR (designated staff)	P/C (2yr)	3400	X						
Forklift	P/C (3yr)	Article 24	X				X	X	X
Hazard Communication (General)	P/U	5194	X				X	X	

Training Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – PUBLIC SERVICES	Training Frequency	Ca/OSHA Section Reference	Target Solutions Class Available	Administrative Services	Engineering Environmental Services	Streets	Landscape	Traffic
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X			X		
Hearing Conservation	P/A	5095	X				X	
Heat Illness Prevention	A-Spring	3395				X	X	X
Heavy Equipment Operations	P/U	1590 - 1596				X	X	
Injury & Illness Prevention Program	P/U	3203		X	X	X	X	X
Ladder Safety	P	3276	X	X	X	X	X	X
Lead Awareness	P/A	5216	X					
Lockout/Tag Out	P/U	3314	X					X
Machine Shop Safety	P	3940	X					
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203		X	X	X	X	
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X		X	X	X	X
Pesticide Use Safety	P/U	5194				X	X	
Respiratory Protection (dust masks)	P/A	5144	X			X	X	X
Rigging/Hoisting	P	5006						X
Scaffold Safety	P/U	1637	X				X	
Standard Operating Procedures (department specific)	A	N/A		X	X	X	X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X			X	X	X
Traffic Control & Flagger Training	P	1599	X			X	X	X
Tree Work (no aerial)	P	3421					X	
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X					
Workplace Violence	P	3203	X	X	X	X	X	X

Training Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – PARKS & RECREATION	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Code Compliance	Parks Maintenance	Custodians/Venue Rentals	Recreation Staff	Events & Tourism
Aerial Devices	P/ (3yr)	3646 , 3648				X			
Aerosol Transmissible Diseases	P/A	5199	X						
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1							
Asbestos Awareness	P/A	1529 , 5208	X						
Battery Handling & Maintenance	P	5185							
Bloodborne Pathogens	P/A	5193	X			X	X		X
Compressed Gas Safety	P	3301 , 3304	X			X	X		
Confined Space Awareness	P/U	5157 , 5158	X			X			
Confined Space Entry	P/U	5157 , 5158	X						
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X	X	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974							
Emergency Action/Fire Prevention	P/U	3220 , 3221	X	X	X	X	X	X	X
Emergency Eye Wash	P	5162				X			
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X	X	X	X
Ergonomics - Office	P	5110	X	X	X	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	P	1540	X						
Fall Protection	P	1670	X			X			
First Aid/CPR (designated staff)	P/C (2yr)	3400	X						
Forklift	P/C (3yr)	Article 24	X			X			
Hazard Communication (General)	P/U	5194	X			X	X		

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – PARKS & RECREATION	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Code Compliance	Parks Maintenance	Custodians/Venue Rentals	Recreation Staff	Events & Tourism
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X						
Hearing Conservation	P/A	5095	X			X			
Heat Illness Prevention	A-Spring	3395			X	X	X	X	X
Heavy Equipment Operations	P/U	1590 - 1596				X			
Injury & Illness Prevention Program	P/U	3203		X	X	X	X	X	X
Ladder Safety	P	3276	X	X	X	X	X	X	X
Lead Awareness	P/A	5216	X						
Lockout/Tag Out	P/U	3314	X			X			
Machine Shop Safety	P	3940	X						
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X	X	X	X	X
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X			X	X	X	X
Pesticide Use Safety	P/U	5194				X			
Respiratory Protection (dust masks)	P/A	5144	X		X	X			
Rigging/Hoisting	P	5006				X			
Scaffold Safety	P/U	1637	X						
Standard Operating Procedures (department specific)	A	N/A		X	X	X	X	X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X	X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X			X			
Traffic Control & Flagger Training (Events for Parking)	P	1599	X			X			X
Tree Work (no aerial)	P	3421				X			
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X			X			
Workplace Violence	P	3203	X	X	X	X	X	X	X

Training Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – POLICE DEPARTMENT	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Sworn Staff	Animal Control	CSO/Property/Evidence
Aerial Devices	P/ (3yr)	3646 , 3648					
Aerosol Transmissible Diseases	P/A	5199	X		X	X	X
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1				X	
Asbestos Awareness	P/A	1529 , 5208	X		X		
Battery Handling & Maintenance	P	5185					
Bloodborne Pathogens	P/A	5193	X		X	X	X
Compressed Gas Safety	P	3301 , 3304	X				
Confined Space Awareness	P/U	5157 , 5158	X		X		X
Confined Space Entry	P/U	5157 , 5158	X				
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974					
Emergency Action/Fire Prevention	P/U	3220 , 3221	X	X	X	X	X
Emergency Eye Wash	P	5162			X	X	X
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X	X
Ergonomics - Office	P	5110	X	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X	X
Excavation/Trenching/Shoring (awareness)	P	1540	X				
Fall Protection	P	1670	X				
First Aid/CPR (designated staff)	P/C (2yr)	3400	X		X	X	X
Forklift	P/C (3yr)	Article 24	X				
Hazard Communication (General)	P/U	5194	X		X	X	X

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – POLICE DEPARTMENT	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Sworn Staff	Animal Control	CSO/Property/Evidence
Hazardous Waste/HAZWOPER (Designated employees)	A	5192	X				
Hearing Conservation	P/A	5095	X				
Heat Illness Prevention	A- Spring	3395			X	X	X
Heavy Equipment Operations	P/U	1590 - 1596					
Injury & Illness Prevention Program	P/U	3203		X	X	X	X
Ladder Safety	P	3276	X	X	X	X	X
Lead Awareness (Awareness for Range Officer)	P/A	5216	X		X	X	
Lockout/Tag Out	P/U	3314	X				
Machine Shop Safety	P	3940	X				
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X	X
Outdoor Hazards (plants, animals, insects)	A- Spring	3203			X	X	
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X		X	X	X
Pesticide Use Safety	P/U	5194					
Respiratory Protection	P/A	5144	X		X		X
Rigging/Hoisting	P	5006					
Scaffold Safety	P/U	1637	X				
Standard Operating Procedures (department specific)	A	N/A		X	X	X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X				
Traffic Control & Flagger Training	P	1599	X		X		
Tree Work (no aerial)	P	3421					
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X				
Workplace Violence	P	3203	X	X	X	X	X

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – FIRE DEPARTMENT						
	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Line Staff	Management Staff
Aerial Devices	P/ (3yr)	3646 , 3648			X	
Aerosol Transmissible Diseases	P/A	5199	X		X	X
Aerosol Transmissible Diseases – Zoonotics (animal control)		5199.1				
Asbestos Awareness	P/A	1529 , 5208	X		X	
Battery Handling & Maintenance	P	5185			X	
Bloodborne Pathogens (Awareness Only for Administrative Staff)	P/A	5193	X	X	X	X
Compressed Gas Safety	P	3301 , 3304	X		X	
Confined Space Awareness	P/U	5157 , 5158	X		X	
Confined Space Entry	P/U	5157 , 5158	X			
Defensive Driving (staff who drive while at work)	P	3203	X	X	X	X
Electrical Safety (General Awareness)	P/U	3203	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	P	2299 - 2974			X	
Emergency Action/Fire Prevention	P/U	3220 , 3221	X	X	X	X
Emergency Eye Wash	P	5162			X	
Equipment Operation Safety (department specific)	P/U	Title 8 Index		X	X	X
Ergonomics - Office	P	5110	X	X	X	X
Ergonomics – Back Safety	P	5110	X	X	X	X
Excavation/Trenching/Shoring	P	1540	X		X	
Fall Protection	P	1670	X		X	
First Aid/CPR (designated staff)	P/C (2yr)	3400	X		X	X
Forklift	P/C (3yr)	Article 24	X			
Hazard Communication (General)	P/U	5194	X		X	

Training
Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification

Attachment I

EMPLOYEE TRAINING MATRICES – ALL DEPARTMENTS

CITY OF ROCKLIN – FIRE DEPARTMENT	Training Frequency	Cal/OSHA Section Reference	Target Solutions Class Available	Administration	Line Staff	Management Staff
Hazardous Waste/HAZWOPER (Awareness only no HAZMAT team)	A	5192	X		X	
Hearing Conservation	P/A	5095	X		X	
Heat Illness Prevention	A-Spring	3395			X	X
Heavy Equipment Operations	P/U	1590 - 1596			X	
Injury & Illness Prevention Program	P/U	3203		X	X	X
Ladder Safety	P	3276	X	X	X	X
Lead Awareness	P/A	5216	X			
Lockout/Tag Out	P/U	3314	X		X	
Machine Shop Safety	P	3940	X			
New Employee Safety Orientation/Specific Job Hazards	P	3203		X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	3203			X	
Personal Protective Equipment Requirements (PPE)	P/U	3380, 3385	X		X	
Pesticide Use Safety	P/U	5194				
Respiratory Protection	P/A	5144	X		X	
Rigging/Hoisting	P	5006			X	
Scaffold Safety	P/U	1637	X			
Standard Operating Procedures (department specific)	A	N/A			X	X
Supervisor Safety Training (designated employees)	P/U	3203		X	X	X
Tools – Hand & Power (department specific)	P/U	Article 20	X		X	
Traffic Control & Flagger Training	P	1599	X		X	
Tree Work	P	3421				
Welding & Cutting Safety/Fire Watch/Hot Work	P	4799, 4848	X			
Workplace Violence	P	3203	X	X	X	X

Training Frequency:

P – Prior to Task/New Employee

A – Annual

U – Update/Change

C – Certification