

ROCKLIN

CALIFORNIA

City of Rocklin

Injury & Illness Prevention Program (IIPP)

AUGUST 2023

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I. Policy

The City of Rocklin (the City) has established this written Injury and Illness Prevention Program (IIPP) to communicate our procedures for creating a safe and healthy work environment for employees.

The purpose of this IIPP is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees, volunteers, and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of the City's safe work practices and that they are being followed by each employee. All employees and volunteers, at every level and in all positions, are required to comply with our safety and health policies and practices. All managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP.

The City is committed to correcting or controlling workplace hazardous conditions or practices as they occur or are recognized. This commitment is backed by 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 departments, employees, and volunteers providing services at all facilities, workplaces, and events, and is the umbrella under which all employee health and safety programs are implemented.

As an employee, you have a right to:

- A safe workplace free from recognized hazards;
- Receive training on hazards associated with your job;
- Know how to identify and control hazards relative to your job-specific tasks;
- Access Safety Data Sheets for all chemicals used in your workplace;
- Refuse to perform work under confirmed unsafe conditions, and to file complaints without fear of reprisal; and
- See the Cal/OSHA Log of Occupational Injuries and Illnesses.

II. Responsibilities and Authority

City Manager or Designee:

The City Manager or designee has the authority and responsibility for implementing the provisions of this program for the City, and is ultimately responsible for ensuring a safe and healthy workplace is established and maintained. The City Manager or designee will ensure that department directors implement the IIPP and develop corresponding safety policies and procedures for operations under their control.

IIPP Administrator or Designee:

- As designated by the City Manager, the Director of Administrative Services or his/her designees will coordinate development, implementation, and maintenance of the IIPP and revise as necessary;
- Maintain records of employee accidents and injuries, and review injury and illness trends;

- Coordinate worksite safety inspections;
- Assist with investigating reports of hazardous conditions, accidents, injuries, and near misses, making necessary remedial recommendations;
- Follow up on accidents, injuries, and near-misses to ensure departments correct or control identified hazards, tracking through resolution;
- Facilitate and participate in city-wide safety committee meetings;
- Interpret regulations and recommend appropriate compliance strategies; and
- Act as the City liaison with Cal/OSHA.

Department Director or Designee:

- Designate/appoint at least one Department Safety Coordinator (DSC) for the department;
- Designate staff responsible for worksite safety inspections;
- Develop department-specific safety policies and procedures;
- Ensure a copy of the IIPP and department safety policies and procedures are readily available, and their location is known by all department personnel;
- Be familiar with and ensure department personnel are familiar with City policies in support of the IIPP;
- Ensure employees and volunteers receive department and job-specific safety training and IIPP orientation prior to assignment;
- Post or communicate health and safety information;
- Ensure that each supervisor and manager adhere to adopted policies and procedures and consistently enforce safety rules and regulations; and
- Notify the Human Resources Division (HR) of any communication with Cal/OSHA and, upon request from HR, verify abatement action taken to mitigate citations issued by Cal/OSHA.

Managers, Supervisors, and Volunteer Coordinators:

- Implement and maintain the IIPP in their work areas and answer employee and volunteer questions about the IIPP;
- Be aware of occupational health and safety regulations affecting operations;
- Implement and document training programs designed to instruct employees and volunteers in safe work practices and specific job duties;
- Schedule, conduct, and document new employee and volunteer safety orientation and ongoing safety training;
- Enforce safety policies and procedures;
- Investigate accidents, injuries, and near misses and prepare written documentation;
- Evaluate new equipment and procedures and make recommendations to the department director, DSC, and/or HR;
- Ensure the maintenance of materials and equipment are maintained and in safe operating condition;
- Determine necessary personal protective equipment (PPE); ensure necessary PPE is provided and

available to employees and volunteers; and provide training on the proper selection, usage, maintenance, and disposal;

- Routinely inspect work areas;
- Train employees and volunteers in the identification and reporting of safety hazards and concerns;
- Work with the department director, DSC, and HR on all safety related issues; and
- Correct or report unsafe conditions.

Department Safety Coordinators (DSC):

- Coordinate safety communication with the department (e.g., maintain a department safety bulletin board or intranet page);
- Represent employees on health and safety issues;
- Act as a liaison to HR on health and safety matters;
- Attend city-wide safety committee meetings;
- Conduct, facilitate, or assist in department or worksite safety meetings; maintain written records of attendance and topics discussed;
- Conduct periodic worksite safety inspections; recommend appropriate measures for the correction or control of unsafe conditions;
- Ensure employees are informed of any identified hazards;
- Participate in incident investigations when requested;
- Review investigations of occupational accidents, injury, illness, or exposure to identify hazards and preventative measures; and
- Periodically update the department director on safety activities, with a copy to the IIPP Administrator.

Employees and Volunteers:

- Become familiar with and comply with the City IIPP and their department-specific safety policies and procedures;
- Report any hazardous conditions or equipment to supervisors or managers;
- Use all safety clothing, equipment, and personal protective equipment (PPE) as required and trained;
- Not perform any job duties for which safety training has not been provided;
- Stop work if unsafe and report the condition to a supervisor or manager.
- Attend all general and tailgate safety meetings; and
- Immediately report all injuries, accidents, and near-miss incidents to supervisors.

III. Compliance

All employees and agents of the City, including volunteers, are expected to abide by the policies and procedures contained within the IIPP.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees and volunteers. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

The willful violation of City, department, or worksite safety rules or government regulations may result in disciplinary action up to and including termination. All disciplinary action will be in compliance with the current applicable Personnel Rules and Regulations and/or the applicable memorandum of understanding, resolution, or contract.

The systems to ensure all employees comply with these practices include, but are not limited to:

- Inform employees of the requirements within the City's IIPP in a readily understandable language.
- Train employees on the IIPP, general safety policies, rules, and work practices.
- Evaluate compliance with safe work practices and procedures in employee performance evaluations.
- Recognize employees who perform safe and healthful work practices.
- Provide additional training to employees whose safety performance is deficient.

IV. Employee Access to the IIPP

City employees or their designated representatives have the right to examine and receive a copy of the City's IIPP.

This will be accomplished by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

Whenever an employee or designated representative requests a copy of the IIPP, the City will provide the requester a printed copy of the IIPP, unless the employee or designated representative agrees to receive an electronic copy of the IIPP.

2. Provide unobstructed access through the HR intranet site which allows the employee to review, print, and download the current version of the IIPP. Link: <https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Risk%20Management%20and%20Safety.aspx>

(Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.)

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the City IIPP.

The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

V. Communication

The City uses a variety of methods to communicate occupational health and safety information, including:

- Two-way communication between management and staff on actual and perceived safety and health hazards or suggestions for improvement;
- 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, both City-wide and department-specific;
- Regularly scheduled safety meetings;
- Workplace safety and health training programs;
- Posted and/or distributed safety notifications all employees and volunteers can access;
- Email notifications of occupational health and safety concerns, tips, or other useful information; and
- HR intranet [Risk Management & Safety](#) page.

Other appropriate methods of communicating pertinent safety and health information will be implemented as such methods are identified.

Employees are required to immediately report any hazardous conditions to their immediate supervisor. Volunteers must report any hazardous conditions or concerns to their volunteer coordinator, a supervisor, or a manager.

Employees are encouraged to report safety concerns and recommendations for eliminating unsafe practices or conditions in the workplace. While the City prefers safety reports and suggestions to be made in writing, employees may make such suggestions and reports orally. Employees may report a concern or suggestion to their supervisor, the IIPP Administrator, or to other management personnel, who must document the safety suggestion or hazard. The reports will then be prioritized and addressed according to the severity and need to correct.

Employees may report hazards and suggestions anonymously to HR via inter-office mail, or electronically via the [HR Risk Management & Safety](#) intranet page:

<https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Risk%20Management%20and%20Safety.aspx>.

When safety suggestions or hazards are reported:

- Management will review all safety suggestions and hazard reports.
- 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.

No employee shall be disciplined or retaliated against for reporting any potential or actual safety hazards or for making safety suggestions.

VI. Hazard Assessment

Hazards should be identified, evaluated, and corrected as part of the daily work routine and through workplace safety inspections. The City encourages all employees to continuously identify and correct workplace hazards and poor safety practices. Inspections are also used to identify unsafe working conditions and practices.

Safety Inspections:

- **Informal Inspections:** Informal inspections can be done at any time. Department directors, DSCs, managers, and supervisors are responsible for ensuring informal safety inspections take place in their work areas.
- **Scheduled Inspections:** DSC will coordinate scheduled safety inspections for each worksite, as required by the worksite's operations, but in no event less frequently than once per year.

Additional inspections will be conducted:

- When new substances, processes, procedures, or equipment presenting a new safety or health hazard are introduced into the workplace.
- When new or previously unrecognized hazards are recognized.
- When occupational injuries and illnesses occur.
- When workplace conditions warrant an inspection.
- When the City hires and/or reassign employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

VII. Accident Reporting and Investigation

All reporting and investigation instructions and forms can be found on the [HR Workers' Compensation](https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Workers_Comp.aspx) intranet page: https://rocklincalifornia.sharepoint.com/sites/HR/SitePages/Workers_Comp.aspx.

Reporting

Employees are required to report all workplace injuries, exposures, or illnesses to their supervisor/manager immediately.

When an occupational injury, exposure, or illness occurs, a Supervisor's Report of Employee Injury shall be completed within one business day by the employee's supervisor or manager and submitted to HR.

In the event of a near-miss (i.e., non-injury incident), the incident is still to be investigated and documented on the Supervisor's Injury/Incident Investigation form.

Investigation

Supervisors are responsible for investigating all workplace injuries, exposures, and illnesses as soon as practical. For more severe incidents, supplemental investigations may be initiated by HR or other related third-party consultants.

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

All facts, findings, and recommendations uncovered during investigations of workplace injuries and illnesses will be documented, generally using the Supervisor's Injury/Incident Investigation form. The department director or designee will review all reports with a view towards determining adequacy of corrective action.

The following is a guideline for responding to a workplace injury and conducting the investigation:

1. Visit the scene of the accident as soon as possible (if safe to do so).
2. Arrange medical attention for the injured employee, if needed.
3. For serious injuries, maintain the scene if safe to do so.
4. Photograph the scene and equipment involved.
5. Interview injured employee(s) and witnesses.
6. Determine root cause and provide corrective actions.
7. Record findings and corrective actions taken. Corrective actions will be tracked by the department director or designee until closed-out.

VIII. Hazard Correction

The City shall correct unsafe or unhealth work conditions, practices, or procedures in a timely manner based on the severity of the hazards. Corrective action for hazards is the responsibility of department directors, managers, and supervisors with assistance from the IIPP Administrator or other designated individuals.

Hazards shall be corrected:

- When hazards are observed or discovered.
- 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 hazardous condition. Only personnel who have been provided with the necessary protections, safeguards, and training will be allowed to correct the hazard.

IX. Training and Instruction

All employees, including department directors, managers, and supervisors, will participate in

training on general and job-specific workplace safety and health practices, including recognizing hazards associated with the specific type of work performed and the procedures to control or minimize those hazards. Training may include online classes or in-person instruction by a supervisor/manager or qualified person.

Training and instruction will be provided:

- When the IIPP is first established and/or substantially amended;
- To all new employees;
- To all employees given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the City is made aware of a new or previously unrecognized hazard; and
- To all supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

X. Recordkeeping

The City is a local government entity and is not required to keep written records of the steps taken to implement and maintain our IIPP. Notwithstanding, the following documentation will be maintained for a minimum of three years:

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

RESOLUTION NO. 2023-116

ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROCKLIN TO APPROVE THE CITY OF ROCKLIN INJURY AND ILLNESS PREVENTION PROGRAM, AUTHORIZE THE CITY MANAGER TO ADMINISTER THE PROGRAM, AND RESCIND RESOLUTION NO. 2017-244

WHEREAS, pursuant to California Labor Code §6401.7 and California Code of Regulations, Title 8, Subchapter 7, §2303, every employer shall establish, implement, and maintain an effective Injury and Illness Prevention Program; and

WHEREAS, the City of Rocklin is committed to ensuring the health and safety of City employees; and

WHEREAS, City staff performed a program review and recommends replacing the current City of Rocklin Injury and Illness Prevention Policy and Program adopted by Resolution No. 2017-244; and

WHEREAS, the program requires ongoing administration; therefore, staff recommends authorizing the City Manager or his/her designee to implement and maintain the City's programs related to occupational safety and health; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Rocklin as follows:

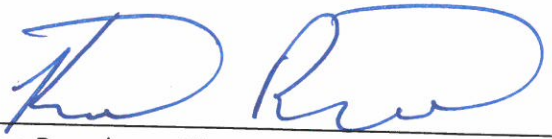
Section 1. Resolution No. 2017-244 is hereby rescinded.

Section 2. The City Council hereby approves and adopts the City of Rocklin Injury and Illness Prevention Program attached hereto as Exhibit 1.

Section 3. The City Council hereby authorizes the City Manager or his/her designee to administer the Injury and Illness Prevention Program.

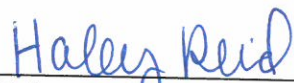
PASSED AND ADOPTED this 8th day of August, 2023, by the following vote:

AYES: Councilmembers: Bass, Broadway, Gayaldo, Halldin, Janda
NOES: Councilmembers: NONE
ABSENT: Councilmembers: NONE
ABSTAIN: Councilmembers: NONE



Ken Broadway, Mayor

ATTEST:



Haley Reid, Acting City Clerk