



Fresno County **Economic Opportunities Commission**

Helping People. Changing Lives.

INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

It is FCEOC's policy to promote and maintain a safe and healthy work environment. FCEOC considers our personnel to be the most important asset of the agency. Workplace safety and health is of such importance they have priority above operating efficiency and productivity whenever necessary. FCEOC's goal is to protect the health, safety, and welfare of our personnel and to eliminate occupational injuries and illnesses. To attain this goal, an Injury and Illness Prevention Program (IIPP) has been designed and adopted in compliance with Title 8, California Code of Regulations, Section 3203; Senate Bill 198, Labor Code Section 6401.7; General Industry Safety Order Section 3203; and other applicable local, state, and federal laws.

The program includes training and instruction concerning safe and healthy work practices applicable to the job as well as systems for investigating work-related injuries and illnesses, identifying and evaluating workplace hazards, and correcting unsafe work conditions.

To be successful, the program requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and their coworker. It is the obligation of every employee to comply with the requirements of the injury and illness prevention program at all times.

Employees who fail to adhere to job safety and health standards are subject to disciplinary action, including, but not limited to verbal reprimands, written warnings, suspension, and/or immediate discharge. Any disciplinary action needed to maintain the standards of performance and conduct will be determined in light of the facts and circumstances of each individual case. A variety of factors will be considered including: the circumstances and seriousness of the incident, the employee's past conduct, the nature of any previous incidents, and the applicability of the agency's policies to the incident. Nothing in our Injury and Illness Prevention Program, however, shall alter the right of any employee or the employer to terminate employment at any time with or without cause or notice.

RESPONSIBILITY

The Designated FCEOC Safety Coordinator/Program Administrator for the Injury and Illness Prevention Program (IIPP) is Jeff Sotelo. The Safety Coordinator/Program Administrator has the authority and responsibility for implementing the provisions of the Injury and Illness Prevention Program for Fresno County Economic Opportunities Commission.

All supervisors and program managers are responsible for implementing and maintaining the IIPP in their work areas and for answering questions from personnel regarding the IIPP.

Management Responsibilities:

- Demonstrate support of Injury and Illness Prevention Program.
- Initiate the necessary management action, as needed, to attain established safety goals.
- Make certain that the Supervisors and Employees are complying with the IIPP by reviewing safety activities on a regular basis.
- Provide employee motivation by recognizing commendable safety records and account for deteriorating loss records.

Supervisory Responsibilities:

The supervisor has the most direct and influential control over an employee's behavior and observance of safety regulations. Therefore, every supervisor must consider the maintenance of safe working conditions and safe working practices as an essential and integral part of their supervisory responsibilities and must:

- Demonstrate support of the IIPP and motivate employees to work in a safe and efficient manner by setting a good example in following safe work practices.
- Provide safety training or re-training by instructing employees in possible job hazards and safe work practices. This shall be done for new employees, as well as regular employees when found to be working in an unsafe manner.
- Enforce safe work rules, safe work practices, and use of personal protective equipment when required.
- Inspect for unsafe physical conditions and unsafe employee work practices.
- Investigate accidents for causes and promptly correct causes.
- Carefully fill out and complete all appropriate safety reports as required.
- Provide personal protective equipment and devices, as needed.
- Maintain safe, healthful, clean, and orderly work areas.

Employee Responsibilities:

All personnel are responsible for promoting and maintaining a safe and healthy work environment and must:

- Follow established safety rules and procedures and maintain good housekeeping practices by keeping work areas and equipment in a proper working condition.
- Accept responsibility for their own safety as well as that of coworkers and clients.
- Immediately and completely report all injuries to their immediate supervisor.
- Report all unsafe and unhealthy work conditions and procedures which they observe, immediately to their supervisor without any fear of reprisal.
- Use all safety devices, and properly wear all personal protective equipment provided while on the job.
- Perform duties safely in accordance with the IIPP.

COMPLIANCE

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

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

Our system of ensuring that all workers comply with the policies and procedures and maintain a safe work environment includes:

- Informing workers of the provisions of our IIPP;
- Initial and on-going training of staff (IIPP Forms 3 and 4);
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient; and
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

We recognize that open, two-way communication between management and personnel on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and personnel in a form that is readily understandable and consists of the following:

- A. New hire orientation, including a discussion of safety and health policies and procedures.
- B. Staff training.
- C. Review of our Injury and Illness Prevention Program.
- D. Workplace safety and health training programs.
- E. Periodically scheduled safety meetings:
 - Topics to be discussed include the following:
 - Recent accidents and injuries.
 - Procedures adopted, or which possibly could be adopted, to prevent or reduce similar incidents.
 - New potential safety and health hazards which have been discovered or introduced.
 - Any safe work practice or safe work condition submitted for discussion by either an employee or the employer.
 - Other.
 - Document safety meetings (IIPP Form 5).
- F. Effective communication of safety and health concerns between personnel and supervisors, including translation when appropriate.
- G. Posted and/or distributed safety information.
- H. Personnel have been informed that there will be no reprisals or discrimination for reporting any potential safety hazard, or for expressing any opinion to their supervisor concerning a safety or health related matter.

- I. Personnel have been informed of the system in place for workers to anonymously inform management about workplace hazards by utilizing a Hazard Assessment & Correction form, which can be obtained from supervisor or downloaded anonymously from the FCEOC Intranet (IIPP Form 2).
- J. Procedural guidelines.
- K. Certain programs have a safety and health committee that meets regularly. The committee:
 - Prepares written records of the safety and health committees meetings.
 - Reviews results of the periodic scheduled inspections.
 - Reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents.
 - Reviews investigations of alleged hazardous conditions.

HAZARD ASSESSMENT

Procedures for identification and evaluation of work place hazards:

A. Inspections:

Inspections consist of identification and evaluation of workplace:

- Unscheduled Inspections (IIPP Form 1).
- Periodic Scheduled Inspection (IIPP Form 1).

Periodic inspections are performed according to the following schedule:

- Depending on risk exposures;
- When we initially established our IIPP;
- When we update our IIPP;
- When new substances, processes, policy, procedures or equipment which present potential new hazards, are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

B. Staff Reporting:

Employees have the OBLIGATION and RIGHT to report unsafe conditions, unrecognized safety hazards, or safety violations of others. If you wish to make such a report, it may be made orally to your supervisor or to another member of management, or you may submit your concern in writing, either signed or anonymously. A Hazard Assessment & Correction form (IIPP Form 2) may be used for this purpose. The Hazard Assessment & Correction form can be obtained from your supervisor or downloaded from the FCEOC Intranet. You also have the right to report any such matter to the California Division of Occupational Safety and Health. Employees who report unsafe work conditions or practices are protected by law and may do so without fear of reprisal. All reports are considered whether or not signed.

C. Review of Applicable Laws and Industry Information:

- Applicable Laws and Industry Information.
- Applicable Safety Orders specifically related.
- Appropriate industry information, including Material Safety Data Sheets (MSDS).
- SB 198 and related regulations.

D. Investigation of all accidents, injuries and illnesses:

- Review of prior history of accidents, injuries and illnesses.
- Continuing review of injuries, accidents and illnesses as they occur.

E. Other procedures:

- Program Specific Identification and Evaluation of Work Place Hazards.

ACCIDENT/EXPOSURE PROCEDURES

A. Reporting:

All work-related injuries and illnesses, regardless of their type or seriousness, must be reported to management IMMEDIATELY.

If you are injured or become ill because of your job, you are entitled to workers' compensation benefits, if applicable, based on the extent of the injury or illness.

Employees who report work-related injuries and illnesses are protected by law and may do so without fear of reprisal.

B. Treatment:

Proper treatment must be obtained for all injuries and illnesses, no matter how slight:

- Basic first aid is ordinarily adequate treatment for minor cuts, abrasions, and similar injuries; more comprehensive emergency medical attention must be obtained in the case of more serious injuries or illnesses.

The following actions should be taken as required by the extent of the injury:

- First aid should be administered if needed to control bleeding or prevent further injury. Persons who have broken bones should not be moved unless absolutely necessary. If the victim is in contact with a live electric current, the electricity should be turned off before rescue contact is made.
- Appropriate emergency response personnel such as police, fire department, and/or ambulance, must be notified immediately if on-site medical attention and/or transport to an emergency hospital is required due to the seriousness of the injury.
- If, because of the lesser degree of injury, emergency response personnel are not needed for transportation, the injured should be transported for treatment to an approved licensed medical professional and/or facility approved by management.
- If a toxic or hazardous material comes in contact with the body, the applicable treatment must be administered in accordance with the Material Safety Data Sheet (MSDS) for the substance. While injury to the eyes or skin caused by chemical contact is normally best treated by flushing with water, there may be exceptions. MSDS instructions and professional medical advice must be followed.

C. Paperwork:

Immediately complete Employee's Report of Injury/Exposure form (IIPP Form E2) and Supervisor's Report of Injury/Exposure (IIPP Form S1).

Except in the case of minor, "first aid only" injuries, you must immediately complete the *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1).

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures to identify the cause of losses include:

- A. Investigations are to be immediately conducted by the supervisor or designated personnel.
- B. Investigations are to be conducted immediately after the accident.
- C. Investigations are to be in writing and should include the following information:
 - Identification of the person conducting the investigation.
 - Identification of the person(s) involved in the accident/exposure.
 - Identification of any witnesses.
 - Interview with injured worker (s) and witnesses.
 - A description of the accident/exposure.
 - Examination of the workplace for factors associated with the accident/exposure.
 - Determining the cause of the accident/exposure.
 - A description of any corrective action needed.
 - Documentation of the findings and corrective action taken.

It is the policy of FCEOC that all work-related accidents and exposures are to be investigated in a timely manner. Included in this policy of investigation is the review of any situations or incidents that could have resulted in a serious accident or exposure.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards.

Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the appropriate form (IIPP Form 2).

TRAINING AND INSTRUCTION

To facilitate our commitment to maintaining a safe and healthful work place, FCEOC has adopted a policy of training all personnel concerning safe and healthful work practices. All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices.

Training and instruction shall be provided as follows:

A. When training is required:

- On the date the Program was first established: July 1, 1991 and when revised.
- Upon the hiring of new personnel.
- For any personnel given a new job assignment for which training has not previously been received.
- Upon the introduction of new substance, processes, procedures, or equipment.
- Any time FCEOC becomes aware of any new additional training required.

B. Training will be conducted for supervisory personnel to inform them of potential safety and health hazards.

C. Training areas covered:

- Injury and Illness Prevention Program.
- Code of Safe Work Practices.
- General Safety Orders.
- Safety Orders specifically related to the employer.
- FCEOC Safety Rules.
- Specific health and safety rules and requirements for each job position.
- General potential occupational safety and health hazards.
- Use and familiarization with Material Safety Data Sheets.
- Hazard Communications.
- Emergency Action Plan.
- Measures for reporting any unsafe conditions, work practices, injuries, and when additional instruction is needed.
- Common risk exposures and the causes of injuries in each program:
 - Housekeeping practices
 - Office work
 - Slips/Trips/Falls
 - Ergonomics
 - Lifting
- Program Specific training needs.

D. Documentation of Staff Training:

Utilize employee Safety Training Verification form (IIPP Forms 3 and 4) to document employee training.

RECORDKEEPING

We have taken the following steps to implement and maintain our IIPP:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on a Hazard Assessment and Correction form (IIPP Form 2);
- Documentation of safety and health training for all personnel, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form (IIPP Forms 3 and 4); and
- Safety meeting minutes are recorded on a Safety Meeting Report (IIPP Form 5).
- Inspection records, training records, and safety meeting minutes are kept for a minimum of seven years.

IIPP FORMS

- | | |
|----------------|---|
| ➤ IIPP Form 1 | Safety Inspection Report |
| ➤ IIPP Form 2 | Hazard Assessment and Correction |
| ➤ IIPP Form 3 | New Employee Initial Safety Training Verification |
| ➤ IIPP Form 4 | Employee Safety Training Verification |
| ➤ IIPP Form 5 | Safety Meeting Report |
| ➤ IIPP Form E2 | Employee's Report of Injury/Exposure |
| ➤ IIPP Form S1 | Supervisor's Report of Injury/Exposure |



SAFETY INSPECTION REPORT

Program/Location: _____ Inspection Date: _____

Name of Inspector: _____

Type of Inspection: periodic ___ / unscheduled ___ / special (new hazard) ___

General Work Area or Specific Job Class: _____

Instructions: Rate A through E utilizing the rating scale.

Rating Scale

- 1. Acceptable safety level
- 2. Needs Correction(s)
- 3. Not applicable

A. General Safe Work Place Conditions:

- 1) Potentially hazardous substances stored in approved containers _____
- 2) All work sites are clean and orderly _____
- 3) Adequate ventilation _____
- 4) External electric wiring is safe _____

B. Safety Practices:

- 1) Current CA & Federal Employment Notices posted _____
- 2) Report all Work Injuries and MPN postings are posted _____
- 3) Emergency Evacuation Plan is available and escape routes posted _____
- 4) Emergency Evacuation Staff Roster is easily accessible _____
- 5) Emergency Action Plan Guidelines are posted _____
- 6) Safety training & inspection records are on file and available for review _____
- 7) MSDS's are on file and available for review _____
- 8) Workers know locations of exits, fire extinguishers, and first aid kit _____

C. Safety Equipment:

- 1) Proper safety equipment available and in working order _____
- 2) All fire extinguishers are fully charged and in working order _____
- 3) Fire extinguishers are well marked with signage identifying location _____

D. Proper Equipment Use: (if applicable)

- 1) Safety guards operable _____
- 2) Machinery secured when not in use _____
- 3) Machine operator(s) authorized and trained to use _____

E. Other:

- 1) Aisles and passageways are kept clear _____
- 2) Emergency exits, fire alarms, and fire extinguishers unobstructed _____
- 3) The first aid kit is readily available and adequately stocked _____
- 4) Outside parking lot, walkways, and stairs are in good repair _____

Explanation of any needed correction(s):

Recommended changes to correct condition:

Signature of Inspector	Date
------------------------	------

~~~~~  
**Reviewed By:**

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|      |       |
|------|-------|
| Name | Title |
|------|-------|

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

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Corrective Action Taken:

Signature	Date
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Fresno County **Economic Opportunities Commission**

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HAZARD ASSESSMENT & CORRECTION

Program/Location: _____

Description of Hazard/Unsafe Condition(s) or Procedure(s): _____

Time and Date of Hazard(s) Occurrence: _____

Location of Hazard(s): _____

Recommended Changes to Correct Hazard(s): _____

Employee Name **(Optional)**: _____ Date: _____

Received by: _____ Date: _____

Result of Agency Investigation

Name of Investigator: _____

Time and Date of Investigation: _____

Result of Investigation: _____

Corrective Action Taken: _____

Signature of Investigator: _____ Date: _____



Fresno County **Economic Opportunities Commission**

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**NEW EMPLOYEE
INITIAL SAFETY TRAINING VERIFICATION**

EMPLOYEE: _____ ID #: _____

PROGRAM: _____ TITLE: _____

NEW EMPLOYEE INITIAL SAFETY TRAINING

DATE: _____ PLACE: _____ TIME: _____

TRAINER: _____ TITLE: _____

TRAINING TOPICS:

Employee's Initials

- | | |
|-------|--|
| _____ | A. Program safety rules. |
| _____ | B. Program Emergency Action Plan procedures. |
| _____ | C. Program Emergency Evacuation Plan procedures. |
| _____ | D. Use of proper safety equipment. |
| _____ | E. General occupational hazards of my work area. |
| _____ | F. Work hazards specific to my assigned duties. |
| _____ | G. Location of first aid kit. |
| _____ | H. Location of emergency exits/fire extinguishers/fire alarms. |
| _____ | I. _____ |
| _____ | J. _____ |

I, _____, certify that I received the above training
Employee's Name
and agree to comply with all FCEOC health and safety procedures, rules, and policies as
may be in effect at any given time.

Employee's Signature Date

Trainer's Signature Date

Injury & Illness Investigation
EMPLOYEE'S Report of Injury/Exposure

Employee's name: _____ Employee ID#: _____

Job position/Title: _____ Home phone: _____

Home address: _____

Sex: M / F Date of birth: _____ SSN: _____

Date of injury: _____ Time of injury: _____ Time employee began shift: _____

Location of accident: _____ Supervisor's name: _____

To whom injury was reported: _____ Date/Time injury reported: _____

Specific injury and part of body affected: _____

Describe injury in detail: _____

Equipment, material being used when injury occurred: _____

Activity being performed when injury occurred: _____

Describe how injury occurred: _____

Actions, events, conditions that contributed most directly to injury: _____

What can be done to prevent reoccurrence of this type of injury: _____

Witness: _____ Title: _____ Telephone: _____

Witness: _____ Title: _____ Telephone: _____

Witness(es) Comments: _____

I acknowledge and fully understand that I am expected to return to work after receiving medical treatment, unless it is clearly indicated on the Return to Work Status form that injured worker CANNOT RETURN TO WORK. _____ Initial

Employee signature: _____ Date: _____

Any person who makes or causes to be made any knowingly false or fraudulent material statements or material representation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony.

FRESNO COUNTY ECONOMIC OPPORTUNITIES COMMISSION

Injury & Illness Investigation
SUPERVISOR'S Report of Injury/Exposure

Injured worker's name: Job position/Title:

Program Name: Location of accident:

Date/Time of injury: Completed shift: Y / N Time employee began shift:

Date/Time injury reported to you: Hrs employee works: per day per wk

Incident resulted in: First aid given: Medical treatment required: Property damage:

Specific injury and part of body affected:

Equipment, material being used when injury occurred:

Activity being performed when injury occurred:

Describe how injury occurred:

Actions, events, conditions that contributed most directly to injury:

I have taken or will take the following action(s) to prevent reoccurrence:

Witness: Title: Telephone:

Witness: Title: Telephone:

Witness(es) Comments:

I have interviewed the witnesses, reviewed the information that has been presented to me, and have determined the evidence seems to support this report. Initial

The injured worker has acknowledged and fully understands that they are expected to return to work after receiving medical treatment, unless it is clearly indicated on the Return to Work Status form that injured worker CANNOT RETURN TO WORK. Initial

Supervisor's name: Signature:

Supervisor title: Telephone: Date:

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Code of Safe Work Practices

General Safety Rules

A good safety record is the result of safe working conditions combined with alertness to common sense safe and healthy work practices. Compliance with the following general safety rules is important to accident prevention.

- Sound judgment and safe practices must be exercised in the work habits of all personnel.
- No person shall knowingly be allowed on the job with illegal drugs or alcohol in their system or if their ability to perform the assigned task is impaired by the use of prescription drugs.
- Personal safety protective equipment must be used as required by management and the job being performed.
- Equipment is only to be operated by those authorized as a result of their knowledge, training, and experience.
- Guards and safety devices installed over a point of operation, moving parts, or electrical connections must be in place at all times.
- Fire protection and prevention practices, including the clearance of passage aisles and doorways, proper storage of flammable materials, and control of smoking and open flame, must be observed at all times.

In addition to the general rules listed above and the following listed practices, other more specific safe and healthy work practices may apply to your assignment. If so, you are required to know and follow them carefully. All personnel must comply with all laws, rules, and regulations concerning safe and healthy work practices as published by governmental agencies having jurisdiction over such matters.

Basic Safety

- Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately.
- Report every injury immediately, whether serious or not, to your supervisor.
- Horseplay, practical jokes, and sparring cause accidents and are not permitted.
- Keep your work area clean at all times.
- Do not block fire extinguishers, sprinkler system, fire alarm, fire doors, exits, or stretchers with any material or equipment.
- Obey all smoking rules. (Smoking is prohibited on all FCEOC property whether rented, leased, or owned; in FCEOC vehicles; in restrooms; in elevators; outside entrances to offices or any other work area).
- Obey warning tags and signs. They are posted to alert you to hazards.

Slips and Falls

- Walk, don't run.
- Wear safe shoes with strong support and in good repair.
- Watch where you step. Be sure your footing is secure.
- Don't get in an awkward position. Keep control of your movements at all times.
- Pick up litter. Don't let tripping hazards exist.
- Install cables and extension cords so they are not a tripping hazard.
- If you must climb to reach something, use a sound ladder, set in and properly secured – top and bottom. Chairs are not ladders.
- When climbing, face the ladder and use both hands. Do not climb above the third rung from the top.
- When reaching from a ladder, keep your shoulders inside the vertical stringer. If you must reach further than this, move the ladder first.

Material Handling

Material handling is a job everyone does. It is easier and faster to do it the safe way, why do it the hard way? The following safe practices will help you:

- Don't move it twice if once will do. Plan your work!
- When moving a load, be sure you can see where you are going.
- Don't try to lift objects that may be beyond your physical capacity and training. Get help or use a machine, cart, or hand truck.
- When lifting heavy objects from the floor, kneel on one knee, roll or tip the object onto the other knee, then pull the load next to your stomach and stand up. Use the reverse procedure to set a load down. Your back is not made of steel.
- Pile material on a strong, level base. Interlock so the pile won't come apart.
- Use gloves, aprons, or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances.

Office Safety

Although the office environment is generally considered to be a safe area, serious accidents can occur if safety rules are not followed.

- Never leave desk, file, or cabinet drawers open since they can create a tripping or bumping hazard.
- Never open more than one drawer at a time in a file cabinet. If it is necessary to keep books or other heavy objects in a file cabinet, put them in the bottom drawers.
- Do not store materials on top of filing cabinets and open shelf units where they are likely to fall and injure someone.
- Do not extend electrical cord, telephone, and equipment cables across aisles or walkways where they can create tripping hazards.
- Do not use extension cords to power equipment. Request permanent plugs to be installed where needed.
- Do not attempt to repair any electrical equipment. Report faults to your supervisor.
- Do not climb on chairs, up-turned wastepaper baskets, counters, or other improvised hazardous supports.
- Smoking is prohibited on all FCEOC property whether rented, leased, or owned; in FCEOC vehicles; in restrooms; in elevators; outside entrances to offices or any other work area.

Motorized Vehicles

- All drivers and passengers are required to wear seat belts while operating vehicles on agency business.
- Overloading a vehicle with passengers or materials is forbidden.
- All vehicles will be maintained in a safe operating condition. It is your responsibility as driver to report any defective conditions immediately to your immediate supervisor.
- No vehicle shall be driven in a fast or reckless manner. You may never legally drive faster than the posted speed limit. According to California's "Basic Speed Law" you must never drive faster than is safe for the current conditions.
- All vehicle accidents, whether involving injury or not, shall be reported to your supervisor.

Hazardous Materials

Governmental regulations require that you have one easy reference for important information regarding hazardous substances in the workplace. This information is contained on labels and in a Material Safety Data Sheet (MSDS) for each such substance in your workplace. It includes:

- The name of the substance and the name, address, and emergency telephone number of its manufacturer.
- The substance's hazardous components, chemical ID and common names, worker exposure limits, and other recommended safe exposure limits.
- A description of the substance's boiling point and melting point; vapor pressure, vapor density, and evaporation rate; solubility in water and specific gravity; and normal appearance and odor.
- The flash point, flammability levels, type of equipment needed to put out a fire, and special fire-fighting procedures to follow.
- What happens if the substance is combined with other chemicals, air, or water, and what conditions to avoid.
- Possible health hazards, signs and symptoms of exposure, medical conditions generally aggravated by exposure, and emergency and first aid procedures.
- What to do in case of a spill, leak, or any accidental release; waste disposal method; and precautions to be taken in handling and storing.
- Type of protective equipment and safe work practices to be used and followed when working with the substance.

You must review the MSDS before starting any job using a hazardous material about which you are not familiar. Read labels and the MSDS carefully, follow warnings and instructions, use the correct protective clothing and equipment when directed, learn emergency procedures, and practice safe work habits. If you have questions about a hazardous material, ask your supervisor for a complete explanation. Failure to comply with the requirements of a MSDS may result in disciplinary action up to and including immediate discharge. This description of the hazard communications standards is provided as a summary only. Full details, including a list of the hazardous materials known to be used in this organization, are contained in the official Hazard Communications Program; a copy may be obtained from your supervisor.

Security

- Suspicious persons: To safeguard the premises and the welfare of employees, you should be alert to persons whose presence appears to be of a suspicious nature not typically expected of an ordinary visitor. If you have any doubts concerning the intentions of any person on the premises, quietly notify your supervisor and/or follow other established security procedures.
- Keys: Keys to the premises, buildings, offices, or storage units must be kept where they are securely in your possession at all times; they should not be loaned to others and are not to be duplicated.

General Work Environment

- All work areas must be kept clean and orderly.
- When meals are eaten on the premises, they must be eaten in areas where there is no exposure to toxic materials or other health hazards.
- All spilled materials or liquids must be cleaned up immediately. Work surfaces must be kept dry or appropriate means taken to assure that surfaces are slip-resistant.
- Waste, scrap, and debris must be stored safely and removed from the work site regularly.
- Toilets and washing facilities must be kept clean and sanitary.

Fire Prevention

- Smoking is prohibited on all FCEOC property whether rented, leased, or owned; in FCEOC vehicles; in restrooms; in elevators; outside entrances to offices or any other work area.
- No Smoking is allowed in areas involving the storage and/or use of hazardous, flammable, or combustible materials.
- Fire extinguishers must be used as directed by the manufacturers' instructions. Standard classes are as follows:
 - Class A – Ordinary combustible material fires.
 - Class B – Flammable liquid, gas, or grease fires.
 - Class C – Energized-electrical equipment fires.
- Fire doors and shutters must be unobstructed at all times.
- Proper clearance must be maintained below sprinkler heads, and they must be protected by metal guards when exposed to physical damage.
- Combustible scrap, debris, and waste must be stored safely and removed from the work site promptly. Covered metal waste cans must be used for oily and paint-soaked waste. Accumulations of combustible dust must be routinely removed from elevated surfaces.
- Flammable liquids must be kept in closed, fire-resistant containers when not in use or until removed from the work site.
- All spills of flammable or combustible liquids must be cleaned up promptly.
- Vacuuming should be used whenever possible rather than blowing or sweeping combustible dust.
- Vacuum systems provided to prevent combustible dust from going into suspension must be operated whenever dust is produced. Metallic or conductive dust must be prevented from entering or accumulating on or around all electrical enclosures or equipment.

- Firm separators should be placed between containers of combustible or flammable material when stacked one upon another to assure their support and stability. While in storage, fuel gas cylinders and oxygen cylinders should be separated by distance or by fire resistant barriers.
- All connections on drums and combustible liquid or vapor piping must be tight. Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.

Safe Lifting Techniques

Back injuries can happen as quickly as one wrong move. The following safe lifting techniques can help prevent back injuries:

- When lifting items from below arm level, bend your knees, not your back, to lower your body to the object.
- Bring the load as close as possible to the body before lifting.
- Grip firmly with your hands (not just fingers) and keep your arms and elbows tucked in for more strength.
- Lift by letting your legs push you up, not your back.
- Be sure you can see where you are going and move slowly enough to avoid bumping into other objects.
- Do not twist your body while carrying heavy objects; twisting is a major cause of injury. If you need to change directions, move your feet in that direction first.
- Do not try to lift objects that may be beyond your physical capacity and training. Get help or use a machine, cart, or hand truck.
- Lifting is safest when you keep your back straight and your stomach muscles tight. Staying in good physical condition and getting proper exercise are also important.
- Loads should be broken down to manageable weights, routes planned, and legs used to do the work. If an object is too heavy, help should be obtained or a cart, hand truck, or device used.
- When moving a patient between a bed and a stretcher, surfaces should be even and wheels locked. Slide the patient over. If moving a patient from a bed to a wheelchair, lower the bed and lock the wheelchair parallel to the bed, facing the top. Rock the patient to a sitting position and rotate him/her so they are sitting on the edge of the bed with their feet on the floor. Place your knees between the patient's legs for support, keep your knees slightly bent, and put your arms under their arms and around their back. Then pivot and lower the patient into the wheelchair. If the patient is unable to support most of his weight himself, get additional assistance.

Ergonomics

- Work should be performed in a position that eliminates eyestrain and/or glare.
- Work should be performed so that prolonged raising of the arms is not required and so that the neck and shoulders do not have to be stooped to view the task.
- Equipment should be positioned so that tasks can be performed comfortably; furniture should be adjusted and arranged to minimize strain on all parts of the body.
- Work should be performed in a way that eliminates pressure points on parts of the body (wrists, forearms, back of thighs, etc.).
- Work should be performed in a way that body remains in alignment.

Video Display Terminals And Keyboards

- VDT screens (computer monitors) should be placed approximately 12 to 18 inches from the operator's face with the top line of the display just below eye level. Positioning the screen to eliminate back pain and glare is helpful in eliminating eyestrain. A document holder should be positioned at the same level as the screen.
- Keyboards should be tilted to a comfortable angle that allows access to all keys. Wrists should be as straight as possible and elbows at a 90-degree angle so the operator's hands and lower arms are parallel to the floor.
- Chairs should be adjusted so that keyboard operators sit with their back straight and head level. Feet should be on the floor or on a footrest. The backs of knees should be at a 90-degree angle and slightly higher than the chair seat. The lower back should be supported to allow for a natural inward curve.
- Before and periodically during VDT and keyboard use, the operator should stretch and exercise the hands and forearms.

Personal Protective Equipment and Clothing

- Personal protective equipment and clothing must be maintained in a sanitary condition and ready for use. Interchanging personal protective clothing or equipment between employees is prohibited unless it has been properly cleaned.
- Approved safety glasses must be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns. Protective goggles or face shields must be worn where there is any danger of flying particles or corrosive materials.
- Protection against the effects of occupational noise exposure (ear plugs, etc.) must be used when sound levels exceed those of the Cal/OSHA noise standard.
- Hard hats must be worn where danger of falling objects exist; they should be inspected periodically for damage to the shell and suspension system.
- Protective gloves, aprons, shields, or other means must be used as needed to protect against cuts, corrosive liquids, and chemicals.
- Appropriate foot protection is required where there is a risk of foot injuries from hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions.
- Eye wash facilities or a quick drench shower must be used when there is exposure to injurious corrosive materials, unless otherwise directed by the MSDS for a particular material.

Vehicle Safety

- Because vehicle accidents are a leading cause of work-related injuries and deaths, vehicle operation while in the course of your employment must display safe driving habits and not reflect exhibitions of speed or recklessness. Compliance with all local, state, and federal traffic laws is required.
- Driver's Licenses and Driving Records: All employees who, as a part of their duties, have need to operate vehicles on public roads must hold a valid, properly classed driver's license and possess a driving record acceptable to management. Failure to do so may result in loss of driving privileges, change of assignment, or disciplinary action up to and including discharge.

- **Defensive Driving:** You should drive defensively at all times by continually watching for hazardous conditions, understanding how to defend against them, and taking action in time to avoid problems. Keep your eyes and attention on the road and others, and adjust your speed and driving to changing weather and traffic conditions.
- **Seat Belts:** Employees are required to wear seat belts at all times when operating or riding in an employer-owned vehicle and/or when operating or riding as a passenger in any other vehicle during the course of their employment.
- **Alcohol and Drugs:** The consumption of alcohol or drugs (even over-the-counter medications and prescriptions), can slow reactions, blur vision, reduce ability to determine distance, and impair judgment. It is, therefore, a violation of our safety policy for any employee to operate a vehicle with illegal drugs in their system or while impaired by alcohol, prescription drugs, or over-the-counter medications.

Infection Control

- Hands must be properly washed before and after physical contact with a patient. When washing, wet the hands and apply ample soap; rub the soap into a lather and scrub thoroughly, clean your nails and above the wrists; rinse thoroughly and dry with a paper towel; turn off the faucet with a paper towel; and dispose of paper towels properly.
- Clothing and protective items (rubber gloves, masks, gowns, and eye protection) must be worn as applicable to the task. Such items must be disposed of properly in order to eliminate exposure to self and others. Gloves and other disposable items must be placed in closed containers marked for appropriate disposal, non-disposable items must be placed in closed laundering containers.
- Where there is possible contact with bodily fluids, follow universal procedures developed by the Center for Disease Control. To the degree possible, avoid contact with bodily fluids and wear gloves when such contact is made. Place any materials touched by bodily fluids in leak proof containers for sterilization or disposal. Clean up spills promptly with an approved disinfectant. Wash immediately and thoroughly after any such contact. Avoid patient contact if you have cuts, lesions, or dermatitis. Use ventilation devices to resuscitate patients.
- Protect against cuts from needles, scalpels, and other sharp instruments by using proper procedures and concentrating on your task. Dispose of needles and other sharp objects promptly and properly in puncture proof containers.

This description of the infection control standards is provided as a summary only. Full details are contained in the official Bloodborne Pathogens Standard; a copy may be obtained from your supervisor.

Electrical

- All employees are required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines. Preliminary inspections and/or appropriate tests must be made to determine what conditions exist before starting work on electrical equipment or lines.
- All machines, equipment, appliances, portable electrical tools, and extension cords must be grounded or have a grounding conductor as applicable. Multiple plug adapters are prohibited.
- In wet or damp locations, electrical tools and equipment must be appropriately protected.

- The location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) must be determined before digging, drilling, or similar work is begun.
- Metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric are prohibited where they could come in contact with energized parts of equipment or circuit conductors.
- The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors.
- All disconnecting means must be opened before fuses are replaced.
- Employees are prohibited from working alone on energized lines or equipment over 600 volts.

Medical Emergency

There are many employees working in our office, and it is therefore highly probable that injuries or medical emergencies will occasionally happen. Realizing this, we all should know what to do if someone gets seriously hurt or becomes ill. The following actions should be taken during medical emergencies:

- In case of an accident or injury requiring serious care, notify 911, for emergency services.
- Describe the exact location of the injured person, possible nature of the emergency and condition of the victim.
- Notify your supervisor and provide the same information provided to emergency services.
- If you are not trained in first aid procedures, it is not advisable to move or attempt to aid the victim. Contact your supervisor.
- Stay calm yourself, try to keep victim calm and warm until outside medical assistance arrives.

Threats

Experts agree that most threats prove to be false. However, all employees should know what to do if they receive a threat to help ensure the safety of personnel, property, and continuity of services. Realizing this, the following guidelines are designed to aid employees who receive threats to our program.

Handling a Bomb Threat and General Threats to Employees, Etc.

- Remain calm, stay with the caller as long as possible. Do not hang up.
- Signal another employee that a bomb threat is being received, so the message can be relayed to your supervisor.
- Try to obtain and record the following information:
 - Exact time of call
 - Exact wording of message
 - Location of bomb
 - Time it is set to go off
 - Sex and name of caller
 - Voice characteristics – i.e., lisp, stutter, accent, etc.
 - Attitude of caller – i.e., calm, excited, drunk, pleading, etc.

Program Director/Manager

- Following notification of bomb threat call, notify a Director.
- Search office for strange or unusual items, but don't touch or try to move any suspicious objects.
- Prepare for possible building and/or area evacuation. Proceed with our evacuation plan if ordered to do so by the Executive Director or designee.

Reminders

- Don't react in a manner that may cause undue alarm and possible panic.
- Turn off all radios. Some explosives can be detonated by radio airwaves.
- Maintain a clear and orderly work area so any unusual packages or suspicious objects will be quickly recognized.
- When handling mail, be observant for items that lack marks indicating normal mail processing, have unusual shapes, excessive weights or oily stains.

Earthquake

Earthquakes strike without warning; it is imperative that you know what to do and how to respond as this could save your life.

Following a large earthquake, public utilities, transportation, and medical services may be interrupted. It is therefore necessary that earthquake emergency preplanning consider this possibility through the establishment of emergency supplies.

In the event of an earthquake the following procedures shall be followed:

- If indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay away from windows. Do not run outside.
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If driving, pull your car to the side of the road and stop. Avoid overpasses or power lines. Remain inside until the shaking is over.
- Assess damage and injuries.
- Give first aid as needed. Remember, after an earthquake, utilities, police, and fire agencies many not be readily available. Do not attempt to telephone unless essential.
- Notify management if any persons are away from the premises.
- Call the Fire Department only in the case of fire.
- The nearest hospital for emergency treatment is:

Community Regional Medical Center

2823 Fresno St. @ R St.
Fresno, CA 93721

OR

Nearest hospital or urgent care to your location.

- Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during aftershocks. Supervisors are cautioned to be alert for fallen high-tension lines, which may be touching metal objects on the ground.
- Have all areas of the building inspected for damage before allowing personnel to return to the building.
- Drinking water should be checked to determine that it is not contaminated.

Emergency Action Plan

An emergency action plan has been developed to designate the actions that must be taken to ensure employee safety from fire and other emergencies. It is to provide for an orderly evacuation of the office in the event of a fire or other emergency situation, establish an accounting for each employee to assure their removal from exposure and to provide for first aid treatment if needed and includes:

- Emergency escape procedures and emergency route assignments.
- Procedures to be followed by employees who remain to perform critical operations before they evacuate.
- Procedures to account for all employees after emergency evacuation has been completed.
- Rescue and medical duties for employees who are to perform them.
- The preferred means of reporting fires and other emergencies.
- Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

Employee Responsibilities

- All employees have the obligation to make themselves familiar with the procedures applicable to their workstation.
- If you or a fellow employee has been injured, no matter how slight, report the injury or illness to your supervisor immediately.

Management Responsibilities

It is the responsibility of management and supervision in each program to assure that all employees receive training on the agency's evacuation routes, staging areas and procedures to assure that each person follows the Emergency Action Plan.

- Provide orientation and training to all existing and new employees on this policy and procedure.
- Post on the bulletin boards, a copy of their office layout showing evacuation routes and staging areas as well as the general evacuation instructions.

This description of the emergency action plan standards is provided as a summary only. Full details are contained in the official Emergency Action Plan; a copy may be obtained from your supervisor.