

ILLNESS AND INJURY PREVENTION PROGRAM



CITY OF CORNING 2015

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POLICY STATEMENT

We all recognize the necessity for getting the job done. We've all also heard the slogan "Safety First" or words to that effect. While morality and ethics tell us that safety is very important, common sense tells us that without performance and production there is no need for safety. No function of our job is so critical as to require a compromise of safety. In order for the City of Corning to fulfill its safety goal, we will strive to provide a place of employment free from recognized hazards and with the safest practical working practices.

In the City of Corning, the consideration of worker safety, and the safety of the general public, bears as high a priority as the decision to commit funds or complete a task. It is our desire to provide not only a safe work environment, and comply with all Federal, State and District Safety Regulations, but also to create an atmosphere that promotes safety.

An Employee has the right and duty to refuse to perform a task with more than a reasonable level of risk until appropriate risk control measures have been instituted.

COMMUNICATION

The City of Corning believes in active, continuing communication between management and employees. Employees are encouraged to communicate with their supervisors at any time. Communications must also flow:

Vertically (Employee to Management - Management to Employee)

Horizontally (Department to Department)

The following system of communication is designed to facilitate a continuous flow of safety and health information between Management and Staff:

1. All Employees are encouraged to inform their Supervisor, the Risk Manager or Designee, of any matter which they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions. The Employee is encouraged to document such information.
2. New Employee Orientation will include a review of the City's IIPP (Illness and Injury Prevention Plan) and a discussion of "Policy and Procedures" that the Employee is expected to follow.
3. From time to time, the City will post and/or distribute written safety notifications. Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to the Supervisor.
4. Each Department within the City will schedule "Employee Meetings" when safety is freely and openly discussed by all present. Such meetings will be frequently scheduled and announced to all Employees, so that maximum participation can occur.
5. Management will communicate frequently with Employees on matters of "Employee Health and Safety". This communication takes many forms, including but not limited to the following:
 - ✦ Meetings
 - ✦ Training programs
 - ✦ Postings
 - ✦ Letters or newsletters
 - ✦ Suggestion systems that encourage anonymous contributions and publicize management's responses.

Management will maintain a record of activities that can be considered part of two-way communication.

DOCUMENTATION

“If it isn’t documented, it didn’t happen.” The importance of record keeping cannot be overstated. Believe it or not, the simple act of writing something down as it happens can ultimately determine whether our safety plan is a success or failure.

No operation can be successful without record keeping that enables the City to learn from past experience and make corrections for future operations. In addition, the IIPP Regulation requires records to be kept of the steps taken to establish and maintain the City’s Injury and Illness Prevention Program.

The Risk Manager or designee shall keep records of inspections, which may include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and action taken to correct these identified unsafe conditions and work practices.

Each Department Head or Designee shall keep documentation of the Safety and Health Training attended by each Employee. This may include Employees name or other identifier, training dates, type(s) of training, and training providers.

The Risk Manager will maintain an updated copy of the City’s IIPP.

TRAINING

Training is essential to maximizing the skills and knowledge of Employees. It is the key to productivity.

The City has a duty to include safety as an integral part of employee training. Employees need to work safely as well as productively and efficiently. The Supervisor is the essential link in ensuring the proper outcome.

Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing Employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job. With this in mind, training will be conducted with the following considerations:

Supervisors:

Department Heads and Supervisors will determine training topics and needs of Supervisors - these include human relations, trainer skills, production/process skills, and familiarization with hazards and risks faced by employees.

Supervisors who recognize their own need for training are encouraged to submit a direct request for training in any area in which they feel deficient.

Employees:

Supervisors are expected to assess training needs of all Employees under their direction. They are to train those they supervise in general workplace safety and give them specific instructions regarding hazards unique to any job assignment, to the extent that such information was not already covered in other training.

The City recognizes that continuing Safety and Health Training is needed for:

1. Employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the Employees under the Supervisor's direction.
2. Whenever new substances, processes, procedures or equipment pose a new hazard. Whenever the department head, supervisor, Risk Manager or designee becomes aware of a previously unrecognized hazard.
3. All Employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

RESPONSIBILITY FOR SAFETY

The responsibility for safety belongs to everyone, and accountability rests as follows:

City Council:

The City Council holds the City Manager responsible for Safety and Risk Control in the City's facilities and operations. In order to achieve this, the City Council will periodically, at the recommendation of the City Manager, review, modify if necessary, and approve the "City of Corning Illness and Injury Prevention Plan."

City Manager:

The City Manager will:

1. Provide direction for the Risk Control Program, following consultation with Department Heads and appoint a Management Employee as Risk Manager.
2. Review significant losses, and make suggestions on recommended improvements in safety programs.
3. Hold personnel accountable for safety and loss control.
4. Monitor the effectiveness of the Program.
5. Approve program additions.
6. Discuss risk control activities regularly.
7. Provide direction to Department Managers and appointed Safety Personnel.
8. Act as liaison between the day-to-day operations of the safety program and the Council/Board.
9. Be involved in Safety Program changes and Program implementation.
10. Review significant accident investigations and make any necessary recommendations.
11. Hold each Department Manager accountable for safety and risk control.

Risk Management Officer:

The role of the appointed Risk Manager Officer is to administer, design, and maintain the City of Corning's Safety and Health Program. To do this, the Risk Management Officer is charged with the following:

- Responsible for oversight of the Risk Control Program.
- Design and implement the Safety Program to target losses, exposures to loss, and compliance with applicable government standards.
- Monitor the effectiveness of the Program and make recommendations for change.
- Conduct or use someone else to conduct Employee and Supervisory Safety Training.
- Make recommendations to eliminate, control or engineer unsafe conditions out of the work environment.
- Conduct periodic safety inspections of all facilities.
- Participate and be involved in accident investigations.

- Design, implement and participate in safety committees as appropriate.
- Design additional programs to increase the completeness of City of Corning's loss control efforts.

In the absence of the Risk Management Officer, his/her immediate Supervisor shall assume the duties.

Department Head:

These managers will:

- Be responsible for the safety of their individual Departments.
- Develop general and specific safety guidelines for their Department with help from the appointed Safety Officer.
- Actively participate in accident investigations.
- Participate in safety committees as appropriate.
- Ensure that unsafe conditions and practices are corrected and documented.

Supervisor:

Supervisors are responsible for the safety of their personnel, and will:

- Conduct and document appropriate safety orientation and training.
- Conduct accident investigations immediately upon notification of an injury.
- Conduct and document safety inspections of their work areas.
- Ensure that their personnel know, understand and follow established safety guidelines.
- Correct and document unsafe conditions and practices.
- Maintain material and equipment in good condition.
- Provide the necessary personal protective equipment and train personnel in its use.
- Contribute to the continued success of the safety program.

Employees:

Employees are responsible for following all written and verbal safety instructions and will:

- Report all injuries no matter how minor to their Supervisors.
- Accomplish their duties using safe work practices.
- Coach fellow employees on safe work practices whenever appropriate.
- Notify a Supervisor in the event of an observed unsafe condition or practice.
- Perform only authorized jobs.
- Actively contribute to the success of the overall Safety Program.

DISCIPLINARY PROCEDURES

We take safety so seriously that failure to follow this Program and safety directions will result in progressive disciplinary action up to and including discharge.

Management is responsible for ensuring that City Safety and Health Policies and Procedures are clearly communicated and understood by all Employees. Managers and Supervisors are expected to enforce the rules fairly and uniformly. All Employees are responsible for using safe work practices, following all directives, policies and procedures and for assisting in maintaining a safe work environment.

As part of an Employee's regular performance review, the Employee may be evaluated on his/her compliance with safe work practices.

Employees that make a significant contribution to the maintenance of a safe workplace as determined by the Risk Manager will receive written acknowledgment that is to be maintained in the Employee's Personnel File.

Employees that are unaware of correct safety and health procedures will be trained or retrained.

Employees that deliberately fail to follow safe work practices and/or procedures, or who violate the City's safety rules or directives, will be subject to disciplinary action up to and including termination.

Compliance with the City's Safety Policies and Procedures is expected from all Employees. If safety or health violations are noted, every effort will be taken to ensure future compliance. Compliance measures, if needed, will be progressive and directed toward correcting inappropriate employee behavior. Compliance measures generally consist of the following four step process within the "Skelly" guidelines for progressive discipline:

1. Should a safety and health violation be noted, the Supervisor is to informally discuss the behavior with the Employee—stating the potential dangerous result and outlining the correct procedure—then to retrain the Employee to ensure understanding. The incident shall be documented in the Employee's file.
2. A second violation shall generate a formal written warning to the Employee. The incident should be documented in the Employee's file.
3. A third violation is grounds for disciplinary action, including Employee suspension.
4. A fourth violation can result in Employee termination.

A serious, negligent or intentional violation of Safety Policies or Procedures can result in imposition of any disciplinary action deemed appropriate by the City.

HAZARD IDENTIFICATION

Hazard identification and correction is a major part of every effective IIPP Program. The City's Hazard Control Procedure is:

- Identify hazards that exist or have developed in the workplace;
- Describe how to correct those hazards;
- Correct the hazards and initiate steps to prevent their recurrence.

Whenever an unsafe or unhealthy condition, practice or procedure is observed, discovered or reported, the Department Head, Supervisor or Designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard.

Employees will be informed of the hazard, and interim protective measures taken until the hazard is corrected. Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation. Along with each inspection/investigation, the Risk Manager or Designee shall evaluate the severity of the hazard identified, and if it cannot be abated immediately, suggest priority for corrective action.

The Risk Manager will provide for an annual inspection of all City facilities and work places to identify unsafe work conditions and/or practices. Each Department Head (Designee) or Safety Representative shall conduct inspections of their areas of responsibility and work sites on a calendar year quarterly basis to identify unsafe conditions and/or practices. A written report of the quarterly inspections shall be submitted to the Risk Manager. Hazard/Safety Inspections may also be conducted anytime deemed appropriate by the Risk Manager or Department Heads.

Each Supervisor is responsible for promptly reporting to his or her Department Head or Designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment is introduced which may pose a safety risk. The Supervisor's Report should include an evaluation of the potential hazard(s), training and/or other steps to be taken to provide abatement solutions for any potential hazard(s).

Hazard and Safety Inspections shall be documented.

HAZARD ABATEMENT

It is the City's intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

Meetings:

Actions to be discussed and taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards, modifying equipment
- Employee training
- Posting warning notices

Whenever corrective action involves multiple steps, or cannot be completed promptly, an action plan needs to be developed. While corrective action is in progress, necessary precautions are to be taken to protect or remove Employees from exposure to the hazard. Employees may not enter an imminent hazard area without appropriate protective equipment and training.

ACCIDENT INVESTIGATION

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences - not to assign blame. The object of the investigation is fact finding, not fault finding. A thorough and properly completed accident investigation is necessary to obtain facts.

The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

The majority of accidents do not cause injury or illness, yet may result in property damage and/or lost time. Such mishaps may indicate an unsafe act, faulty procedure or hidden hazard.

Investigations of these occurrences are conducted at the discretion of the Supervisor, Department Head, Risk Manager or Designee. When an investigation is conducted, the facts, findings and recommendations shall be fully documented.

The occurrence of an occupational injury and/or illness precipitates a document called "**Employer's Report of Injury**". **This report is completed by the injured employee's Supervisor.** The original copy of the report is to be forwarded to the office of the City Clerk/Personnel within 24 hours of the occurrence. Incidents involving fatalities, serious injuries or serious illnesses shall immediately be reported to the nearest office of the Division of Occupational Safety & Health (CCR Title 8, Section 342).

Upon report of serious injury/illness, the appropriate Department Head and Risk Manager shall conduct an investigation which shall consist of determining the facts of the incident including but not limited to the following:

1. What was the injured person doing at the time of the accident?
2. What tools or equipment were involved, if any?
3. Where did the accident occur (be specific, including location, area, or job site)?
4. What was happening around the work area (external influences)?
5. Did the injured person know what the hazard was?
6. Was the injured person trained to do the job?
7. What contributed to this accident, i.e., another work group, defective tool, faulty equipment?
8. Was more than one person involved? If so, who and how?
9. Were there any witnesses? If so, who are they and what did they say?
10. Was the accident preventable in your opinion?
11. Based on the answers received in the investigation, make recommendations to prevent recurrence. Recommendations must be action oriented. "Be more careful" is not satisfactory.