



## **INYO COUNTY INJURY AND ILLNESS PREVENTION PROGRAM**

Inyo County provides a safe and healthful workplace for all employees and approved volunteers. This document, in full compliance with T8 CCR 3203, contains the County's long-established and effective injury and illness prevention program (IIPP), and it describes the ongoing implementation of this program. It is available at <http://inyocounty.us/iipp>.

### **RESPONSIBILITY**

County Administrative Officer Leslie Chapman (CAO) is ultimately responsible for the safe and effective operation of county processes, employment practices, and the overall County workplace environment. The CAO has delegated to County Risk Manager Aaron Holmberg the authority and responsibility for development and maintenance of the program. The County Risk Manager may be reached by email at risk@inyocounty.us, or by telephone at 760.872.2908.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas, for answering worker questions about the Program, and for ensuring that a copy of the program is available to employees upon request.

The latest version of this IIPP is always available at: <http://inyocounty.us/iipp>. A copy may also be obtained from the Risk Management office at 1360 North Main St in Bishop, the county administrative office at 224 N Edwards in Independence; and from the office of any Department Head.

### **COMPLIANCE**

Department Heads are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by their employees. Supervisors and lead personnel are expected to enforce the rules 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 for ensuring that all workers comply with the rules and maintain a safe work environment includes the following:

- Informing workers of the provisions of this IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices by: informally recognizing them in person, and by formally recognizing them in their performance reviews
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices in the manner as specified in the County's written Personnel Rules.



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### COMMUNICATION

It is our policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the safety program. Employees should feel free to express any safety concerns during safety meetings and individually to supervisor/Department Head/Risk Manager. They may also use the online anonymous report feature at <https://www.inyocounty.us/iipp/anonymous-hazard-report-tool>.

All safety suggestions will be given serious consideration and each will receive a response. In turn, the County provides current safety news and activities, additional safety policies and procedural documents and training, safety reading materials, signs, posters, and bulletin boards for easy access to information. Also, all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters at the regular meetings of the Labor/Management Safety Committee.

Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate, is essential to a safe and healthful workplace. As such, our system of communication is designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel.

The Labor/Management Safety (and health) Committee complies with all requirements of T8CCR 3203 (7)(c) to satisfy the communication requirements of 3203. These requirements are:

- Meets regularly, but not less than quarterly
- Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year by Risk Management
- Reviews results of the periodic, scheduled worksite inspections
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions
- Submits recommendations to assist in the evaluation of employee safety suggestions



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- Upon request from the Division of Occupational Safety and Health (DOSH, better known as Cal/OSHA), verifies abatement action taken by the employer to abate citations issued by the Division.

In addition to the Labor/Management Safety Committee, our communication system includes:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures
- Follow-through by supervision to ensure effectiveness
- Workplace-specific safety and health training
- Tailgate safety chats between supervisor and their personnel regularly and as needed for higher risk job classifications
- Onsite and in person meetings in response to creation of hazards or occurrence of injuries and illnesses
- Posted and distributed safety information, including flyers and other signage
- Anonymous workplace hazard reporting accommodated by an online portal
- Codes of safe work practices, customized to each work type and location by the Department Head of designee, and explained to personnel by supervisors.

### **HAZARD ASSESSMENT**

Inyo County Risk Manager or designee conducts periodic inspections to identify and evaluate workplace hazards according to the following schedule:

- At least annually for all locations where employees are regularly assigned to work
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new or previously unidentified hazards are reported or 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
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing a standardized inspection form or similar effective system. Risk Management provides written inspection reports to Department Heads who are expected to respond in writing within four weeks regarding their plans for abatement. Risk Management keeps inspection records for at least one year.



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### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Inyo County Risk Manager investigates all workplace accidents, hazardous substance exposures, and near-accidents with full cooperation from departmental leadership.

Accident/exposure investigations include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the incident
- Determining the causes of the accident/exposure/near-accident
- Directing/advising Department Heads on corrective actions to take to prevent the accident/exposure/near-accident from reoccurring
- Documenting findings and corrective actions taken.

### **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and 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
- All such actions taken and dates they are completed shall be documented, and copies provided to Risk Management.

Departments may consult with Risk Management on correction strategies and documentation.

### **TRAINING AND INSTRUCTION**

Inyo County provides effective training to increase employee and supervisor awareness and understanding of workplace hazards of and improvements for safe and healthful work practices. As such, all workers, including management, supervisors, and lead personnel get training and instruction on general, job-specific, and task-specific safety and health practices.

Specifically, this training and instruction shall be provided as follows:

- To all new workers
- To workers given new job assignments for which training was not previously provided



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- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- When the IIPP is substantially updated or modified
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment
- Whenever retraining is determined to be necessary.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability/location of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - Stacking goods in an unstable manner
  - Storing materials and goods against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting (See Ergonomics Plan).
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment (See Personal Protective Equipment Policy).
- Information about chemical hazards to which employees could be exposed and other hazard communication program information (See Hazard Communications Program and the Emergency Action Plan).
- Proper food and beverage storage to prevent contamination.

In addition, we provide specific instructions or retraining to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered or mastered in other training. Each department keeps training records for one year and sends copies to Risk Management.



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### RECORDKEEPING

As a local government entity, the County of Inyo is exempt from the requirement to keep records regarding the steps taken to implement and maintain the IIPP, including inspection and training records, per 8CCR3203(b)(exception 4). The Risk Manager may retain such records electronically at their discretion for up to five years.

### RELATED DOCUMENTS

The following programs are related to the IIPP and may be found at [inyocounty.us/iipp](http://inyocounty.us/iipp):

- A. Heat Illness Prevention Program, updated 6/25/2020
- B. Bloodborne Pathogens Exposure Control Plan, updated 10/27/2021
- C. Aerosol Transmissible Disease Exposure Control Plan, updated 10/28/2021
- D. Labor/Management Safety Committee statement of purpose and description, updated 6/24/2020
- E. Hazard Communications (HazCom) Program – currently being updated, last update was in 2018
- F. Ergonomics Program (for the prevention of musculoskeletal disorders), updated 10/06/2021 exclusively in PPT format
- G. Driver and Vehicle Safety Policy – currently being updated, last update was in 2018
- H. Personal Protection Equipment (PPE) Policy – currently being updated, last update was in 2018
- I. Emergency Action Guide (various topics), updated 4/30/2021
- J. COVID-19 Prevention Plan, updated 01/14/2022
- K. Anti-Violence Policy – currently being updated, last update was in 2018
- L. Wildfire Smoke Awareness, updated 8/31/2020
- M. Hearing Conservation Plan – in development
- N. Medical Emergencies – Requirements for First Aid, CPR, AED training, updated 6/15/2021
- O. Fall Prevention Program – in development
- P. Respiratory Protection Program, updated 2004

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