



CITY OF OAKLAND

Oakland Public Works

Injury & Illness Prevention Program (IIPP) 2016

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1.0 PURPOSE

The purpose of this Injury and Illness Prevention Program (IIPP) is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees 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 Oakland Public Works (OPW) safe work practices and that they are being followed by each employee.

OPW is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, and Section 3203. It applies to all full and part-time employees, and temporary employees working for OPW.

The OPW Injury and Illness Prevention Program will only be effective through the combined efforts and common focus toward health and safety by all employees. The result of these combined efforts and common focus will be a healthier and safer work environment as well as an increase in the efficiency of our daily operations.

2.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter, or even open, a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their employees.

A tool that can be used in identifying and evaluating workplace hazards is the Job Safety Analysis Form (Appendix A). Hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new safety hazard.
- v. Whenever OPW is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

2.1 RELATED PROGRAMS AND PROCEDURES

This IIPP is not intended to cover all safety procedures at OPW. OPW has developed specific programs that expand upon this general IIPP. These programs include, but are not limited to:

- i. Codes of Safe Practices (or Standard Operating Procedures)
- ii. Confined Spaces
- iii. Emergency Action Plan
- iv. Exposure Control for Bloodborne Pathogens
- v. Fall Protection
- vi. Hazard Communication
- vii. Hearing Conservation
- viii. Heat Illness Prevention
- ix. Hot Work
- x. Lead Safety
- xi. Lockout/Tagout
- xii. Personal Protective Equipment
- xiii. Respiratory Protection
- xiv. Workplace Violence

3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

The Public Works accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe working conditions.

Managers and supervisors are responsible for establishing proper attitudes towards safety and health in those they supervise, and ensuring that all operations are performed with the utmost regards for safety and health of all personnel working under their supervision, including themselves.

All OPW employees are responsible for the wholehearted, genuine application of all aspects of the safety and health programs, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

All OPW employees are responsible for safety and health in this Bureau for themselves as well as others. If an unsafe condition is observed, it is the employee's responsibility to immediately inform his/her supervisor. Employees also have the right to stop the activity so the condition can be corrected and the potential hazard mitigated.

Any OPW employee who recognizes and/or is aware of an unsafe condition and allows it to continue shall be held responsible if an accident or injury occurs as a result of the unsafe condition. The fact that an OPW employee is not a supervisor, or is not "in charge", does not relieve the employee of responsibility for safety and health.

There is no OPW activity that is important enough to risk the safety and health of OPW employees and citizens. The cooperation between OPW supervisors and employees and between each employee and his/her co-workers will result in an effective safety program that is in the best interest of all concerned.

3.1 EMPLOYER RESPONSIBILITIES

- i. Provide mechanical and physical safeguards, (e.g. safety protection articles, safety equipment, etc.) to the maximum extent possible, in full compliance with applicable laws and regulations, including Administrative Instruction 2900.
- ii. Provide ongoing training for all employees in good safety and health practices, including instructions in the use and care of safety and protective equipment.
- iii. Develop and enforce safety and health rules, and require that employees comply with these rules as a continuing condition of employment. Failure to comply with safety and health policies will be grounds for disciplinary action.
- iv. Develop and enforce systems to investigate workplace accidents/exposures and to provide corrective action(s) to prevent reoccurrence
- v. Promote the “Safety First” performance standard in all performance appraisals for all OPW employees.
- vi. Establish, implement and maintain an effective IIPP and update it periodically to keep employees safe. The IIPP is reviewed annually by management with any employee input taken into consideration.
- vii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP).
- viii. Identify persons by name with the responsibility and authority to implement and maintain this IIPP.
- ix. Use color codes, posters, labels or signs to warn employees of potential hazards.
- x. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
- xi. Provide medical examinations when required by Cal /OSHA standards.
- xii. Report immediately, but no longer than eight (8) hours, by telephone to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness or death of an employee occurring in a place of employment or in connection with any employment. Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
- xiii. Keep records of work-related injuries and illnesses on the Log 300. At the end of the calendar year, copy the totals from the Log 300 and transfer the information to the Log 300A which must be posted February 1 through April 30 each year.
- xiv. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.

3.2 SAFETY ADMINISTRATOR

The Safety Administrator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Safety Administrator for OPW is: Kristine Shaff (510) 238-2966 or (510) 697-5827

The Safety Administrator’s responsibilities include:

- i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Working with Safety Coordinator, Safety Representatives and management to ensure that safety is compliant in all bureaus by periodic inspections, training and site visits.
- iv. Coordinating with Du-All Safety and/or other third-party safety consulting company to provide support services.
- v. Working with Safety Committee and Bureau management to ensure that safety training is scheduled and compliance with regulations is reported.
- vi. Working with Human Resources for disciplining workers for failure to comply with safe and healthful work practices.
- vii. Working with management and the Safety Committee to respond to employee safety suggestions and reports of hazardous conditions.
- viii. Ensure that Cal/OSHA has been notified within eight hours of any serious injury or death.

3.3 SAFETY COMMITTEE

The Safety Committee is comprised of the Safety Administrator, Safety Coordinator and Committee Representatives. There are no term limits for any committee member. The Safety Committee charter is in Appendix B and the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the Safety Committee members will, at a minimum, be responsible for the following:

- i. Attend Safety Committee meetings
- ii. Disseminate safety related information to their supervisors so that each bureau is aware of upcoming training, inspection findings, reporting hazards and corrective actions.
- iii. Relate any safety concerns within their bureau to the Safety Committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- iv. Support good housekeeping standards and cleanliness at OPW.
- v. Report to the Safety Committee any safety suggestion or hazardous condition brought to their attention.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.
- vii. Recognize employees who contribute to the safety programs and/or effect positive change through safety suggestions, observations and recommendations for improvement.

3.4 PUBLIC WORKS SAFETY REPRESENTATIVES

The Public Works Safety Representatives are found in Appendix C. Public Works Safety Representatives are responsible for the following:

- i. Ensure that there is someone available onsite to assume safety responsibilities in their absence, e.g. Public Works Safety Representative alternate.
- ii. Be a member of, and active participant, in the Safety Committee. Responsibilities include those listed above in Section 3.3.

3.5 MANAGERS, SUPERVISORS, CREW LEAD WORKERS

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under the construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 10 working days. These meetings are designed to review hazards associated with upcoming work and communicate systems in place to prevent employee injury or illness.
- vi. Report any injury or near miss (non-injury incidents) to the next highest supervisor who will then forward any report to OPW Human Resources and Oakland Risk Management.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with the Safety Administrator to ensure that employee receives make-up training prior to job assignment.
- viii. Understand and be aware of all hazards associated with job assignments.
- ix. Disciplining workers for failure to comply with safe and healthful work practices.

3.6 HUMAN RESOURCES AND SAFETY PROGRAM

OPW Safety First Program responsibilities towards safety include:

- i. Document and maintain training records for each employee.
- ii. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- iii. Maintain the OSHA Log 300 form. Post the OSHA 300 form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout OPW so that employees may have easy access to the summary.
- iv. Work with management and the Safety Committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.

- v. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- vi. Maintain all medical monitoring and other Cal/OSHA related documentation.

3.7 EMPLOYEES

Although the employer and management have the primary responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees' responsibilities for safety include:

- i. Conducts self in a safe manner in order to promote safety and health throughout the workplace and public domain.
- ii. Attend all required safety training.
- iii. Take all required online safety courses.
- iv. Follow OPW safety policies, procedures and programs, including the Injury and Illness Prevention Plan (IIPP) and Codes of Safe Practices.
- v. Report any unsafe or potentially dangerous situation so that the situation may be abated.
- vi. Report all injuries and near misses to their supervisor immediately.
- vii. Understand that failure to follow safe procedures will result in consequences. (See Section 9.0).
- viii. Work with management in updating the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- ix. Holds self and others responsible and accountable for compliance to safety standards in order to reduce risk to City employees and members of the public.

3.7.1 Oakland Public Works Safety First Performance Measure

- **Standard:** Sets an example for others by modeling Safety First, including using City property and equipment with care and safety, and using personal protective equipment (PPE) and clothing as required.
- **Standard:** Regularly engages in training to learn and implement best practices for working safely.
- **Standard:** Uses safe practices related to specific work tasks, such as lifting, using ladders, working in confined spaces, dealing with hazardous materials, etc. Reports injuries promptly to supervisor.
- **Standard:** Keeps all required licenses and certifications current.
- **Standard:** Applies defensive driving techniques while driving, conscientiously reports incidents and accidents immediately to supervisor and follows vehicle accident reporting protocol.

- **Standard:** Immediately reports to supervisor any defective, broken or missing equipment, and reports any observed safety violations.
- **Standard:** (for Supervisors only) Performs thorough investigation of injuries, incidents and vehicle accidents and ensures appropriate follow up actions.

3.8 JOB CLASSIFICATIONS

At OPW, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO) or the Construction Safety Orders (CSO), depending on the type of work being performed.

Construction work is: “When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO.”

OSHA definition of structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed falls under the GISO or CSO. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA.

It is possible that because of the diverse nature of their assignments, staff could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices and documents.

3.8.1 General Industry Safety Orders (GISO)

Examples of work that would be considered falling under the GISO may include, and may not be limited to:

- General administration
- Automotive repair and maintenance
- Custodial work
- Gardening
- Warehouse maintenance
- General driving

3.8.2 Construction Safety Orders (CSO)

Examples of work that would be considered falling under the CSO may include, and may not be limited to:

- Carpentry
- Electrical
- Locksmith
- Painting and/or Plastering
- Plumbing
- Operating heavy equipment or earth moving equipment

4.0 CODE OF SAFE PRACTICES

Once hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of OPW IIPP; it will refer to general safe work rules used for both Construction and General Industry work.

Some bureaus at OPW may have specific work practices that are unique to that bureau. These may include Administrative Instructions (AI), bureau Standards and Standard Operating Procedures (SOP). Supervisors and managers of each bureau should evaluate the hazards associated within their bureau and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task. These written procedures shall be reviewed and approved by the Safety Administrator.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- i. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each bureau.
- ii. When the Code of Safe Practices is updated, workers must be trained and/or informed by their managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.

All Codes of Safe Practices may be found on the Public Works Intranet at <http://oaknetnews/departments/OPW/Safety/index.htm> .

5.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be provided to the appropriate persons responsible for the inspected area(s). See Appendix D.

A contracted safety consulting company will conduct facility inspections annually. Regular and periodic inspections of the work areas are conducted in response to the information developed from the Hazard Evaluation and Code of Safe Work Practice documents.

The inspection schedule listed above is documented on the appropriate form and the necessary corrective action taken relevant to any discrepancies found. The inspections are the responsibility of the lead tenant, with the Division Manager, and assisted by the Safety Committee representative.

The completed forms are reviewed and maintained by the Public Works Safety Administrator and the lead tenants of the facilities. All other specific facility and equipment inspections must occur on schedule as mandated by Cal/OSHA (weekly, monthly, quarterly, etc.) depending on the type and the degree of hazard. For instance, offices are required to be tested and inspected annually, and all fire extinguishers and eye wash stations are to be inspected for safety at least monthly.

These inspections are the responsibility of the location manager, lead tenant, with the assistance of the Safety Committee representative. The records must be maintained by the lead tenant.

Crews will be inspected periodically by managers and supervisors to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

Managers and supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, OPW will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers correcting any hazardous condition shall be provided with necessary protection.
- iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
- v. If any employee fails to follow OPW safety procedures, the employee's supervisor should:
 - a. Inform the employee of the violation.
 - b. Inform or remind the employee of the correct procedure.
 - c. Ask the employee to comply and correct the violation(s).
 - d. Remind the employee of OPW disciplinary policy.
- vi. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
- vii. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the appropriate person.
- viii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

5.1 SAFETY RISK ASSESSMENT CODE

Hazards identified during inspection are assigned a risk rating. The Risk Assessment Code is determined as follows:

- i. **Class 1** - Critical (may cause death, serious injury, significant environmental impact or substantial financial losses) and/or is likely to occur soon.
- ii. **Class 2** - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- iii. **Class 3** - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

5.2 CORRECTION PROTOCOL

The correction protocol that is used may include one or more of the following:

- i. Engineering control (i.e. cones, flags, lights, etc.)
- ii. Personal Protective Equipment (PPE)
- iii. Administrative control (i.e. no cell phone use while driving or flagging)
- iv. New safety rule
- v. Employee training

5.3 OTHER INSPECTIONS

All tools and equipment shall be inspected before use in accordance with the manufacturer's instructions and specifications.

Required Inspection Frequency

Fire Extinguisher	Monthly
Eye Wash Station	Weekly
Emergency Shower	Monthly
All Equipment and Tool	Pre-use
Vehicles	Pre-trip and post-trip
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually by competent person (other than the user)
Confined Space Equipment	Per Equipment Manufacturer

This is not intended to be a complete list of inspections. There may be other required safety inspections depending on what other hazards and equipment exist (DOT, cranes, etc.).

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found on the Public Works Intranet or accessed by emailing the Workers Compensation Coordinator. All applicable forms should be completed in a timely manner and given to the Manager of the Division for review and signature, and then forwarded to the Human Resource Manager. The forms that are included in the packet include:

- i. Supervisor's Investigation of Employee Injury Form
- ii. Employee's Report of Job Injury
- iii. Employer' Report of Occupational Injury or Illness (5020)
- iv. Worker's Compensation Claim Form

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

6.2 SERIOUS INJURY REPORTING TO CAL/OSHA

OPW shall report immediately by telephone to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but no longer than eight hours after a manager (or above) knows, or with diligent inquiry would have known, of the death or serious injury or illness.

A serious injury is defined as: An injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

Exception: An injury is not reportable if it occurs during a crime (penal code violation) or on a public roadway (vehicle accident (which are reported using the City's forms and process)). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.

6.2.1 Reporting Procedure

1. Employees are responsible for immediately notifying their manager or supervisor of a serious injury or death to any employee.
2. The manager or supervisor will then arrange for medical attention to the injured employee.
3. Management will then notify the Human Resource Manager of the situation.
4. Human Resources will call and report the injury or illness to Cal/OSHA.

5. If the manager or supervisor is unable to talk with the Human Resources Manager or designee, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury or fatality at:

**Oakland District Office
1515 Clay Street, Ste. 1301
Oakland, CA 94612
(510) 622-2916**

Note: If a contractor is injured, the contractor's employer must notify Cal/OSHA.

6. When making notification, the reporting party shall include the following information, if available:
 - Time and date of accident
 - Employer's name, address and telephone number
 - Name and job title or badge number of person reporting the accident
 - Address of site of accident or event
 - Name of person to contact at site of accident
 - Name and address of injured employee(s)
 - Nature of injury
 - Location where injured employee(s) was (were) moved to
 - List and identity of other law enforcement agencies present at the site of accident
 - Description of accident and whether the accident scene or instrumentality has been altered

See the Employee Incident Report Form in Appendix J.

6.3 CAL/OSHA RECORD KEEPING

- i. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300 by Human Resources.
- ii. Human Resources and Oakland Risk Management will also complete the Cal/OSHA Form 301.

6.4 GENERAL SAFETY RECORD KEEPING

The OPW Oakland Safety First Program Administrator and/or Human Resources will keep records of:

- i. Documented safety and health training
- ii. Documented accident, injury and illness investigations including the completed form(s).
- iii. Copies of all required injury- and illness-related forms
- iv. Safety Committee meeting minutes
- v. Disciplinary records

The Safety Administrator office will keep records of:

- vi. Inspection reports and corrective actions

- vii. Training records including safety tailgate meetings (Appendix F). Supervisors are responsible for giving a copy of their tailgate meetings to the Safety Program or maintaining the records themselves.
- viii. Safety suggestions (Appendix H)
- ix. Accident reports

6.5 RECORDS RETENTION

The legally mandated minimum records retention durations are given in Appendix E.

7.0 COMMUNICATION

Communication regarding safe working conditions, safe work practices and required personal protective equipment (PPE) is included in initial and all subsequent training.

Employees should be advised via the employee orientation and during the initial training session about safe work practices and the mandatory policy of using PPE. This initial training on safe working conditions, safe work practices and required PPE will be enforced by the following:

- i. Disciplinary action for non-compliance with Public Works safety rules and Codes of Safe Practices, up to and including dismissal, subsequent to previous warnings relevant to poor safety performance.
- ii. Recognition for compliance/good safety performance during the regular performance evaluation review, also through comments in the employee personnel file.

The Safety Committee will meet to carry out the following:

- iii. Review all accidents, injuries, occupational illness and unusual incidents that could affect safety that have occurred since the previous meeting.
- iv. Review all employee safety recommendations for completion of corrective action.
- v. Make recommendations and/or conduct its own inspections and investigations when applicable.
- vi. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
- vii. Maintain records of the meetings and make these available to affected employees.

Employees are encouraged and expected to report potential safety problems and unsafe conditions to their supervisors, to the Safety Committee representatives or the Public Works Safety Administrator.

A "Safety Suggestion Form" is provided for this purpose in Appendix H of this document.

Comments, complaints, suggestions, etc. may be made anonymously and sent to the Public Works Safety Administrator (Kristine Shaff, 238-2966 or mail to 250 Frank H. Ogawa Plaza, Suite 4314).

After review by the Public Works Safety Administrator, the affected employee, if known, will be advised of the action that will be taken relevant to the information given on the form.

Communication is an important part of the IIPP. OPW management believes the best way to assure safety is through the following means:

- viii. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted on the safety bulletin board by a committee member.
- ix. Safety posters and relevant written communication will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- x. A standing Safety Committee meets the first Wednesday of every month. The Charter for the committee may be found in Appendix B.
- xi. Supervisors with staff shall conduct Tailgate safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.
- xii. Employees shall report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- xiii. Employees shall report any injury or near miss (non-injury related accident) to the next highest supervisor who will then forward any report to Human Resources and the Safety Administrator.

8.0 TRAINING

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies
- ii. Procedures to document and record workplace injuries or illnesses
- iii. Employee and management responsibilities towards safety

Managers, Supervisors and Public Works Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

Training is provided:

- iv. To all employees and those given new job assignments for which training has not yet been received
- v. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard
- vi. Whenever the employer is made aware of a new or previously unrecognized hazard

To manage safety trainings staff should visit PDPlace, the Public Works' online training database, at www.oakland.pdplace.com. PDPlace is updated regularly and all employees, supervisors, and managers shall manage their own, or their staff's safety trainings and certifications. Staff shall manage safety trainings by logging on to PDPlace to register for safety classes, manage safety certification compliance, and review personal training transcripts. Trainings occur online, on the job, are provided by Public Works managers and supervisors, and

by a third party. All training logs, including Tailgate meetings, should be forwarded to the Safety Administrator for inclusion in the Department's official training file.

9.0 CONSEQUENCES OF NON-COMPLIANCE

Employees who fail to comply with OPW safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of OPW goals and objectives.

While management wants to remain as positive as possible, management must properly address the adverse actions of employees.

Employees are referred to their management or Human Resources about OPW disciplinary policies and procedures.

APPENDIX A
JOB SAFETY ANALYSIS FORM

	Job: Example	Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job	Title of Supervisor: Analysis by:
Bureau	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?	For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.
	Job:	Date:

APPENDIX A

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SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS		RECOMMENDED SAFE JOB PROCEDURE

**APPENDIX B
SAFETY COMMITTEE CHARTER**

Public Works Safety Committee Charter		
Committee Name	Represented Bureaus	Chairperson
OPW Safety First Committee	BFE, BIO, BEC, Administration	OPW Safety Coordinator – Sarah Corso
Meeting Time/Location:	First Wednesday of every month, 9:30 to 11:00 a.m., Building 2, Estuary Conference Room, 7101 Edgewater	
Purposes	<p>To help ensure a safe and healthful workplace and compliance with federal, state and local safety regulations through participation in:</p> <ul style="list-style-type: none"> ▪ Monthly Safety Committee meetings per 8CCR, 3203, (c) et. al. ▪ Routine, periodic safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training 	
Scope/Authority	<ul style="list-style-type: none"> ▪ Provide advice and input to individuals and bureaus on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Recommend corrective actions to address safety hazards ▪ Serve as communication conduits between employees and management on safety concerns ▪ Respond to employee safety concerns and/or suggestions, and provide research and follow up as needed to bring each issue to closure ▪ Schedule required safety training, help facilitate sessions and attendees 	
Success Criteria	<ul style="list-style-type: none"> ▪ Compliance with safety regulations and receive no OSHA citations ▪ Provide regularly scheduled employee safety training ▪ Fewer near misses, accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees’ sense of safety and well-being 	
Decision-Making Process	<ul style="list-style-type: none"> ▪ Strive for consensus; majority vote by area Public Works Safety Coordinators present to pass on recommendations or take action ▪ Roberts Rules of Order will be loosely followed 	
Products	<ul style="list-style-type: none"> ▪ Approve written safety programs in compliance with CCR, Title 8. ▪ Provide safety training and recordkeeping ▪ Produce periodic inspections reports, develop Job Hazard Analyses, etc. ▪ Respond to employee safety concerns and/or suggestions ▪ Provide needed research and follow-up in addressing and resolving issues ▪ Provide and present safety tailgates bi-weekly to units 	
Decision Communication	<ul style="list-style-type: none"> ▪ Agendas available on shared drive ▪ Use of internal communication tools to disseminate major actions including intranet and training database 	

APPENDIX C
SAFETY COMMITTEE MEMBERS
PUBLIC WORKS SAFETY COORDINATORS

Name	Division, Dept.
1. Sarah Corso	Chair, Safety & Training, Admin
2. Kristine Shaff	Alternate Chair, Safety & Training, Admin
3. Joe Moulton	OPW Safety Du-All Safety Consultant
4. Brad Blemker	Buildings & Facilities, BFE
5. Clarence Rice	KOCB, BFE
6. Clinton Pugh	Park Services, BFE
7. Gerald Nervis	Drainage, BIO
8. Greg Elliot	Risk Management
9. Dimitrius Brown	Electrical Services, BIO
10. Herbert Flores	Tree Services, BFE
11. Jason Chin	Fleet Safety, BIO
12. Keith Kelly	Building Facilities, BFE
13. Leroy Franklin	Streets & Sidewalks, BIO
14. Martin Sharp	Custodians, BFE
15. Mary Costello	Workers Comp, HR OPW
16. Miguel Guzman	Sewers, BIO
17. Rick Persons	Traffic Maintenance & Meters, BIO
18. Patrick Hayes	Environmental Services, BFE
19.	

APPENDIX D

LOCATIONS FOR ANNUAL FACILITY SAFETY INSPECTIONS

Month	Facility to be Inspected	Facility Location
January	Open	
February	MSC Bldg 2 & MSC Yard	7101 Edgewater Dr.
March	MSC Bldg 3 & 4	7101 Edgewater Dr.
April	MSC Bldg 5 & 6	7101 Edgewater Dr.
May	KOCB & Equipment Services	750 50 th Ave & 5050 Coliseum Way
June	Lakeside Garden, Rose Garden, & Joaquin Miller	666 Bellevue Ave. 700 Jean St. Sanborne Dr.
July	Shepherd Canyon	6000 Shepherd Canyon Rd
August	250 FHOP	250 Frank H Ogawa Plaza
September	Police Administration Building (PAB)	455 7 th Street
October	150 FHOP	250 Frank H Ogawa Plaza
November	1 FHOP & Alarm Bldg	1 Frank H Ogawa Plaza & Intersection of Lakeside Dr and 14 th St
December	Make-Up Day	

APPENDIX D



SAFETY INSPECTION & CORRECTION FORM

Oakland Public Works

Date: _____ Location: _____

Inspection Conducted By: _____ OPW Staff: _____

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards or are hazardous conditions that may cause injury or illness to employees at the Oakland Public Works, or possibly cause negative environmental impact, or interrupt the Oakland Public Works ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the Oakland Public Works at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400) or other action.

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

Table with 6 columns: Item #, Finding, Risk Rating, Assigned To Or Work Order Number, Date Fixed, Initials

Please initial and date corrections as they are completed.

APPENDIX E
RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs)	Code Citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety Committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
CAL/OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records (Human Resources and/or the medical service provider shall maintain these records)	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, safety data sheets , chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
Bloodborne pathogens training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazardous waste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire alarm systems acceptance tests & as-built	Life of system	NFPA 72, 7-5.1
Fire alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire sprinkler maintenance & service reports	5 yrs	19 CCR 904.1 & 904.2
Fire sprinkler maintenance & service reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)



Appendix F Public Works Safety Tailgate Training



Title/Topic: _____

Date: _____ Time Start/ End _____

Unit/Division/Bureau: _____

Supervisor/Instructor: _____

Attached is handout/outline/curriculum information sheets used.

Sign In Roster of Attendance & Participation

	NAME	SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Comments/Feedback/Evaluation by Supervisor:

Supervisors: Please fax completed Sign In Roster as record of Tailgate Training monthly to S Corso, OPW Safety Coordinator, at 238-3265. Thank you!



APPENDIX G
SAFETY COMMITTEE MASTER AGENDA
OPW Safety Committee

First Wednesday of the Month

9:30 am

Estuary Conference Room, MSC

Agenda Items	Notes/Action Items
Safety Check In Safety Follow Up Items	
Worker's Compensation - Mary Costello	
Fleet Safety	
Du-All Safety- Joe Moulton	
Public Works Safety - Sarah Corso	
Group Activity- Discussion of current incident	
PDPlace Upcoming Trainings Aerial Lift; Mold, lead & Asbestos; Concrete & Asphalt; Commercial Driver	
Adjourn Next Meeting	

APPENDIX H
SAFETY SUGGESTION FORM

This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.

Area of Unsafe Condition or Action: _____

What Unsafe Condition or Action Did You See? _____

What Do You Think Might Have Caused This? _____

How Would You Suggest Improving Safety?: _____

Has This Been Reported to the Public Works Safety Administrator? _____

Name (optional): _____ Date: _____

OPW ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

OPW WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

Anonymous Suggestions: A response will be written and posted on the safety bulletin board.

APPENDIX I
NEW HIRE ORIENTATION CHECKLIST
Safety Program & Training Checklist

For all employees: at hire, transfer and annual performance review

Employee Name: _____

Hire/Review Date: _____

Job Title: _____

Bureau/Division/Unit: _____

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

- _____ Identify the Public Works Safety Representative and review the Representative's duties
- _____ Review the safety inspection and accident investigation procedures
- _____ Review avenues of safety communication (safety tailgates, committee meetings, etc.)
- _____ Review the safety discipline procedures (if not compliant with regulations, etc.)
- _____ Review of Codes of Safe Practices & SOPs specific to the employee's area
- _____ Identification of necessary employee training on specific equipment:

Personal Protective Equipment (PPE):

- _____ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc)
- Provided: _____

Hazardous Materials:

- _____ Review the Hazard Communication program and chemical inventory
- _____ Review Safety Data Sheets (SDS) and locations(s)
- _____ Review labeling requirements and the NFPA placard numbering system
- _____ Review how to safely handle chemicals on site
- _____ Review the spill procedures and spill equipment (location, etc)
- _____ Review what to do in the event of an emergency or exposure
- _____ HAZWOPER Training
- _____ Emergency Response Program and Drills

Fire and Evacuation:

- _____ Review the primary and secondary evacuation routes
- _____ Review evacuation relocation area
- _____ Review evacuation Do's and Don'ts
- _____ Drill procedures
- _____ Plant Emergency Plan and Contact Phone Numbers

Fleet & Equipment Program

- _____ Commercial/Non-Commercial Driver License(s) & Certification
- _____ Pre & Post Trip Vehicle Inspection: (Training, Defensive Driving, Documentation, etc)
- _____ Seatbelt Use & Requirements
- _____ Radio, Cell Phone Use & Requirements
- _____ Vehicle Accident Process & Reporting
- _____ Equipment Specific Training & Refreshers _____

Emergency Response:

_____ NIMS/SEMS 100, 200, 300, 700, 800, etc.

Safety Programs & Training: (Identify as required for specific job classification/title)

- _____ Knowledge, Awareness & Use of all City Policy/Procedures/Instructions, etc.
- _____ Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certification
- _____ Asbestos Awareness Safety Training
- _____ Bloodborne Pathogens Program & Training
- _____ Confined Space Program/Permit and Entry/Rescue Training & Certification
- _____ Boom/Crane Safety Certification
- _____ DOT Requirements & Testing
- _____ Driver Safety, Defensive Driving Training
- _____ Electrical Safety Program & Training (Non-Electrician & Electrician NFPA 70E)
- _____ Ergonomics & Back Safety Training
- _____ Excavation/Trench/Shore Program/SOP & Training
- _____ Fall Protection Program & Training
- _____ Fire Extinguisher Training
- _____ First Aid/CPR/AED Certification Training
- _____ Chain Saw Safety Training
- _____ Tree Work & Climbing Safety Training
- _____ Traffic Work Zone and Flagging Safety Training
- _____ Forklift Safety Training
- _____ Hazard Communication Program & Training
- _____ Hazardous Materials Program & Safety Training
- _____ Hazardous Waste Operations First Responder Certification (8 hour)
- _____ Hearing Conservation Program, Training & Annual Audiometric Testing
- _____ Heat Stress & Illness Program & Training
- _____ Ladder & Scaffold Safety Training
- _____ Lead Awareness Safety Training
- _____ Lockout/Tagout Program & Training (Equipment Specific Procedures)
- _____ Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
- _____ Hotwork Program/Permit & Welding Safety Training
- _____ Management Regulatory Work Shop
- _____ Emergency Action Plan
- _____ Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
- _____ Chemical Hygiene Plan & Lab Safety Training
- _____ Accident Investigation Training
- _____ IIPP Program Tailgate, Training
- _____ Regular Safety Tailgates – ongoing provided by supervisor every 10 days
- _____ Additional Safety Training or Certification (s) identified as required: _____

Specific area equipment & safety rules reviewed: _____

Add additional pages as needed to comply with all regulations and as identified on the Position Training Checklist.

Employee Signature: _____ Date: _____

Supervisor Signature: _____

Date: _____

APPENDIX H

REVISION HISTORY LOG

Date	Section	By	Correction Made
January 2008	All	OPW, Du-All	Major Revision by OPW, Safety Committee, Oakland Risk Management, Official Signatures
May 2012	All	OPW, Du-All	New template & program update incorporating small edits
March 2013	All	OPW, Du-All	Program update
February 2015	2.0	Du-All	Grammatical edit
February 2015	2.1	Du-All	Format Change: Added 2. section header and changed bullets to numbers.
February 2014	3.1	Du-All	Format Change: bullets to numbers
February 2014	3.7	Du-All	Format: Added 3.7.1 section header
February 2014	5.0	Du-All	Format: Added 5.1, 5.2, and 5.3 section headers
February 2014	6.4	Du-All	Format: Revised so that numbers continued within section
February 2014	7.0	Du-All	Format: Changed bullets to numbers
February 2014	8.0	Du-All	Format: Revised so that numbers continued within section
February 2014	8.0	OPW, Du-All	Added information regarding PD Place
February 2014	Appendix	Du-All	Format: Changed all text to Times New Roman, added footer
February 2014	Appendix C	OPW, Du-All	Updated committee members
February 2014	Appendix D	OPW	Revised inspection list to include all locations as represented on inspection schedule
February 2014	Appendix F	OPW, Du-All	Inserted new tailgate meeting form.
July 2014	All	OPW, Du-All	Program Update
January 2015	All	OPW, Du-All	Corrected minor typos.
January 2015	Appendix B & C	OPW, Du-All	Updated to reflect 2015 Safety Committee members and chair.
January 2015	Appendix D	OPW, Du-All	Revised February, March and April inspection sites.
July 2015	All	OPW	Final proof, approvals and posting
January 2016	Appendix C	OPW	Updated to reflect 2016 Safety Committee members.