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September 19, 2022

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

APPROVAL OF THE INJURY AND ILLNESS PREVENTION PROGRAM

Summary

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). Specifically, California Code of Regulations, Title 8, Section 3203 requires employers to have a written and effective Injury and Illness Prevention Program (IIPP).

Staff has prepared the attached IIPP for your Board's consideration which includes the eight required elements of an IIPP:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

By implementing the IIPP, staff will ensure that employees are provided with safe and healthy working conditions and Triunfo Water & Sanitation District complies with federal and state laws, specifically Cal-OSHA regulations.

Fiscal Impact

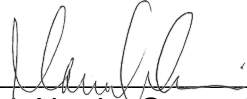
None.

Recommendation

It is recommended the Board:

- A. Approve the TWSD IIPP, authorize the Chair to sign Resolution No. TWSD 2022-029, and authorize the General Manager to sign the IIPP; or
- B. Provide staff with alternative direction.

DAVID RYDMAN – OPERATIONS MANAGER

REVIEWED AND APPROVED  _____
Mark Norris, General Manager

- Attachments: 1. Resolution No. TWSD 2022-029
2. TWSD Injury and Illness Prevention Plan

RESOLUTION NO. TWSD 2022-029

**A RESOLUTION OF THE TRIUNFO WATER & SANITATION DISTRICT
BOARD OF DIRECTORS AUTHORIZING THE GENERAL MANAGER
TO SIGN AND ADMINISTER THE INJURY AND ILLNESS PREVENTION PROGRAM**

WHEREAS, the Triunfo Water & Sanitation District (“District”) is duly organized and established under California Health and Safety Code Section 4700 et seq., known and cited as the “County Sanitation District Act” (“Act”); and

WHEREAS, the District is subject to the requirements for implementing and maintaining an effective written Injury and Illness Prevention Program (IIPP) as contained in Title 8 of the California Code of Regulations, Section 3203: and

WHEREAS, the State of California, Division of Occupational Safety and Health (Cal/OSHA) guidelines define the requirements for an IIPP; and

WHEREAS, it is the policy of the District to provide a safe and healthy working environment for its employees and to be in compliance with federal and state laws; and

NOW, THEREFORE, the Board hereby ordains as follows:

1. The Board of Directors authorizes and approves the IIPP of the Triunfo Water & Sanitation District, as set forth above.
2. The Board of Directors authorizes the General Manager to sign the IIPP.

PASSED, APPROVED, AND ADOPTED this 19th day of September 2022 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO WATER & SANITATION DISTRICT

Leon Shapiro, Chair

ATTESTED:

Fidela Garcia, Clerk of the Board

APPROVED AS TO FORM:

John Mathews, General Counsel

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TRIUNFO
WATER & SANITATION DISTRICT

INJURY & ILLNESS PREVENTION PROGRAM

September 2022

Table of Contents

1.0	<i>Management Approval</i>	1
2.0	<i>Purpose</i>	1
3.0	<i>Responsibility</i>	2
4.0	<i>Compliance</i>	4
5.0	<i>Communication</i>	5
6.0	<i>Hazard Assessments</i>	6
7.0	<i>Hazard Correction</i>	7
8.0	<i>Accidents/Injury/Illnesses</i>	8
9.0	<i>Training</i>	9
10.0	<i>Recordkeeping</i>	9
	<i>Appendix A – Definitions & Terminology</i>	10
	<i>Appendix B – Revision Log</i>	11
	<i>Appendix C - Safety Meeting/Training Attendance Record</i>	12
	<i>Appendix D - Report of Unsafe Condition or Practice</i>	13
	<i>Appendix E – Safety Inspection Report Findings</i>	14
	<i>Appendix F - Incident Data Gathering Form</i>	15
	<i>Appendix G – District Safety Incentive Program</i>	18

1.0 Management Approval

The Triunfo Water & Sanitation District (District) Injury & Illness Prevention Program (IIPP) will be reviewed and revised as necessary to ensure compliance with applicable regulations. All revisions are documented on Appendix B – Revision Log.

The IIPP for the District has been reviewed and approved by the General Manager:

Mark Norris, General Manager

Date

2.0 Purpose

The District is committed to maintaining a workplace free from health and safety hazards; promoting safe working practices; and complying with all applicable federal, state and District safety requirements. Employee and public safety are paramount to the District.

This employee IIPP follows California Code of Regulations, Title 8, § 3203.

3.0 Responsibility

3.1 The Safety Administrator role, assigned to the Operations Manager, serves as a safety liaison between management, supervisors, and employees. The District Safety Administrator has the authority and responsibility for implementing the IIPP provisions and the authority to revise, amend and supplement District safety policies as needed to respond to changing workplace conditions and regulations. Additionally, the Safety Administrator takes responsibility for:

- **General**
 - Developing, implementing, and maintaining an effective safety program, including the IIPP;
 - Preventing accidents, injuries, and illnesses;
 - Reviewing, revising, and developing safety policies and procedures to keep the safety program in compliance with Cal/OSHA requirements;
 - Identifying working conditions and activities that require specific safety policies or programs; developing and implementing these as needed;
 - Ensuring policy and procedures are relevant, current, and effective;
 - Providing support regarding all safety related issues;
 - Monitoring the effectiveness of the program and making recommendations to reduce risks and eliminate or control unsafe conditions in the workplace;
 - Implementing systems (e.g., incentive systems) to encourage employee participation in the safety program.

- **Inspections & Safety Plan Effectiveness**
 - Regular hazard identification inspections are completed; findings are reviewed; and identified hazards mitigated;
 - Monitor and track periodic safety inspections for compliance with safety program requirements..

- **Communication**
 - Coordinating with management, supervisors, and employees to meet the IIPP and all other District safety policy and directive requirements;
 - Establishing procedures for employees to report workplace hazards, accidents, injuries, illnesses, and general safety concerns;
 - Implementing systems to encourage safety program participation.

- **Training**
 - Ensuring health and safety trainings are scheduled, tracked, and documented meeting District and Cal/OSHA requirements;
 - Monitoring and coordinating safety training and events for compliance with the projected training schedule.

- **Accidents**
 - Investigating accidents, injuries, illnesses, and exposures; and ensuring appropriate corrections are implemented.
- **Recordkeeping**
 - Managing safety record keeping.

3.2 The General Manager is responsible for District worker health and safety and has the overall authority and responsibility for assuring that all IIPP provisions are effectively implemented. Responsibilities include:

- Provide active leadership and participation in the safety program;
- Holding management and supervisory positions accountable for safety;
- Ensure that the program targets losses and exposures, and follows applicable government standards;
- Completely fund the program in order to operate safely;
- Work with the safety administrator to develop safety policies as needed to respond to workplace conditions, applicable regulations, and operational best practices to create a safe work environment.

3.3 Supervising Employees

All District supervising-employees (managers, supervisors, and lead-persons, etc.), in addition to any other duties, must follow, implement, and enforce safe work practices. Supervising employees must:

- **General**
 - Recognize employees who perform safe and healthful work practices;
 - Understand the safety and health hazards to which employees under their immediate direction and control may be exposed;
 - Provide the necessary personal protective equipment (*PPE*) to employees under their direct supervision and train them on its use;
 - Ensure employees are provided with safety resources and effective control measures;
- **Inspections & Safety Plan Effectiveness**
 - Evaluate worker safety performance;
 - Identify and correct unsafe conditions and practices;
 - Conduct and document safety inspections;
 - Conduct special safety inspections if new substances, job tasks, or equipment introduce new hazards to their employees;
 - Conduct accident/incident investigations.
- **Communicate**
 - Explain safety program provisions and how District workers are affected;
 - Ensure that employees under their direct supervision know, understand, and follow established safety guidelines.
- **Training**

- Ensure all employees within their work group are trained in and actively use all safety related protocols in daily work activities;
- Host and document tailgate meetings as required;
- Provide training to workers with deficient safety performance;
- Coordinate with the Safety Administrator to schedule, develop, implement, and document all workgroup safety training.

- **Accidents**
 - Report and document any injuries, property damages, near misses, unsafe conditions and unsafe practices in accordance with this policy within 24-hours following the current published HR procedures;
 - Ensure employees receive prompt medical attention for all occupational injuries/illnesses.

- **Enforcement**
 - Discipline workers for not complying with safe and healthful work practices;
 - Understand and enforce safety related programs, policies, procedures; regulations and work practices within their responsibilities.

- **Recordkeeping**
 - Maintain records according to District recordkeeping and retention policy.

3.4 Employees are responsible for using safe work practices, following applicable directives, laws, policies, and procedures, and for assisting in maintaining a safe work environment including reporting unsafe conditions or concerns to their supervisor or the safety administrator.

The current District disciplinary process as maintained by the District Human Resources Policy will be followed in the event safe work practices or specific rules found in agency safety policies are not followed.

Discipline may include:

- Retraining
- Verbal and written warnings
- Suspension
- Termination

4.0 Compliance

4.1 District Workers

All District employees, contract employees and volunteers must follow the approved safe work practices, policies, directives, and regulatory requirements.

4.2 Anti-Reprisal Policy

Employees must not be discharged, transferred or discriminated against in any manner for reporting health and safety hazards and concerns. Managers and supervisors must inform employees of this policy and encourage reporting workplace hazards to management.

The General Manger must investigate all reprisal claims promptly; and take appropriate corrective action to establish safeguards to prevent future similar reprisals.

4.3 Supporting Safety Programs

The District shall develop and implement any additional safety programs required by either regulation or by functional need, risk exposures, and other requirements.

5.0 Communication

The District communicates with employees frequently on safety related topics using methods that assure all employees are provided relevant, understandable safety information (including translation where needed). Such methods may include:

- Tailgate meetings;
- Verbal (one-on-one, group, etc.);
- Written (e.g. electronic, online written material, video, interactive, etc.);
- Workplace safety and health training, meetings, and tailgate meetings;
- Regularly scheduled safety meetings;
- Online resources and other methods.

5.1 Occupational Health and Safety Committee

The District Occupational Health and Safety (OHS) Committee must include the Safety Administrator and others. The committee:

- Must meet regularly, but not less than quarterly, to
 - Review safety issues, hazard assessments/inspections, incidents, accidents, near miss and workplace hazard reports, and other topics;
 - To make appropriate recommendations to improve worker safety.
- Must take and maintain committee meeting records;
- May conduct safety/risk inspections and assist with remedial solutions.

5.2 Reporting workplace hazards

The District must provide several methods, including anonymous methods, for employees to report workplace hazards, acts, safety violations, and to make safety suggestions. Reporting procedures will be made available via the District intranet site and must be published no less than annually in a form easily accessible to all employees.

Reporting methods must include procedures to assure anonymous reporting:

- Appendix D: Employee Incident Report-Unsafe Condition or Practice is used to report any unsafe conditions, practices, or near misses employees may have observed or experienced. Completed forms are given to their Supervisor or Safety Administrator. Employees may submit completed forms anonymously.
- The Safety Administrator must review all report notifications within 7 days and take prompt corrective action as appropriate;
- Safety suggestions must be addressed at the next safety committee meeting;
- The Safety Administrator may share hazard reports with the Safety Committee as appropriate, provided anonymity can be protected.

5.3 Safety Incentive Program

The District safety incentive program encourages workers to report near-misses or hazards, and involvement in the safety and health management system. The District safety incentive program shall be modified and revised as needed to encourage effective worker participation as part of its safety effort. The District safety incentive program shall follow FedOSHA and Cal\OSHA requirements for such incentive programs and shall not be directly linked to reported injuries such that reporting may be discouraged.

Refer to Appendix G – District Safety Incentive Program

6.0 Hazard Assessments

Periodic inspections must be completed to identify and evaluate workplace hazards. Inspections must be performed by an appropriately skilled person with the knowledge to understand what constitutes a hazardous condition as follows:

- At least annually and at a frequency appropriate for the hazard exposures;
- When new substances, processes, procedures or equipment are introduced that present potential new hazards;
- When new previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When workplace conditions warrant an inspection;
- Upon request or at the Safety Administrator's discretion.

Hazard assessment findings

- May be recorded on the **Supervisor Incident/Safety Inspection Report Findings** form (Appendix E);
- Findings must be provided to the Safety Administrator as soon as possible and no later than 7 days of the inspection date.

7.0 Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures must be corrected in a timely manner based on the hazard severity. Workplace hazards and unsafe work practices are to be corrected as soon as they are identified by the employee discovering them or their supervisor, to the extent feasible. If not corrected on the discovery date, a target date for correction will be established based upon the criteria described in the following sections.

- 7.1 Exigent circumstances** are those where a reasonable person with the same assigned job duties would believe that prompt action was necessary to execute the scope of their duties and that such actions may expose the worker or others to increased personal dangers.

When exigent circumstances exist, District workers may act within the scope of their job duties and training to manage the situation.

- 7.2 Imminent hazards** are those conditions or practices posing an immediate threat to the life or health of employees, the public, or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality.

- If an imminent hazard is present, employees should stop activity, notify their supervisor, and take immediate corrective action as soon as possible.
- If unable or unsure what action to take, employees must notify their supervisor, who must take immediate corrective action.
- Report imminent hazards to the Safety Administrator on the Employee Incident Report-Unsafe Condition or Practice form or other effective means.
- If it is necessary for employees to enter the area to correct the hazardous condition, they will be provided with the necessary protection and will be trained to perform these duties.
- If the imminent hazard cannot be corrected, the hazard area must be declared off-limits until the hazard is corrected. Barricades, signage, locks or other devices must be used to prevent access to the hazard area.

- 7.3 Serious hazards** exist where a reasonable person would recognize a substantial probability that an employee or others will suffer physical harm.

- If a serious hazard is present, employees should stop activity, notify their supervisor, and take immediate corrective action.
- If unable or unsure what action to take, employees will notify their supervisor, who will take corrective action as soon as possible.
- All serious hazards unable to be corrected must be reported to the Safety Administrator using the District standard Employee Incident Report-Unsafe Condition or Practice form or other effective means.
- If the serious hazard cannot be corrected, the hazard area must be declared off-limits until the hazard is corrected. Barricades, signage, locks or other devices must be used to prevent access to the hazard area.

- 7.4 General hazards** are those that may affect employee safety and health.
- General Hazards unable to be corrected are brought to the supervisor's attention using District Employee Incident Report-Unsafe Condition or Practice form.
 - General Hazards will be corrected as appropriate as soon as possible.
- 7.5 Regulatory hazard/deficiency** pertains to permits, posting, record keeping, reporting requirements, or procedure deficiencies not directly affecting employee safety and health.
- Regulatory hazards/deficiencies are brought to the supervisor's attention using the Employee Incident Report-Unsafe Condition or Practice form (Appendix D);
 - These hazards are corrected as appropriate in a reasonable time frame.

All Imminent and Serious hazards must be tracked by the Safety Administrator and Safety Committee until corrected or otherwise fully mitigated.

8.0 Accidents/Injury/Illnesses

Workplace accidents, injuries, illnesses, hazardous substance exposures and near miss events must be investigated at the Safety Administrator or General Manager's discretion and whenever the outcome:

- **Likely could have been** a severe injury or death;
 - Results in a serious injury or a lost time of three or more days from work;
 - Has significant direct costs (medical expenses, property damage, or other).
- Incident/accident investigations should be documented on the Incident Data Gathering Form (Appendix F).

- 8.1 Workplace accidents, injuries, illnesses and hazardous substance exposures investigations** must be performed by persons with skills and knowledge appropriate to the incident being investigated. Such investigations must follow the current District investigation and reporting procedures as directed by the Finance Director.

All hazards identified during an investigation must be:

- Shared with the Safety Administrator as Hazard Assessment findings, and;
- Corrected promptly.

- 8.2 Accidents, injuries and illnesses** must be recorded by the Finance Director on the Cal/OSHA 300 log as required by California Code of Regulations, Title 8 Section 14300.7. Recordable criteria examples include:
- Loss of consciousness, injury or death;
 - Serious injury or lost time of three or more days from work;
 - Work related cases involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum;
 - Has significant direct costs (medical expenses, property damage, or other).

9.0 Training

All District employees must be provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- To all new employees and any employees given job assignments for which training has not previously been provided;
- When new substances, processes, procedures, or equipment are introduced and present a hazard or otherwise change the hazard profile;
- When anyone is made aware of a new or previously unrecognized hazard;
- Supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- All employees about the hazards specific to each employee's job assignment.
- All employees that participate in construction work as defined by Title 8 CCR Section 1502 (“...*construction, alteration, painting, repairing, construction maintenance, renovation, removal, or wrecking of any fixed structure or its parts.*”) are required to participate in refresher training and frequent tailgate topic trainings at least every ten working days.

Employees must not participate in any high-risk activities prior to receiving safe work practice training for the tasks and conditions involved in such activities.

10.0 Recordkeeping

Record keeping procedures will be as follows:

- Hazard assessment findings must be kept in accordance with the District record retention policy, but in no case retained for less than 3 years;
- Employee training records must be kept in accordance with the District record retention policy, but in no case retained for less than 3 years;
- Safety committee meeting records must be kept in accordance with the District record retention policy, but in no case retained for less than 3 years;

Appendix A – Definitions & Terminology

Abbreviations

- **HR** – Human Resources Department
- **OHS** - Occupational Health and Safety Committee

Terminology

- **Must** - Imposes an obligation, indicates a necessity to act.
- **Shall** - Imposes an obligation, indicates a necessity to act.
- **Should** - Denotes a recommendation.
- **May** - Denotes a permission; neither a requirement nor a recommendation.
- **Will** - Denotes that something is required or mandatory but allows the responsible employee or party some discretion as to when, where and how.

Hazard Definitions

- **Imminent** - a condition or practice that poses an immediate threat to the life or health of employees or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality.
- **Serious** - a condition where there is a substantial probability that an employee or others will suffer physical harm.
- **General** - a condition that may negatively affect the safety and health of an employee or others.
- **Regulatory** - pertaining to permits, posting, record keeping, reporting, or procedure deficiencies not directly affecting employee safety and health.

General Definitions

- **Occupational Health and Safety Program** - includes the IIPP, and support plans, programs, policies, procedures, regulations, and practices that serve to promote District safety efforts. Safety Program elements may include occupational safety, facility safety, public safety, environmental health and safety, emergency preparedness, health and wellness promotion.
- **Program Administrator** - The Human Resources Director classification must serve as the Program Administrator for the District Safety Program.
- **Safety Administrator** - A management level classification that serves as the Safety Officer for the District Safety Program.
- **Managers** - Second and third line management classifications charged with divisions and/or specific work groups oversight within the department.
- **Supervisors** - All classifications charged with employee supervision. Note: for safety purposes, the term supervisor may include individual workers who direct other workers during work activities.
- **Safety Representatives** - Department-specific Safety Committee members.



Appendix C - Safety Meeting/Training Attendance Record

Training Topic: _____ Date: _____

Location: _____

Trainer:

Print: _____	Sign: _____
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Training Summary
(attach training
handouts, fliers, etc):

Name (please print)

Signature

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Appendix D – Employee Incident Report-Unsafe Condition or Practice

Describe below the unsafe working condition, work practice, activity, or equipment that you feel may result in injury or illness, workflow interruption or property damage. Forward the completed report to the Safety Administrator or Finance Director. Please keep a copy for your records.

_____ Check here if you believe immediate action is required.

Name of Person Submitting This Report: (Optional)		Date:
Location of Concern:		Building/Room:
Description of Unsafe Condition or Practice (If an injury, illness or work-flow interruption has resulted from this, please include details.):		
Diagram of Situation (if applicable):		
Suggested Remedial Action:		
<input type="checkbox"/> Received from: _____ <input type="checkbox"/> Received anonymously		Date:
Reviewed by _____ <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:
Referred for remedial action (Name): _____		Date:
Remedial Action Taken:		
<i>When completed Route to the Safety Administrator or Finance Director</i>		



Appendix E – Supervisor Incident/Safety Inspection Report Findings

(Use additional pages, as necessary)

Date of Inspection: _____

Inspection Type: Monthly Quarterly Annual Other _____

Inspector(s): _____

Location: _____

Hazard	Work Area	Classification	Corrected (Y/N)	Date

Hazard Classification Key:

I = Imminent (Imminent hazards are those conditions or practices that pose an immediate threat to the life or health of employees, public, or others who may be exposed. If not corrected, this activity or condition will likely cause a serious injury, serious illness, or fatality. If an imminent hazard is present, employees should stop activity and take immediate corrective action. If employees are unable or unsure what action to take, they will notify their supervisor who will take immediate corrective action, if possible. If the imminent hazard cannot be corrected, the hazard area shall be declared "off-limits" until the hazard is corrected.)

S = Serious (Serious hazards are hazards that indicate substantial probability that an employee, public, or others will suffer physical harm. If a serious hazard is present, employees should stop activity and notify their supervisor. Serious hazards shall be corrected as soon as possible or shall be declared off limits until the hazard is corrected.)

G = General (General hazards are those that may affect the safety and health of employees.)

R = Regulatory (A regulatory hazard pertains to permits, posting, record keeping, reporting requirements, or procedure deficiencies not directly affecting the safety and health of the employees.)

Safety Administrator Post Inspection Procedures:

- List and prioritize all unsafe conditions (not immediately corrected) noted during the safety inspection. Use this form to keep an ongoing list and to track when these items were resolved;
- Review completed safety inspection forms;
- Review all OPEN items at the next scheduled OHS meeting;
- Record date when each condition is corrected and file the form when all findings have been resolved.

Step 4: Summarize the root cause that contributed most significantly to this incident.

Step 5: Corrective Actions:

Taken: _____

Planned: _____

Step 6: Routing: Route completed incident review and investigation package to the Safety Administrator for processing.

Step 7: The Safety Administrator will process the incident investigation

Incident Investigation Report Form (page 3)
Identifying Contributing Factors

<p>A. Equipment & Tools Considerations:</p> <ol style="list-style-type: none"> 1. Was the required safety equipment being used properly? 2. Was the employee using the correct tools and using them properly? 3. Did the equipment and tools function as designed? 4. Was employee operating equipment without authority? 5. Failure to secure equipment? 6. Were all guards in place? 7. Did employee ignore equipment defects or bypass safety controls? 8. Was equipment or tools unsafe to use due to poor maintenance and improper care? 9. Did incorrect equipment labeling or identification contribute? <p>B. Personal Protection Equipment Considerations:</p> <ol style="list-style-type: none"> 1. Was the employee wearing the appropriate level of PPE? 2. Was PPE inadequate (i.e., a higher level needed than required) 3. Did the PPE malfunction? 4. Was PPE damaged/poorly maintained? <p>C. Procedural Considerations:</p> <ol style="list-style-type: none"> 1. Is there a written procedure for performing this job? 2. Was the procedure being followed? 3. Is the procedure insufficient (not technically correct or impractical to implement)? 4. Inconsistency between the written procedure and actual practices? 5. Did employee have adequate hands-on experience with this procedure? <p>D. Training Considerations:</p> <ol style="list-style-type: none"> 1. Was the employee trained on this task or procedure? 2. Should this activity or procedure require training (or additional training) for employees who perform it? 3. Was the employee performing this task according to received training? 4. Is additional training needed for this employee on this job task? 	<p>E. Did Employee's Physical Conditions Contribute?</p> <ol style="list-style-type: none"> 1. Emotional stress 2. Fatigue 3. Medication or a medical condition 4. Task exceeded the employee's physical capabilities 5. Physical limitation (e.g., hearing, sight) <p>F. Did Environmental Considerations Contribute?</p> <ol style="list-style-type: none"> 1. Temperature (cold or heat) or hazardous weather conditions 2. Slippery or wet conditions 3. The work area/task had a design issue 4. Defective raw materials 5. Poor lighting or ventilation 6. Noise or poor communications 7. Congestion 8. Hot surfaces 9. Poor storage practices 10. Soil conditions <p>G. Other Considerations:</p> <ol style="list-style-type: none"> 1. Failure to warn co-workers 2. Risk taking behaviors (e.g., driving at high speeds) 3. In a hurry/ deadline pressures 4. Distracted/inattention 5. Suspected substance use or abuse 6. Horseplay 7. Peer pressure 8. Lack of pre-job briefing or inspection 9. Lack of supervision 10. Inadequate management of this task 11. Previously identified hazard was not abated or interim safety measures not implemented <p>Other: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Appendix G – District Safety Incentive Program

1.0 Goals

- Increase reporting and safety involvement
- Reward safety involvement
- Develop a Job Safety Analysis Program or document SOP's

2.0 Safety Incentive Program

Job Hazard Analysis Development: The District will recognize a particular employee each quarter that has exemplified safety through their job performance or has developed or revised standard operating procedures (SOP) with a job hazard analysis included that meets the approval of the Safety Committee and General Manager.

Tasks/equipment eligible for SOP development must have a risk score of 6 or higher using the following framework and approved by the Safety Committee:

Eligible tasks/equipment are those that, if operated/performed incorrectly, are likely to cause any of the following:

- Injury to the employee performing the task/operating the equipment
- Injury to a coworker
- Damage to agency property
- Damage to private property

For each identified task/equipment, assign a risk score of 1-3 to each (3 being high probability) on each of the 4 criteria above and total the risk score for each task/equipment.

Example:

- Task: Setting up lane closures on public streets
 - Injury to the employee performing the task/operating the equipment: Risk Score = 3
 - Injury to a coworker: Risk Score = 3
 - Damage to agency property: Risk Score = 3
 - Damage to private property: Risk Score = 3
 - Total Risk Score for this Task = 12

3.0 Evaluate the program on a quarterly basis and review results.

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