



**LOS ANGELES
DEPARTMENT OF WATER AND POWER
(LADWP)**

**INJURY AND ILLNESS PREVENTION
PROGRAM
(IIPP)**

A handwritten signature in blue ink, appearing to read "M. L. Adams", written over a horizontal line.

MARTIN L. ADAMS
General Manager and Chief Engineer

A handwritten date "11/18/2020" in blue ink, written over a horizontal line.

DATE

SEPTEMBER 17, 2020
WATER, POWER AND JOINT SYSTEMS

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Safety Policy and Commitment

The Los Angeles Department of Water and Power (LADWP) recognizes that the employees of this Department are its most valuable asset and resource, and their safety and well-being are key to the ongoing success of the business.

To protect the safety and well-being of all of its employees, LADWP is committed to ensuring that a safe and healthful work environment where the risk of injury that results from exposure to identified workplace hazards is eliminated, minimized, or controlled.

Achieving this goal requires that all employees at all levels actively participate in the LADWP safety and health effort by promoting and engaging in safe work practices and procedures, and encouraging other employees to do the same.

Accordingly, each individual employed at LADWP is responsible for understanding and complying with all safety and health rules, standards, guidelines, regulations and directives that apply to his or her work and is expected to observe and follow safe work practices and procedures at all times.

Furthermore, each employee, including managers and supervisors, may be held accountable for his or her own actions and behaviors that are not in compliance with applicable rules, standards, guidelines, regulations, directives or safe work practices and procedures.

The LADWP Injury and Illness Prevention Program (IIPP) has been developed to ensure that the culture of LADWP integrates consideration of employee safety and well-being into every business process. In pursuit of that objective, the following eight (8) elements of the IIPP are implemented:

- Safety Responsibilities and Authority
- Hazard Assessment and Correction
- Communication of Safety
- Safety and Health Training
- Safety Inspections
- Accident/Incident Investigations
- Safety Compliance
- Recordkeeping

References:

California Code of Regulations, Title 8, Section 3203 (8 CCR 3203)

LADWP Administrative Manual Sections:

50-04, A Guide to Employee Discipline

110-01, Safety Related Roles and Responsibilities

110-02, Injury and Illness Prevention Plan

110-31, Reporting a Serious Injury or Fatality or Damage to Facilities or Equipment

110-32, Accident/Incident Investigation

110-34, Safety Alert Process

City of Los Angeles Executive Directive No. 18, Issued Feb. 1, 2017

1. AUTHORITY AND RESPONSIBILITY

1.1 GENERAL MANAGER AND CHIEF ENGINEER

The LADWP General Manager and Chief Engineer, Martin L. Adams, has the authority and responsibility for ensuring that every organization throughout LADWP effectively implements this IIPP and/or an organization-specific IIPP that complies with LADWP Administrative Manual Section 110-02 and California Code of Regulations, Title 8, Section 3203, 1509.

Safety responsibilities of the General Manager and Chief Engineer include, but are not limited to:

- 1) Providing visible leadership to all staff within the organization by consistently promoting health and safety compliance while focusing on prevention.
- 2) Setting the expectation that Senior Leadership will actively and visibly execute their responsibilities under this IIPP.
- 3) Staying apprised of the safety and health performance of LADWP, and reporting applicable safety and health metrics as part of the Annual General Manager and Chief Engineer Review process.
- 4) Taking corrective or preventive action as necessary.
- 5) Ensuring appropriate resources are provided as necessary to ensure compliance with safety and health statutes, regulations, codes, and rules.

1.2 CHIEF SAFETY OFFICER

The Chief Safety Officer (CSO) has the authority to oversee development and implementation of the safety and health plan, including the IIPP, throughout LADWP.

Responsibilities of the CSO include, but are not limited to:

- 1) Keep the General Manager and Chief Engineer informed of the following:
 - a. Status of IIPP review and implementation throughout LADWP.
 - b. Status of safety and health performance and where there are opportunities for improvement.
- 2) Ensure that System Managers clearly understand their responsibilities regarding implementation of their IIPP.
- 3) Stay abreast of current safety and health regulations and proposed legislation and determine applicability to, and impact on, LADWP business processes.
- 4) Oversee implementation of a uniform, enterprise-wide safety and health program that includes this LADWP IIPP.

1.3 SYSTEM/DIVISION/SECTION MANAGERS

The attitude and conduct of managers with regard to the importance of employee safety and well-being relative to all other business processes is the foundation upon which a proactive safety culture is built. Managers are responsible and accountable for safety and health performance in their respective organizations and are authorized to implement all elements of the IIPP.

Specific safety responsibilities of managers include, but are not limited to:

- 1) Actively and visibly promote participation in the LADWP safety and health effort.
- 2) Be familiar with all elements of the IIPP and ensure its effective implementation.
- 3) Support all programs and committees whose function is to promote employee safety and health.
- 4) Actively participate in, or delegate representation to, safety committees as required.
- 5) Review serious accidents to ensure that proper reports are completed, workplace hazards are identified and corrected, and appropriate training is given to prevent recurrence.
- 6) Create a culture that encourages employee participation in the safety process, promotes open communication regarding health and safety issues, and engenders a positive attitude of compliance with safe work practices, policies, and procedures.
- 7) Dedicate adequate personnel to Division and/or Section safety function.
- 8) Encourage acknowledgment of employees who consistently engage in safe and healthful work practices or make significant contributions to ensuring a safe work environment for their peers.
- 9) Develop local health and safety recognition programs.
- 10) Discipline employees at all levels for failure to comply with safety policies, procedures, rules, and work practices.
- 11) Ensure that employees receive appropriate training prior to assignment of duties and any time new workplace hazards are identified.

1.4 SUPERVISORS

Supervisors are the leadership team members at the forefront of the safety effort. The example set by supervisors is the most significant factor in determining their employees' attitudes toward safety. Supervisors are responsible for the safety and health performance of the employees they lead, for providing safe and healthful conditions in their work areas, and have the authority to implement all elements of the IIPP.

Specific safety responsibilities of supervisors at all levels include, but are not limited to:

- 1) Be familiar with the IIPP implemented in their organization, as well as safety policies, programs, and procedures applicable to employees working under their direction.
- 2) Utilize Job Hazard Analysis (JHA) forms for projects, worksites, equipment, and tasks that present safety hazards or cause safety concerns.
- 3) Provide appropriate safety training and to employees prior to assignment of duties and any time new workplace hazards are identified.
- 4) Ensure that employees working under their direction clearly understand all safety rules and the expectation that those rules are consistently adhered to.
- 5) Investigate injuries to determine the cause, and then take action to correct identified hazards and prevent repeat injuries.
- 6) Encourage reporting of all injuries, no matter how minor, and ensure they are appropriately treated immediately.
- 7) Inspect work areas often to identify unsafe conditions and work practices using Department self-inspection (safety) checklists as required.
- 8) Immediately initiate appropriate action to correct identified unsafe conditions and work practices, document measures taken, and follow up to determine effectiveness.
- 9) Create a culture that encourages their employees to participate in the safety process, promotes open communication regarding health and safety issues, and engenders a positive attitude of compliance with safe work practices, policies, and procedures.
- 10) Inform management of health and safety corrective actions taken.
- 11) Inform management of issues requiring solutions beyond their control.
- 12) Acknowledge employees who consistently engage in safe and healthful work practices or make significant contributions to ensuring a safe work environment for their peers.
- 13) Participate in the disciplinary process as appropriate for failure to comply with safety policies and rules.

1.5 EMPLOYEES

Employees are the focal point of the LADWP safety and health plan. The success or failure of all of LADWP's business processes, including this IIPP, relies on the active participation of all employees. All employees are authorized to identify and report workplace hazards, offer suggestions that will reduce risk of employee injury or illness, and take immediate action to correct hazardous conditions that are within their scope and control.

Responsibilities of each employee include, but are not limited to:

- 1) Report to work each day in adequate mental and physical condition to perform the essential functions of their job.
- 2) Perform work duties with such skill and care as to protect themselves, their co-workers, and the public from injuries and illnesses.
- 3) Actively participate in the safety program.
- 4) Actively participate in and complete all safety and health training, as directed by supervision and/or management.
- 5) Participate in development of Job Hazard Assessments for equipment and tasks that they are familiar with.
- 6) Understand and follow all applicable safety rules, standards, guidelines, regulations, and directives.
- 7) Wear/use appropriate safety equipment/personal protective equipment (PPE) as required.
- 8) Maintain equipment in good condition, with all safety guards in place when in operation.
- 9) Maintain clean, orderly, and safe work areas.
- 10) Immediately report all injuries, no matter how minor, to their supervisor.
- 11) Report unsafe acts and conditions to supervisors.
- 12) Cooperate fully with all authorized accident/incident investigations.

1.6 CORPORATE HEALTH AND SAFETY

Corporate Health and Safety (Corporate Safety) provides guidance and technical safety and health (Industrial Hygiene - IH) support to all levels of management and supervision in all organizations throughout LADWP to ensure compliance with regulations, industry standards, and/or best practices that eliminate or minimize the risk of occupational injuries and illnesses.

Responsibilities of Corporate Safety include, but are not limited to:

- 1) Provide technical guidance and support to System/Division/Section managers, supervisors, and safety groups in development and review of their IPPs.
- 2) Provide technical guidance and support to System/Division/Section managers, supervisors and safety groups in all aspects of safety and industrial hygiene (health) program development and implementation.
- 3) Maintain and provide for posting occupational injury and illness statistics (Cal-OSHA 300 and 300A).
- 4) Review annually and update as necessary the LADWP IIPP.
- 5) Support management in the health and safety legislative review process.

1.7 SYSTEM/DIVISION/SECTION SAFETY

System, Division, and Section Safety Organizations provide safety and health technical services and support specific to their organizational and/or operational area of expertise.

Responsibilities of the System, Division and/or Section Safety groups include, but are not limited to:

- 1) Provide technical guidance and support to all levels of management and supervision in:
 - a. The development, implementation, annual review, and update of their specific IPPs.
 - b. Hazard identification and correction, including completion of Job Hazard Assessments for hazardous work tasks and operations.
 - c. The development and review of safe work practices and procedures.
 - d. Determining and/or delivering appropriate safety and health training.
- 2) Lead or participate in Informal and Formal Accident/Incident Investigations.
- 3) Support management in the health and safety legislative review process.

2. SYSTEM TO ENSURE COMPLIANCE

Working safely, attending and participating in appropriate health and safety training as directed, and complying with all safety directives, policies, procedures, rules, and regulations are all conditions of employment for all employees, including managers and supervisors. LADWP requires review and evaluation of employee performance. This includes evaluation of safety performance. Where employees are found to consistently engage in safe and healthful work practices, supervisors are encouraged to provide recognition. Conversely, where employees fail to comply with safety policies and rules, supervisors are expected to provide positive coaching and mentoring in safe work practices and, where necessary, additional training on safety policies and procedures. If employees continue to engage in unsafe work practices or commit serious policy or procedure violations that endanger themselves and/or others, supervisors are expected to initiate progressive discipline in accordance with LADWP Administrative Manual Section 50-04.

Specific actions expected of all managers and supervisors intended to ensure that employees at all levels engage in safe work practices and comply with all safety rules, policies and procedures include, but are not limited to, the following:

- 1) Informing all employees of their responsibilities under the IIPP.

- 2) Clearly communicating that all employees are expected to comply with applicable rules, standards, guidelines, regulations, directives, and safe work practices and procedures at all times.
- 3) Acting as a positive “safety role model” at all times.
- 4) Training all employees on general and job-specific safety policies, procedures, rules, and work practices.
- 5) Providing additional training to employees who demonstrate deficiency in safe work practice performance.
- 6) Offering recognition through locally managed programs to employees who consistently engage in safe and healthful work practices, encourage other employees to do the same, and/or make significant contribution to ensuring a safe work environment for their peers.
- 7) Coaching and mentoring all employees under their direct supervision on how to effectively and efficiently perform work tasks without sacrificing safety.
- 8) Disciplining employees with the objective of correcting behavior for repeated failure to comply with safety policies, procedures, rules, and work practices.

3. SYSTEM FOR COMMUNICATING

LADWP managers and supervisors will communicate with employees on matters relating to occupational health and safety in a manner that is understandable by all affected employees. LADWP encourages employees to actively participate in the health and safety program by informing supervision of hazards at the worksite without fear of reprisal.

3.1 JOINT LABOR/MANAGEMENT (JLM) COMMITTEE PROCESS

The mission of the JLM Safety Committees is, “To create and foster a culture and environment that continuously improves workplace health and safety to prevent injuries and illnesses to fellow workers as well as to promote open communication and mutual trust and respect between labor and management on issues of health and safety.”

LADWP actively engages in a JLM Committee process to address health and safety issues and concerns that management/supervision is unable to resolve to the satisfaction of the CSO, System Safety, or Labor.

3.2 ORIENTATION

Each new employee will be given a safety orientation that will include:

- 1) A clear explanation of the elements of the IIPP implemented in their organization/work area.
- 2) A clear explanation of the recognized health and safety hazards in their work environment.

- 3) An overview of applicable LADWP and System/Division/Section safety policies, work practices, procedures, and guidelines.
- 4) Explanation of safety recognition programs.
- 5) Explanation of how safety rules, practices, and procedures are enforced, including the progressive discipline process.
- 6) Explanation of LADWP and any organization specific suggestion plans.
- 7) Explanation of available health and safety resources and support organizations, including System/Division/Section safety groups, Corporate Safety, and the CSO.

3.3 SAFETY MEETINGS

Safety meetings shall be conducted periodically. Intervals are as appropriate relative to the degree of hazards encountered in the work environment, but not less than quarterly. Records of Safety Meetings including topics discussed, safety concerns expressed by attendees, and attendance rosters are submitted to the respective manager. In addition, groups must have a safety meeting as soon as possible following any serious or potentially serious incident/accident.

3.4 POSTERS/BULLETINS

Safety posters and bulletins will be displayed at location(s) central to the work operation and on a bulletin board, or portion of a bulletin board, dedicated to safety related information. The facility/work area manager is responsible for ensuring that the safety bulletin board is maintained on a regular basis and displays the most current and appropriate information.

Urgent bulletins will be communicated to affected employees either directly (via email or accompanying pay checks/stubs) or through chain-of-command.

3.5 SAFETY PUBLICATIONS

Safety publications including Department policies, manuals, rules, and guidelines shall be maintained at a location central to the work operation. The facility/work area manager is responsible for ensuring that all employees in the area are advised of the location of these publications. Available references will include a Department Safety Rules Book and other material, such as a first-aid book, necessary to the safety and health of the employee.

4. SYSTEM FOR IDENTIFYING AND EVALUATING HAZARDS

The goal of LADWP through implementation of this IIPP is to prevent all work-related injuries and illnesses. Critical to achieving this goal is effective hazard identification, evaluation, and correction process.

4.1 IDENTIFICATION

Identifying hazardous work place conditions, work practices and unsafe acts is the first step toward minimizing the risk of occupational injuries and illnesses. Employees at every level are expected to be alert to any hazardous conditions or unsafe work practices and immediately report them to their immediate supervision.

Managers and supervisors have ultimate responsibility to ensure that workplace hazards are identified and corrected. Specific actions to identify workplace hazards that are expected of all managers and supervisors include, but are not limited to:

A. TAILGATE MEETINGS

Tailgate meeting conducted as required and documented with a roster of attendance, topic(s) discussed and issues/concerns raised.

B. SCHEDULED INSPECTIONS

Scheduled inspections are conducted by the supervisor or a qualified designee of the supervisor of his/her facility, work area or unit using the attached General Health and Safety Inspection Checklist or other method as approved by the respective System Safety Group.

The frequency of scheduled inspection is based on:

- Work tasks/operations involved
- Number and/or severity of hazards on the worksite
- Dynamic/static nature of the work and/or worksite
- Proficiency of employees performing work
- Changes in tools, equipment, or processes
- Injury/Illness history

Action items identified through the inspection process shall be documented on a Safety Inspection Action Item Log Form (attached) which shall be submitted to their respective manager within five (5) working days of the inspection.

System/Division Safety offices may authorize substitute forms that provide the necessary information.

4.2 EVALUATION

Hazard evaluation is the process of determining the likelihood that an identified hazard will do harm and the potential severity of that harm.

Managers and supervisors are responsible for ensuring that all identified hazards at their work sites are accurately evaluated:

- Whenever new substances, processes, procedures or equipment that present a new hazard are introduced to the workplace.
- Whenever they become aware of a previously unrecognized hazard.

Hazard evaluations may be qualitative or quantitative. Supervisors may contact Division, System or Corporate Safety to assist with the hazard evaluation process.

A. JOB HAZARD ANALYSIS (JHA) DEVELOPMENT

JHA forms shall be developed for all equipment and specific work tasks/operations that present safety hazards or concerns.

Managers and supervisors are responsible for ensuring JHA forms are developed for work task/operational hazards to which employees under their direction may be exposed. Managers and supervisors may call upon employees familiar with equipment, and/or work tasks/processes to participate in completing JHAs.

5. SYSTEM FOR CORRECTING HAZARDS

In order to ensure the safety and well-being of employees, corrective actions to control identified hazards are implemented as follows:

- 1) By the supervisor or ranking employee immediately, or as soon as possible, after becoming aware of the hazard.
- 2) According to the following hierarchy:
 - a. Elimination/Substitution
 - i. Changes of equipment, tools, products, etc. to eliminate or reduce the hazard
 - b. Engineering Control
 - i. Preventing the hazard from contacting employees by isolating the hazard at the source.
 - c. Administrative Control
 - i. Changes in work practices and procedures to reduce either the likelihood of employees coming into contact with the hazard, or the severity of the harm that will result from contacting the hazard, or both.
 - d. Personal Protective Equipment (PPE)
 - i. Preventing the hazard from contacting employees by placing a protective barrier on the employee.
- 3) Based upon the level of risk (likelihood of event and severity of outcome) associated with the hazard.
 - a. Imminent hazards shall be corrected immediately, without endangering employees or property.

- ii. Employees involved in hazard correction shall be provided appropriate protection.
- iii. Employees not involved in hazard correction shall be removed from the area.
 - b. For hazards that cannot be corrected immediately by on-site personnel, temporary corrective measures shall be established, communicated to affected personnel, and documented and reported to management.
 - c. Management and supervisors responsible for the correction of an identified hazard, for which temporary corrective action is taken, shall follow up to ensure timely implementation of feasible permanent corrective action(s).

Likelihood of Event		Very Likely	Likely	Unlikely	Very Unlikely
Severity of Outcome	Fatality	Imminent	Imminent	High	Medium
	Major Injury	Imminent	Imminent	High	Medium
	Minor Injury	High	High	Low	Low
	Negligible Injury	Medium	Medium	Low	Low

6. SYSTEM FOR INVESTIGATING INJURY AND ILLNESS

A thorough Safety Investigation conducted in accordance with Department Administrative Manual Section 110-32 to determine the cause of, and corrective actions for, every industrial accident which results in any of the following shall be conducted:

- Fatality
- Serious injury or illness
- Serious exposure
- Inpatient hospitalization, regardless of duration

In the course of every accident investigation LADWP will:

- 1) Review relevant data and facts to identify causal factors and determine which causal factors are root causes.
- 2) Determine whether any violation(s) of safety rules, standards, guidelines, regulations, directives, or safe work practices and procedures contributed to, or caused, the accident.
- 3) Initiate disciplinary action when appropriate (Local Investigation only).

- 4) Use the information gained from investigating the accident to implement corrective measures to prevent accidents of a similar nature in the future.
- 5) Communicate findings in accordance with Administrative Manual Section 110-34, Safety Alert Process, as appropriate.

6.1 INITIAL INVESTIGATION

Initial Investigations are conducted by the immediate manager or supervisor of the affected employee(s), property or equipment as soon as practical following the incident:

- 1) To gather facts.
- 2) To determine the need for immediate changes to prevent recurrence.
- 3) To provide to System Safety and the CSO incident facts or recommend operational changes that may need to be communicated to other affected organizations.

A. INITIAL ACCIDENT/INCIDENT REPORT

The initial Accident/Incident Report shall be prepared by the manager or supervisor conducting the Initial Investigation. This report shall be distributed within eight (8) hours of the accident/incident, as follows:

- Division Manager (original)
- Division Safety Manager
- System Safety Manager
- Chief Safety Officer

6.2 LOCAL INVESTIGATION

Local Investigations are initiated and conducted by management/supervision in the direct chain of command of the affected employee(s), property, or equipment. The Local Investigation:

- 1) Is not related to any investigation initiated by Corporate, System, or Division Safety.
- 2) May be called for independent of, or subsequent to, an Informal Safety Investigation or Formal Safety Investigation.
- 3) May lead to disciplinary action.

6.3 INFORMAL SAFETY INVESTIGATION

An Informal Safety Investigation (ISI) is an investigation initiated and conducted at the discretion of the System Safety Group that focuses on identifying corrective actions to ensure no recurrence of the accident/incident.

A decision not to conduct an ISI shall be communicated to the CSO at the time that decision is made. The CSO has the authority to overrule that decision and issue a directive to conduct an ISI.

6.4 FORMAL INVESTIGATION

A Formal Safety Investigation (FSI) is an investigation initiated at the discretion of the CSO and conducted by System Safety that focuses on identifying corrective actions to ensure prevention of recurrence of the accident/incident.

7. TRAINING

Training is the process of transferring knowledge, developing skills, or changing attitudes and behaviors. The objective of all safety and health training is a workforce of knowledgeable and skilled personnel capable of performing their work safely.

Effective training is provided for all employees concerning general and job-specific hazards relating to relevant substances/materials, processes, procedures, and equipment:

- 1) Upon initial assignment to a group, work area or task.
- 2) When new hazards are encountered/introduced.
- 3) When employees are re-assigned to new work areas.

Refresher training is provided as required by specific regulations or as deemed necessary by management/supervision or Division/System/Corporate Safety.

Training for supervisors is provided to ensure familiarity with safety and health hazards encountered by employees under their direction, and how to communicate the hazards and hazard controls to their employees.

Training types and topics which shall be considered for all employees include, but are not limited to:

- 1) Regulatory required safety and health training.
- 2) Facility and/or work area safety and health orientation.
- 3) Job/task-specific safety and health training.
- 4) Equipment-specific safety training.
- 5) Safety certification and proficiency training.

8. RECORDKEEPING

Documentation and health and safety record retention shall be consistent with all regulatory and LADWP Record Retention Policy requirements. The following health and safety records will be completed and retained:

- 1) A Cal/OSHA Form 5020 and a Department Accident Analysis Form 02747 for each recordable accident.

- 2) A Cal/OSHA Form 300A Log and Summary of Occupational Injuries and Illnesses at each designated Department location or at the Department Safety Unit.
- 3) A Statement of Accident – Mobile Equipment, Code 8702364 for each accident involving a Department motor vehicle.
- 4) Accident/Investigation Reports (Initial, Informal and Formal).
- 5) Individual Employee Safety Orientation Forms.
- 6) Safety meetings attendance rosters and agendas.
- 7) Training Records (subjects and attendance rosters).
- 8) Inspection records.
- 9) Job Hazard Assessments.
- 10) Employee exposure monitoring records.
- 11) Medical surveillance records.
- 12) A record of individual safety recognition awards issued.
- 13) A record of discipline for safety infractions.

9. ACCESS TO THE IIPP

Employees are encouraged to read and understand the IIPP.

An electronic copy of the most current IIPP is available on the Corporate Safety website for review, printing, or download. The Corporate Safety website is accessible via MYDWP, under the “Main” dropdown, listed under “General Manager” or by using this link: [Corporate Safety](#).

Employees who do not have access to MYDWP can request a copy by contacting:

1. Management/Supervision, or
2. Corporate Safety
 - (213) 367-8635
 - industrialhygiene@ladwp.com
 - corpsafety@ladwp.com

A printed or electronic copy of the most current IIPP will be provided within five (5) days of the request.

10. VIRAL TRANSMISSION CONTROL

When an epidemic or pandemic is declared by Federal or State authorities, the following plans shall be referred to and implemented as appropriate:

- LADWP Continuity of Operations Plan (COOP)

- LADWP COVID-19 Exposure Control Plan
- Worksite Specific Viral Transmission Control Plan

11. ATTACHMENTS

- Safety Meeting Record
- Accident Analysis Form
- Statement of Accident – Mobile Equipment
- Supervisor’s Analysis of Mobile Equipment Accident
- Corporate General Health and Safety Inspection Checklist
- Corporate Safety Inspection Action Item Log



SYSTEM | DIVISION SAFETY MEETING RECORD

IN CASE OF EMERGENCY CALL _____			
LEAD PERSON/CREW <small>(Radio Call Number)</small>		WORK ORDER	
WORK ADDRESS		MAP #	
DESCRIPTIVE LOCATION	<small>Ex. GPS, cross streets, vault, facility</small>		
NEAREST EMERGENCY MEDICAL FACILITY			
PURPOSE OF VISIT/SCOPE OF WORK <small>Discuss any site-specific job plans with crew</small>			
FIELD CONTACT		PHONE	
POSSIBLE HAZARDS ASSOCIATED WITH JOB/VISIT			
GENERAL	ELECTRICAL	MECHANICAL	SPECIAL PRECAUTIONS
<input type="checkbox"/> Hazardous conditions	<input type="checkbox"/> Electrical hazard proximity	<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Adjacent structures
<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Overhead power line	<input type="checkbox"/> Lockout/tagout	<input type="checkbox"/> Condition of structures
<input type="checkbox"/> Confined space	<input type="checkbox"/> Underground power	<input type="checkbox"/> Moving parts	<input type="checkbox"/> Lighting conditions
<input type="checkbox"/> Tunnel safety	<input type="checkbox"/> Arc flash	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Terrain
<input type="checkbox"/> Trenching/shoring	<input type="checkbox"/> Lockout/tagout	<input type="checkbox"/> Valves restrained	<input type="checkbox"/> Hazardous spills and leaks
<input type="checkbox"/> Falling objects	<input type="checkbox"/> Other:	<input type="checkbox"/> Sharp objects	<input type="checkbox"/> Trenching/shoring
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Other:	<input type="checkbox"/> Hoisting/rigging	<input type="checkbox"/> Power line clearance
WORK AREA PROTECTION		ENVIRONMENTAL	
<input type="checkbox"/> Traffic conditions	<input type="checkbox"/> Pedestrian hazards	<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Hazardous air
<input type="checkbox"/> Mobile crane	<input type="checkbox"/> Lighting	<input type="checkbox"/> Asbestos or lead	<input type="checkbox"/> Treatment chemicals
<input type="checkbox"/> Ventilation	<input type="checkbox"/> Air monitoring	<input type="checkbox"/> Noise > 90 decibels	<input type="checkbox"/> Insects/rodents/snakes
<input type="checkbox"/> Other contractors at site	<input type="checkbox"/> Fall hazards > 6 feet	<input type="checkbox"/> Slips/trips/falls	<input type="checkbox"/> Other:
SAFETY CONSIDERATIONS		SAFE START	
WORK PROCEDURES	TOOLS/EQUIPMENT	STATE	CRITICAL ERRORS
<input type="checkbox"/> Isolation of equipment	<input type="checkbox"/> Hand tool use/inspections	➤ Rushing	➤ Eyes not on task
<input type="checkbox"/> Dig Alert/USA	<input type="checkbox"/> Fall protection equipment	➤ Fatigue	➤ Mind not on task
<input type="checkbox"/> High 5 ergo lifting	<input type="checkbox"/> Correct tools for the job	➤ Frustration	➤ Line of Fire
<input type="checkbox"/> Other:	<input type="checkbox"/> Special equipment	➤ Complacency	➤ Balance/traction/grip
SAFETY CHECKLIST			
<input type="checkbox"/> Hard hat	<input type="checkbox"/> Gloves	<input type="checkbox"/> Blue pouch	<input type="checkbox"/> IIPP (Injury Illness Prevention Program)
<input type="checkbox"/> Safety eyewear	<input type="checkbox"/> Electrical safety clothing	<input type="checkbox"/> First Aid kit/AED	<input type="checkbox"/> Safety equipment for the job
<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Water	<input type="checkbox"/> WATCH handbook
<input type="checkbox"/> Vest	<input type="checkbox"/> Inspection tools	<input type="checkbox"/> Sunscreen	<input type="checkbox"/> SDS (Safety Data Sheets)
<input type="checkbox"/> Appropriate footwear	<input type="checkbox"/> Cell phone	<input type="checkbox"/> GPS/locator	<input type="checkbox"/> Fall protection equipment
<input type="checkbox"/> Respirator	<input type="checkbox"/> Handheld radio	<input type="checkbox"/> SCBA	<input type="checkbox"/> Snake protective clothing
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> DWP Safety Rules Book
Additional information:			

NO JOB IS SO IMPORTANT, OR SERVICE SO URGENT, THAT WE CANNOT TAKE TIME TO PERFORM OUR WORK SAFELY



SYSTEM | DIVISION SAFETY MEETING RECORD

Other safety concerns:

TIME	FIRST AND LAST NAME <i>(print)</i>	SIGNATURE

SEE SOMETHING...SAY SOMETHING

REFERENCE TELEPHONE NUMBERS	
LADWP Operator	213-367-4211
LADWP Security	213-367-3373
System Trouble Board	
System Safety	
Corporate Safety	213-367-8629
Workers' Compensation	213-367-1942
JFB Medical	213-367-2001
Employee Assistance Program (EAP)	888-439-7327
Customer Service	213-367-2484
Public Affairs	213-367-1361
<i>after 4:00 PM</i>	213-367-3176
Hazardous Waste Operations Emergency Response	213-367-5118
<i>off LADWP property</i>	311

NO JOB IS SO IMPORTANT, OR SERVICE SO URGENT, THAT WE CANNOT TAKE TIME TO PERFORM OUR WORK SAFELY

Accident Analysis Form

These instructions and questions are to help you fill out the Incident Analysis Form and to assist you in adding necessary comments. Be sure to interview all witness to the event before filling out this form. You may use the employee's job class titles instead of the names. Use and attach additional documents or information as is necessary (Send copy of completed report and Form 5020 to Corporate Safety within 5 days).

Here are some questions to ask when filling out this form:

- WHO** - Who did or did not do "something"?
- WHAT** - Define the "something" that happened
- WHERE** - Give the physical location of the event (e.g., 34.5 rack, RS-D, Yard, Address, etc.)
- WHEN** - Time and Date
- HOW** - Each accident or incident is the end result of a chain of events. This "chain" is the HOW.

1. Briefly describe the Accident or Incident:		
2. Describe work/task being performed:		
3. Classification of employees involved:		
4. Date:	Time:	Location:
5. Was anyone injured? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, describe including name of injured (employee, non-employee), type of injuries, medical care and disposition:		
Name(s) of injured Employee(s):		
Name(s) of others injured:		
Name of employee's Supervisor(s):		
6. Was employee working alone? <input type="checkbox"/> YES <input type="checkbox"/> NO		
7. Is IIPP on or available at the facility/job site? <input type="checkbox"/> YES <input type="checkbox"/> NO		
8. Was a tailgate meeting held and documented pertaining to this job's specific hazards? <input type="checkbox"/> YES <input type="checkbox"/> NO		
9. Were employee(s) involved present for the tailgate meeting? <input type="checkbox"/> YES <input type="checkbox"/> NO		
10. Was there a deviation from the day's work plan? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, explain:		
11. Make assessment of accident/incident scene:		
12. Was safety equipment required? <input type="checkbox"/> YES <input type="checkbox"/> NO Supplied? <input type="checkbox"/> YES <input type="checkbox"/> NO Used? <input type="checkbox"/> YES <input type="checkbox"/> NO		
13. Was work Authority (CLEARANCE or OK TO) necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, was it issued? <input type="checkbox"/> YES <input type="checkbox"/> NO		
14. Were hazardous materials involved? <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. Was a vehicle involved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Info:	
16. Was a "Statement of Accident – Mobile Equipment" Form filled out? <input type="checkbox"/> YES <input type="checkbox"/> NO		
17. Heavy Equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO	Info:	
Describe damage:		

Supervisory or Group Analysis

Contributing factors (as determined by analysis of data):

--

Guidance list of sample contributing factors (many possible factors not listed)

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> - Adequate equipment provided but not used - Personal protective equipment not used - Unsafe floors, stairs, or other walkways - Poor house keeping - Inexperience - Excessive noise - Unsafe work condition by contractor - Inadequate personal protection devices supplied - Inadequate traffic control | <ul style="list-style-type: none"> - Inadequate light or ventilation used - Rules or instruction not enforced - Inadequate job inspection - Actions of another employee - Defective tools or material - No Work Authority - Unsafe position or posture - Improper type or design of tools - Improper assignment of personnel | <ul style="list-style-type: none"> - Faulty training - Unguarded equipment - Hastle or short cuts - Unsafe work practices - Defective equipment - Toxic exposure - Insufficient work space - Natural hazards (exposure, wild animals) - No tailgate or improper job planning |
|---|---|---|

Explain contributing factor(s). (use additional sheet if necessary):

--

Corrective action(s) taken to mitigate hazard (if any):

--

Name of person completing this form:						
Reviewed by Supervisor:	Date	Reviewed by Section Manager:	Date	Approved by Division Manager:	Date	

Distribution: Section Manager
 Division Manager
 Corporate Health and Safety

STATEMENT OF ACCIDENT MOBILE EQUIPMENT

Date of report _____

NAME OF DRIVER _____ Employee No. _____ Payroll _____
 Occupation _____ Business Unit _____ Group _____ Dept. Tel. _____
 Immediate Supervisor _____ Working Address _____
 Date of Accident _____ Hour _____ Location _____
 Driver's/Operator's License No. _____ Expiration Date _____ Hours of employment _____
 Dept. vehicle going TO _____ Coming FROM _____

DEPT. EQUIPT. Equip. No. _____ License plate no. _____ Year, make & type _____
 Speed of vehicle _____ Direction of vehicle _____
 Street _____ Speed limit _____
 Condition of brakes _____ if faulty, was it reported? _____ To whom? _____
 Describe damage _____

Passengers in DEPARTMENT equipment

Name _____ Employee No. _____ Phone _____
 Name _____ Employee No. _____ Phone _____
 Name _____ Employee No. _____ Phone _____

OUTSIDE EQUIPT. OR OTHER DEPT. VEHICLE License plate no. _____ State _____ Year & make _____ Driver's license no. _____
 Name of driver _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Name of owner _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Direction _____ Street _____ Speed _____
 Describe damage _____

Passengers in OUTSIDE equipment

Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____

PROPERTY OTHER THAN MOBILE EQUIPT. Owner & address _____ Phone _____
 Location of property damaged _____
 Describe Damage _____

INJURED: PEDESTRIAN OR VEHICLE OCCUPANT Name, describe injury, show address and phone if not stated elsewhere on this report _____

Did you signal? _____ How? _____ Did other driver signal? _____ How? _____
 Police Officer _____ Badge no. _____ Traffic signals _____
 Width of street _____ No. of lanes and markings _____
 Length of skid marks by which car _____
 Weather condition _____ Street condition _____
 Type of area: Business _____ School _____ Residential _____ Open _____ Other: _____
 Did you turn in Police report? _____ Form SRI? _____ Had any of the parties involved been drinking? _____ Who? _____

Witness OTHER THAN passengers

Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____
 Name _____ Street _____
 City _____ State _____ Zip _____ Phone _____

DISTRIBUTION: Orig: Office of City Attorney, Claims Investigation Group JFB, Rm 340
 Copy: Business Unit
 Copy: Driving Rules Committee, Corporate Health & Safety Office, 1350 S. Wall St. Rm. 238
 Copy: Fleet Maintenance Office, 433 E Temple St. Bldg. 6, 3rd Floor

EXPLAIN FULLY on reverse side how accident occurred, including conversation with outside parties and witnesses. Use additional paper if necessary.
 I HAVE READ THIS REPORT, both sides. IT CORRECTLY STATES THE FACTS.
 Signed _____ Phone _____

Statement received/signed by: _____
 Supervisor _____ Home Address _____

BE SURE TO MAKE SKETCH ON REVERSE SIDE

DIRECTIONS: This form is to be completed and distributed with the Supervisor's Analysis of Mobile Equipment Accident Form

COMPLETE ALL DETAILS

Show on diagram position of each car, vehicle or injured person indicating by arrow → direction of each.



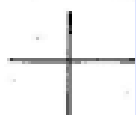
SIDEWALK

STREET

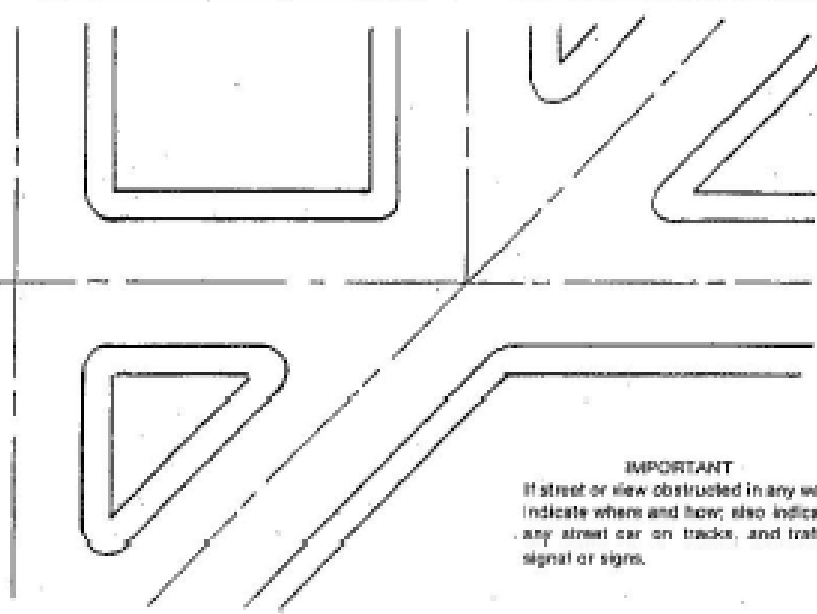
CENTER



SIDEWALK



Indicate points of compass, N. E. S. W.



IMPORTANT
If street or view obstructed in any way, indicate where and how; also indicate any street car or tracks, and traffic signal or signs.

USE THIS SPACE FOR EXPLANATION

SUPERVISOR'S ANALYSIS OF MOBILE EQUIPMENT ACCIDENT

Name of Driver:	<input type="text"/>	Driver's Employee Number:	<input type="text"/>
Business Unit:	<input type="text"/>	Group:	<input type="text"/>
Payroll:	<input type="text"/>	Civil Service Class:	<input type="text"/>
Date of Accident:	<input type="text"/>	Time:	<input type="text"/>
Vehicle Number:	<input type="text"/>	Vehicle Type:	<input type="text"/>
Location of Accident:	<input type="text"/>		

Check here if report is required to obtain vehicle repairs only
(no further information required)

Accidents cannot be prevented unless the causes are known. When making this analysis, try to disclose the basic cause(s).

HOW DID THE ACCIDENT OCCUR? (Describe fully)

UNSAFE ACT (If appropriate - what did the driver do or fail to do that led to the accident?)
(The final determination of preventability will be made by the Driving Rules Committee.)

WAS THIS ACCIDENT PREVENTABLE IN YOUR OPINION? Yes No
IF YES, WHAT CORRECTIVE ACTION WAS TAKEN?

UNSAFE VEHICLE CONDITION (Describe any contributing mechanical defect)

WAS EMPLOYEE WEARING SEATBELT? YES NO

PLEASE PRINT SUPERVISOR:

SIGNATURE:

DATE:

DIRECTIONS: This form is to be completed by the immediate supervisor and a copy attached to and distributed with the Statement of Accident - Mobile Equipment.

GENERAL SAFETY & HEALTH INSPECTION CHECKLIST

Supervisor(s): _____ Date: _____

Division/Section/Group: _____

Location/Address: _____

Instructions

Use this checklist to inspect work practices and conditions (some sections may not be applicable). This checklist does not address every LADWP work task. All applicable CAL-OSHA, Corporate and Business Unit Safety Requirements must be followed. Serious hazards must be corrected immediately. Supervisors shall be the "lead person" to correct hazards. Use action item log on back page to track and ensure follow up.

Y – Yes

NI – Needs Improvement*

* Enter on action item log

A. Injury & Illness Prevention Plans (IIPP) & Cal/OSHA:

Y NI

1. Verify Availability And Review Written IIPP Elements (Res-ponsibility, Communication, Training, Hazard Correction, Methods Ensuring Compliance, Incident Investigation).
2. Review IIPP with Employees and Document.
Date Last Reviewed? _____
3. Apply and Enforce IIPP Rules.
4. Know Location of OSHA 300 and Training Records.
5. Review Plan for OSHA Site Inspections.
6. Verify that Mandated Training is Current and Documented.
7. Verify that Cal/OSHA "Safety and Health" and "Access to Medical and Exposure Records" And Other Regulatory Posters Are Displayed.

Safety Inspection Action Item Log

Supervisor Name: _____ Inspection Date: _____

Business Unit: _____ Telephone: _____

Number: _____ Location: _____

Immediate Action Taken: _____

Planned Actions: _____

Estimated Completion Date: _____ Actual Completion Date: _____

Number: _____ Location: _____

Immediate Action Taken: _____

Planned Actions: _____

Estimated Completion Date: _____ Actual Completion Date: _____