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1.0 Management Approval

1.1 Approving Authority

The City of Live Oak Injury & Illness Prevention Plan will be reviewed and revised as necessary to ensure compliance with applicable regulations. All revisions are documented on Appendix B – Revision Log.

The Injury & Illness Prevention Safety Plan for the City of Live Oak has been reviewed and approved by the City Manager:


6-15-23

City Manager
Date

2.0 Purpose

The City of Live Oak (Live Oak) is committed to maintaining a workplace free from health and safety hazards; promoting safe working practices; and complying with all applicable federal, state and Live Oak safety requirements. Employee and public safety is paramount to the City of Live Oak.

This employee Injury and Illness Prevention Plan (IIPP) follows California Code of Regulations, Title 8, § 3203.

3.0 Responsibility

3.1 The Safety Administrator role, assigned to the City Manager, serves as a safety liaison between management, supervisors, and employees. The City of Live Oak Safety Administrator has the authority and responsibility for implementing the Injury and Illness Prevention Plan (IIPP) provisions and the authority to revise, amend and supplement Live Oak 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 to prevent 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 such 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.
 - Monitoring and tracking periodic safety inspections for compliance with safety program requirements.

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

- **Training**
 - Ensuring health and safety trainings are scheduled, tracked, and documented meeting Live Oak 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 City Manager is responsible for Live Oak 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 Live Oak supervising-employees (e.g., directors, 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 Live Oak 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 Live Oak 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 Live Oak disciplinary process as maintained by the Live Oak 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 Agency Workers

All Live Oak 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 Live Oak human resources and legal departments must investigate all reprisal claims promptly and take appropriate corrective action and establish safeguards to prevent future similar reprisals.

4.3 Supporting Safety Programs

Live Oak 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 City of Live Oak 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:

- 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 Live Oak Occupational Health and Safety (OHS) Committee must include the Safety Administrator, department safety representatives 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 Live Oak worker safety;
- Must take and maintain committee meeting records;
- May conduct safety/risk inspections and assist with remedial solutions.

5.2 Reporting workplace hazards

Live Oak 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 Live Oak 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: Report of 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, if they so choose.
- 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 City of Live Oak safety incentive program shall be designed and implemented to encourage workers to report near-misses or hazards, and involvement in the safety and health management system. This may include incentives for identifying unsafe conditions in the workplace. The Live Oak safety incentive program may be modified and revised as needed to encourage effective worker participation as part of its safety effort. The Live Oak safety incentive program shall follow FedOSHA and CalOSHA requirements for such incentive programs and shall not be directly linked to reported injuries such that reporting may be discouraged.

5.4 Employee Access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP.

- Access is provided through a company server and the intranet, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communication with management or coworkers.
- Whenever an employee or designated representative requests a copy of the Program we will provide the requested a printed copy of the Program unless the employee or designated representative agrees to receive an electronic copy of the Program.
- One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
- Access will be provided in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
- Access to the Program will be part of the information trained during initial onboarding or when there are revisions to the Program.

- An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:
 - The name and signature of the employee authorizing the designated representative.
 - The date of the request.
 - The name of the designated representative.
 - The date upon which the written authorization will expire (if less than 1 year).

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.

6.1 Periodic hazard assessments must be performed

- 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 **Safety Inspection Report Findings** form (Appendix E);
- Findings must be provided to the Safety Administrator within 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 following criteria:

- ### 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. Example conditions may include *apprehending an armed suspect* and *entering a burning building for rescue*.

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

This exigent circumstance exception is intended for use by Live Oak public safety services (Fire Department and Police Department) as needed when carrying out their official duties for the agency.

- 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 Standard Report of 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 as soon as possible.
 - 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 Live Oak standard Report of 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.
 - In cases where exigent circumstances are present or cause the hazard, relevant department policies and procedures shall be followed (e.g., fire department, police department)
- 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 the Live Oak standard Report of 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 Live Oak standard Report of 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 HR department'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 Live Oak investigation and reporting procedures as directed by the Human Resources department.

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 Human Resources department 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 Live Oak 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;
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed;
- To 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

- Hazard assessment findings must be kept in accordance with the Live Oak record retention policy, but in no case retained for less than 3 years;
- Employee training records must be kept in accordance with the Live Oak record retention policy, but in no case retained for less than 3 years;
- Safety committee meeting records must be kept in accordance with the Live Oak 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 Live Oak 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 Live Oak Safety Program.
- **Safety Administrator** - A management level classification that serves as the Safety Officer for the Live Oak Safety Program.
- **Department Heads** - Senior management role for the major City departments.
- **Managers** - Second and third line management classifications within each department 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
1.	
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Appendix D - Report of 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 HR. 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: _____		Date:
<input type="checkbox"/> Received anonymously		
Reviewed by _____		<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Referred to for remedial action (Name):		Date:
Remedial Action Taken:		
<i>When completed Route to the Safety Administrator or HR</i>		

Appendix E – 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 safety completed inspections and complete the Unsafe Condition Exception Report;
- 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>
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