

DATE SUBMITTED 01/08/2025
 SUBMITTED BY Human Resources
 DATE ACTION REQUIRED 01/15/2025

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

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| SUBJECT: | DISCUSSION/ACTION: 1. Approval and adoption of the Injury and Illness Prevention Program (IIPP). |
| DEPARTMENT INVOLVED: Human Resources | |
| BACKGROUND/SUMMARY: The City of Imperial is requesting the Council's consideration in the adoption of the City of Imperial Injury and Illness Prevention Program (IIPP) to replace the current Injury Illness Prevention Program (IIPP) Safety Management Program (Rev. 01/15). The purpose of this revised policy is to ensure the City's policy includes up to date California state requirements. The revised policy will provide staff with up to date information on the expectations and standards for preventing illness and injury as well as an updated Hazardous/Unsafe Condition report to report any hazards. The policy provisions apply to all city staff. | |
| FISCAL IMPACT: NOT TO EXCEED There is no fiscal impact associated with this action. | FINANCE INITIALS <u>JMS</u> |
| STAFF RECOMMENDATION: Recommendation to approve and adopt the City of Imperial Injury and Illness Prevention Program (IIPP) to replace the current Injury Illness Prevention Program (IIPP) Safety Management Program (Rev. 01/15). | DEPT. INITIALS <u>KWS</u> |
| MANAGER'S RECOMMENDATION: Approve Staff Recommendation | CITY MANAGER'S INITIALS <u>JTM</u> |
| MOTION: | |
| SECONDED: AYES: NAYES: ABSENT: | APPROVED () DISAPPROVED () REFERRED TO: |
| | REJECTED () DEFERRED () |

| | |
|---|--|
| <p>POLICY NAME:</p> <p>Injury and Illness Prevention Program (IIPP)</p> | <p>AUTHORITY:</p> <p>City of Imperial</p> |
| <p>APPLICATION:</p> <p>All Employees</p> | <p>DATE APPROVED:</p> <p>PENDING CC Approval City Council Agenda Item – January 15, 2025</p> |



**CITY OF IMPERIAL
INJURY AND ILLNESS
PREVENTION PROGRAM (IIPP)**

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CITY OF IMPERIAL
INJURY AND ILLNESS
PREVENTION PROGRAM (IIPP)

I. POLICY

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

- Responsibility and Authority
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training and Instruction
- Record Keeping

II. RESPONSIBILITY AND AUTHORITY

The Human Resources Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear. All employees, including managers and supervisors are responsible for complying with safe work practices. Any employee observing an unsafe behavior or condition must report it to their Supervisor or Manager, verbally or in writing.

Below is a list of involved departments and managers and supervisors responsible for implementing and maintaining the IIPP in their work areas:

- City Manager's Administrative Offices: Finance Manager, Human Resources Manager, Administrative Services Director, Innovation & Technology Director, Assistant to the City Manager, and City Manager
- Community Development – Community Development Director
- Library Department – Library Administrator
- Parks and Recreation – Recreation Coordinator, Special Events Coordinator and Director of Parks and Recreation
- Imperial Police Department – Police Sergeant, Police Captain and Chief of Police



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- Public Services – Fleet and Facilities Supervisor, Public Services Foreman, Water Plant Chief Operator, Wastewater Plant Chief Operator, Public Services Manager, and Public Services Director

A copy of the citywide IIPP is available electronically on the intranet website:

<https://www.cityofimperial.org/intranet>

Additionally, a copy of our IIPP is available from each manager and supervisor. Employees, or a designated representative, will be provided access to the IIPP in a reasonable time, place, and manner, but no later than five business days of a request to their manager or supervisor.

The department IIPP supplements provide department-specific information and additional direction. The following departments have department specific IIPP supplements:

Community Development

- Community Development Department Safety Standards
- For the Code Enforcement Inspector, Building Inspector and Engineering Technician

Imperial Police Department

- Imperial PD Policy Manual - Policy 1031 "Illness and Injury Prevention"

III. COMPLIANCE

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees of the requirements within our IIPP in a readily understandable language
- Training all employees on general safety policies, rules, and work practices
- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

The department IIPP supplements outline department-specific compliance requirements.



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IV. COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by completing a Hazardous/Unsafe Condition Report (Attachment A). A copy of the completed form is sent to the Manager or Supervisor of the area where the hazardous condition or activity took place. Additional copies are provided to the designated IIPP Administrator for recordkeeping purposes. The form is reviewed by the Manager or Supervisor who will initiate corrective actions as appropriate.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

Additional details are outlined in the department IIPP supplements.

V. HAZARD ASSESSMENT

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

VI. HAZARD CORRECTION

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the



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hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

VII. ACCIDENT/INCIDENT INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

VIII. TRAINING AND INSTRUCTION

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Department-specific training procedures are located in the department IIPP supplements.

IX. RECORD KEEPING

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up



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- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Annual program reviews



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**APPENDIX A
HAZARDOUS/UNSAFE CONDITION REPORT**

Reporting Hazardous/Unsafe Condition*

Department: _____

Person Reporting (optional): _____

Contact Information (optional): _____

Location of Hazard: _____

Building: _____ **Floor:** _____ **Room:** _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor.

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?: _____

Employee Signature (optional): _____ **Date:** _____

**We encourage our employees to report hazards and commend them for their safety awareness.*



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**APPENDIX A
HAZARDOUS/UNSAFE CONDITION REPORT
(CONTINUED)**

Management Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?:

(Attach additional sheets if necessary.)

What action(s) have been taken to correct the unsafe or hazardous condition?:

Signature of Investigating Party: _____ **Date:** _____

Date reporting employee was notified of action taken (if not an anonymous report):



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**APPENDIX B
EMPLOYEE ACKNOWLEDGMENT OF**

RECEIPT OF INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

My signature below acknowledges that I have received my copy of the City of Imperial's INJURY AND ILLNESS PREVENTION PROGRAM ("IIPP") and that I have read the IIPP and understand my rights and obligations under the same.

I understand that this IIPP only represents the City of Imperial's current policies, procedures, rights, and obligations. Regardless of what the IIPP states or provides, the City of Imperial retains the right to add, change, or delete provisions of the IIPP at any time and in its sole discretion.

By signing below, I agree to abide by all provisions of the IIPP. I understand that failure to fully comply with all provisions of the IIPP may lead to disciplinary action, up to and including termination.

PRINT FULL NAME: _____

SIGNATURE: _____

DATE: _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)