



## Sacramento Public Library Authority

April 29, 2010

Agenda Item 6.0: Injury and Illness Prevention Program

**TO: Sacramento Public Library Authority Board Members**

**FROM: Manuel Muñoz, Safety Coordinator  
Don Tucker, Director of Facilities**

**RE: Injury and Illness Prevention Program (IIPP)**

**RECOMMENDED ACTIONS:** Receive and File.

### **BACKGROUND**

The Injury and Illness Prevention Program demonstrates and formalizes the Library's commitment to employee health and safety. Additionally, it is intended to meet the requirements of the California Labor Code Section 6401.7 and the Injury and Illness Prevention Standard, California Code of Regulations, Title 8, Section 3203, under the general jurisdiction of Federal Occupational Safety and Health Administration regulations. This IIPP does not supersede any law, legal requirement, or regulation.

The Library's updated Injury and Illness Prevention Program is intended as a means of describing the comprehensive management of the scope, content, employee participation in, and responsibility for safety and health programs at the Library. The Library's Injury and Illness Prevention Program is not a replacement of existing programs, but a reference that directs attention to existing written programs or procedures that contain the actual detail. The program is intended to ensure the occupational safety and health of all Library employees regardless of position and job tasks.

The elements included in the Library's Injury and Illness Prevention Program are:

- Management commitment/assignment of responsibilities
- Regulatory compliance
- Communication – Safety & Health
- Identification of workplace hazards
- Evaluation and abatement of hazards
- Accident and injury investigation
- Training requirements
- Recordkeeping
- Periodic plan evaluation

### **FISCAL IMPACT**

While there is no direct fiscal impact as a result of the Library's updated Injury and Illness Prevention Program, not having an effective, written IIPP could result in a citation with fines up to \$7,000 per location. In addition, ensuring the safety of Library staff will result in long term cost savings to the Library due to fewer workplace injuries. This should also assist the Library in lowering its Workers' Compensation insurance rating and costs



**POLICY ISSUES**

The Library recognizes that the Illness and Injury Prevention Program requirements, Cal/OSHA program content, and the Library's own internal practices, policies, and procedures are subject to change at any time. Persons having responsibility for program administration can also periodically change. For these reasons, the Library shall:

- Conduct an annual review of the IIPP to verify its applicability
- Conduct a review of internal policies, practices, and Standard Operating Procedures (SOPs)
- Conduct a review of Cal/OSHA, OSHA required programs on an annual basis
- Amend, update, or revise as necessary, any written plan or program as required, and verify it meets current requirements
- Update employee training if needed because of mandated program changes

**ATTACHMENTS**

Attachment A: Sacramento Public Library Injury and Illness Prevention Program



**SACRAMENTO PUBLIC LIBRARY**

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

## **Introduction**

This Injury & Illness Prevention Program (IIPP) is intended as a means of describing the comprehensive management of the scope, content, employee participation in, and responsibility for Safety & Health programs at the Library. This IIPP is not a replacement of existing programs, but a reference, which directs attention to existing written programs or procedures which contain the actual detail. This program is intended to ensure the occupational safety and health of all Library employees regardless of position and job tasks. This Injury and Illness Prevention Program demonstrates and formalizes the Library's commitment to employee health and safety. Additionally, it is intended to meet the requirements of the California Labor Code Section 6401.7 and the Injury and Illness Prevention Standard, California Code of Regulations, Title 8, Section 3203, under the general jurisdiction of Federal Occupational Safety and Health Administration regulations. This IIPP does not super cede any law, legal requirement, or regulation.

**NOTE: Nothing in this IIPP is intended to conflict with the actual content or administration of existing safety and health programs. In the event of a conflict in administration, content, training requirements, practices, procedures, record retention time frames, or other relevant aspect, the actual written program or Standard Operating Procedure (SOP) will be the controlling document.**

**Additionally, this IIPP is not intended to conflict in any manner with a negotiated agreement, contract, stipulation, or other similar instrument, or any legislation, statute, rule, administrative order, consent decree, judgment, regulation, or other similar instrument, either oral or written. The intent of this section is to address and list the content of various governmental requirements related to IIPP in effect within various jurisdictions.**

**A copy of this IIPP is available to all employees, which contains the following points:**

- I. Management commitment/assignment of responsibilities**
- II. Regulatory compliance**
- III. Communication - safety & health**
- IV. Identification of workplace hazards**
- V. Evaluation and abatement of hazards**
- VI. Accident and injury investigation**
- VII. Training requirements**
- VIII. Recordkeeping**
- IX. Periodic plan evaluation**

## **I. Management Commitment/Assignment of Responsibilities**

The Library's Injury and Illness Prevention Program is administered by assigning various roles, tasks, or program responsibilities to one or more levels of management and/or supervision having the skills needed for the role. That determination is controlled by the Program Administrator (Safety Coordinator). Assigned responsibilities may change over time due to several factors, such as, but not limited to, employee promotion, reassignment, transfer and changing technical requirements. The Program Coordinators (Branch Managers and Supervisors) assist in the development and/or implementation of specific safety requirements, safety and health procedures, guidelines, and policy statements applicable to all Library Departments and Branches. For purposes of this program, the Program Coordinators are listed in Attachment 1 of this IIPP.

The responsibility for safety and safe conduct of employees is a collaborative effort between managers, supervisors and employees. Library employees at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

Program Administrator, Managers and supervisor are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

### ***Management's responsibility:***

Management has the responsibility to provide employees with a safe work environment by promoting safe practices and maintaining safe facility conditions. Management will do the following to the best of their knowledge and ability:

1. Ensure that the policies and procedures set forth in this program are complied with by all personnel under their direction.
2. Ensure adherence to all safety directives and standards.
3. Provide the leadership and direction necessary for administering branch and Department safety rules and regulations.
4. Ensure a branch, department, safety representative attends monthly safety meetings, to review departmental injuries, discuss plans to reduce losses and review safety topics.
5. Promote safety training and education.

6. Establish a procedure for regular safety inspections of equipment, facilities and staff to ensure the safe operation and protection of Library personnel and assets and to follow federal, state and local safety standards and regulations.
7. Ensure that the Library has an effective Hazard Communication Program in place.
8. Ensure that all accidents are immediately investigated and reported promptly to the Safety Coordinator.
9. Hold each department supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees.
10. Ensure that each supervisor is accountable for the preventable injuries, collisions, and liabilities incurred by his/her employees.

### ***Supervisors' Responsibilities***

Branch and Department supervisory staff; under the direction of Management, are responsible for ensuring that all employees within their respective departments/units or areas of responsibility know and comply with the elements of the Library's IIPP and department safety policies and procedures.

Each Branch shall designate a Safety Representative responsible for the management of the safety program and IIPP compliance. Each Department Safety Representative will coordinate occupational safety issues with the Safety Coordinator. The Safety Representative can be the branch supervisor.

Supervisors shall be fully responsible for compliance with the provisions of the program within his/her branch or department. The supervisor shall ensure that:

1. All employees, full-time or part-time, permanent or temporary, are trained upon hire and retrained, when necessary, in the way each job must be accomplished.
2. All employees are instructed and understand the use and need for protective equipment relating to the job.
3. Necessary safety equipment and protective devices for each job are available.
4. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control efforts.

5. Safety representative attends safety meetings to review accidents, analyze their causes, and promote a free discussion of hazardous or unsafe work problems and possible solutions.
6. All serious accidents are thoroughly investigated, recorded and promptly reported to the Safety Coordinator.
7. Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.

### ***Employees' Responsibilities***

It is essential that employees follow all safety policies and procedures implemented by the Library and branch or department supervisor. This includes following all of the requirements of the Library's IIPP as well as adhering to all elements of any safety rules instituted for an employee's specific job tasks and operations.

Employees are required, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to be mentally and physically alert to safety issues. To accomplish this goal, employees will:

1. Adhere to all safety policies and procedures.
2. Report potential unsafe conditions to their immediate supervisor.
3. Keep work areas clean and orderly at all times and use all safeguards and safety equipment.
4. Wear safety protective devices as necessary (or when instructed to do so).
5. Report injuries immediately and seek immediate medical attention when required.
6. Learn to lift and handle materials properly.
7. Cooperate and take part in the Library's Safety Program, workshops, training, and safety meetings as appropriate.
8. Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor or safety coordinator.
9. Use only the prescribed equipment for the job and utilize it properly.

## **II. REGULATORY COMPLIANCE**

Managers and supervisors are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the safety practices and procedures outlined in the IIPP fairly and uniformly. Employees are responsible for following safe work practices, assisting in maintaining a safe work environment, and adhering to all directives, policies and procedures. Compliance with all applicable rules and regulations will be assured by:

1. Informing employees of IIPP provisions.
2. Evaluating the safety performance of employees.
3. Providing training to employees who have failed to work safely.
4. Providing positive acknowledgment and recognition of safe behaviors, and enforcing safety policies and procedures.
5. Employees who fail to follow safe work practices and/or procedures or who deliberately violate any Library safety rules or directives may be subject to disciplinary action up to and including termination.
6. Disciplinary actions are conducted in accordance with all applicable Library personnel policies and procedures, and applicable MOU's.

## **III. COMMUNICATION - SAFETY & HEALTH**

The library recognizes that open, two-way communication between management, supervisors and employees on health and safety issues is essential to an injury-free, productive workplace. The library encourages communication that provides for a continuous flow of information through the organization, including information directly related to safety and health. Our system of such communication includes, but is not limited to the following:

1. New Employee Orientation, which introduces employees to the library's safety and health policies and procedures.
2. A cross-functional Safety Committee, which ensures the dissemination of information and assists in safety and health training.
3. Regularly scheduled safety meetings addressing health and safety issues.

4. Ongoing dialog between supervisors and employees regarding safety and health concerns.
5. Dissemination of safety and health information through the library's intranet, information bulletins, or other media, as appropriate.
6. Written records of safety and health committee meetings.
7. Results of periodic scheduled inspections.
8. Accident/exposure investigations and suggestions to prevent future occurrences.

All employees are encouraged to make safety suggestions and to report any potential safety hazards. Suggestions and hazard reports shall be followed up on a timely manner to the reporting person.

#### **IV. IDENTIFICATION OF WORKPLACE HAZARDS**

Branch Supervisors or designated safety representative will submit a monthly branch inspection form. This form is designed to identify and evaluate workplace hazards and physical condition of the building. Supervisors/Safety representative shall evaluate hazard reports and take appropriate action to assess, prioritize, correct, follow-up and reply to the reporting party. Branch supervisors in conjunction with the Safety Coordinator will document any corrective action planned or taken. A department program of hazard identification may include but is not limited to the following efforts:

1. Written procedures to assist in the identification of new hazards in a work area.
2. Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area or work process.
3. Timely and effective investigation of each occurrence of an occupational injury or occupational illness, or near miss accident, and methods to prevent recurrence.
  - A. Near miss accidents are defined as unintended events which have the potential for causing personal injury, illness and property damage.
4. Safety inspections by the Safety Coordinator or authorized third party. Third party inspections will be requested whenever atypical analysis are need for purposes that include but not limited to:

- A. Collecting samples of potentially toxic materials and evaluating samples in a laboratory
  - B. Collecting samples of dust, gases and vapors for analysis.
  - C. Investigating adequacy of ventilation, exhaust equipment, and other conditions which may affect employee health, comfort, or efficiency.
  - D. Conducting noise monitoring and evaluating employee exposures.
5. Periodic inspections are performed whenever the following occurs:
- A. A new substance, process, procedure or equipment that may be potentially hazardous is introduced into the workplace or the work process
  - B. A new or previously unidentified hazard is recognized.
  - C. Following the occurrence of an occupational injury and/or illness.
  - D. Upon hire or reassignment of an employee to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  - E. Whenever workplace condition warrants an inspection.

Each supervisor will be notified whenever a new substance, new work procedure or operation, and/or new equipment are introduced into their work area. The Safety Coordinator will include an evaluation of the potential hazard(s), as well as the training and additional steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).

## **V. EVALUATION AND ABATEMENT OF HAZARDS**

### ***Evaluation of Identified Hazards***

Appropriate corrective measures will be made in a timely manner whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported. All corrective actions taken and completion dates shall be documented.

The IIPP Program Administrator will review inspection reports, hazard assessment reports, vehicle accident reports, incident reports, and Worker Compensation claims. While not relieving branch supervisors of the responsibility for employee safety, the IIPP Program Administrator may consult with department management to determine if effective corrective action/investigation has been initiated to correct or improve identified

exposures, work methods, operational procedures, or equipment, which may potentially result in injury or exposure.

### ***Abatement of Hazards***

When directed to do so, each branch and/or department shall correct identified safety hazards in a timely manner. The IIPP Program Administrator will assess the severity of the hazard(s) and take corrective action in accordance with regulatory requirements and this policy. Whenever corrective action for a non-serious hazard will involve multiple steps or cannot be completed promptly, an action plan shall be developed and reviewed by the IIPP Program Administrator. The plan will outline what actions will be taken, the order in which each action will be taken, and when each step will be carried out. The action plan will also describe the methods that will be used to protect employees from the hazard until such time as the proper corrective actions are completed.

**Employees shall not enter an imminent hazard area without the specific approval of the Manager/Supervisor or Safety Coordinator. Employees assigned to perform work necessary to correct the imminent hazard will be properly trained, equipped, supervised and provided necessary safeguards including personal protective equipment.**

## **VI. ACCIDENT & INJURY INVESTIGATIONS**

The Library will, to the extent possible, investigate all accidents, incidents, and hazardous exposures, by using the following techniques, practices, procedures, or other means:

1. Conduct accident investigations and complete the requisite forms.
2. Attempt determination of causation in an objective manner, emphasizing the process that caused the injury, incident, illness or exposure.
3. Correct any bona fide mechanical defects which are alleged to be a causative factor for an accident or incident.
4. Review the content of existing programs to verify whether the accident, incident, or exposure "condition" is or is not addressed by an existing program or procedure.

## **VII. TRAINING REQUIREMENTS**

### ***Safety and Health Training***

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is essential to maintaining a safe and healthful work environment. In order to achieve this goal, the branch safety representative, with the assistance of the Safety Coordinator, will provide safety information and appropriate training to each employee with regard to general safety practices and to any hazards or safety procedures specific to the employee's work tasks. The safety representative and/or Safety coordinator will document content and attendance of any safety training and forward training record to Human Resources.

Examples of training include:

1. Department orientation of new employees upon hiring and prior to first job assignment.
2. Whenever new substances, processes, procedures or equipment are introduced into the workplace; affected employees shall be trained and demonstrate proficiency.
3. Whenever the Library, branches and departments are made aware of new or previously unrecognized hazards.
4. Whenever safety training is required by an applicable code, regulation, or other legal requirement.
5. Whenever managers, branch supervisors or their designees believe that additional or specific training is necessary.

### ***Emergency Action Plan (EAP)***

In compliance with the California Code of Regulations, Title 8, Section 3220, each operational department shall maintain an Emergency Action Plan implemented as a means of ensuring employee safety during an emergency incident. All employees with special responsibilities under any Library emergency plan shall receive appropriate training in their assigned responsibilities.

## **VIII. RECORDKEEPING**

Departments should retain certain records to demonstrate a good faith effort to achieve an effective IIPP safety program. These records should be kept on file at each

operational unit as they pertain to that Branch's operations. These records include the following:

1. Records of inspections and investigations including date(s), person(s) who conducted the inspection(s) or investigation(s), unsafe work practice or condition identified, and the corrective action(s) taken and date(s) of correction.
2. Documentation of training provided to employees including new hire instruction and follow-up training required by changes in operations or the identification of a previously unknown hazard.
3. OSHA LOG301 Employer's Report of Injury or Illness. These records should be maintained in the Human Resources Department for a period of one to five year from the time of generation, or longer, if deemed necessary by the Manager or Branch Supervisor.

## **IX. PERIODIC PLAN EVALUATION**

The Library recognizes that the Illness & Injury Prevention Program requirements, Cal/OSHA program content and the Library's own internal practices, policies, and procedures are subject to change at any time. Persons having responsibility for program administration can also periodically change. For these reasons, the Library shall:

1. Conduct an annual review of the IIPP to verify its applicability.
2. Conduct a review of internal policies, practices, and Standard Operating Procedures (SOPs).
3. Conduct a review of Cal/OSHA, OSHA required programs on an annual basis.
4. Amend, update, or revise as necessary, any written plan or program as required, and verify it meets current requirements.
5. Update employee training if needed because of mandated program changes.

Attachment 1

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
<b>Manuel Munoz (Manny)</b>	<b>Safety Coordinator</b>	<b>264.2824</b>
<b>Don Tucker</b>	<b>Director of Facilities</b>	<b>264.2727</b>
<b>Arevik Bagdassari</b>	<b>Director of HR</b>	<b>264.2997</b>
<b>Reed Dahlberg</b>	<b>Security Coordinator</b>	<b>264.2825</b>
<b>Mary Mijares</b>	<b>Branch Manager</b>	<b>264.2900</b>
<b>Sarah Dentan</b>	<b>Branch Manager</b>	<b>264.2746</b>
<b>Barbera Bass</b>	<b>Branch Supervisor (ARC)</b>	<b>575.2162</b>
<b>Kerri Moore</b>	<b>Branch Supervisor (ARD)</b>	<b>575.2174</b>
<b>Nina Biddle</b>	<b>Branch Supervisor (CEN)</b>	<b>264.2770</b>
<b>Beth Blood</b>	<b>Branch Supervisor (CHS)</b>	<b>277.2188</b>
<b>Millie Torrance</b>	<b>Branch Supervisor (COO)</b>	<b>433.2032</b>
<b>Sally Sweeny</b>	<b>Branch Supervisor (COU)</b>	<b>755.4486</b>
<b>Tim Tomasik</b>	<b>Branch Supervisor (DEL)</b>	<b>566.2144</b>
<b>Pat Sandefur</b>	<b>Branch Supervisor (ELK)</b>	<b>685.5270</b>
<b>Brendle Wells</b>	<b>Branch Supervisor (FAI)</b>	<b>867.2202</b>
<b>Camillus Kerwin</b>	<b>Branch Supervisor (FRA)</b>	<b>714.2532</b>
<b>Diane Christensen</b>	<b>Branch Supervisor (GAL)</b>	<b>209.745.7685</b>
<b>Natalie Beaver</b>	<b>Branch Supervisor (ISL)</b>	<b>777.6635</b>
<b>Bess Chen</b>	<b>Branch Supervisor (KIN)</b>	<b>433.2042</b>
<b>JoAnn Severson</b>	<b>Branch Supervisor (MCC)</b>	<b>277.2177</b>
<b>Shari Nichelini</b>	<b>Branch Supervisor (MCK)</b>	<b>264.2871</b>
<b>Vicki Rondeau</b>	<b>Branch Supervisor (NAT)</b>	<b>566.2133</b>
<b>Deborah Douros</b>	<b>Branch Supervisor (NHI)</b>	<b>575.2167</b>
<b>Suzy Murray</b>	<b>Branch Supervisor (NNT)</b>	<b>264.2706</b>
<b>Jami Trawick</b>	<b>Branch Supervisor (NSA)</b>	<b>566.2126</b>
<b>Coral Procter</b>	<b>Branch Supervisor (ORA)</b>	<b>986.2081</b>
<b>Jill Stockinger</b>	<b>Branch Supervisor (RAN)</b>	<b>228.2111</b>
<b>Ray Stanley</b>	<b>Branch Supervisor (RIO)</b>	<b>566.2138</b>
<b>Laura Powell</b>	<b>Branch Supervisor (SOU)</b>	<b>433.2037</b>
<b>Rosemary Lovely</b>	<b>Branch Supervisor (SYL)</b>	<b>867.2212</b>
<b>Christine Donnelly</b>	<b>Branch Supervisor (VAL)</b>	<b>525.2380</b>
<b>Alan Candee</b>	<b>Branch Supervisor (WAL)</b>	<b>776.4513</b>
<b>Gerry Calderon</b>	<b>IT Manager</b>	<b>264.2824</b>
<b>Alan Worthy</b>	<b>IT Supervisor</b>	<b>264.2831</b>
<b>Sarah Smith</b>	<b>IT Supervisor</b>	<b>264.2746</b>

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