

COUNTY OF VENTURA
GENERAL SERVICE AGENCY



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

HEALTH & SAFETY MANUAL




County of Ventura
GENERAL SERVICES AGENCY
MEMORANDUM



DATE: January 9, 2013

TO: All General Services Agency Employees

FROM: Paul S. Grossgold 
Director

SUBJECT: INJURY AND ILLNESS PREVENTION PROGRAM

The State of California has adopted regulations that affect all employers, including local governments. General Industry Safety Order 3203 specifically mandates that each employer maintain an effective Injury and Illness Prevention Program (IIPP). The General Services Agency (GSA) has compiled this IIPP manual to comply with the requirements for a written IIPP and to provide structure for our efforts to minimize occupational injuries and illnesses.

GSA managers and supervisors have the responsibility to implement and maintain the IIPP at each work location within GSA, including the responsibility to review the IIPP, become familiar with its contents, implement the required core program activities, and maintain supporting documentation as prescribed in Section 1.0 of the manual. Program activities include training, hazard inspections, accident investigations, communication on occupational health and safety issues, and measures to ensure employee compliance with safe and healthful work practices at each GSA work location, regardless of the operations involved.

GSA employees have the responsibility to work in a safe manner and to report all unsafe and unhealthy work conditions as prescribed in Section 1.7 of the manual.

This manual is a resource for developing and maintaining an effective IIPP at each location. Questions and comments regarding the IIPP manual should be directed to your supervisor.

COUNTY OF VENTURA	2013 EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued Revised	Policy No. 1
Policy: GSA	1/9/13	INJURY AND ILLNESS PREVENTION PROGRAM
Forms (if any) N/A		

Table of Contents

COUNTY OF VENTURA 1

1.0 RESPONSIBILITY 2

1.1 Program Administrator 2

1.2 Employee Health Services 2

1.3 CEO-Human Resources..... 2

1.4 GSA-Procurement 2

1.5 GSA Management 2

1.6 GSA Supervisors 3

1.7 GSA Employees 3

2.0 COMMUNICATION 3

3.0 COMPLIANCE 4

3.1 Recognition and Commendation..... 4

3.2 Performance Reviews 4

3.3 Training 5

3.4 GSA IIPP Inspections 5

3.5 Safety Disciplinary Policy..... 6

4.0 HAZARD ASSESSMENT..... 6

4.1 Cal/OSHA Inspections 6

5.0 ACCIDENT/EXPOSURE INVESTIGATION 7

6.0 HAZARD CORRECTION 8

7.0 EMPLOYEE TRAINING 9

7.1 New Employee Orientation Training 9

7.2 Temporary Employee or Directed Individuals Orientation..... 10

7.3 Refresher Training 10

7.4 New Assignments or Transfers..... 10

7.5 New Process or Equipment..... 10

7.6 Training Documentation 10

7.7 Cal/OSHA Mandated Training 11

8.0 RECORDKEEPING 11

9.0 IIPP GENERAL WORK PLACE SAFETY	11
9.1 Workplace Safety Programs	11
1. Hazard Communication Program	12
2. Bloodborne Pathogens and Infectious Disease Exposure Control	12
3. Lockout/Tagout Program for the Control of Hazardous Energy.....	12
4. Periodic Workplace Inspection Policy	12
5. Respiratory Protection Program	12
6. Asbestos Awareness	12
7. Heat Illness Prevention Program	12
8. Non-Permit Confined Space Entry Procedures	12
9. Personal Protective Equipment Policy	12
10. Hearing Conservation	12
11. Workplace Ergonomics	12
12. Aerial Lift Program.....	12
13. CPR/AED and First Aid	12
14. Security and Emergency Action Plan – including building evacuation plan	12
IIPP SAFETY PROCEDURES -APPENDIX B.....	15
Emergency Procedures.....	15
Hazardous Materials Handling and Disposal.....	15
Asbestos Containing Materials.....	15
Lead Containing Materials	15
Electrical Safety	16
Fire Extinguisher Use	17
Hand and Power Tool Safety.....	17
Lifting and Carrying Procedures	18
Personal Protective Equipment (PPE)	19
Ladder Safety	21
Lockout/Blockout Equipment.....	22
Housekeeping.....	22
Office Safety	22

INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION

The Board of Supervisors, by way of approval of the County Administrative Manual dated December 1997, adopted the general plan for the Countywide Injury and Illness Prevention Program (CIIPP). The CIIPP was adopted to provide a healthful and safe work environment; prevent, reduce or minimize occupational injuries and illnesses. The CIIPP delegates overall authority and responsibility to the County Executive Officer or his/her designee (no less than director or senior level manager). Each agency is solely responsible and accountable for the development, implementation and maintenance of a written, agency specific Injury Illness Prevention Program (IIPP). In addition the CIIPP provides a technical resource to develop agency specific Injury & Illness Prevention Programs (IIPP) to eliminate unhealthy and/or unsafe practices through job training and injury and illness prevention awareness to employees and a method to correct unhealthy and/or unsafe work and environmental conditions.

It is the policy of the County of Ventura that no job is so important that it takes precedence over the health, safety and welfare of County employees or the public they serve. All County employees are required to conduct business in a healthy and safe manner, while adhering to established regulations and County policies and procedures. The CIIPP provides the basic framework and reference guidelines necessary for County agencies to develop IIPP awareness on the part of all employees. California Code of Regulations, Title 8, General Industry Safety Order (GISO) Subchapter 7, Section 3203 requires every employer to maintain a written IIPP, which consists of the following eight elements:

1. Responsibility
2. Communication
3. Compliance
4. Hazard assessment
5. Incident/exposure investigation
6. Hazard correction
7. Training and instruction
8. Record keeping

1.0 RESPONSIBILITY

1.1 Program Administrator

The General Services Agency (GSA) Director is responsible for the health and safety of employees in GSA. The Deputy Director, Administrative Services or his/her designee is delegated the responsibility for direct contact with Cal/OSHA for any related inspections, citations, accident investigations or other intervention. The GSA IIPP provides employees with the necessary guide for working in a manner that will not endanger the life, health, or well being of themselves, their co-workers or the public. Employees are authorized to take reasonable steps to ensure a healthful and safe work environment.

1.2 Employee Health Services

Employee Health Services shall administer and specify medical clearance and evaluations, maintain medical evaluations, exposure data, and other information related to GSA IIPP, notify the agency when an employee is or is not medically cleared for specific job task, provide appropriate notification of medical evaluations, work limitations, and other follow up evaluations covered in the GSA IIPP.

1.3 CEO-Human Resources

CEO-Human Resources shall ensure the GSA IIPP and all addenda information is incorporated into job descriptions as essential functions of specified job classifications.

1.4 GSA-Procurement

GSA-Procurement shall ensure that all equipment purchased by GSA, including replacement parts are readily available. GSA Procurement will also confirm that all related operator/owner manuals and safety information (including Safety Data Sheets) are available for each piece of equipment purchased.

1.5 GSA Management

Management - The GSA Director has the primary responsibility for ensuring the implementation of the IIPP for the agency. The Director is responsible for the overall operation and administration of the agency and has the authority to implement changes as required. The Director also can delegate responsibility and authority to designated managers to allocate resources and implement change on their behalf. Management is responsible for ensuring the GSA IIPP has an approved budget to meet the GSA IIPP needs of the agency.

Duties of management include:

1. Implementing the GSA IIPP, including working with the GSA Safety Officer to evaluate the program through periodic review of the GSA IIPP, insuring worker participation, employee safety training, and maintaining records
2. Identification and elimination of work place job hazards
3. Budgeting for GSA IIPP job task hazard evaluations, control measures, and training

Each manager is responsible for adequate budgeting of funds necessary to implement and maintain the GSA IIPP. Some, but not all, budgetary items to consider are:

1. Personal Protective Equipment (PPE) i.e., hearing protection, footwear, gloves, aprons, safety glasses, respirators, face shields, etc.

2. Physical exams, i.e., pulmonary function test for respirator use, Department of Transportation (DOT) physicals for drivers, audiometric testing, etc.
3. Training, i.e., ergonomic, hearing conservation, hazard communication, hazardous material handling, etc.
4. Job hazard evaluations, task analyses, program development, industrial hygiene studies for noise, air contaminants, regulatory compliance, training, etc.

1.6 GSA Supervisors

Supervisors have the responsibility to ensure that the GSA IIPP is implemented in their particular area. In addition to being knowledgeable about the GSA IIPP requirements, supervisors must also ensure the GSA IIPP is understood and followed by those employees in their charge. Duties of supervisors include:

1. Ensuring work activities and materials under their span of responsibility have been reviewed for hazards, control measures, Personal Protective Equipment (PPE), or other safety, security, and injury prevention concerns
2. Monitoring job task to identify new or unrecognized work place hazards
3. Ensuring that employees are notified of all job task work hazards prior to performing task

1.7 GSA Employees

GSA employees are responsible to:

1. Participate in the GSA IIPP pursuant to established policies and procedures
2. To attend safety training that is scheduled, provided and /or made available to them
3. To report all unsafe and unhealthy work conditions to their supervisor/manager
4. To report security hazards immediately to supervisor
5. Report all workplace injury, illness and near miss incidents to supervisor immediately
6. To report threats from co-workers and customers to supervisor immediately
7. Work in a safe manner, obeying all safety rules, procedures, policies and safe work practices. Inspect all tools and/or equipment before use and notify supervisor or manager if any tools or equipment are damaged or malfunctioning.

2.0 COMMUNICATION

Communication is required to achieve GSA IIPP goals. Those goals are to provide a system for effectively communicating with employees on matters relating to occupational health, safety and workplace security and to encourage employees to inform management of work place hazards without fear of reprisal.

Meetings are the primary method to communicate GSA IIPP issues. Managers, supervisors, or other designated staff must hold documented meetings with employees to provide safety training, discuss injuries, illnesses, near misses, unsafe acts or conditions, rules and other related GSA IIPP issues. Whenever training is provided, the meeting leader must document training and record required information. The GSA IIPP training records are to be maintained on file for three years.

GSA IIPP suggestions can be made on any injury/illness prevention related item such as workplace hazards, unhealthful or unsafe actions, new training topics, equipment

purchases, or modifications, new work procedures or rearranging the workplace. Suggestions are encouraged and to be addressed to the appropriate level of management for review and possible implementation.

GSA employees may communicate safety and security issues suggestions or concerns with the Agency Director through "[Ask the Director](#)" located on GSA intranet.

Posters shall be placed in a prominent area on the employee bulletin board, break room or other employee gathering area. Posters will include GSA IIPP posters and other regulatory posters. Below is a partial listing of required postings.

1. Annual Summary of Work-Related Injuries and Illnesses- OSHA Form 300A: is to be posted February 1 through April 30 of each calendar year
2. Cal/OSHA "Safety and Health Protection on the Job"
3. Notice to employee of possible exposure to toxic substances
4. Access to medical and exposure records
5. Workers' Compensation Notice
6. Emergency telephone numbers and evacuation routes

Memoranda regarding specific GSA IIPP items will be issued through management. These memoranda are to be posted on bulletin boards or other visible locations and filed with the GSA Safety Officer for record keeping.

3.0 COMPLIANCE

In order to support the GSA IIPP, this system will be used to ensure employee compliance with the GSA IIPP policies and procedures. This system includes, but is not limited to:

1. Recognition and commendation
2. Performance reviews
3. Training
4. Periodic Worksite Inspections
5. Disciplinary action for violation of known safety rules, policies and procedures

3.1 Recognition and Commendation

A written commendation may be issued to employees who demonstrate outstanding GSA IIPP related performance. It can be initiated by the employee's immediate supervisor and forwarded to the GSA personnel unit for inclusion in the employee's personnel file. Any written document placed in the employee's official file must have the employee's signature.

3.2 Performance Reviews

IIPP awareness should be a factor in completing an annual Performance Review (PR). The level of awareness should be equal to the risk of hazard exposure. Prior to the annual PR, the supervisor should review the number of incidents and near misses that have been reported. If an employee has not had any incidents since the last PR, that should be taken into consideration.

3.3 Training

Supervisors must know the safety and health hazards to which employees under their immediate direction may be exposed. All employees must receive general and job/task specific safety training in accordance with the California Code of Regulations (CCR), General Industry Safety Orders (GISO) and/or Construction Safety Orders (CSO). Training and instruction must be provided when:

1. The program is first established
2. New employees are hired
3. Employees are assigned new job duties for which training was not previously provided
4. New substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. The employer is made aware of a new or previously unrecognized hazard
6. Training and instruction must also be provided as specified under the Construction Safety Orders (CSO) as warranted by departmental responsibilities and the work being conducted
7. Employees are observed working in an unsafe manner, under unsafe conditions, or have violated a safety rule

The job task assigned and overall job description dictate the training an employee receives. Training is a means for ensuring employees are informed on all GSA IIPP policies and procedures. New and current employees need to be informed and trained on all relevant aspects of the GSA IIPP. The training may include but is not limited to:

1. Procedures for hazard identification
2. Procedures for hazard corrections
3. Individual responsibility for injury and illness prevention
4. Procedures for reporting unhealthy or unsafe condition and practices
5. Work-related Injury or illness / Incident reporting procedures
6. Disciplinary policy for GSA IIPP violations

3.4 GSA IIPP Inspections

Management, supervisors, designated employees, safety officer, safety committee members, or Risk Management identifying unhealthy, unsafe practices or conditions, during the course of any project or operation may perform IIPP audits. Audits may include, but are not limited to:

1. Evaluation of employee actions, including manner in which employee uses the equipment, machinery or tools
2. Condition of equipment, machinery or tools being used
3. Adherence to safety policies and procedures
4. Proper permits on site
5. Knowledge of emergency procedures
6. Review of employee training documentation
7. Results of periodic work site inspections

Any discrepancies observed from the established GSA IIPP policies will be noted on the audit form and the operation or project will be evaluated for methods to ensure the GSA IIPP is followed. GSA IIPP audits may be planned or unplanned.

3.5 Safety Disciplinary Policy

GSA believes that an Injury and Illness Prevention Program is unenforceable without a disciplinary policy. GSA believes that in order to maintain a safe and healthful workplace all employees are accountable for obeying IIPP safety and health rules as they apply to their specific job duties. Disciplinary action will be in accordance with the County's Progressive Discipline Policy as provided for in the "Personnel Rules and Regulations" manual or applicable labor agreement.

4.0 HAZARD ASSESSMENT

A periodic inspection of GSA facilities is an integral part of ensuring that employees work in a healthful and safe environment. The evaluation and identification of hazards is an ongoing process and are to be performed to achieve the following goals:

1. Eliminate or control unhealthy or unsafe acts or conditions before they result in an injury/illness or an exposure that may produce an injury/illness and/or damage
2. Encourage employee participation in hazard detection and control activities
3. Identify employee safety training to address the identified hazard exposure
4. Provide a system for employees to report hazards and make suggestions without fear of reprisal

Any unhealthy or unsafe condition observed by an employee shall be reported to the supervisor immediately. If warranted and feasible, the work in the area will be halted until the hazard can be corrected or controlled. If the work is such that it cannot be halted, work shall proceed under direct management supervision. Prior to the commencement of work the affected employees must receive safety training on: the reported unhealthy or unsafe condition that they will be working around, identification of measures taken to protect them, the appropriate use of all required Personal Protective Equipment (PPE) and any other safety procedures or precautions that employees are to follow.

In cases where limited authority or resources prevent prompt remedial action, the hazard shall be made temporarily healthy or safe until a permanent correction of the problem can be implemented. The supervisor is responsible for initially investigating the problem, evaluating the situation and implementing prompt corrective action. The supervisor will notify the safety officer and management in writing of action taken. The written action report is to be forwarded to the appropriate manager. In the event that the supervisor determines that the corrective action is beyond the supervisor's authority, the supervisor shall notify the safety officer for assistance in evaluating the condition and implementing corrective action.

4.1 Cal/OSHA Inspections

Without notice, a Cal/OSHA inspector may inspect any facility or worksite to assess compliance with Title 8 of the California Code of Regulation, General Industry Safety Order/and /or Construction Safety Order. If his should occur, immediately notify the Deputy Director, safety officer and department manager.

5.0 ACCIDENT/EXPOSURE INVESTIGATION

GSA has established the following goals regarding injury/illness reporting and investigation:

1. To acquire all pertinent information contributing to an injury/illness so that control can be developed to prevent similar occurrences in the future
2. To provide information to satisfy local, State and Federal agencies.
3. To provide the Workers' Compensation Claims Administrator with needed information to manage claims
4. To inform management of incidents resulting in serious employee injury/illness and property damage

Employees must report a work-related illness or injury to their supervisor immediately or as soon as reasonably practical. This includes those injuries/illnesses requiring minor first aid. Any employee who fails to report an injury/illness is subject to disciplinary action. The immediate responsibilities of the supervisor are:

1. Provide prompt medical attention to employee
2. Secure the area, if necessary, to prevent further mishap
3. Report the incident to safety officer and management

Upon an occupational death or "serious injury or illness", the supervisor must report immediately, within 8 hours, by telephone the incident to Cal/OSHA Van Nuys district office at 818- 901-5403. Immediately report all serious injury to GSA-HR Safety 662-6506.

Once an injury or illness is reported, the employee's supervisor must complete the following steps:

1. Provide an *Employee's Claim for Workers' Compensation Benefits* form (RM-135/DWC-1) within 24 hours. If the employee is not present, this form must be mailed via certified mail or delivered in person within 24 hours
2. Complete the appropriate [Employer's Report of Occupational Injury or Illness \(RM75\)](#) form
3. Complete the [Accident Incident Near Miss Investigation Report](#) form

All of the forms previously described must be completed immediately and forwarded in accordance with department policy. The supervisor should retain a copy. All forms must be received by GSA - HR within 24 hours of being notified of an occupational injury or illness. Fax copies to 662-6764 or email to [GSA HR/Safety](#) and forward original copy to GSA HR/Safety at location #1060.

In the event of a minor injury requiring first-aid only supervisors are to complete an *Employer's Report of Injury* and forward to GSA HR/Safety. The report shall contain the words "REPORTING ONLY" and will remain in agency file to document incident.

Close calls or near miss events must be reported to supervisors. Supervisors must fill out an *Accident Incident Near Miss Investigation Report* form in order to document the

circumstances involved with the event. This information can identify unhealthy or unsafe procedures or conditions and help to develop corrective action to eliminate potential future exposures.

The supervisor is responsible for the injured or ill employee and/or property damage and must investigate every incident as soon as possible. If needed, technical or staff assistance is available through GSA Safety Officer by calling 662.6506. The supervisor should investigate serious incidents immediately and contact the appropriate GSA management personnel promptly.

Less serious incidents should be investigated within one working day. This process shall include:

1. Visiting the accident scene as soon as possible
2. Interviewing injured workers and witnesses
3. Examining the work place for factors associated with the incident/exposure
4. Determining the cause of the incident/exposure
5. Taking corrective action to prevent incident/exposure from recurring

6.0 HAZARD CORRECTION

Site supervisors should conduct inspections to document unhealthy and/or unsafe conditions and/or work practices. Inspection reports are to be reviewed by GSA management and GSA Safety Officer to identify outstanding hazards or recommendations. Completed inspection reports are to be maintained for three years. Routine scheduled inspections to identify unsafe conditions; work practices and hazard evaluations will be conducted as follows:

1. Whenever new substances, processes, procedures or equipment are introduced to the workplace representing a new occupational health or safety hazard
2. Whenever the employer is made aware of a new or previously unrecognized hazard
3. Whenever a workplace injury or occupational illness occurs
4. At least annually or as warranted by the employee's exposure(s) to actual or potential workplace health and safety hazards and the organization's accident or incident activity frequency (including near misses & accidents involving property damage)

All newly recognized hazards must be brought to the attention of the manager/supervisor in charge of the unit or project. If the manager/supervisor has the authority to correct the hazard, they should do so; otherwise, the manager/supervisor must notify the appropriate person within GSA to correct the hazard. Employee operations in the hazard area cannot resume until the corrections have been made; employees must be advised of the hazard and the steps being taken to eliminate or correct it. If the area in question is critical to operations and cannot be shut down, the manager must temporarily implement an adjusted safe form of operation designed to circumvent the hazard.

Affected employees must receive training on what the hazard is, how to safely work under the adjusted operation procedures and how to properly use needed PPE. Upon removal

or correction of the hazard, routine operation can resume. If the correction of the recognized hazard results in a change in equipment or process, all employees affected by the change need to be trained and the training documented.

7.0 EMPLOYEE TRAINING

Employee training is one of the most important elements of the IIPP. Effective training can increase the productivity of employees and prepare them to work in a healthful and safe manner. In order to ensure that all employees recognize and understand the hazards and risks associated with their work, training programs have been developed to comply with various requirements of both federal and state regulations. Training is provided through any combination of the following methods:

1. New employee orientation
2. Staff meetings
3. Field/Tailgate meetings
4. Project meetings
5. Program reviews

7.1 New Employee Orientation Training

All new employees must receive new employee orientation training at their department level. The employees must receive training specific to their job requirements. Employees cannot be sent to work without first receiving instruction and training on hazards associated with their job. Once completed, the New Hire Orientation Checklist is maintained in the employee's personnel file. The topics addressed in (the) new Employee Orientation include the following:

1. Review of the GSA IIPP
2. Reporting workplace hazards or unsafe acts
3. GSA Hazard Communication Program
4. Workplace injury and illness reporting procedures

As employees are assigned to a crew, function, or job task, the immediate supervisor provides orientation training, which includes the following:

1. Specific chemical and/or job hazards associated with their job assignments
2. Safe work practices including safety rules and procedures for the job task(s)
3. Orientation to the facilities where the new employee will be working and location of all relevant safety information
4. Emergency and Evacuation procedures, location of first aid kits, AED, and fire extinguisher
5. Personal Protective Equipment (PPE) to be used (PPE Hazard Assessment Certification)
6. Operating procedures for equipment and machinery

7.2 Temporary Employee or Directed Individuals Orientation

All employees, regardless of status will receive job specific training before beginning work. At a minimum, all employees, including temporary employees, must receive training in the following areas as warranted:

1. PPE needed to complete the job task
2. Specific chemical and/or job hazards associated with their job assignments
3. Workplace injury and illness reporting procedures
4. Evacuation and emergency procedures

7.3 Refresher Training

Selected training topics will be presented to all employees on an annual basis. GSA Safety will recommend annual training topics to ensure compliance with Federal, State, and Local regulations. Required refresher training will be conducted as needed to address specific workplace safety issues. This includes re-training of individuals observed to be working in an unsafe manner, under unsafe conditions, that have violated a safety rule or that were involved in a workplace accident or safety related incident.

7.4 New Assignments or Transfers

When employee enters a new job classification or is transferred to another department, the employee must receive documented training relative to the hazards and exposures of the new position. Depending upon the complexity of the new assignment, the duration of the training and the topics covered will vary. If an employee is assigned to a job and has not been properly trained, the employee should notify the supervisor that training has not been provided. The supervisor or manager must arrange for the proper training as soon as possible. The employee cannot be allowed to perform the work until the training has been completed.

7.5 New Process or Equipment

Prior to the startup of a new process, procedure, or equipment, all employees who may be exposed will be trained in the hazards of the new process or procedures, including method to operate the equipment or machinery in a safe manner. Managers, supervisors, crew leaders, safety officer, equipment vendors, consultants, or other qualified persons may conduct the training. Documentation of this training shall be maintained by the supervisor.

7.6 Training Documentation

All training must be documented. The subject matter must be outlined in writing and kept on file. Documentation must minimally include the following:

1. Date(s) of training
2. Instructor's name
3. Topic
4. Names of employees in attendance
5. Employees' signature on the attendance sheet

Employee training records must be maintained by the employee's supervisor. Additionally, training records are entered into the GSA safety training database. Specific OSHA mandated training records shall be maintained in the employee's personnel file.

7.7 Cal/OSHA Mandated Training

GSA managers and supervisors are responsible for evaluating employee training needs and capabilities. The training that an employee receives is determined by the potential hazards and exposures presented to the employee. Appendix A provides a list of the specific requirements for employee instruction or training contained in Title 8 of the California Code of Regulations. Employees must receive initial training on all applicable topics and refresher training as indicated.

8.0 RECORDKEEPING

The following is a standardized OSHA recordkeeping system. The purpose of recordkeeping is to:

1. Provide injury/illness information as it relates to IIPP activities
2. Acquire the necessary reporting information, as required by law
3. Provide guidelines and procedures for classifying various types of injuries so that accurate reporting can be consistently accomplished

The following records will be maintained for at least the period indicated:

1. The written IIPP	Indefinitely
2. Periodic Workplace Inspection Reports	3 years
3. Accident Investigation Records	3 years
4. Employee Training Sign-in Sheets	3 years
5. Records relating to employee communication and enforcement:	3 years
6. Medical and employee exposure records subject to access standard	Duration of employment plus 30 years
7. Cal/OSHA 300 and 300A forms	5 years

OSHA regulations require an annual summary of the injuries and illnesses recorded on the OSHA Form 300 using OSHA Form 300A. GSA management must certify that he or she has examined the form and that the annual summary is correct and complete. The OSHA form 300A is to be posted in the work place during the months of February through April. Summary information should be from the previous calendar year.

9.0 IIPP GENERAL WORK PLACE SAFETY

9.1 Workplace Safety Programs

Following is a partial listing of exposure specific safety programs that are required, depending on the actual or potential workplace health and safety exposures or hazards that may be encountered by employees. Whether or not a program or programs are

required depends on the findings of the workplace hazard assessments that departments are mandated to conduct.

1. **Hazard Communication Program** — Employees will be notified of any hazardous materials that they may encounter in the course of their duties and trained in the hazards associated with the materials including proper handling procedures and how to read a Safety Data Sheet (SDS). *Policy 1- A*
2. **Bloodborne Pathogens and Infectious Disease Exposure Control** — Employees who are exposed or potentially exposed to infectious body fluids will receive training in the Program. In addition to the County Infectious Disease Program our GSA Program includes Blood and Other Infectious Material Cleanup Procedures Program. *Policy 1-B* and Sewage Backflow Cleanup Procedures Program. *Policy 1- C.*
3. **Lockout/Tagout Program for the Control of Hazardous Energy** – Applies practices and procedures during operations to disable machinery/equipment in order to prevent the release of potential hazardous energy while services are performed. *Policy 1-D*
4. **Periodic Workplace Inspection Policy** – Regular workplace inspection is a fundamental element of our IIPP. *Policy 1-E.*
5. **Respiratory Protection Program** – Employees who wear respirators during the course of their work duties must be trained in the Respiratory Protection Program. *Policy 1-F.*
6. **Asbestos Awareness** – GSA maintains an Asbestos Operation and Maintenance Program to safely and effectively manage asbestos containing materials so as to minimize human exposure to asbestos fibers. *Policy 1-G.*
7. **Heat Illness Prevention Program** – Addresses the conditions of outdoor work that includes sun exposure for employees. *Policy 1-H.*
8. **Non-Permit Confined Space Entry Procedures**– GSA employees will not enter permit-required spaces. Entry into non-permit confined spaces (NPCS) must be done in accordance with GSA Non-Permit Confined Space Entry Procedures. NPCS Working in Attic Spaces Above Inmate Cells. *Policy 1- I,* NPCS Thermal Energy Storage Pits. *Policy 1-J,* NPCS Todd Rd Jail Communication Vaults. *Policy 1-K.*
9. **Personal Protective Equipment Policy** – Personal Protective Equipment in conjunction with other controls methods is used to protect employee from the risks of work place hazards. The PPE Hazard Assessment Certification serves to identify work place hazards and document PPE requirements. *Policy 1-L*
10. **Hearing Conservation** – Employees exposed to noise levels above 85 decibels (dB) in an 8-hour TWA; are included in the Hearing Conservation Program, must be trained in the use of hearing protectors, and receive annual audiometric testing.
11. **Workplace Ergonomics** – Procedures and awareness training to minimize and prevent repetitive motion injuries.
12. **Aerial Lift Program**—All employees operating aerial scissor and boom lift are certified every three years.
13. **CPR/AED and First Aid**—Certification every two years.
14. **Security and Emergency Action Plan – including building evacuation plan** – contains workplace security and building emergency planning for the safety/security of GSA employees, clients, vendors and visitors.

9.2 General Safety Rules

1. General safety rules have been established and implemented for the health and safety of all GSA employees. These rules have been established to provide a healthful and safe working environment.
2. All employees of the County of Ventura shall report to their assigned work site ready to work; this includes wearing proper clothing and footwear. It also requires the employee to arrive at work mentally alert and prepared to carry out their job duties. It is the employee's responsibility to inform their supervisor or lead person if they feel sick or are otherwise not physically or mentally prepared to work.
3. All employees shall follow the established safe practices and procedures and shall immediately report all unsafe conditions, practices or procedures to their supervisor or lead person.
4. The supervisor or lead person shall insist that all employees observe and comply with every rule, regulation and order as is necessary to safely carry out the work duties. They shall take such action as is necessary to maintain compliance with the safety rules.
5. All employees shall be given frequent accident prevention instructions. Instructions should be conducted at least every 10 working days, depending on their workplace exposures and accident or incident frequency.
6. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition. Additionally, being under the influence of a substance is grounds for immediate discipline up to and including termination.
7. Horseplay, scuffling, running, jumping from heights and other acts that tend to have an adverse influence on the safety or well being of employees are strictly prohibited.
8. All employees will receive proper training and supervision in order to conduct their job duties in a safe manner. This is especially important when employees will be working together while handling machinery, power equipment or tools.
9. Employees shall not enter any Permit-Required confined space. Entry into manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation, is prohibited unless it is determined that it is safe and the proper mandated safety program and procedures are in place. This is to include required safety training and completion of a GSA Confined Space Entry Evaluation Form.
10. All work shall be well planned and supervised in order to help reduce or eliminate the possibility of an occupational injury or illness.
11. Employees shall be instructed to ensure that all guards and other protective devices are in proper place, adjusted properly and shall report deficiencies promptly to the supervisor or lead person.
12. Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.
13. All injuries shall be reported promptly to the supervisor or lead person so that arrangements can be made for medical or first aid treatment.
14. Workers shall not handle or tamper with any electrical equipment, machinery or air/water lines in a manner not consistent with the scope of their assigned job duties.
15. Inappropriate footwear or shoes with badly worn soles shall not be worn at work.
16. Employees shall not throw materials, tools, other objects or substances from buildings or structures until proper precautions are in place to protect others from falling objects.
17. No one shall knowingly be permitted or required to work while their ability, fatigue, illness or other causes, might expose the employee or others to Injury, or impair their alertness.

18. No employee will attempt to operate, startup, or climb aboard a piece of equipment, machinery or tool that they have not been properly trained and/or authorized to use.

CAL/OSHA & COUNTY MANDATED TRAINING TOPICS TITLE 8 - APPENDIX A

Specific requirements for employee instruction or training are contained in Title 8, Division 1, Chapter 4 of the California Code of Regulations. Following is a list of some standards with the appropriate code section listed on the left. Certain standards require specific training and/or programs, while others provide specific guidelines to address specific issues or items. The list is not all-inclusive and serves to enhance awareness of safety requirements.

CCR TITLE 8 General Industry Safety Orders

Section:	Program Name:
3203	Injury and Illness Prevention Program (IIPP)
3220	Emergency Action Plan
3221	Fire Prevention Plan
3314	Lockout/Tagout Program for the Control of Hazardous Energy
3380	Personal Protective Devices
3400	Medical Service and First Aid
3401/5194	Hazard Communication and Safety Data Sheets (SDS)
3648	Elevating Work Platforms and Aerial Devices
3668	Powered Industrial Truck
5097	Hearing Conservation Program
5110	Ergonomics Program
5144	Respiratory Protection Program
5193	Blood Borne Pathogen Infectious Disease Exposure Control Plan
5208	Asbestos Awareness
6151	Portable Fire Extinguishers
3464	Accident Prevention and First Aid
4355	Operating Rules for Compaction Equipment
5158	Non-Permit Confined Space Operations
5185	Changing and Charging Storage Batteries
3395	Heat Illness Prevention
4799	Gas Systems and for Welding and Cutting

IIPP SAFETY PROCEDURES -APPENDIX B

General safety rules have been established and implemented for the health and safety of all County employees. These rules have been established to provide a healthful and safe working environment. Additionally, any county facility or department may have more specific rules, which must also be followed. These additional rules, if any should be added at the end of this Appendix.

Emergency Procedures

In the event of an emergency such as workplace security, earthquake, fire, flood, etc., all County employees must follow the Ventura County Employee Security and Emergency Action Plan for their assigned work site.

Hazardous Materials Handling and Disposal

1. Warning labels, signs and other notification systems are used to identify and clearly mark hazardous materials in facilities. Employees receive training in accordance with the GSA's Hazard Communication Program.
2. Hazardous material information sheets known as Safety Data Sheets (SDS/MSDS) are available for review upon request. County personnel are required to observe all warnings and use appropriate PPE when handling these materials.
3. All County personnel are responsible to report hazardous or potentially hazardous materials/conditions that they believe are present in the work area. Reports of such conditions are to be made directly to the respective supervisor or Risk Management. For hazardous material abatement call 654-3197.
4. If the contents of a container are unknown, employees should notify supervisor so that the material can be classified and disposed of properly.
5. All hazardous waste should be placed in an appropriate container, labeled, and placed in the hazardous waste containment area for pending disposal. For disposal contact Risk Management at 654-3197.
6. Under no circumstances shall an employee dispose of hazardous or potentially hazardous materials in a common trash receptacle.
7. Emergency Response Procedures and Response Service Contact numbers are to be posted in all areas storing and/or using hazardous materials.
<http://vcweb/ceo/Risk/docs/HMAP.ER.Procedure.20101014.pdf>

Asbestos Containing Materials

1. Under no circumstances are County personnel to disturb or attempt to remove, repair or clean known or suspected asbestos containing material (ACM) unless the project has been reviewed and approved by management and concurred by Risk Management.
2. Employees are to report any activity that presents a potential for ACM damage to their immediate supervisor.
3. Request material evaluation of suspected ACM or report ACM problems to 654-3197 or fax to 648-9238.
4. ACM notification information is available for review by all County personnel.
5. Reference GSA Operations and Maintenance Program for Asbestos *Policy 1G*

Lead Containing Materials

Employees may encounter lead during various work tasks. Materials that may contain lead include paint and soil. Procedures for handling lead containing materials include:

1. Under no circumstances are personnel to disturb or attempt removal, repair or clean up known or suspected lead containing materials unless the project has been reviewed and approved by Risk Management.
2. Request evaluation of suspected lead or report lead problems to 654-3197 or fax 648-9238.
3. Soil along roadways may contain lead due to the settling of vehicle exhaust emissions. If the soil is found to contain hazardous lead levels, employees should be made aware of the presence of lead; furnished with appropriate PPE and follow proper handling procedures in accordance with Risk Management and department policy.
4. All employees working with and around lead containing materials must wash hands, arms, face and any exposed part of the body.
5. Eating, drinking and smoking are not allowed in lead work area. Separate areas are provided for these activities away from the work area. All employees must wash hands, arms and face before eating, drinking or smoking.

Electrical Safety

Exposure to electrical hazards can result in electrical shock, electrocution, and possibly death. The following procedures have been developed to minimize the potential for injury due to electrical hazards:

1. Do not use any electrical equipment with frayed or otherwise deteriorated insulation. Black electrical tape may not be used to cover these defects.
2. All extension cords should be limited in their use and replaced when conditions show signs of wear, mechanical damage, and deterioration.
3. Cords shall not be wrapped or attached in any manner to walks, floors or machines.
4. Extension cords shall not run through walls, doorways or through windows.
5. Do not run extension cords across roadways or other areas in which they may be run over by vehicles or other moving objects.
6. Excessive scraping, coiling and stretching will cause damage to power cables and cause premature failure and possible shock or burns. Inspect cords for broken insulation before use.
7. Ground wires or prongs leading from electrical equipment must not be disconnected or broken. Only extension cords with a ground should be used with electrical equipment.
8. Avoid use of extension cords in areas where they create a tripping hazard. Do not drag cords over sharp edges or run cables across aisles.
9. All electrical wires must be considered live.
10. Office work areas should be kept free of loose electrical and telephone wires. Such wires should be placed along wall baseboards or in cord guards.
11. Octopus electrical connections should be avoided through the use of fuse outlet strips.
12. Pull on the plug instead of yanking the cords. Never remove a cord if it is in use.
13. Working fire extinguishers that have been properly approved for electrical fires must be kept in appropriate areas.
14. In the case of overheating, sparking or smoking motors, wiring, and other electrical equipment, turns off the power and report the condition to your supervisor. Damaged equipment should be secured with a lockout tagout device until repaired.
15. Never put your hands inside an electrical panel while the main power is still on.
16. All office machines should be grounded with either a three prong plug or be the double insulated type.
17. Ground lead provided on electrical equipment must not be disconnected or broken.

18. Shocks, no matter how slight, are a warning sign that something is wrong. Tag the equipment and have it checked before using it again. Do not use broken electrical equipment.
19. Personal heaters are not authorized without prior approval.
20. Notification tags, four by six-inch sturdy paper or plastic signs are placed on the machinery being maintained or repaired. Captions on the signs should say, "Machine Under Repair" or "Machine Locked Out." The user's name and department identify each lock or tag. Contact this person if you have any questions. Never try to operate machinery or bypass lockout/blockout devices that have been installed. Refer to *GSA LOTO Policy 1D*
21. The hazard of contacting underground cables, pipes, and utilities may also be present during excavation. Contact with electrical lines can result in electrical shock resulting in death. All underground cables, pipes, and utilities should be identified before excavation is conducted.

Fire Extinguisher Use

The steps for operating a fire extinguisher are:

1. Grasp the carrying handle firmly, but do not depress the discharge lever.
2. Remove the safety pin under the handle with a twisting motion.
3. Point the fire extinguisher hose at the base of the fire and depress the discharge lever.
4. Use a side-to-side sweeping motion remembering to air the hose of the fire extinguisher at the base of the fire.

Selected County employees receive annual training in the use of fire extinguishers. In addition, GSA ensures all fire extinguishers be inspected annually to ensure that they will work in the event of a fire. A checklist and numbering system has been established to ensure that all fire extinguishers have been inspected. If an employee identifies a fire extinguisher that has exceeded the one-year inspection date, the employee shall immediately report it to their supervisor.

Hand and Power Tool Safety

Hand Tools

1. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of hand tool operations.
2. Keep tools in good condition and use the right tools for the job.
3. Store tools with the cutting edge protected.
4. Keep your "off hand" out of danger. Work-holding devices are to be used whenever possible.
5. Do not cut toward your body or your other hand.
6. Never use any tool in such a way that you will be injured if it slips. Think about your movements and position your body accordingly.

Power Tools

1. Safety glasses/goggles or face shields must be worn when operating with or in the vicinity of power tool operations.
2. Where there is a risk of injury from entanglement of hair in moving parts of machinery or contamination with combustible or toxic contaminants, hair should be tied up.
3. Do not wear loose clothing, which can be entangled in moving machinery.
4. Pay close attention to what you are doing; do not look away or become distracted.
5. Keep your hand away from the work area where the power tool is operating.
6. Use grounded or double insulated power tools.
7. Keep motor vents clean; dirty power tools often overheat.
8. Keep moving parts properly lubricated.
9. Make sure work is supported on a flat stable surface and use clamps when necessary. Do not hold work in your hand.
10. If the electrical cord is damaged or frayed, do not use the tool until the cord has been properly repaired.

Lifting and Carrying Procedures

Proper lifting and carry techniques minimize back injuries. General rules for lifting and carrying include:

1. Loads are to be kept close to the body.
2. Knees are to be slightly bent and maintain the backs natural curve.
3. If it is necessary to turn while carrying an object, move the position of the feet and do not twist the trunk of the body.

Lifting

1. Observe the load position and surrounding hazards. Get help, if needed.
2. Stand as close to the load as possible. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
3. Take a secure grip. Injuries have occurred when loads slip/fall due to inadequate grip.
4. Face in the direction of the lift with knees and hips bent. Widen base as needed. Tighten abdominal muscles, breathe, and lift.
5. Keep weight close to the body. The elbows should be kept close to the body. Use leg and hip muscles and not the back.
6. Bend hips and knees while lifting and maintain the back's natural curves.
7. When reaching for an object overhead, grip it with palms up and lower the object slowly. On the way down, keep the object close to the body.
8. Watch out for protruding objects, sharp edges, etc.
9. Keep fingers away from pinch points.
10. Wear protective gloves as necessary. Use available hand truck, whenever possible.

Carrying

1. Maintain your backs natural curve whenever possible.
2. Keep weight of the load close to the body and centered over your pelvis.
3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees with your back in a neutral position and the load close to the body.
5. If the load is too heavy, get help.

6. When the load is carried by more than one person, allow one individual to be the leader for good timing and coordination.

Motor Vehicle Safety

The operation of motor vehicles poses great risk of worker injury and exposure to public liability claims. County employees shall conform to the County Policy "Use of County and Private Vehicles for County Business." This policy requires that all employees have a valid driver's license, exercise the highest degree of care when operating a vehicle, and comply with all motor vehicle laws. In conjunction with the policy it is the policy of the GSA the use of a cellular telephone while driving is prohibited, refer to General Services Driving Safety Program Cellular Phone Usage Policy. Employees operating County vehicles should be reminded of these responsibilities on a frequent basis. Smoking is not permitted in any County vehicle. Employees will not be allowed to operate a County owned vehicle if their license is currently under suspension or expired. Any employee who appears to be under the influence of an intoxicating substance will not be allowed to operate a County owned vehicle. California Vehicle Code, Section 27315, The Private Motor Vehicle Safety Act, requires all occupants of most motor vehicles to wear seat belts. For the safety of the County employees, and in compliance with the California Vehicle Code, the County requires all employees and directed individuals to wear seat belts while driving or as a passenger in a motor vehicle while on County business. The County also encourages employees to use seat belts in their personal vehicles as well. Each department will ensure the prompt reporting to GSA/Fleet Services of all vehicle mechanical defects. A copy of the County of Ventura/GSA Fleet Services Vehicle Operator's Handbook is kept in each County owned/leased vehicle. All vehicles will be subject to:

1. Preventive maintenance safety check during each service or repair.
2. Complete documentation of all inspections and mechanical work.

Personal Protective Equipment (PPE)

If all hazards cannot be eliminated through engineering or administrative controls, employees should use Personal Protective Equipment (PPE). The County provides a variety of PPE for the prevention of injury or illnesses to employees. Use of this equipment is mandatory where indicated by operations. Failure to use this equipment may result in disciplinary action up to and including termination. Employees are to properly care for all PPE issued to them. The manager/supervisor, with the help of the agency's designated Safety Officer, will evaluate all tasks to determine if there is a need for PPE. Refer to Personal Protective Equipment Policy 1-L. The evaluation process must be documented and should consider the following:

1. Risk of receiving eye injury as a result of contact with flying particles, projections, or injurious light rays, which are inherent in the work or environment and must be safeguarded by means of a face or eye protection.
2. Hand protection for employees whose work involves unusual and excessive exposure to physical, chemical agents or radioactive materials or any job task(s) which exposes employees to the possibilities of cuts, bruises or burns.
3. Where the eyes or any other part of the body may be exposed to corrosive materials, eye wash stations or other suitable facilities for quick drenching or flushing of the eyes and body must be provided within the work area for immediate emergency use.

4. Persons assigned to tasks requiring the use of respirators must be physically able to perform the work while using respiratory protective equipment. Employee Health Services (EHS) determines the physical ability of employees to perform work with the required respiratory protective equipment and issues. All employees requiring the use of respirators must receive annual clearance "blue card" issued by EHS and be trained in accordance with the GSA Respiratory Protection Program.
5. Ensure employees requiring the use of hearing protection use hearing protection, employees requiring the use of hearing protection must be trained in accordance with the Hearing Conservation Program.
6. Advise employees in the selection of personal protective equipment in accordance with Cal/OSHA guidelines and the type of job task being performed.
7. Maintain an updated list of activities requiring the use and type of PPE needed.
8. Provide the PPE that has been selected, and document the issuance of the PPE to the employee.
9. Train employees on the proper fit, use and care of PPE and ensure the use and maintenance of the proper PPE.
10. Document training and maintain the records for a period of not less than three (3) years.
11. Assure employee-owned equipment meets standards in accordance with ANSI and Cal/OSHA guidelines. NOTE: Employee owned equipment needs prior approval from agency/department management.
12. Issue PPE to visitors if the visitor enters an area where such equipment must be worn.
13. Ensure employees and visitors meet physical, mental, fit testing, and training requirements for use of PPE, if applicable.

All County employees wearing PPE will:

1. Wear PPE as identified in PPE Certification
2. Maintain proper care of all PPE.
3. Conduct appropriate equipment checks.
4. Immediately report any defects or ineffective equipment to their supervisor.

Department Directors will:

1. Ensure managers/supervisors do not knowingly expose unprotected employees to unsafe conditions or environments.
2. Ensure managers/supervisors enforce use of PPE as required.
3. Advise managers/supervisors and employees about disciplinary action related to noncompliance with this directive.

GSA Safety Officer will:

1. Keep managers and supervisors advised of Federal and State regulations for the use of PPE.
2. Identify appropriate resources for equipment and training materials and ensure availability to managers/supervisors for training purposes. Review training documents annually for accuracy and achieve full participation by employees required to use PPE.
3. Provide all signs and posters generic to operations that will increase employee awareness for the use of PPE.
4. Keep management aware of any discrepancies in compliance with this directive.
5. Establish guidelines for the use of PPE as needed or required.

Ladder Safety

Falls from ladders can cause serious physical injury to an employee. The following procedures should be used when placing ladders.

1. Place a ladder so that the horizontal distance from the base to the vertical plane of the support is approximately one-fourth the ladder length between supports.
2. Do not use ladders in a horizontal position as runways or scaffolds.
3. Never place a ladder in front of a door that opens toward the ladder unless the door is blocked, locked, or guarded.
4. Portable ladders shall be placed on secure footing. The top rest should be reasonably rigid and shall have ample strength to support the applied load.
5. Ladders shall not be placed on boxes or other unstable bases to gain additional height.
6. Securely lash or otherwise fasten the ladder to prevent its slipping. Secure both bottom and top to prevent displacement during usage.
7. Extend the ladder side rails to at least 3 feet above the top landing.
8. Do not place a ladder close to electrical wiring or against any operational piping (acid chemical, sprinkler system, etc.), where damage could occur.

The following practices should be followed when ascending or descending ladders:

- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after reaching the desired level.
- Always face the ladder while going up or down a ladder.
- Never slide down a ladder.
- Be sure shoes are free of grease and mud before climbing.
- Do not climb higher than the third rung from the top on straight or extension ladders or the second step from the top of the stepladders.
- Tools should be carried in a tool belt when ascending or descending

Other General Provisions

1. Makeshift Ladders shall not be used
2. Be sure that a stepladder is fully open and the metal spreader locked before starting to climb.
3. Before using a ladder, inspect it for defects.
4. A defective ladder should never be used.
5. Short ladders shall not be spliced or lashed together. Ladders are designed for use in their original lengths and are not strong enough for use in greater lengths.
6. Never attempt to adjust an extension ladder while a user is standing on the ladder.
7. Only one employee shall use a ladder at one time.
8. The maximum length of a straight portable ladder shall not exceed 30 feet and the maximum length of an extension ladder shall not exceed 60 feet.
9. For two section extension ladders, the minimum overlap shall be as follows:

Size of Ladder (feet)	Overlap (feet)
Up to and including 36	3

Size of Ladder (feet)	Overlap (feet)
Over 36 up to and including 48	4
Over 48 up to and including 60	5

10. All ladders should be inspected upon receipt to ensure conformity to purchase order specifications and compliance with applicable codes.
11. All ladders shall be inspected prior to use to identify defects.
12. If a ladder is found to be weak, improperly repaired, damaged, missing rungs, or appears unsafe, it shall be removed from the job for repair or disposal. Before disposing of the ladder, cut it to prevent it from being used.
13. Metal ladders are electrical conductors; do not use them around energized electrical circuits or equipment or place where they may come in contact with electrical circuits. All portable metal ladders shall be marked with the following warning "CAUTION" Do Not Use Near Electrical Equipment.

Lockout/Blockout Equipment

All energy sources (electrical, hydraulic, and pneumatic) must be de-energized, then locked out, and tagged for the safety of employees when repairing or servicing machinery according to the GSA Lockout/Tagout Program for the Control of Hazardous Energy *Policy 1-D*.

Housekeeping

Housekeeping is a continuous process of keeping the work place free of debris and other hazards. Housekeeping practices will be part of scheduled inspections to identify work place hazards and the responsibility of every employee to observe housekeeping practices at all times. Some housekeeping tips are:

1. Keep work areas clean and orderly.
2. Store all equipment, supplies, and tools in their proper place.
3. Wipe up all spills or notify your supervisor if additional help is needed.
4. Place trash in the proper containers.
5. Maintain stairway, exits ladders, aisles, electrical equipment, fire extinguishers, and all other emergency equipment so that they are clear and unobstructed.
6. Report broken or damaged lights, stairs, railings, and flooring to the supervisor.
7. Do not store supplies on top of lockers, boxes, or other movable containers at a height where they are not visible from the floor.
8. Do not place extension cords, phone cords, hoses, etc., across aisles or traffic paths unless properly guarded and approved for use.

Office Safety

Cuts, Abrasions and Punctures

1. Keep scissors, knives, and letter openers in a separate compartment of your drawer where they can be seen. Sheaths are used to provide protection for the instrument and yourself.
2. Keep fingers away from the point of operation on such equipment as staplers, hole punchers, and paper cutters.
3. When a paper cutter is not in use, the blade must be kept in the closed position with the guard in place.
4. Use rubber finger guards when working with stacks of paper. Use a sponge or sealing device to moisten stamps and envelopes.
5. Sweep up pieces of broken glass instead of picking them up by hand. Wrap glass in paper or a box and mark it. Glass splinters can be picked up with a damp towel.
6. Do not cut toward your body or your other hand when using a knife.

Trip & Fall Prevention

1. Keep floors clean.
2. Use aisles and avoid between desk short cuts. Wastebaskets, phones, and extension cords are trip and fall hazards.
3. Watch your step.
4. Do not read while walking or obstruct your vision while carrying loads.
5. Report burned out lights promptly.
6. Wipe up spills.
7. Carry drinks in covered containers or on trays to prevent spills.
8. Do not tilt back in a chair since this may result in overbalancing and a fall.
9. Report defective chairs to your supervisor.
10. Do not stand on chairs, desks, upper shelves, or other office furniture.
11. Always use handrails on stairways.
12. Take one step at a time when ascending or descending stairs. Do not run.
13. Do not go up or down stairs with both hands full. When carrying materials, use an elevator if possible. If you must use stairs, be sure to have at least one hand on the handrail.

File and Storage Cabinets

1. Avoid overloading top file drawers. Too much weight near the front of a drawer can also cause overbalancing.
2. Pull out only one file drawer at a time to prevent the cabinet from toppling over.
3. If unfamiliar with the file cabinet, test the drawers and do not pull them out too far if there is no locking device on them.
4. Close file drawers immediately if not in use; close drawers gently and use handles.
5. If any drawers or doors are stuck, do not struggle to open them. If stuck, place a warning sign and call maintenance.

Office Equipment and Machine Incidents

1. Trained personnel should be called to clear jams in copiers, laminating, or other machinery.
2. Do not use any machine that you have not been trained, instructed, or authorized.
3. Keep hands, hair, and clothing away from moving parts of machines.
4. Turn machines off while adjusting them and whenever you leave a machine unattended.
5. Report malfunctions or potentially unsafe conditions to your supervisor immediately. Do not attempt to fix a machine yourself. Meanwhile, to prevent others from using it, put a sign on the machine to indicate that it is out of order and unsafe.
6. Be sure your equipment is grounded.
7. Be alert for frayed wiring, especially near the flex point at the plug. Exposed wires can cause a shock or start a fire.
8. Watch your clothes around machinery. Loose sleeves, hair, belts, dangling jewelry, ties, and key chains are dangerous around machines with moving parts.
9. Office areas should be kept free from unnecessary paper and other highly flammable materials.
10. All office machines are to be shut off each evening at the close of the workday except identified computer systems.
11. Water or oil leaks near electrical equipment must be reported immediately to the supervisor in charge.
12. Working surfaces will be kept dry when working with or near electrical equipment.