



**EL DORADO TRANSIT**

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# **INJURY AND ILLNESS PREVENTION PROGRAM**

**6565 & 6567 Commerce Way  
Diamond Springs, CA 95619**

**Implemented: 1993**

**Revised: 2003**

**Adopted: June 2, 2011**

**Standard Industrial Code: 8221**

**Type of Business or Activity: Public Transportation**

*This Injury and Illness Prevention Program (IIPP) has been prepared in accordance with California Code of Regulations (CCR) Title 8 (T8), Section 3203.*

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**I. POLICY STATEMENT**

The El Dorado County Transit Authority (El Dorado Transit) is committed to maintaining a safe environment for its staff, visitors, and members of the general public. Further, it is dedicated to minimizing the impact of its operations on the environment surrounding its work sites.

El Dorado Transit has a commitment to promote effective loss reduction and loss prevention measures for El Dorado Transit property and casualty exposures. Based on recognized principles and published standards of environmental protection, fiscal responsibility, and public service, El Dorado Transit will promote comprehensive injury and illness prevention, as well as hazardous materials and environmental management programs in an atmosphere that encourages employees to communicate occupational and environmental health and safety concerns without fear of reprisal.

It is the policy of El Dorado Transit to conduct its operations in conformance with applicable laws, regulations, Department of Energy (DOE) and Department of Industrial Relations (DIR) requirements, and relevant published standards and practices for health, safety, and environmental protection.

**II. RESPONSIBILITIES**

The Executive Director is responsible for the Injury and Illness Prevention Program (IIPP) administration.

The Operations Manager, Admin Services/HR Manager, Transportation Supervisors, Senior Equipment Mechanic, and Fiscal Administration Manager are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

All employees shall put their safety and the safety of others around them as their number one priority by adherence to this Policy in carrying out their day-to-day responsibilities. A notice of Receipt of this IIPP (page 14) is to be evidence that all El Dorado Transit employees are aware of their responsibilities.

Completion of this written plan indicated further commitment of El Dorado Transit to fully comply with Labor Code Section 6407, and Title 8.

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Mindy Jackson, Executive Director  
El Dorado County Transit Authority

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Date

### **III. COMPLIANCE**

Management is responsible for ensuring that El Dorado Transit safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

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

As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe practices. This will be noted on the El Dorado Transit *Employee Evaluation Form*, Section 3, *Work Habits and Attitudes* (see appendix F).

Employees who make a significant contribution to the maintenance of a safe workplace, as determined by the Executive Director, will receive written acknowledgement that is maintained in the employee's personnel file.

Employees who are unaware of correct safety and health procedures will be trained or retrained (see training section).

Employees who deliberately fail to follow safe work practices and/or procedures, or who violate El Dorado Transit safety rules or directives, will be subject to disciplinary action, up to and including termination.

### **IV. COMMUNICATION**

El Dorado Transit recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

1. The new-employee orientation will include a review of IIPP and a discussion of policy and procedures that the employee is expected to follow.
2. El Dorado Transit will schedule a time at Verification of Transit Training (VTT) classes, supervisor, staff, and tailgate meetings where safety is freely and openly discussed by all present. Such venues will be regularly scheduled and announced to all employees, so that maximum participation can occur.
3. Periodically El Dorado Transit will post and/or distribute written safety notifications. Employees should check bulletin boards regularly for such postings. Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to their supervisor.

4. Other methods of communicating pertinent health and safety information include electronic mail or a safety committee.
5. All employees are encouraged to inform their supervisor, the Executive Director or designee of any matter that they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions. If an employee so wishes, he/she may make such notification anonymously by depositing it in the Operations Manager's mailbox. Employees can use the *Report of Safety Hazard* form.
6. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
7. All suggestions will be reviewed, and an investigation of each report of hazard, potential hazards or safety suggestion by the Executive Director or designee in accordance with El Dorado Transit procedures for hazard control.
8. Any directives that are issued as a result of the investigation shall be distributed to all employees affected by the hazard, or shall be posted on appropriate bulletin boards.

V. **IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS**

Hazard control is the heart of an effective IIPP. El Dorado Transit's hazard control procedure is: identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

A. **Identification of Hazards**

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

Along with each inspection/investigation, the Executive Director or designee shall evaluate the severity of the hazard identified, and if it can't be abated immediately, suggest priority for corrective action. The *Hazard Checklist* or Hazard Assessment Form is to be used to document inspections/investigations.

1. Each work area will have periodic inspections will be scheduled by the Executive Director or designee according to the type of work being performed.

Prior to the periodic inspections, the inspector should review workplace injury reports and inspection reports and inspection reports that have been filed since the last investigation or inspection. The *Hazard Checklist* for the appropriate work area is to be used by the inspector(s).

2. Introduction of new substances, processes, procedures or equipment present a new safety/health hazard.

Each supervisor is responsible for promptly reporting to the Executive Director or designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment is introduced which may pose a safety risk. The *Report of Safety Hazard* form is used by the supervisor.

Each supervisor's report should include an evaluation of the potential hazard(s), training and/or other steps to be taken to provide abatement solutions for any potential hazard(s).

Based upon the information, the Executive Director or designee will conduct an inspection and issue any directive that may be necessary.

3. The Executive Director becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee, including receipt of a *Report of Safety Hazard* form.
4. An occupational injury, occupational illness, or near-miss accident occurs (see Accident Investigation section).
5. From time to time, the Executive Director or designee may conduct unannounced inspections.

All investigations and findings shall be fully documented on the *Hazard Assessment Form* and filed as directed in "Record keeping".

**B. Assignment of Inspection Designees and Duties:**

Designees are responsible for scheduled and periodic inspections of work areas under their control.

1. **Administration Building (6565 Commerce Way):**

Operations Manager  
Transportation Supervisor(s)  
Admin Services/HR Manager  
Fiscal Administration Manager  
Marketing and Planning Manager

2. **Maintenance Facility/Bus Washing System (6567 Commerce Way):**

Senior Equipment Mechanic

3. **Transit Vehicle Parking Lot:**

Transportation Supervisor(s)  
Senior Equipment Mechanic

4. **Vehicles:**

Transportation Supervisor(s)  
Senior Equipment Mechanic

**VI. INJURY & ILLNESS INVESTIGATION**

**A. Notification**

When occupationally related injuries and illnesses occur, or when employees first become aware of such problems, notification in any form is to be provided to the employees' immediate supervisor or the Executive Director or designee immediately.

**B. Purpose**

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences – not to assign blame.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

**C. Injury and Illness**

The occurrence of an occupational injury and/or illness precipitates a document called *Employer's Report of Injury*. This report is to be completed by the injured employee's immediate supervisor and a copy of the report is forwarded to the Executive Director or designee within 24 hours of the occurrence. Upon receipt, the Executive Director or designee will:

1. Report fatalities and serious injuries or illness **immediately** by phone or FAX to the nearest office of the Division of Occupational Safety and Health within eight (8) hours (CCR Title 8, Section 342).
2. Investigate the incident by visiting the site and interviewing the victim and witnesses.

**D. Accidents**

The majority of accidents don't cause injury or illness, yet results in property damage and/or lost time. Such mishaps usually indicate an unsafe act, faulty procedure or hidden hazard. Investigations of these occurrences are conducted at the discretion of a supervisor, Executive Director or designee.

## **VII. CORRECTION OF HAZARDS**

It is El Dorado Transit's intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

The *Hazard Checklist/Hazard Assessment* forms utilized and completed during the inspection/investigation process is used by the Executive Director or designee to describe measures taken to correct the hazard or unsafe work practice. Actions to be taken may include, but are not limited to:

- Fixing or replacing defective equipment
- Implementing safer procedures
- Installing guards, modifying equipment
- Employee training
- Posting warning notices

All such actions taken and the dates they are complete shall be documented on the appropriate forms.

When corrective action involves multiple steps or cannot be completed promptly, an action plan needs to be developed. The *Hazard Correction Record* is to be used for this purpose and filed as directed in "Record keeping".

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the Executive Director or designee. Employees expected to correct the imminent hazard shall be properly trained and provided with necessary safeguards.

All investigation facts, finding and recommendations shall be fully documented on the *Accident/Exposure Investigation Report* form. This report is filed in accordance with the instructions in "Record Keeping".

## **VIII. INJURY AND ILLNESS PREVENTION TRAINING**

Training is essential to maximizing the skills and knowledge of employees. It is the key to productivity.

El Dorado Transit has a duty to include safety as an integral part of employee training. Employees need to work safely as well as productively and effectively. The supervisor is the essential link in ensuring the proper outcome. Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job.

With this in mind, training will be conducted with the following considerations:

**A. Training for Supervisors**

The Operations Manager or designee is responsible for providing supervisors and managers identified by the classification below, with training to familiarize them with the safety and health hazards to which each employee under their immediate direction and control may be exposed.

**B. Classification**

Operations Manager  
Admin Service/Human Resources Manager  
Fiscal Administration Manager  
Transportation Supervisor(s)  
Senior Equipment Mechanic

**C. Training for Employees**

Supervisors are expected to assess training needs of all employees under their direction. They are to train those they supervise in general workplace safety and give the specific instructions regarding hazards unique to any job assignment, to the extent that such information was not already covered in other training (see *Employee Safety Checklist*).

El Dorado Transit recognizes that continuing safety and health training is needed for:

1. When employees are given a job assignment for that they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the employees under the supervisor's direction.
2. Whenever new substances, processes, procedures or equipment pose a new hazard.
3. Whenever the supervisor, Executive Director or designee becomes aware of a previously unrecognized hazard.

4. All employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

All training shall be documented and maintained in each employees training records kept by their immediate supervisor.

## **IX. RECORD KEEPING**

No operation can be successful without record keeping that enables El Dorado Transit to learn from past experiences and make corrections for future operations. In addition, the IIPP regulation requires records to be kept of the steps taken to establish and maintain El Dorado Transit's IIPP.

### **A. IIPP Records**

Each supervisor will maintain an updated copy of El Dorado Transit's IIPP. The Executive Director will retain the following records on file for at least three (3) years:

- Master copy of IIPP, changes/updates
- Documents verifying that El Dorado Transit has maintained ongoing two-way communications with employees, such as:
  - Memos, letters to employees on safety and health issues
  - New employee safety orientation session acknowledgement form
  - Employee suggestions and El Dorado Transit's response
- all records of inspections/investigations – including date, name of person who performed the inspection/investigation, unsafe conditions and work practices identified, corrective action taken and date of correction – forms covered in this category include:
  - Report of Safety Hazard
  - Hazard Checklist
  - Hazard Assessment Form
  - Hazard Correction Record
  - Accident/Exposure Investigation Report
- Records of safety and health training received by employees – containing the employee's name, training date, type of training and identification of trainer – examples are:
  - Employee Safety Meeting Attendance
  - Employee Safety Checklist
  - Employee Safety Training Verification

**X. SAFETY & HEALTH COMPLIANCE PROCESS**

All employees of El Dorado Transit are subject to disciplinary action when safety and health violations occur. See the El Dorado Transit *Policy and Procedures Manual*, Article 16.

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## **ACKNOWLEDGMENT OF RECEIPT OF EL DORADO COUNTY TRANSIT AUTHORITY'S *INJURY & ILLNESS PREVENTION PROGRAM (IIPP)***

I understand that it is my duty to become thoroughly familiar with and abide by the rules and regulations identified in the *Injury and Illness Prevention Program (IIPP)* insofar as they apply to the duties which I perform for El Dorado County Transit Authority.

I received the EDCTA's IIPP on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date), and I acknowledge that I understand it.

Name: \_\_\_\_\_  
Print

| \_\_\_\_\_  
Signature

File: Personnel File: \_\_\_\_\_



## ***CODE OF SAFE PRACTICES***

### **CAL-OSHA INSPECTION PROCEDURES**

1. Equipment needed:
  - a. A camera, if at all possible.
  - b. Paper and pen.
2. When a Cal-OSHA inspector (Compliance Engineer) arrives on site, the following procedures are to be followed:
  - a. Ask to see the Compliance Engineer's (CE) identification card.
  - b. Request your organization's Safety Coordinator to meet with the CE and to act as the organization's management representative.
  - c. Ensure that an employee representative (NON-EXEMPT) is included during all meetings and inspections that the CE is involved in.
  - d. Be cordial and polite to the CE. The CE is there to help the organization in its safety efforts. Refrain from creating an adversarial relationship with the CE.
  - e. The Safety Coordinator or designee does the following:
    - 1) Takes notes detailing the work site, including tools, equipment, work location and activities.
    - 2) Accompanies the CE at all times without hindering the inspection or investigation.
    - 3) Secures all evidence of unsafe practices and/or conditions that are noted.
    - 4) Duplicates samples taken (if possible), requests copies or duplicates any photos taken.
    - 5) Photographs all conditions noted by the CE.
    - 6) Answers all questions as truthfully and directly as possible. Does not speculate or express opinions.
    - 7) Requests to be included in all meetings that the CE has with employees. The CE is entitled by law to speak privately with employees. Consequently, the CE does not have to grant the Safety Coordinator access to such meetings.

- f. Ensure that all information from the inspection process is recorded and maintained. At the Closing Conference, request as many details from the CE as possible including an estimate of when a report will be forthcoming.

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