

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: November 6, 2025

TO: El Dorado County Transit Authority

FROM: Ryan Robinson, Safety Program Manager

SUBJECT: Updated Injury and Illness Prevention Plan (IIPP)

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 25-27 Replacing the Existing Injury and Illness Prevention Plan (IIPP) with the New Proposed Version

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) staff conducts an annual review and update of the Injury and Illness Prevention Plan (IIPP) to ensure ongoing compliance and effectiveness. California Code of Regulations, Title 8, § 3203 requires all employers to establish, implement, and maintain an effective written Injury and Illness Prevention Plan (IIPP). El Dorado Transit previously maintained an IIPP; however, it had become overly complex and difficult to manage due to excessive and outdated material. Following a review, the Special District Risk Management Authority (SDRMA) recommended updating the IIPP using its streamlined template, which provides a clear, practical, and compliant structure. El Dorado Transit staff used this template as a foundation and tailored it specifically to the agency's operations and safety practices.

DISCUSSION

The updated IIPP simplifies requirements, removes unnecessary content, and separates elements that are more appropriately maintained as standalone plans, including COVID-19/Infectious Disease Response, Heat Illness Prevention, and Workplace Violence Prevention. This structure aligns with Cal/OSHA standards and SDRMA best practices, ensuring the program remains clear, effective, and easily maintained.

The updated IIPP was presented to the Board in October and reflects El Dorado Transit's continued commitment to fostering a safe and compliant workplace for all employees. Staff recommends that the Board adopt the revised IIPP to replace the previous version and ensure continued compliance with state requirements and industry best practices.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 25-27**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE INJURY AND ILLNESS PREVENTION PLAN**

WHEREAS, California Code of Regulations, Title 8, § 3203 requires all employers to establish, implement, and maintain an effective written Injury and Illness Prevention Plan (IIPP); and

WHEREAS, the El Dorado County Transit Authority (“El Dorado Transit”) previously maintained an IIPP that had become overly complex and difficult to manage due to excessive and outdated material; and

WHEREAS, following review, the Special District Risk Management Authority (SDRMA) recommended updating the IIPP using its streamlined template to ensure compliance with Cal/OSHA standards and improve clarity, practicality, and ease of maintenance; and

WHEREAS, El Dorado Transit staff used this template as a foundation, tailoring it to reflect the agency’s specific operations, safety responsibilities, and commitment to a proactive, compliant safety management system; and

WHEREAS, the updated IIPP simplifies requirements, eliminates unnecessary content, and separates elements more appropriately maintained as standalone plans, including COVID-19/Infectious Disease Response, Heat Illness Prevention, and Workplace Violence Prevention; and

WHEREAS, adoption of the updated IIPP ensures continued compliance with state law, alignment with SDRMA best practices, and reinforces El Dorado Transit’s core safety value: *Safety First – Start Safe, Stay Safe*.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached revised Injury and Illness Prevention Plan of the El Dorado County Transit Authority.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 6th day of November 2025, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

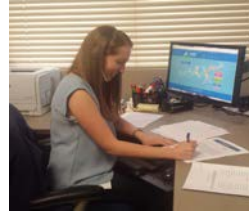
David Yarbrough, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board



EL DORADO TRANSIT



Injury and Illness Prevention Program

Adopted:

Draft

Prepared by:

**El Dorado County Transit Authority
6565 Commerce Way
Diamond Springs, CA
95619 (530) 642-5383
www.eldoradotransit.com**

Table of Contents

Policy	1
Responsibility and Authority	1
Compliance	2
Communication	3
Hazard Assessment	3
Hazard Correction	4
Training and Instruction	4
Record Keeping	5

Appendices

- A. Hazardous/Unsafe Condition Report Form
- B. Accident/Incident Investigation Form
- C. Employee Safety Training Matrix

Policy

El Dorado County Transit Authority (EDCTA) believes that everyone benefits from a safe and healthy work environment, and we are committed to maintaining a safe workplace while complying with applicable laws and regulations governing safety. No function at EDCTA is so critical as to require or justify a compromise of safety and health.

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. EDCTA's IIPP must be followed by all employees, with no exceptions regarding position or title.

This IIPP includes the following elements:

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

EDCTA's IIPP and all related forms are located in Paylocity and on the Trackit Portal.

Responsibility and Authority

IIPP Administrator:

EDCTA's Executive Director is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP. The role of the IIPP Administrator is to assist in the development, implementation, and maintenance of the IIPP.

This includes:

- Ensuring department managers and supervisors understand their roles in the implementation of the IIPP.
- Developing an accountability system to ensure departments are complying with the IIPP requirements, including educating and training their employees on their respective IIPP requirements.
- Annually reviewing the IIPP to ensure its effectiveness and requesting feedback from managers, supervisors, and employees, with day-to-day program responsibilities and enforcement authority delegated to the Safety Program Manager.

Managers and Supervisors:

Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

This includes:

- Ensuring IIPP procedures and requirements are implemented and followed within their department.
- Conducting appropriate safety orientation and training, covering department-specific procedures and the proper use and care of required personal protective equipment (PPE).
- Directing responsibility for conducting and documenting all training and enforcing compliance within their departments.
- Conducting required accident investigations, safety inspections, hazard identification, and hazard correction requirements as outlined in the IIPP.
- Encouraging employees to report unsafe conditions with assurance that action will be taken without fear of reprisal.
- Recognizing employee safety performance.
- Supervisors shall consult with the Safety Program Manager regarding complex or unresolved safety matters to ensure consistent application of this IIPP.

Employees:

Employees are responsible for the following:

- Following all written and verbal safety policies, procedures, and directives.
- Reporting all work-related injuries immediately to their supervisor.
- Performing their duties using safe work practices.
- Reporting unsafe conditions, work practices or hazards and equipment failures immediately to their supervisor.
- Asking questions when direction is unclear.

Compliance

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

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

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognize employees who perform safe and healthy work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthy work practices, as coordinated and verified by the Safety Program Manager in line with EDCTA policies, Article 9.

Communication

We recognize open, two-way communication is essential to a safe workplace. All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Supervisors are expected to address safety concerns raised by their teams promptly and enforce corrective actions, with follow-up oversight by the Safety Program Manager.

Employees can report unsafe workplace conditions by talking to their supervisor and/or by completing the Unsafe Condition Report form (Appendix A). Employees can submit the form anonymously by completing an incident/accident form via the Trackit Portal, written incident/accident form, comment box, or verbally.

Our communication system includes:

- New employee orientation which includes a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A safety team that includes employee participation from each department.

Hazard Assessment

EDCTA has conducted a hazard assessment to identify potential hazards and exposures in our workplace. To continue to identify unsafe conditions, periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices.

The periodic inspection schedule is as follows:

Department/Facility/Location	Frequency
Maintenance Facility	Monthly
Office Building	Monthly

Inspection findings are reviewed for trends and consistency by the Safety Program Manager.

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

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

Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. Supervisors are responsible for enforcing immediate corrective action within their departments, with oversight by the Safety Program Manager. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

Accident/Incident Investigations

Reporting

In the event you are injured or become ill as a result of your work activities; you must immediately notify your manager. If life threatening, call 911 and seek emergency treatment. If non-life-threatening, contact the 24/7 Nurse at (844) 392-8071.

If you require medical treatment, you will be directed to the EDCTA's designated medical clinic unless you have pre-designated your personal physician to treat your workplace injuries. Safety Program Manager can provide you with additional information or answer any questions you may have.

Investigation

Workplace accidents/incidents resulting in injury or illness will be investigated by completing the Supervisor's Accident/Incident Investigation Form (Appendix B). The goal of the investigation is to identify contributing factors and develop prevention measures to reduce reoccurrence. Final review and determination of corrective actions will be documented by the Safety Program Manager.

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Supervisors are responsible for ensuring their employees complete this training and follow procedures on an ongoing basis. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Safety Program Manager provides oversight to ensure this training is conducted and may require retraining if deficiencies are identified.

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

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

Our Employee Safety Training Matrix is in Appendix C.

Record Keeping

All the following IIPP documentation is maintained for a minimum of three (3) years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers.
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up.
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken.
- Safety team meeting minutes.
- Periodic program reviews.

All records are subject to review and verification by the Safety Program Manager to ensure alignment with IIPP standards.



Appendix A

Hazardous/Unsafe Condition Report

Reporting Unsafe Condition or Practice

Department: _____

Person Reporting: _____ Contact Information
(optional) (optional): _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, manager, or the IIPP Administrator.

Description of unsafe condition or hazard: _____

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

Employee Signature: (optional) _____ Date: _____

IIPP Administrator/Manager Investigation

Name of person investigating unsafe condition or hazard: _____

Results of investigation. What was found? Was condition unsafe or a hazard?
(Attach additional sheets if necessary.)

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____ Date: _____

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



Appendix B
Supervisor's Accident/Incident Investigation Form

Department	Incident Date	Date Reported
Injured Employee	Position/Title	Full Time/Part Time/Other
Incident Location	Incident Time	Supervisor
Type of Injury/Illness	Affected Body Parts	Lost Time? Yes or No Amount lost
Type of equipment, chemical, hazardous material involved:		
DESCRIPTION: Describe clearly what took place. How did the incident occur? What were the conditions? Who was involved? Describe the location? 		
ANALYSIS: Determine the primary and secondary causes of the incident. Determine what could have been done to avoid the accident. Analyze who, what, when, where, and why and determine the connections to each other. 		
PREVENTION: Describe the management action or controls that have been, or will be, taken to reduce the potential for a reoccurrence, as well as actions to mitigate the severity of this and/or future losses. 		
Investigated By	Date Completed	Suggested Action Due Date
Reviewed By	Date Reviewed	Comments

Attachment C**Employee Safety Training Matrix**

Training Frequency: I – Initial Exposure/New Employee A – Annual U – Update/Change R - Refresher C – Certification

EL DORADO COUNTY TRANSIT AUTHORITY	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
EMPLOYEE SAFETY TRAINING MATRIX							
Aerial Devices	I/(3yr)	3646 , 3648		X			
Asbestos Awareness	I/A	1529 , 5208		X			
Bloodborne Pathogens	I/A	5193		X	X	X	X
Code of Safe Practices (Department specific where applicable)	I/U/R	3203	X	X	X	X	X
Confined Space Awareness	I/U/R	5157 , 5158		X			
Confined Space Entry	I/U/R	5157 , 5158		X			
Driver Safety/Defensive Driving (Applicable employees)	I/R	3203	X	X	X	X	X
Electrical Safety (General Awareness/Office)	I/U/R	3203	X	X	X	X	X
Emergency Action/Fire Prevention	I/U/R	3220 , 3221	X	X	X	X	X
Emergency Eye Wash	I/U/R	5162		X			
Equipment Operation Safety (Department specific)	I/U/R	Title 8 Index	X	X	X	X	X
Ergonomics – Office Workstations	I/R	5110	X	X	X	X	X

EL DORADO COUNTY TRANSIT AUTHORITY EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
Ergonomics – Back Safety	I/R	5110	X	X	X	X	X
Fall Prevention (General awareness/Office)	I/U/R	3203	X	X	X	X	X
Fall Protection (Industrial)	I/U/R	1670		X			
First Aid/CPR (Designated employees)	I/C (2yr)	3400					X
Forklifts	I/C (3yr)	Article 25		X			
Hazard Communication (General)	I/U/R	5194	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	I/A	5192		X			X
Heat Illness Prevention-Indoor	I/U/R	3396	X	X	X	X	X
Heat Illness Prevention - Outdoor	I/A-Spring	3395	X	X	X	X	X
Injury & Illness Prevention Program	I/U/R	3203	X	X	X	X	X
Ladder Safety	I/U/R	3276	X	X	X	X	X
Lockout/Tag Out/Block out	I/U/R	3314		X			
New Employee Safety Orientation/Specific Job Hazards	I/U/R	3203	X	X	X	X	X
Personal Protective Equipment Requirements (PPE)	I/U/R	3380 , 3385	X	X	X	X	X

EL DORADO COUNTY TRANSIT AUTHORITY EMPLOYEE SAFETY TRAINING MATRIX	Training Frequency	Cal/OSHA Section Reference	Office – Administration Staff	Maintenance	Operators	Dispatch	Safety
Respiratory Protection	I/A	5144		X			
Tools – Hand & Power (Department specific)	I/U/R	Article 20	X	X	X	X	X
Welding & Cutting Safety/Fire Watch/Hot Work	I/U/R	4799 , 4848		X			
Workplace Violence Prevention	I/U/R	SB553	X	X	X	X	X