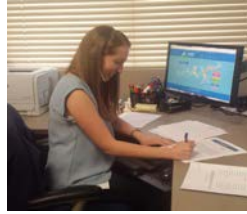




EL DORADO TRANSIT



Injury and Illness Prevention Program

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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 public. Our Safety Management approach is identifying safety hazards and risks associated with transit operations, related maintenance activities and our facility. To continue a culture of safety, we expect all employees to report their safety concerns to agency management and not to compromise safety for the sake of completing the job.

Our overall safety objective is to proactively manage safety hazards and their associated safety risk, with the intent to eliminate unacceptable safety risk in our transit operations. El Dorado Transit will promote comprehensive injury and illness prevention through a Safety Management System, 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.

El Dorado Transit has a commitment to promote effective loss reduction and loss prevention measures for El Dorado Transit property and casualty exposures. To that end, we will continuously examine our operations for hazards. We will establish a non-punitive employee safety reporting program, train staff on safety management, document our findings and safety risk mitigations, and strive for continuous improvement of our safety performance.

Responsibilities

The Executive Director is ultimately responsible for establishing and maintaining a safe and healthy workplace. It is the responsibility of managers and supervisors to practice Injury and Illness Prevention Program (IIPP) policies daily and oversee IIPP for operations under their control.

The Safety Coordinator is responsible for:

- Administration of the IIPP and related emergency response plans
- Accident, injury and near miss investigations
- Scheduling and facilitating safety team meetings with representatives
- Preparing written records of the issues discussed at safety team meetings
- Collecting and organizing safety data related to identified hazards, accidents, injuries and near misses
- Evaluating of new equipment and procedures and making safety determinations
- Conducting periodic facility safety inspections and recommending appropriate measures for the elimination of unsafe conditions
- Periodically updating Executive Director on safety activities
- Keeping employee safety board updated

All Managers are responsible for:

- Ensuring that each supervisor adheres to adopted policies and procedures and consistently enforces safety rules and regulations
- Coordinating discipline with Human Resources and the Labor Union for failure to

implement and adhere to safe work practices

Supervisors are responsible for:

- Enforcing safety policies and procedures
- Investigating accidents, injuries and near misses
- Assisting in evaluation of new equipment and procedures and making safety recommendations
- Inspecting work areas routinely
- Correcting or reporting unsafe conditions to his or her immediate manager

All employees are responsible for:

- Prioritizing their safety and the safety others
- Reporting hazardous conditions and equipment to his or her supervisor
- Adhering to all El Dorado Transit safety policies, procedures, and rules
- Using all safety clothing and personal protective equipment when required
- Attending all safety meetings
- Reporting every injury, accident, and near miss incident to his or her supervisor
- Adhering to the IIPP during day to day responsibilities

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

Hazard Control Procedure

At El Dorado Transit, safety is achieved through teamwork. El Dorado Transit uses the Safety Risk Management Process (SRM) as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. Hazards and their consequences are identified, assessed for potential safety risks, and resolved in a manner acceptable to senior leadership. The SRM process allows for examination of what could cause harm and mitigations are determined to minimize risks.

The SRM process applies to all elements of our system including operations, maintenance, facilities, vehicles, recruitment, training, and supervision. The Safety Coordinator leads the SRM process with assistance of management staff, the safety team, and/or other experts in the field, as necessary. The results are documented in the Safety Risk Register.

Safety Hazard Identification

Establishing an effective hazard identification program is fundamental to safety management at El Dorado Transit. Hazard identification can be reactive or proactive in nature. Safety event reporting, incident investigation, and trend monitoring are essentially reactive. Other hazard identification methods proactively seek feedback through data collection, observation, and day-to-day operations analysis. Common hazard identification activities include, but are not limited to:

- Operator Evaluations
- Safety assessments
- Trend monitoring
 - Safety Events

- Worker's Compensation Claims
- Liability Claims
- Hazard and safety event reporting (with causal factor analysis)
- Safety audits
- Inspections
 - Routine Maintenance
 - Pre/Post trips
 - Bus Stop
 - Facility
- Evaluating customer suggestions and complaints
- Industry Publications

Safety Risk Management Process

Inspections are conducted by the Safety Coordinator, Operations Manager, Supervisors and/or designees and can be scheduled or unannounced. Inspections are an important source of information about hazards. Results from inspections assist in identifying areas where mitigation measures to manage safety risks are not being carried out as required, or where there are gaps in standard operating procedures. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns or issues. Inspections focus on:

- Introduction of new substances, processes, procedures, or equipment that present a new safety/health hazard.
- When there is an awareness of a new or previously unrecognized hazard, either independently or by receipt of information from an employee
- An occupational injury, occupational illness, or near-miss accident occurs
- When a new hire is assigned and/or permanent or intermittent employees are reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- Compliance checks or observations, which may identify the following:
 - Non-compliance with safety rule
 - Challenges in complying with safety rules; and
 - Emerging practices
- Operations personnel fitness-for-duty checks, which may identify:
 - Impairment
 - Fatigue
 - Absence of corrective lenses
 - Apparent injuries
 - Uniform or equipment issues
- Radio or digital communication checks, which may identify radio failures, dead spots, and areas of high interference
- CDL and driver citations checks, which may identify driver non-compliance with driving regulations and requirements
- Pre-trip inspections, which may identify instances of a bus beginning revenue service after failing a pre-trip inspection
- Vehicle inspection, which may identify a series of defects in components and parts with the potential to impact the safety performance of the vehicle

- Facilities inspections, which may identify conditions with the potential to impact safety

All inspections (safety and non-safety) forms are available from the Safety Coordinator and/or Supervisor

Prior to inspections, review of previous inspections may be necessary to establish current environment

All investigations and findings shall be fully documented, recorded in the Risk Register, and filed as directed in record keeping

Employee Reporting Program

Identifying hazards through audits and evaluations can provide necessary data and initiates hazard assessment. However, to fully comprehend the hazards employees experience daily, an employee reporting program is implemented. Any employee can self-report in the following methods:

- Verbal or written safety report to Safety Coordinator, Manager, Supervisor
- Anonymous report
- Safety Team Meetings
- Operator Meetings
- Reports over the radio through dispatch
- Email

Examples of information typically reported include:

- Safety concerns in the operation environment
- Policies and procedures that are not working as intended
- Events that managers might not otherwise know about
- Information about why a safety event occurred (for example, radio communication challenges)

Regularly, the Safety Coordinator or designee reviews the dispatch logs, checks the comment box and documents identified safety conditions in the Safety Risk Register. The Safety Coordinator or designee will review and address each employee report ensuring that hazards and their consequences are appropriately identified and resolved through the Safety Risk Management and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Safety Team will assist with reviews as needed.

El Dorado Transit's Safety Coordinator discusses actions taken to address reported safety conditions regularly with management. Additionally, if the reporting employee provided his or her name during the reporting process, the Safety Coordinator or designee follows up directly with the employee when El Dorado Transit determines whether to take actions after mitigation is implemented.

All safety suggestions will be processed through regular lines of authority.

Non-Punitive Reporting Policy

El Dorado Transit is committed to the safest transit operating standards practicable. To achieve this, it is imperative that El Dorado Transit encourage reporting of all safety events that may

compromise safe operations. To this end, every employee is responsible for the communication of any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

This policy shall not apply to information received by El Dorado Transit from a source other than the employee, or that involves an illegal act, or a deliberate or willful disregard of rules, regulations, or agency policies or procedures.

Safety Risk Assessment

El Dorado Transit assesses safety risks associated with identified safety hazards using a safety risk assessment process. The assessment includes placing importance on likelihood and severity of the consequences of the hazards, including existing mitigation, and prioritizing hazards based on safety risks.

The Safety Coordinator, with the assistance of field experts (staff, Safety Team, department heads etc.) conducts risk assessments using the Safety Risk Matrix. The matrix is a tool to assess a hazard rating of High, Medium, or Low by using a combination of one severity category and one likelihood level. By categorizing the hazard rating, El Dorado Transit can prioritize mitigation based on the associated safety risk. (See Matrix Below).

Risk Assessment Matrix				
Likelihood	Severity			
	1 (Catastrophic)	2 (Critical)	3 (Marginal)	4 (Negligible)
A (Frequent)	1A	2A	3A	4A
B (Probable)	1B	2B	3B	4B
C (Occasional)	1C	2C	3C	4C
D (Remote)	1D	2D	3D	4D
E (Improbable)	1E	2E	3E	4E

Risk Assessment Matrix Color Code	
<i>"Tolerability" based on identified severity and likelihood.</i>	
	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations.
	Acceptable with senior management approval.

Once the safety risk assessment has been completed, the Safety Coordinator will complete all necessary recordings in the Safety Risk Register. All assessments are documented and must be kept for a minimum of three years.

Safety Risk Mitigation

When a hazard is assessed and identified, it is El Dorado Transit's intention to minimize the risk from all hazards and unsafe work practices immediately. However, some corrective actions require more time. Priority will be given to severe and imminent hazards.

Any hazard identified in any manner needs to be addressed whether it is acceptable by management as is or an identified hazard that needs mitigation. Varying mitigation methods may be taken, including but not limited to the following:

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

If an imminent hazard is identified and cannot be immediately abated without endangering the employee(s) and/or property, El Dorado Transit will remove all exposed employees from the area. Those who are required to correct the hazardous condition will be provided with the necessary protection and training. If a mitigation involves multiple steps or cannot be completed promptly, necessary precautions will be taken to remove the employees from the hazard. In this circumstance, an action shall be developed for final completion of the mitigation.

Injury and Illness Investigation

All work-related injuries, illnesses, vehicle accidents and injuries or property damage to members of the public within El Dorado Transit's jurisdiction or close proximity must be reported immediately to their supervisor. In addition, all illnesses or injuries occurring in the workplace and resulting in serious injury, hospitalization or fatality of an employee must be reported immediately to Human Resources.

Employee Responsibilities

1. Reporting all work incurred illness, injuries and near misses, regardless of seriousness, to his or her immediate supervisor before the end of the work shift
2. If possible, securing the scene to prevent further injury

Supervisor Responsibilities

1. Securing further medical treatment for employees, if needed
2. Completing all appropriate forms
3. Forwarding all necessary information to Human Resources
4. Informing Safety Coordinator of all illness and injury work related events
5. Working with Safety Coordinator to complete investigation, if appropriate

Investigation

The majority of accidents do not cause injury or illness, but they may result in property damage and/or lost time. Such mishaps usually indicate an unsafe act, faulty procedure, or unidentified hazard.

The intent of all investigations is to find facts to determine the cause of an accident or safety event and potentially prevent future occurrences. All safety events will be reviewed to determine if further investigation should occur based on trend, severity, and likelihood of the event reoccurring. These investigations are conducted at the discretion of a supervisor, Safety Coordinator, Operation's Manager or Executive Director. However, safety events resulting in significant injury, illness or fatality will always be investigated further.

During the initial investigation of a significant event, investigators should do the following:

1. Visit the scene as soon as possible
2. Take photos of the scene, if possible
3. If possible, interview injured employees and witness
4. Determine cause of the event/exposure
5. Take corrective action to prevent the event/exposure from reoccurring
6. Record findings and actions taken

Near Miss

A near miss is defined as an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. El Dorado Transit highly encourages self-reporting near misses through the Employee Reporting Program. Reporting of near misses allows an opportunity to analyze safety events and to proactively identify unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment before an event occurs. All reported near misses will be reviewed.

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 the IIPP and a discussion of policy and procedures that the employee is expected to follow.
2. El Dorado Transit will schedule Verification of Transit Training (VTT) classes and tailgate or other staff meetings where safety is freely and openly discussed by all present. Such meetings 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 through 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 suggestion box located in the breakroom.
 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 will be analyzed by a department supervisor or Safety Coordinator 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.

Employee Training

El Dorado Transit understands the importance of an integral safety training program for all employees, especially those in safety sensitive positions. Providing training to all employees improves productivity, efficiency, and response rate in the event of a safety event.

Training for Employees

The supervisor is the essential link in ensuring competency and accountability. 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 to train their subordinates in general workplace safety and provide instructions regarding unique hazards they may face in any job assignment. In addition, supervisors are expected to assess training needs of all employees under their direction. The Safety Coordinator is available as a resource.

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

1. New employee orientation including a discussion of safety and health policies
2. When employees are given a job assignment for which 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
3. Whenever new substances, processes, procedures, or equipment pose a new hazard.
4. Whenever the supervisor, Executive Director or designee becomes aware of a previously unrecognized hazard
5. All employees in periodic refresher safety training involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable

Training for Supervisors

The Safety Coordinator 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.

Classification

Operations Manager
Human Resources Manager
Finance Manager
Planning and Marketing Manager
Transit Operations Supervisor
Maintenance and Facility Supervisor

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.

Employees who are unaware of correct safety and health procedures will be trained or retrained.

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 9.

Record Keeping

El Dorado Transit understands record keeping provides information to indicate what El Dorado Transit has done well and where El Dorado Transit has opportunity for growth. The following records are maintained:

- All records related to Hazard Control Process using Safety Risk Management which includes identification, investigation, assessment, findings, recommendations, mitigation, and completion
- All records of inspections/audits including date, name of person who performed the inspection
- 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
- Records of all safety and health training received by employees – containing the employee's name, training date, type of training and identification of trainer
- IIPP records of acknowledgment of the IIPP and El Dorado Transit's safety practices

General Code of Safe Practices

It is our policy that everything possible will be done to protect employees, customers, and visitors from accidents. Safety is a cooperative undertaking that requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable El Dorado Transit, state and federal safety rules and practices, and act as necessary to obtain compliance.

General Safe Practices

1. Employees shall report all unsafe conditions and equipment to the supervisor.
2. Employees shall report all accidents, injuries, and illnesses to a supervisor immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, or other acts that tend to adversely influence the safety or wellbeing of the employees is prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of a fire, sound the alarm to evacuate.
7. Upon hearing a fire alarm, stop work and proceed to nearest clear exit. Gather at the designated location.
8. Only workers trained for it may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Materials and equipment will not be stored against doors or exits, or fire extinguisher stations.
11. Aisles must be kept clear at all times.
12. Work areas should be maintained in a neat, orderly manner. Throw trash and refuse into proper waste containers.
13. All spills shall be wiped up promptly.
14. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact a supervisor when help is needed to move a heavy object.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
17. Do not stack material in an unstable manner.
18. Report exposed wiring and cords that are frayed or have deteriorated insulation, so that they can be repaired promptly.
19. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
20. Maintain sufficient access and working space around all electrical equipment for ready and safe operations and maintenance.
21. Do not use any portable electrical equipment or tools that are not grounded or double insulated.
22. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
23. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.

24. Inspect pallets and their loads for integrity and stability before loading or moving.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs, or high temperature lines.
27. Do not use compressed air for cleaning off clothing unless pressure is less than 10 psi.
28. Wear hearing protection in all area identified as having high noise exposure.
29. Goggles or face shields must be worn when grinding.
30. Do not use any faulty or worn hand tools.
31. Always keep flammable or toxic chemicals in closed containers when not in use.
32. Do not eat in areas where hazardous chemicals are present.
33. Be aware of potential hazards involving various chemicals stored or used in the workplace.
34. Cleaning supplies should be stored away from edible items on kitchen shelves.
35. Store cleaning solvents and flammable liquids in appropriate containers.
36. Keep solutions that may be poisonous or are not intended for consumption in labeled containers.
37. Have all vehicle seats and office furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
38. Never leave lower desk or cabinet drawers open. This is a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
39. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
40. Keep appliances such as coffeepots or microwave ovens in working order and inspect them for signs of wear, heat, or frayed cords.
41. Fans used in work areas should be guarded, and guards must not allow fingers to be inserted through the mesh.

Maintenance Safe Practices

1. Do not leave engine running when under repair to avoid fume inhalation and flying objects.
2. No flashing of engine when personnel are adjacent to the vehicle.
3. All cords and lamps to be kept in good repair and stored when not in use.
4. Floors are to be kept clean, free of grease and oil.
5. All walkways are to be kept clear.
6. Rags are to be disposed of in a designated container.
7. Trash is to be disposed of in proper containers and disposed of regularly.
8. Steel scraps are to be stored in specially designated bins.
9. Used oil to be stored in approved containers.
10. Used barrels to be stored outside to be returned to vendor.
11. Rings are not to be worn in shop area.
12. All vehicles with limited rear visibility are to be equipped with back up alarms, beacons, or flashers. Use them.
13. All hand tools are to be kept in good repair. If a mechanic finds a hand tool in need of repair, they will repair it themselves or send it to where it can be repaired before use.
14. Use proper lifting techniques. Employees must exercise care when lifting, using a torque and similar strenuous work consistent with training. Get help if needed and use a back support.

15. Safety guards and shields are to be in place and in working order when the machine is running.
16. All employees are to have HAZMAT training.
17. Employees must not climb to heights where falls are possible without the use of approved ladders and safety belts.
18. Sufficient lighting is to be maintained at all times.
19. No smoking is allowed in the shop.
20. Horseplay and practical jokes are forbidden.
21. Use the buddy system.

Cylinder Storage

1. Do not remove or change numbers or marks stamped on cylinders. If there is no content identification, get the information and mark immediately.
2. Cylinders may be rolled on their bottom edge, but never dragged. Cylinders weighing more than 40 pounds must be transported on a hand or motorized truck and secured to keep them from falling. When in doubt about proper handling, consult the supplier of the gas.
3. Protect cylinders from cuts or abrasions.
4. Do not drop cylinders or let them strike each other violently.
5. Do not use cylinders for rollers, supports or any purpose other than to contain gas.
6. Do not tamper with safety devices in valves or on cylinders.
7. Cylinders are to be stored outside in a designated area.
8. All cylinders are to be secured.
9. No smoking near cylinder storage

Washing of Parts

1. All employees are to be trained on the use of the washing system.
2. When using the part washing system, use rubber gloves and eye protection.

Removal and Replacement of Heavy Components

1. Proper use of lifting equipment (hoist) is mandatory. Loading equipment is to be inspected regularly for proper functioning. If it is not in working condition notify the maintenance supervisor. Ropes, chains, hooks, and cables will not be dropped over sharp objects, kept off the floor, out of contact with chemicals, and will be inspected prior to use.
2. Prior to hoisting notify other maintenance personnel for their safety.
3. Secure the load prior to moving. Bring the load clear of any falling objects.

Cooling System Repair

1. Allow engine to cool.
2. Recover all coolant in appropriate containers.
3. Recycle.

Batteries

1. Battery charging operation must be restricted to a well-ventilated area.
2. Ventilation must be adequate to ensure diffusion of battery gases, and to prevent accumulation of an explosive mixture.
3. Batteries of the non-seal type must be kept in enclosures with outside vents, or in well-

ventilated rooms to allow the escape of fumes, gases or electrolyte spray or liquid into other areas.

4. Racks and trays must be of sufficient strength and treated with an electrolyte resistive coating.
5. Battery storage and charging areas must be free of combustible materials and scraps. Acid spills must be promptly cleaned up and safely disposed of.
6. Face shields, aprons and rubber gloves shall be provided for employees handling acids or recharging batteries.
7. An eye wash is located at the sink in between the restrooms in the maintenance facility.

Brake Repair

1. Wet material with brake wash tray.
2. Only use blowgun after brakes have been cleaned.
3. Use only asbestos free replacement parts.

Tire Repair

1. Do not exceed 40 PSI while seating beads.
2. Do not exceed tire manufacturers recommended air pressure as printed on the sidewall of the tire during inflation.
3. Always keep hands and entire body back from inflating tire.
4. Always inflate tire with short burst of air, checking pressure frequently.
5. Always inspect tire and rim carefully for correct size, wear, damage, or defects before mounting.
6. Always use approved tire bead lubricant.
7. Always use safety protective equipment and clothing.

Welding

1. Never weld or cut near fuel tanks or combustible materials.
2. Work in a clearly marked area.
3. Do not weld unless there is ample ventilation.
4. Fire extinguishers are to be inspected and readily available.
5. Test for the presence of explosive gas prior to beginning.
6. Welding must be conducted wearing approved hoods and shields. Barriers must be erected to protect passer-byes.
7. All parts to be welded must be clean and dry.
8. Employees operating welding equipment must be qualified by training and authorized by the Maintenance and Facilities Supervisor.

Forklift Operations

1. Only qualified personnel trained in the operation of forklifts are authorized to operate this equipment.
2. Only the driver will ride on the forklift.
3. The driver must be able to get in and out of the forklift quickly.
4. No part of the load may be permitted to obstruct vision while driving. If obstructed vision cannot be avoided, the driver must drive in reverse or use a spotter.
5. Forklifts must not be operated at speeds that interfere with the full control of the equipment

and the safety of the load.

6. Forklift operators must watch for pedestrians and blow the horn at blind corners.
7. Loads must be lifted and lowered smoothly. Loads may not be carried in an elevated position.
8. Extreme care must be taken when tilting elevated loads.
9. Power trucks are not to be left unattended without lowering platform or forks and setting the parking brake.
10. A power truck must not be used to elevate employees unless a platform with guardrails, a back guard, and a kill switch are provided on the vehicle. When guardrails are not possible, safety belt protection is required.

Power Tools

1. Machines must be turned off when not in use.
2. Only use tools on a dry and clean floor.
3. Test all tools prior to using them for proper maintenance.
4. Use appropriate eye and ear protection.
5. Employees operating power tools must be trained and authorized by the maintenance supervisor.
6. The maintenance supervisor will inspect power tools on a routine basis.

Grinding

1. Test the grinder for proper functioning prior to use.
2. Use appropriate eye and ear protection.
3. Warn other personnel in the work area prior to grinding.

Equipment Lockout

1. All vehicles must be locked, tagged, and have the keys removed when in the shop for repairs.
2. All electrical equipment must be locked, tagged, and unplugged if not in safe working condition.

Injury and Illness Prevention Program: COVID-19 Supplement

Policy

This COVID-19 IIPP Supplement has been established in accordance with the Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 and the Injury & Illness Prevention Program (Title 8 Section 3203) requirements.

Under the IIPP hazard assessment requirements, it has been determined exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

Responsibilities

There are many pieces to ensure El Dorado Transit runs and operates smoothly during an infectious disease outbreak. Each department lead will have the responsibility to ensure sick employees stay home and/or sent home immediately and to maintain a safe and efficient transit system.

EXECUTIVE DIRECTOR

- Initiates activation of this plan
- Works with management to determine what is needed in all departments
- Coordinates with County Incident Response
- Updates the Board of Directors with information related to the pandemic such as identified challenges, plans to overcome challenges, financial position, any action completed by El Dorado Transit and any other information deemed essential

HUMAN RESOURCES MANAGER

- Works with Operations and Executive Director to evaluate the needs of the agency and employees to include, but not limited to determining essential and non-essential staff, and exploring different scheduling options for all staff to minimize exposure
- Supports and provide guidance to leadership (Managers and Supervisors) regarding employee concerns during the outbreak
- Provides information and support to all employees as to available options that meet business and personal needs
- Stays current on new regulations such as the Family First Coronavirus Response Act
- Works with other staff to determine the needs for work-at-home and implements work-at-home protocols
- Works with management to identify needs and changes in employment during and after the pandemic

FINANCE MANAGER

- Determines available finances for purchases related to the illness
- Assists Executive Director with financial decisions related to the illness

PLANNING AND MARKETING MANAGER

- Works with staff to create illness related marketing for buses, bus stops, website, and media
- Updates the public using all social media platforms
- Responds to media inquiries regarding El Dorado Transit services status
- Manages service data and reports numbers to Executive Director
- Works with Operations Manager to determine route changes including elimination of routes based on ridership and safety

OPERATIONS MANAGER

- Works with Planning and Marketing Manager to assess route needs
- Works with Human Resources Manager to evaluate employee and agency operational needs
- Works with Safety Coordinator and Maintenance and Facilities Supervisor to evaluate and identify equipment needs, processes and cleaning needs regarding the illness
- Reports Operational needs to Executive Director
- Keep all department supervisors informed of developing issues and provides operational support

MAINTENANCE AND FACILITY SUPERVISOR

- Works with Safety Coordinator and Operations Manager to evaluate and identify equipment needs, processes and cleaning needs related to the illness
- Maintains regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and buses
- Ensures maintenance staff are following pandemic practices within cleaning and maintenance of the vehicles

TRANSIT OPERATIONS SUPERVISOR

- Ensures all operators and dispatchers are following implemented best practices associated with the outbreak
- Manages constant schedule changes
- Provides support to operators and dispatch
- Directs employees to Human Resources Manager for leaves of absence and worker's compensation regarding the illness

SAFETY COORDINATOR

- Ensures adequate and necessary Personal Protective Equipment is available
- Communicates fact sheets and information related to the illness for employees to make them aware of symptoms, how to protect themselves and any other relevant information
- Reminds staff of hygiene etiquette, proper handwashing practices, and the need for social distancing
- Monitors bulletins and alerts from El Dorado County, Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC).
- Keeps employees informed of developing issues
- Evaluates cleaning chemicals to ensure Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-

approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses

- Ensure the manufacturer's instructions are followed for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, personal protective equipment)
- Discourage employees from using other employees' phones, desks, offices, office supplies (to include pens) or other work tools and equipment, when possible
- Maintain surveillance after the initial epidemic in the event a second wave passes through the communities served

ALL EMPLOYEES

The following protocols will be followed by all employees:

- Stay home when ill with a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with the infectious disease
- Stay home when someone living in their household has exhibited symptoms of the infectious disease or has come in direct contact with a person diagnosed with the infectious disease
- Tell their direct supervisor if they have a cough or other flu-like symptoms (chills, fever, difficulty breathing, muscle aches, sore throat) or if they have come in direct contact with a person diagnosed with the infectious disease
- Follow safety best management practices
- Practice respiratory hygiene etiquette
- Wash their hands frequently
- Practice proper social distancing
- Disinfect commonly touched surfaces and those most likely contaminated with infected respiratory secretions with approved cleaners

Managers & Supervisors

Managers and Supervisors are responsible for implementing and maintaining the infection control measures in their work areas. They are responsible for answering employee questions and setting a good example by following the guidance in this supplement.

Employees

All employees are responsible for understanding and following the infection control measures and for asking questions when direction is unclear. Employees are expected to report any unsafe conditions to their supervisor.

Hazard Control Measures

The IIPP regulation requires El Dorado Transit to conduct a hazard assessment to identify, evaluate, and implement control measures whenever we are made aware of a new or previously unrecognized hazard. It has been determined that exposure to the COVID-19 virus is a potential hazard in our workplace. Therefore, infection control measures as directed in the Cal/OSHA mandatory guidance have been developed and implemented.

INFECTION CONTROL MEASURES

Administrative Controls

- Encouraging sick employees to stay at home.
- Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time.
- Allowing employees to maintain distance from one another while maintaining a full on-site work week.
- On vehicles, suspending fare to reduce contact and potential hazardous cash transactions.
- Discontinuing non-essential travel to locations with ongoing infectious disease outbreaks. Regularly check CDC travel warning levels on the CDC website.
- Providing employees with continuous up-to-date education and training on the infectious disease outbreak risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Teleworking options are available if employee meets criteria and approved by Executive Director. For more information, please see Telework Policy.
- Employees will be immediately sent home or to medical care, as needed, if they have a fever of 99.6 or higher, cough, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- El Dorado Transit will follow current guidance from public health for employees who are out ill with fever or acute respiratory symptoms.

Physical Distancing

- Physical distancing will be practiced by cancelling in-person meetings and using video or telephonic meetings, when possible.
- A distance of at least 6 feet between persons will be maintained at the workplace, when possible.
- Sharing of workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools and equipment) will be avoided when possible. If workspaces and work items must be shared, they will be cleaned and disinfected before and after use.
- Limit individuals in the lobby to one (1) party at a time.
- Limit passengers on vehicles and maintain physical distancing, when possible.
- Use rear-door entry in vehicles where possible to reduce contact

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

El Dorado Transit installed the following engineering controls:

- Barriers between the drivers and the riders
- Barriers between reception personnel and the public

Personal Protective Equipment

While engineering and administrative controls are considered more effective in minimizing exposure to infectious diseases, Personal Protective Equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Face Coverings: Face coverings are provided to all employees, but employees can use their own face covering. El Dorado Transit has followed the state directive on wearing face coverings in enclosed areas and where a six (6) foot distance cannot be maintained. Employees shall wear face coverings in all vehicles where there are 2 or more employees or passengers; common areas such as break rooms and hallways; anytime a six (6) foot distance cannot be maintained. Face coverings alone will not prevent you from contracting COVID-19, however, combined with physical distancing, may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Following the state directive on wearing face coverings, passengers and patrons of El Dorado Transit are required to wear face masks/face coverings while waiting and using all transit vehicles, and when entering the Transit Offices.

Other PPE available are the following:

Gloves
Face Shields
Safety Glasses

Cleaning & Disinfection

Procedures have been established to routinely clean and disinfect commonly touched objects and surfaces. This includes high traffic/frequently touched areas within vehicles, public access areas in Transit Offices, and shared work areas which include conference rooms and break areas.

- Using disinfectants that are [EPA-Approved](#) for use against the virus that causes COVID-19.
- Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
- Ensuring there are adequate supplies to support cleaning and disinfection practices.

Safety Risk Mitigation

Any reported COVID-19 related unsafe or unhealthy work conditions, practices, or procedures will be investigated and, if warranted, corrected in a timely manner.

Accident/Incident Investigations

Accident/incident investigations, for potentially work-related COVID 19 illnesses, will be conducted as required by Cal/OSHA.

Confirmed Cases of Employee Exposure to COVID-19

If an employee is confirmed to have COVID-19 infection, the following measures will take place:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed. Detailed procedures can be seen Infectious Disease Outbreak Response Plan.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
 - Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Communication

All employees will be trained on the infection control measures in a form readily understandable by all. Our communication system encourages all employees to inform their managers and supervisors of any unsafe working conditions without fear of reprisal. Employees can also report COVID-19 specific or any workplace hazards anonymously by placing concerns in the Suggestion Box.

Training

All El Dorado Transit employees will be trained on the hazards associated with exposure to the infectious disease and the protocols in place within El Dorado Transit facilities to isolate and report cases and/or reduce exposures. Training will include the following, at a minimum:

- Cough and sneeze etiquette
- Hand hygiene
- Avoiding close contact with sick persons
- Avoiding touching eyes, nose, and mouth with unwashed hands
- Avoiding sharing personal items with co-workers (i.e. dishes, cups, utensils, towels)
- Providing tissues, no-touch disposal trash cans, and hand sanitizer for use by employees
- Performing routine environmental cleaning of shared workplace equipment and furniture (disinfection beyond routine cleaning is not recommended)
- Advising employees to check [CDC's Traveler's Health Notices](#) prior to travel
- Use and purpose of PPE

Compliance

Our primary goal is to prevent the spread of COVID-19 and protect our employees. All managers, supervisors, and employees are required to strictly adhere to all the outlined infection control

measures in this supplement. Our compliance measures include, but are not limited to, the following:

- Informing employees of these requirements in a readily understandable language
- Training all employees on the infection control measures
- Disciplining employees for failure to comply with the requirements in this supplement

Record Keeping

El Dorado Transit will maintain records associated with this infectious disease response plan including, but not limited to:

- Training records
- Documentation of exposure incidents
- Records required by Cal/OSHA