

# Injury and Illness Prevention Program



Reviewed May 2025

By: MCSD Staff

**McKinleyville Community Services District**

**1656 Sutter Rd.**

**McKinleyville, CA 95519**

For Compliance with the California Occupational Safety and Health Act of 1973

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## **I. INTRODUCTION**

This McKinleyville Community Services District (MCSD or District) Injury and Illness Prevention Program (IIPP) has been developed and updated for the protection of all employees and to help keep our employees free from injuries and work-related illnesses. Every employee and member of management is required to read and understand its contents. This manual has been developed and updated to meet the safety requirements outlined in the Cal/OSHA General Industry Safety Orders, which incorporates the requirements of Section 3203 “Injury Prevention Plan” and the safety program requirements under SB198.

The goal of the IIPP is to eliminate accidents and promote health and safety within the District workplace whether at the assigned facility, transient or field activities. Pursuit of this goal will be accomplished by engaging District management, supervisory and operational employees as a team in sharing knowledge, awareness and information on safety and health matters pertinent to the workplace. Effective communication by concerned managers and supervisors, coupled with proper safety instruction and training, can prevent accidents with everyone’s commitment.

The objectives of the IIPP are:

1. To provide District employees with a safe workplace under safe conditions by identifying and eliminating hazards.
2. To provide safety instruction and training for managers and supervisors as it relates to their responsibilities.
3. To ensure that management and supervisors consistently enforce safety rules and requirements.
4. To ensure that each employee understands and abides by the safety rules.
5. To instill and maintain safety awareness in each employee.
6. To teach, train and inform each employee of the safe and effective way of performing his/her job.
7. To provide continuing education in work-related illness and injury prevention for District employees when necessary.
8. To abide by all State and Federal Safety Codes, recognizing that these are considered only minimal safety requirements, and to attempt to exceed all standards.

## II. RESPONSIBILITY

It is the responsibility of each employee to abide by the general safety rules and the specific safety procedures that apply to their job assignment. Failure of any employee to follow the safety rules will result in disciplinary action, up to and including termination, as defined in the personnel policy of the MCSD Employee Handbook.

To provide organization and communication, the responsibility for the implementation and maintenance of the IIPP is assigned to the Operations Director.

McKinleyville Community Services District  
Operations Director, James Henry  
1656 Sutter Rd. McKinleyville, CA 95519  
Phone: 707-839-3251

### **Supervisors Responsibilities**

The Operations Director and other administrative management can help provide information and assistance to create a safe workplace, but it is the department supervisor who oversees the execution and enforcement of the safety program in their areas. Department supervisors are the key leaders in ensuring District employees work safely.

1. Participates in safety training and education of all safety rules and regulations
2. Implements safe work practices in his/her department or area.
3. Sets an example that correctly reflects the intent of the safety program.
4. Educates employees on how to avoid creating hazardous situations.
5. Imparts to each employee the understanding that violations of established safety rules will not be tolerated.
6. Enforces proper use of safety devices and personal protective equipment as required under District rules and regulations.
7. Takes immediate corrective action whenever unsafe conditions or unsafe acts are reported or observed.
8. Investigates immediately when an injury occurs to determine the root cause of the injury.
9. Documents and reports all information to the Operations Director as soon as possible.
10. Participates in safety training and ensures training of new hires.
11. Conducts and documents safety (tailgate) meetings on a weekly or as needed basis.
12. Reports and resolves situations that appear to have the potential of an injury.
13. Ensures all new employees read the IIPP and sign the Acknowledgement of Receipt of the Injury and Illness Prevention Program (Attachment 1).

### **Employee's Responsibilities**

1. Participates in safety training
2. Reads and understands all safety documents including, IIPP, safety manuals, safety orientation guidelines, workers compensation packet, etc. Readings are documented on the Upon Initial Assignment Training Log (Attachment 2)
3. Follows all safety rules and regulations.
4. Wears appropriate personal protective equipment (PPE)
5. Reports work hazards immediately.
6. Reports other employees who may act hazardously or who may create hazards.
7. Helps maintain a clean and organized work area.
8. Follows proper work instructions as it relates to safety.
9. Reports all on the job injuries immediately to the supervisor even if very minor.
10. Understands that failure to report injuries immediately (even if minor) are grounds for disciplinary action, up to and including termination of employment.

### **III. COMPLIANCE AND ENFORCEMENT**

The Operations Director is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Department Heads 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. Our system of ensuring that all workers comply with the rules and maintain a safe work environment include:

1. Informing workers of the provisions of our IIP Program.
2. Evaluating the safety performance of all workers.
3. Recognizing employees who perform safe and healthy work practices.
4. Providing training to workers whose safety performance is deficient.
5. Disciplining workers for failure to comply with safe healthful work practices.

The safety rules and regulations contained in this manual must be obeyed by all employees and will be strictly enforced. Employees are expected to observe certain standards of job performance and good conduct. Employees may be disciplined for poor job performance, including but not limited to, Failure to follow established safety regulations. (MCSD Employee Handbook Section V.(b)(5)).

When performance or conduct does not meet District standards, MCSD will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline, up to and including discharge. Further, this policy does not alter the at-will nature of each employee's employment.

Although discharge or demotion for poor performance may be preceded by an oral warning and/or a written warning, MCSD reserves the right to proceed directly to a written warning, demotion, suspension or immediate termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when the District, in its sole discretion, deems such action appropriate.

The policy and procedure of disciplinary action imposed on an employee for violation of the safety rules and regulations are outlined in section V. *Standards of Conduct*, of the MCSD Employee Handbook. The degree and extent to which the policy is administered is dependent upon the extent and severity of the violation and the discretion of the employee's immediate supervisor.

#### **IV. COMMUNICATION**

All supervisors and department heads are responsible for communicating with all workers about occupational safety. The MCSD communication system encourages all employees to inform their supervisors about workplace hazards without fear of reprisal.

It is MCSD's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the company safety program. Employees are required to read the MCSD Injury and Illness Prevention Program upon hire and prior to engaging in work related activities. The employee is then required sign the MCSD Acknowledgement of Receipt of the Injury and Illness Prevention Program (Attachment 1). Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing on the MCSD Hazard Alert Form without fear of reprisal.

If an employee finds a condition or situation unsafe or hazardous, he/she is (1) to notify his/her supervisor, and if feasible, make the condition or situation as safe as possible until it can be corrected. (2) to obtain and complete a MCSD Hazard Alert Form (Attachment 3) and file it with his/her supervisor within 24 hours. Supervisors shall review all safety and health suggestions and determine if an inspection, additional training, or other action is necessary. If action is needed to correct an unsafe condition or process, management will determine the appropriate corrective action, assign responsibility for correcting the condition or process and

establish a target date for completion. The safety coordinators will follow-up to ensure the corrective action is completed by the target date

Safety communication with employees will occur at the following times:

- New worker orientation including a discussion on safety and health policies and procedures.
- Review of our IIP Program
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

## **V. HAZARD ASSESSMENT**

MCSD has conducted a hazard assessment in cooperation with District supervisors, District Safety Officer, employees and outside consultants (Northern California Safety Consortium). Specific hazards unique to operations, tasks, or facilities were identified. The hazard assessment is an ongoing process and will be revised periodically.

Periodic and regularly scheduled inspections are conducted to identify workplace hazards and to evaluate the effectiveness of controls. Inspections shall be documented on the appropriate MCSD monthly safety inspection form (Attachment 7). The Operations Leadman and Maintenance Supervisor, reviews inspection results and the effectiveness of corrective actions, then assign a work order to correct the items, the action taken and date corrected is then documented within the appropriate facility maintenance log. The District maintains copies of all inspections and corrective actions taken.

These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new occupational safety and health hazard or whenever Supervisors are made aware of a new or previously unrecognized hazard.

The following table is a summary of inspections conducted, including the location/facility, items inspected, and the frequency inspected. The complete monthly inspection forms for specific facilities can be found in Attachment 7.

MCSD has developed the following inspection schedule:

**Table 1. Hazard Inspection Locations and Frequency.**

Facility / Location	Items Inspected	Frequency
Main/Field Office	<ul style="list-style-type: none"> <li>• Fire Protection</li> <li>• House Keeping</li> <li>• Electrical Panels</li> <li>• Building Condition</li> </ul>	Monthly
Corp Yard	<ul style="list-style-type: none"> <li>• Fire Protection</li> <li>• House Keeping</li> <li>• Building Conditions</li> <li>• Warning Signs and Labels</li> <li>• Machinery &amp; Safety Guards</li> <li>• Access / Egress</li> <li>• Electrical Panels</li> </ul>	Monthly
Wastewater Management Facility	<ul style="list-style-type: none"> <li>• Fire Protection</li> <li>• House Keeping</li> <li>• Building Conditions</li> <li>• Warning Signs and Labels</li> <li>• Access / Egress</li> <li>• Electrical Panels</li> <li>• Process Equipment</li> <li>• Safety Equipment</li> <li>• Maintenance and Function Controls</li> <li>• Material Handling Equipment</li> <li>• Machinery &amp; Safety Guards</li> <li>• Hazardous Chemical Controls and Safety Equipment</li> </ul>	Monthly Annually Tri-Annually
Lift Stations Pump Stations Tank Sites	<ul style="list-style-type: none"> <li>• Fire Protection</li> <li>• House Keeping</li> <li>• Building Conditions</li> <li>• Warning Signs and Labels</li> <li>• Access / Egress</li> <li>• Electrical Panels</li> <li>• Process Equipment</li> <li>• Machinery &amp; Safety Guards</li> <li>• Safety Equipment</li> <li>• Maintenance and Function Controls</li> </ul>	Monthly
	<ul style="list-style-type: none"> <li>• Eye wash/shower stations</li> <li>• Protective Covers</li> </ul>	

Personal Protective Equipment PPE	<ul style="list-style-type: none"> <li>• Protective Clothing &amp; Equipment</li> <li>• Self-Contained breathing apparatus</li> <li>• Respirators</li> <li>• Eye Protection</li> </ul>	Monthly & Before each use
Flammable Liquids and Gases	<ul style="list-style-type: none"> <li>• Flammable liquid storage</li> <li>• Labels and Warnings</li> <li>• Storage, handling, marking</li> <li>• Spill control and Overflow</li> </ul>	Monthly
Tools and Equipment	<ul style="list-style-type: none"> <li>• Guards in place</li> <li>• Power Tools: wires, grounds</li> <li>• Hand Tools: worn, cracked</li> <li>• Ladders</li> <li>• Operational checks</li> <li>• Fluid levels</li> </ul>	Weekly Monthly Annually

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

- IIPP is first established.
- New substances, processes, procedures or equipment result in new hazards in department units/facilities.
- New, previously unidentified hazards are identified.
- Occupational accidents or incidents occur.
- Department hires or reassigns employees to operations or tasks where a hazard evaluation has not been conducted.

This IIPP is not intended to cover all safety procedures at MCSD. MCSD has developed specific plans and programs that provide detailed information and procedures related to hazardous tasks.

Table 2. outlines existing MCSD Plans and Programs, topics covered, and Plan location.

**Table 2. MCSD Referenced Plans and Programs**

<b>Plan or Program Name</b>	<b>Topics Covered by Plan</b>	<b>Plan or Program Location</b>
MCSD Basic Office Safety Plan	Covers basic office safety, housekeeping, lifting and ergonomics for office staff.	Operations Office (IIPP Binder) Front Office

Hazard Communication Program	Includes, container labeling requirements, Safety Data Sheets, employee information and training	Operations Office
Emergency Action Plan	Designates the actions to be taken to ensure employee safety from fire and other emergencies. Including emergency procedures and evacuation routes.	Operations Office (IIPP Binder)
Fire Prevention Plan	Designates actions taken to ensure employee safety from fire emergencies	Operations Office (IIPP Binder)
Bloodborne Pathogens Exposure Control Plan	Clean-up and decontamination procedures, Sharps collection and injury procedures.	Operations Office (IIPP Binder)
Heat Illness Prevention Plan	To control and prevent the risk of occurrences of heat illness or injury	Operations Office (IIPP Binder)
Hearing Conservation Program	Prevent permanent noise induced hearing loss resulting from on the job noise	Operations Office (IIPP Binder)
Confined Space entry Program	Ensure the protection of employees associated with confined space entry, including responsibilities, requirements and procedures.	Operations Office (IIPP Binder)
Hazardous Energy Control Program	To prevent the unexpected startup or release of stored energy that may injure an employee. Includes responsibilities, procedures, and training.	Operations Office (IIPP Binder)
Respiratory Protection Plan	Outlines program responsibilities, medical surveillance program, maintenance, cleaning, storage procedures. Training information	Operations Office (IIPP Binder)
Hand and Portable Power Tools and Equipment Safety Plan	Identifies hazards of hand and portable powered tools and equipment	Operations Office (IIPP Binder)
Power lawn Mowers and Tractor Safety Plan	Ensures proper training, inspection, maintenance, and operating procedures	Operations Office (IIPP Binder)
Asbestos Hazard Control Plan	Asbestos procedures, handling, maintenance, use, removal, decontamination, and disposal of and guidelines	Operations Office (IIPP Binder)

CalARP Risk Management Plan	Addresses the procedures and processes involving the chlorination and sulfonation of wastewater, training requirements, and contractor requirements	Wastewater Management Facility & Operations Office
CalARP Hazard Assessment		
CalARP Process Safety Management Plan		
CalARP Emergency Response Plan	Is a guide of emergency response procedures in the event of a hazardous material release/spill, also a reference for local emergency response agencies	Wastewater Management Facility & Operations Office
COVID-19 Prevention Program	This McKinleyville Community Services District's (MCSD) COVID-19 Prevention Program (CPP) is designed to control exposure to the SARS-CoV-2 Virus that may occur within the workplace. This program applies to all MCSD employees at all District facilities	Operations Office and Front Office
Workplace Violence Prevention Program	Addresses aspects of workplace violence and how to prevent it	Operations Office and Front Office

## VI. ACCIDENT/EXPOSURE INVESTIGATION

Workplace accidents, hazardous substance exposures, and near accidents involving District employees will be immediately investigated by the employee's supervisor. The Operations Director will investigate any occupational injury, occupational illness, or exposure to hazardous substances as defined in Section 5194, Title 8 and General Industry Safety Orders. All information will be recorded, and the necessary corrective measures implemented where applicable.

The investigation by the Operations Director will include:

- Visiting the scene as soon as possible to determine what happened.
- Interviewing affected workers and witnesses.
- Examining the workplace or factors associated with the accident/exposure/near-accident.
- Determining the cause of the accident/exposure/near-accident.

- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring.
- Recording the findings and corrective action taken on the OSHA Form 301.

All instances of employee workplace injuries and illnesses will be monitored by the Operations Director to ensure that the appropriate procedures and paperwork are initiated allowing the employee to receive proper treatment and compensation as dictated by law. The insurance carrier is to be notified within 24 hours of an injury, regardless of how serious it may be.

The General Manager and Operations Director will evaluate past injuries, near misses, and Hazard Form entries to identify recurring problems and initiate necessary corrective actions to avoid such problems in the future.

## **VII. HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures at District facilities or discovered while performing District duties shall be corrected in a timely manner based on the severity of the hazards, according to the following procedures:

- When observed or discovered.
- When an accident results from an unsafe condition, action will be taken to correct and prevent a reoccurrence.
- When an imminent hazard exists, which cannot immediately be abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
- If the accident resulted from an unsafe act, action will be taken to retrain and/or discipline the employee, as appropriate.
- All such action taken and dates they are completed shall be documented using the MCSD Hazard Correction Form (Attachment 4). Documentation will be kept for future reference to ensure a safety performance review is included in the annual employee evaluation.

If a citation is issued by the Division of Occupational Safety and Health, the Operations Director will ensure that copies of the citation and the investigative findings are immediately posted near the actual site of the violation. Such documents will remain posted for three working days or until the violation is abated, whichever is longer. The Operations Director will ensure that corrections are completed within the time specified, and the Operations Director will submit to the Division a signed statement confirming abatement of the violation. The Operations Director will post the notice of abatement, prepared by the Division, for three working days. Following each investigation of an accident or illness, if no violations are found, the Operations Director will post, for three working days, the notice so indicating those findings.

## **VIII. TRAINING AND INSTRUCTION**

All workers including management, supervisors, and lead personnel shall be provided training and instruction on general and job-specific safety and health practices at no cost to the employee.

Training and instruction is provided when:

- When the IIP Program is first established
- To allow new workers, accept construction who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA.
- To all workers given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

Immediately upon hire each employee will undergo instruction regarding topics of general safety and other hazards associated with his or her job as defined in their job description and the District IIPP Manual. New employees are required to read the Districts Injury and Illness Prevention Program and sign the MCSD Acknowledgement of Receipt of the Injury and Illness Prevention Program form (Attachment 1). In addition, employees are required to document all on the job training on the MCSD on the Job Training and Safety Check Off List (Attachment 5).

Personnel assigned to office jobs will have additional instruction in office equipment operation, housekeeping, lifting and ergonomics as defined in the District Basic Office Safety Plan, a subsection of the IIPP Manual.

Employees assigned to field jobs with specific hazards will have additional job safety training regarding the hazards, equipment, and materials specific to their positions and jobs as defined in the District IIPP Manual.

Training sessions regarding current safety procedures and equipment use will be held every five (5) working days or as needed. Records of the topics discussed, the employees in attendance, and the supervisor conducting the meeting will be documented by the supervisor on the MCSD Safety Meeting and Training Documentation form (Attachment 6) and kept on file at the District for five years.

District supervisors, safety officers and employees will attend training courses required to maintain proper certifications and for continued education. Records will be maintained as dictated by current regulations.

Specific topics which may be appropriate to District personnel include but are not limited to the following:

- Proper storage, handling, maintaining and response for chlorine and sulfur dioxide gas cylinders,
- Inter-agency self-contained breathing apparatus training with Fire Department
- Fire prevention techniques and fire extinguisher use,
- Respiratory Protection,
- Excavation, Trenching and Shoring,
- Traffic Control & Flagger Operations,
- Hearing Conservation,
- Bloodborne Pathogens,
- Lock-out, Tag-out, Try-out,
- Overflow Emergency Response Program,
- Disaster preparedness and response procedures, NIMS/SEMS Program,
- First Aid-CPR & AED certification (every 2-years)
- Health and Safety for computer users,
- Back care, body mechanics and proper lifting techniques,
- Hazard communication, including training on SDS's, chemical hazards and container labeling,
- Proper housekeeping,
- Chemical spill reporting and response procedures.

## **IX. EMPLOYEE ACCESS TO THE IIPP**

MCSD employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Providing access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. MCSD provides access to the IIPP through our website, <https://www.mckinleyvillecsd.com/injury-and-illness-prevention-program> , which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **X. RECORDKEEPING**

Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Alert Form (Attachment 3) and Hazard Correction Form (Attachment 4).

Records of all initial training topics discussed, employees in attendance, and the person administering the training will be recorded on the MCSD On the Job Training and Safety Check Off List (Attachment 5) form and will be filed in the employee's personnel folder.

The required records, forms and notifications regarding any accidents and/or injuries will be prepared by the appropriate Department Supervisor and submitted to the Operations Director. Such records, forms and notifications may include, but are not limited to:

1. MCSD must record each fatality, injury, or illness that is work related, is a new case, or meets one or more of the general recording criteria specified in Title 8, Section 14300.
2. Record each injury or illness on the Cal/OSHA Log of Occupational Work-Related Injuries and Illness (Form 300) according to its instructions.
3. Prepare an Injury and Illness Incident Report (Form 301) or equivalent.
4. Annually review and certify the Cal/OSHA Form 300 and post the Summary of Work-Related Injuries and Illnesses (Form 300A) no later than February 1, and keep it posted where employees can see it until April 30.
5. Maintain the last five years of these records in MCSD's files

Cal OSHA work related injury forms, Cal OSHA form 300, 300a, and 301, (Attachment 8)

All records relating to safety inspections, monthly inspections, accident reports, safety recommendations, training sessions, and any other actions related to the IIPP are filed in a central location within the District Operations office. Records pertaining to training and inspections are retained for five years. Medical and exposure records are retained for a period of 30 years after the last date of a person's employment.

Personal medical records of a given employee are available for review by the following:

- that employee or an agent authorized, in writing, by that employee,
- the Human Resources Manager, and the District General Manager.

- Personal records may be reviewed only in the presence of the District General Manager or his/her duly authorized representative.

**OSHA Log 300 Record Keeping**

All recordable injuries/illnesses must be recorded on the OSHA log 300 form, which requires specification of the type injury or illnesses suffered by employees each calendar year. This form must be kept up to date by entering the most recent information of the most recent employee recordable injury or illness as soon as possible, but no later than 7 days from the date of injury or illness.

The OSHA log 300A must be posted in areas where all employees can see it no later than the first day of February for injuries and illnesses suffered the previous calendar year. These forms must be readily available for Cal/OSHA and/or OSHA inspectors at their request.

When to report work related injuries and illness.

<b>Workers Injury</b>		<b>Report to Cal/OSHA</b>
Was it fatal?	Yes	Report to Cal/OSHA immediately (within 8-hours)
Was the worker admitted to a hospital?	Yes	
Was there an amputation?	Yes	
Did the worker lose an eye?	Yes	
Was there a serious degree of permanent disfigurement?	Yes	
For all other employee injuries, no report is required.		

**XI. GENERAL SAFETY GUIDELINES**

Safety guidelines and procedures for the various employee work positions, equipment, and materials are dictated by the General Industrial Safety Orders of the State of California, the Division of Occupational Safety and Health of the State of California, the regulations of the Federal Government, and the rules of this District.

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for disciplinary action. Managers or Supervisors shall insist that employees observe all applicable District, state, and federal safety rules and practices and take action as necessary to obtain compliance. To carry out this policy, employees shall:

1. Report all unsafe conditions and equipment to your Department Director or Supervisor.
2. Report all accidents, injuries, and illnesses to your Department Director or Supervisor.
3. Anyone known to be under the influence of alcohol or illegal drugs shall not be allowed to remain on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
5. Good housekeeping must be practiced at all times on the jobsite.
6. In the event of fire, evacuate as necessary.
7. Shoes with thin or badly worn soles shall not be worn.
8. Only trained workers 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, fire ladders, or fire extinguisher stations.
11. Aisles must be kept clear at all times.
12. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be placed in proper waste containers.
13. All spills shall be wiped up immediately.
14. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. Get help as needed to move heavy objects.
15. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
16. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
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 or replaced.
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 to permit ready access and safe operations and maintenance.
21. Do not use any portable electrical tools or equipment that are not grounded or double insulated.
22. All electrical equipment must be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three pronged plugs must 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 motorized vehicles and other mechanized equipment daily or prior to use.
25. Shut off engine, set brakes, and block wheels as need prior to loading or unloading vehicles.
26. Inspect pallets and their loads for integrity and stability before loading, moving or stacking.
27. Chemicals must be stored in appropriate containers and labeled properly.
28. Do not use compressed air for cleaning off clothing.
29. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
30. Wear hearing protection in all areas having high noise exposure whenever necessary.
31. Wear suitable eye protection whenever necessary.
32. Do not use any faulty or worn hand tools.
33. Guard floor openings with a cover, guardrail or equivalent.

34. Do not enter into a confined space unless tests for hazardous atmospheres have been performed.
35. Do not enter into any confined space without following proscribed procedures.
36. Always keep chemicals in closed containers when not in use.
  
37. Do not eat in areas where chemicals are present.
  
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
  
39. Wear hard hats when necessary or when it is a safety requirement of a specific job site.

## **List of Attachments**

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