



City of San Diego

INJURY AND ILLNESS PREVENTION PROGRAM

(revised 11/2021)

Table of Contents

Policy Statement for the Injury and Illness Prevention Program	1
I. RESPONSIBILITY	2
3203(a)(1)	
II. COMPLIANCE	2
3203(a)(2)	
III. COMMUNICATION	2
3203(3)	
IV. HAZARD ASSESSMENT	3
3203(a)(4)(A-C)	
V. INCIDENT/EXPOSURE INVESTIGATION	3
3203(a)(5)	
VI. HAZARD CORRECTION	3
3203(a)(6)(A) and (B)	
VII. TRAINING AND INSTRUCTION	4
3203(a)(7)(A-F)	
VIII. EMPLOYEE ACCESS TO THE IIPP PLAN	4
3203(a)(8)(A-F)	
IX. RECORDKEEPING	5
3203(b)(1) and (2)	
APPENDIX A – CITY OF SAN DIEGO CODE OF SAFE PRACTICES	7
Appendix B – REQUEST FOR INJURY/ILLNESS PREVENTION PROGRAM	8
Appendix C – HAZARD IDENTIFICATION REPORT	9

Policy Statement for the Injury and Illness Prevention Program

It is the policy of the City of San Diego (City) to provide a safe and healthy work environment for employees, contractors, visitors, and the public. To help achieve this goal, the City promotes a comprehensive Injury and Illness Prevention Program (IIPP) that integrates a cooperative effort Citywide to identify and eliminate unsafe conditions and practices, to control health hazards, and to comply fully with all applicable safety and health regulations.

The City's Chief Operating Officer has the authority and responsibility for implementing the City's IIPP.

Directors, managers, and supervisors are responsible for day-to-day operations which includes developing, implementing, enforcing, and maintaining IIPP documents that are specific to their departments and or divisions. City directors, managers, and supervisors shall take a leadership role in ensuring the program's effectiveness through development of a positive safety culture for those they supervise and ensure that all operations for which they are responsible are conducted in compliance with applicable regulations and City policies and procedures.

Additionally, each employee is responsible for preventing workplace injuries/illnesses by continuously performing their job duties consistent with job specific safety program requirements, Federal, and Cal/OSHA safety and health regulations. The City IIPP provides the framework and context for the City's overall health and safety programs and establishes the commitment to a work culture that creates a safe and healthy environment for our employees, contractors, and visitors.

I. RESPONSIBILITY

The IIPP administrator (Compliance Department Occupational Safety and Health Division) has the authority and responsibility for implementing the provisions of this program for the City.

All department managers, supervisors and designated personnel are responsible for implementing and maintaining department specific IIPP's and for answering employee questions about the Program. A copy of this IIPP is available on Citynet.

II. COMPLIANCE

Department management, supervisors and designated personnel are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and designated personnel are expected to enforce safety rules and procedures 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 (Appendix A).

The following are elements that may be implemented to ensure that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of the City and Department IIPP's.
- Evaluation of the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices. This recognition is in accordance with Administrative Regulation 95.91 - Employee Rewards and Recognition Programs.
- Providing training to employees, and to employees whose safety performance is lacking in proficiency.
- Departments follow the City Progressive Discipline processes in accordance with the Dimensions and Discipline Manual for employees who fail to comply with safe and healthful work practices, policies, and procedures.

III. COMMUNICATION

The following describes systems of communication that **may** be used and are designed to facilitate a continuous flow of two-way (management, supervision, and employees) safety and health information in a form that is readily understandable to and between all affected employees:

- New employee orientation, to include site-specific safety and health policies and procedures prior to beginning initial assignments.
- Follow-through by supervision to ensure effectiveness.
- Ongoing workplace-specific safety and health training.
- Regular safety meetings held in all departments with Labor/Management on a regular basis and more frequently as deemed necessary by the identification of hazards or occurrence of injuries and illnesses.

- Effective written communication of safety and health concerns between employees and supervisors.
- Posted and distributed safety information.
- A system for employees to anonymously inform management about workplace hazards without fear of reprisal. Employees may call and leave a message with the Compliance Department Occupational Safety and Health Division main number at 619-236-6229. Calls may be made confidentially and anonymously.
- Other means to ensure communication with employees may include: Tailgate briefings, Safety Bulletins, One on One Communication, Virtual Training, and or Citywide communications.

IV. HAZARD ASSESSMENT

Periodic inspections consist of identification and evaluation of workplace hazards utilizing effective methods to identify and evaluate workplace hazards. Periodic workplace hazards inspections will be performed by department management or designee on a regularly scheduled basis and:

- 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.
- Upon hire and/or reassignment of permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.
- The [Hazard Identification Report Form \(CD-1667\)](#) is available on Citynet under Occupational Safety and Health for employees to inform management about workplace hazards without fear of reprisal or a copy may be obtained from their supervisor (Appendix C).

V. INCIDENT/EXPOSURE INVESTIGATION

Investigation of workplace incidents, hazardous substance exposures and near-incidents when discovered will be completed by Designated Personnel and may include:

- Visiting the scene as soon as possible.
- Interviewing affected employees and witnesses.
- Examining the workplace for factors associated with the incident/exposure/near-incident.
- Determining the causes of the incident/exposure/near-incident.
- Taking corrective action to prevent the incident/exposure/near-incident from reoccurring.
- Complete the [Supervisors Injury/Illness Investigation Report Instructions form](#) in cases of Injury/Illness beyond first aid.

VI. HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at all City facilities shall be corrected based on the severity of the hazards, and according to the following procedures:

- When observed or discovered.
- When an employee has submitted a [Hazard Identification Report Form \(CD-1667\) \(Appendix C\)](#).
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented.

VII. TRAINING AND INSTRUCTION

All employees, including management shall be provided instruction on general and job-specific safety and health practices. Training and instruction may include but not be limited to the following elements:

- When the IIPP is first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever a new or previously unrecognized hazard is identified.
- Training to familiarize Supervisors with the safety and health hazards to which employees under their immediate direction and control might be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

This training may include:

- Department specific Emergency Action Plans and Fire Prevention Plans, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Supplies for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking materials in an unstable manner
 - storing materials in any area of egress, fire extinguishing equipment and electrical panels
 - Storing hazardous materials incorrectly
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.

VIII. EMPLOYEE ACCESS TO THE IIPP

City employees or their designated representatives have the right to examine and receive a copy of the City's IIPP and or department specific IIPP Plans. Access shall be provided no later than five (5) business days after the request for access is received from an employee or designated representative in the following manner:

- a. Upon written request from an employee or designated representative, a printed copy of the IIPP will be provided, unless the employee or designated representative agrees to receive an electronic copy of the Program (Appendix B).
- 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, a reasonable, non-discriminatory reproduction cost for the additional copies may be charged.
- c. Unobstructed access through a company server or website, 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 is not required to include any of the records of the steps taken to implement and maintain the written IIPP Program.

Where departments have distinctly different and separate operations with distinctly separate and different IIPP's, access may be limited to the IIPP applicable to the employee requesting it.

Employee's must provide written authorization utilizing the [Request for Injury/Illness Prevention Program Form](#) available on Citynet in the Occupational Safety and Health section in the Injury Illness Prevention Program tab or obtain a copy from their supervisor. A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the City's IIPP.

A method of retention for request forms must be created in each department and retained for one year from the date of request.

IX. RECORDKEEPING

The City recordkeeping is based on California Recordkeeping Standards for Employee Record of Injuries and Illnesses, requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other activities relevant to occupational health and safety.

1. Records of **scheduled and periodic inspections** including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded, and retained.

2. Documentation of **safety and health training** for each employee, including the employee’s name or other identifier, training dates, type(s) of training, and trainers are recorded.

Training records are retained for the term of employment. Training records for employees who are employed for less than one (1) year are not retained and are provided upon termination of their employment.

To comply with the above requirements, the following records retention schedule shall be kept by City departments/divisions:

Record Description	Retain for:
Notices of Safety Violations	3 years
Reports of Corrected Safety Violations	3 years
Employee safety training documents	3 years
Cal/OSHA 300 - Log of Work-Related Injuries and Illnesses Cal/OSHA 301 - Injuries and Illness Incident Reports Cal/OSHA 300A - Summary of Work-Related Injuries and Illnesses	5 years
IIPP audit and inspection records	3 years
Incident Report forms	5 years
Safety postings	3 years

Divisions/departments shall maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Periodic inspection records	3 years
Safety meeting agendas (where applicable)	3 years
Employee safety training documents that include: <ul style="list-style-type: none"> • Person conducting training • Name or ID of person(s) trained • Training date and • Type of training 	3 years

The applicable division or department is responsible for maintaining these records and must be able to present them to Cal/OSHA or other regulatory agencies upon request.

Appendix A

CITY of SAN DIEGO CODE OF SAFE PRACTICES

It is our policy that everything possible shall be done to protect all City of San Diego employees, customers, and visitors from incidents. Safety is a cooperative undertaking requiring participation by all city employees. Failure by any city employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall require that employees observe all applicable City, State, and Federal safety rules and practices and act as is necessary to ensure compliance. It is expected that all city employees shall comply with the following:

- 1.** Report unsafe conditions/equipment to supervisor or safety personnel.
- 2.** Report incidents, injuries and illnesses to your supervisor or safety personnel.
- 3.** Persons known to be under the influence of intoxicating alcohol or drugs shall be subject to the process outlined in A.R. 97.00, Substance Abuse Policy and COSD DOT Drug and Alcohol Testing Program for Commercial Drivers.
- 4.** Horseplay and other acts that have an adverse influence on the safety or wellbeing of other employees are strictly prohibited.
- 5.** Means of egress shall never be blocked, shall be well lighted and unlocked during working hours.
- 6.** In the event of fire, sound the nearest alarm and evacuate the building.
- 7.** Upon hearing the fire alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the " ALL CLEAR " signal is given.
- 8.** ONLY trained employees may attempt to respond to a fire or other emergency.
- 9.** All exit doors shall comply with fire safety regulations during business hours.
- 10.** There shall be no storage of any type permitted in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
- 11.** All work areas shall be maintained in a safe, clean, neat, and orderly manner.
- 12.** All spills shall be cleaned up promptly.
- 13.** Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.
- 14.** Do not stack material on top of lockers, file cabinets or other high places. Do not store any material in an unstable manner.
- 15.** Report frayed electrical cords or exposed wiring to your supervisor immediately.
- 16.** All electrical equipment and appliances shall be plugged into appropriate wall receptacles or approved extension cord sized for Capacity.

Appendix B – (Sample Form)



Request for Injury/Illness Prevention Program

If employee would like to request an electronic or hard copy of the Injury/Illness Program, please fill out the top portion of this form.

*Date Requested: _____

Employee Name (please print): _____

I agree that an electronic copy can be provided and that I can print (1) one copy, free of charge, if needed. **

Employee's Email Address _____

Requesting (1) one hard copy of the program, free of charge, which will be provided within (5) five business days. **

Employee Signature: _____

If employee is designating an individual, organization or recognized or certified collective bargaining agent to obtain an electronic or hard copy of the Injury/Illness Prevention Program please provide the information below.

Designated Representative Name (please print): _____

Requesting (1) one electronic copy of the program to be provided within (5) five business days.

Designated Representative's Email Address _____

Requesting (1) one hard copy of the program on behalf of the employee named above which will be provided within (5) five business days. **

Designated Representative Signature: _____

*Request expires (1) one year from date requested.

**The employee or designated representative is entitled to one free printed copy per year. A reasonable, non-discriminatory reproduction cost may be charged for printing if the employee or designated representative requests additional copies within one (1) year of the previous request and the IIPP Program has not been updated with new information since the prior copy was provided.

Appendix C – (Sample Form)



HAZARD IDENTIFICATION REPORT

Employees who report unsafe work conditions or practices are protected by law. This report may be submitted without fear of reprisal. All reports will be investigated regardless of the identity of the reportee. Turn this report in to your supervisor or send to the Occupational Safety and Health Division of the Compliance Department at Mail Station 51-B for investigation of the identified hazard or call the Safety Hotline at (619)236-6229 for immediate assistance.

*Hazard Description:

Location of Hazard:

THIS SECTION TO BE COMPLETED BY SUPERVISOR

Corrective Action Taken:

Follow-up date (if needed):

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*** NOTE TO SUPERVISOR: ALL HAZARDS MUST BE INVESTIGATED WITHIN 24 HOURS.**

Reported By (Optional):	Date:
Received By:	Date: