

<b>TITLE</b> O P E R A T I O N S M A N U A L	<b>STANDARD</b> I N S T R U C T I O N 10		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> INJURY AND ILLNESS PREVENTION PROGRAM INJURY AND ILLNESS PREVENTION PROGRAM OVERVIEW	<b>SECTION</b> 01	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 28 October 2022

**I. PURPOSE**

It is the policy of the San Diego Fire-Rescue Department to provide a healthy and safe work environment for its employees, and to fully comply with Labor Code Section 6401.7 (SB 198), General Industry Safety Order Section 3203 and the San Diego City Injury and Illness Prevention Program (IIPP). Information and guidelines contained in this section outline the Department's plan for maintaining an effective Injury and Illness Prevention Program.

**II. SCOPE**

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. POLICY**

The goal of the department's Injury and Illness Prevention Program (IIPP) is to reduce the frequency and severity of occupational illnesses and injuries by:

- A. Clearly establishing the responsibility and accountability of managers, supervisors, and employees for complying with applicable safety laws, standards, orders, regulations, and policies.
- B. Reinforcing and developing safe attitudes and behavior through training, education, positive reinforcement, and recognition.
- C. Providing a system for communicating with employees on matters relating to occupational safety and health.
- D. Providing a safe and healthy work environment by identifying, evaluating, and abating workplace hazards.
- E. Employ precautionary principles when dealing with workplace hazards involving new technologies or processes that have the potential to harm personnel either acutely or chronically.
- F. Initiating a prompt and thorough investigation and review of all occupational accidents, injuries, and illnesses to prevent future occurrences.
- G. Performing root cause analysis of all occupational illness, injury or hazardous conditions to prevent future occurrences.
- H. Document root cause analysis and written report that shall be routed to management and recognized employee organizations.
- I. Initiating a prompt and thorough investigation and review of all occupational accidents, injuries, and illnesses to prevent future occurrences.
- J. Developing and maintaining a prompt, comprehensive, injury and illness record keeping and tracking system.
- K. Periodically evaluating accident history, followed by targeted prevention measures.
- L. Complying with California Labor Code Section 6401.7(SB 198):
  1. <https://www.dir.ca.gov/dirnews/1994/94-10.html>
  2. [https://www.dir.ca.gov/dosh/dosh\\_publications/iipp.html](https://www.dir.ca.gov/dosh/dosh_publications/iipp.html)
- M. Complying with OSHA, General Industry Safety Order Section 3203:
  1. <https://www.dir.ca.gov/title8/3203.html>

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N. Complying with San Diego City IIPP:

1. <https://citynet.sandiego.gov/sites/default/files/iipp.pdf>

**V. EMPLOYEE ACCESS TO THE INJURY AND ILLNESS PREVENTION PROGRAM**

A. All personnel have the right to examine and receive a copy of the IIPP.

1. All personnel have access to the IIPP as part of the SDFD Operations Manual located in electronic format on:
  - a. The shared M-Drive
  - b. Department online learning management system
2. New personnel are trained in the location and content of the IIPP upon hiring
  - a. Personnel undergo annual IIPP refresher training
3. Personnel, or a designated representative, may request a copy (either a hard copy or electronic) of the IIPP through their chain of command, or through SDFD's Employee Services Division.
  - a. Personnel must provide written authorization to select a 'designated representative'. The written authorization must include:
    - 1) The name and signature of the employee authorizing the designated representative.
    - 2) The date of the request.
    - 3) The name of the designated representative.
    - 4) The date upon which the written authorization will expire (if less than 1 year).
4. One hard copy will be provided free of charge.
  - a. If additional copies are requested within one year of the previous request, and no changes have been made to the IIPP, then the City of San Diego may charge reasonable, non-discriminatory reproduction costs.