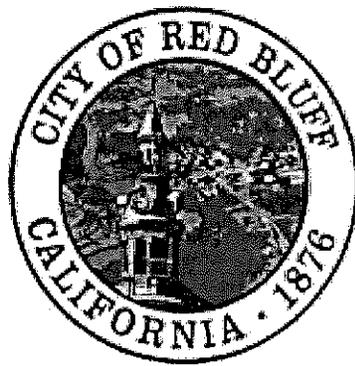


CITY OF RED BLUFF



INJURY AND ILLNESS PREVENTION PROGRAM

October 2015

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Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

Our IIPP includes the following elements:

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

Responsibility

The City Manager or an assigned designee is the IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

A copy of our IIPP is available from the Human Resources Department or our website at www.cityofredbluff.org.

Compliance

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

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

- Informing employees of the requirements within our IIPP in a readily understandable language.
- Training all employees on general safety policies, rules, and work practices.
- Recognizing employees who perform safe and healthful work practices.
- Providing additional training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.

Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. The City's Hazardous/ Unsafe Condition Report form is included in Appendix A. Hazard report forms may be submitted directly to the immediate supervisor and will be discussed at the appropriate employee staff or safety meetings. If the hazard affects more than one department, the form will be forwarded to the Human Resources & Risk Management Analyst.

Employees can report workplace hazards anonymously by calling, e-mailing or filing a written report to the attention of Human Resources.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Safety training programs.
- Periodic safety communication during employee meetings.
- Posted or distributed safety information.

Hazard Assessment (Appendix C)

Periodic inspections will be conducted on a quarterly basis to evaluate physical hazards, use of hazardous materials, and safe work practices. The appropriate manager or supervisor will review inspection results and the effectiveness of corrective actions.

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

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

Hazard Correction

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

Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

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

The responsible supervisor of the employee will investigate all accidents and incidents promptly. The supervisor is required to complete the Supervisor's Report of Employee Injury form included in Appendix B and the DWC1 Claim form. All forms will be completed within 24 hours and forwarded to Human Resources within three days of notification of the accident.

Training

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The Employee Safety Training matrix, located in Appendix D, outlines specific training requirements.

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

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

Record Keeping

All the following IIPP documentation is maintained for three years:

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

**Appendix A
Employee Hazardous/Unsafe Condition Report**

Reporting Hazardous/Unsafe Condition*

Department: _____

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

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and time the condition or hazard was observed: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the Safety Officer or a member of the Safety Committee.

Description of unsafe condition or hazard: _____

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

Employee Signature: (optional) _____ Date: _____

Management Investigation

Name of person investigating unsafe condition or hazard: _____

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

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

Signature of Investigating Party: _____ Date: _____

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

*. We encourage our employees to report hazards and commend them for their safety awareness.

Appendix B - Supervisor's Report of Injury

Employee name: _____ Position: _____

Department: _____ Volunteer: Yes
 No

Hire date: _____ Injury date: _____ Time: _____ am/pm Date reported: _____

Location of accident (be specific): _____

Describe injury and ensuing treatment: _____

Describe the accident completely (what happened, i.e., actions, tools, area, conditions):

Contributing causes:

1. _____
2. _____
3. _____
4. _____
5. _____

Corrective action implemented (engineering, administrative): _____

Corrective action follow up date(s): _____

Investigation completed by: _____ Title: _____ Date: _____

Reviewed by: _____ Title: _____ Date: _____

Continue report on separate pages as needed. Attach statements made by injured employee and/or witnesses.

Appendix C1 - Hazard Inspection Checklist – General Office Environment
Page 1 of 2

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
Building Exterior				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	No large cracks or pot holes in parking lot			
4.	Sidewalks do not pose tripping hazards			
5.	Guard rails secure			
Emergency Readiness				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
General Environment				
15.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
16.	Desks, chairs, cabinets, tables and furniture in good condition			
17.	Stairs and handrails in good condition			
18.	Shelves and bookcases secured and not overloaded			
19.	Heavy items are not stored above shoulder height			
20.	Office desk and file drawers are closed when not in use			
21.	Approved step stools or ladders are available to reach overhead items			
22.	Restrooms are in clean and sanitary condition			
23.	State/Federal labor postings are complete and posted in employee common areas			
24.	OSHA 300A Log is posted in employee common area (Feb. 1 – April 30)			
25.	Evacuation maps are posted			
26.	HVAC filters are changed and documented on a regular basis			
Electrical				
27.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
28.	Cords are secured to prevent tripping hazard			
29.	Extension cords are used only for temporary power			
30.	Multi-extension cords are not in use			
31.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
32.	Lighting in all areas is adequate			
33.	Electrical panels are accessible (36" unobstructed access) and breakers are identified			
34.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

Appendix C2 - Hazard Inspection Checklist – Maintenance Shop and Corp Yard
Page 1 of 3

Inspector: _____ Date: _____

Ref #	Area/Category	OK	Action Needed	N/A
Building Exterior				
1.	Lighting adequate and bulbs in working order			
2.	Windows and doors in good condition			
3.	Sidewalks do not pose tripping hazards			
4.	Yard ground surface in good condition (no large cracks, holes, excessive water)			
5.	Perimeter fencing in good condition and security locks in working order			
Emergency Readiness				
6.	Emergency exits marked and pathways to exits are clear			
7.	No items are stored within 18" of overhead sprinkler valves			
8.	Fire extinguishers are marked, mounted, easily accessible, and inspected monthly			
9.	Emergency lighting and smoke detectors are tested monthly			
10.	First aid kits are well-stocked and do not include medication			
11.	Personal Protective Equipment available to protect from Bloodborne Pathogens			
12.	Sharps container is available for needles or other sharps (if applicable)			
13.	Supplies available for decontamination of blood/other potentially infectious materials			
14.	Automated External Defibrillators (AED) inspected monthly			
15.	Evacuation maps posted			
General Environment				
16.	Walkways clear of obstructions and slip/trip hazards (debris, boxes, cords, wet floors)			
17.	Floors are clean and in good condition			
18.	Lockers, chairs, cabinets, work tables and furniture in good condition			
19.	Work benches are clean and orderly			
20.	Shelving secure and not overloaded			
21.	Heavy items are not stored above shoulder height			
22.	Tools and materials are stored in an orderly manner			
23.	Office desk and file drawers are closed when not in use			
24.	Guardrails are in place for all second level storage			
25.	Approved step stools and ladders are available to reach overhead items			
Electrical				
26.	Electrical cords and plugs are in good condition (no exposed or taped wire)			
27.	Cords are secured to prevent tripping hazard			
28.	Extension cords are used only for temporary power			
29.	Multi-extension cords are not in use			
30.	Electrical outlets and junction boxes are free of exposed wires or damaged faceplates			
31.	Lighting in all areas is adequate			
32.	Electrical panels are accessible (36" unobstructed access) and breakers are identified			
33.	If permitted, portable heaters are in good conditions and equipped with tip-over switch			

Appendix D
CITY OF RED BLUFF
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Aerial Devices	I/(3yr)	<u>3646, 3648</u>		X	X		X		X
Aerosol Transmissible Diseases	I/A	<u>5199</u>		X		X			
Aerosol Transmissible Diseases – Zoonotics (animal control)		<u>5199.1</u>			X	X			
Asbestos Awareness	I/A	<u>1529, 5208</u>		X			X		X
Battery Handling & Maintenance	I	<u>5185</u>			X	X	X		X
Bloodborne Pathogens	I/A	<u>5193</u>			X	X	X	X	X
Compressed Gas Safety	I	<u>3301, 3304</u>		X	X		X		X
Confined Space Awareness	I/U	<u>5157, 5158</u>							
Confined Space Entry	I/U	<u>5157, 5158</u>		X			X		X
Defensive Driving (staff who drive while at work)	I	<u>3203</u>	X	X	X	X	X	X	X
Electrical Safety (General Awareness)	I/U	<u>3203</u>	X	X	X	X	X	X	X
Electrical Safety (Industrial High/Low Voltage)	I	<u>2299 - 2974</u>		X	X		X		X
Emergency Action/Fire Prevention	I/U	<u>3220, 3221</u>	X	X	X	X	X	X	X
Emergency Eye Wash	I	<u>5162</u>		X	X		X		X

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

Appendix D
CITY OF RED BLUFF
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Equipment Operation Safety (department specific)	I/U	<u>Title 8 Index</u>	X	X	X	X	X	X	X
Ergonomics - Office	I	<u>5110</u>	X	X	X	X	X	X	X
Ergonomics – Back Safety	I	<u>5110</u>	X	X	X	X	X	X	X
Excavation/Trenching/Shoring	I	<u>1540</u>			X		X		X
Fall Protection	I	<u>1670</u>	X	X	X	X	X	X	X
First Aid/CPR (designated staff)	I/C (2yr)	<u>3400</u>	X	X	X	X	X	X	X
Forklift	I/C (3yr)	<u>Article 24</u>	X	X	X	X	X		X
Hazard Communication (General)	I/U	<u>5194</u>		X	X	X	X	X	X
Hazardous Waste/HAZWOPER (Designated employees)	A	<u>5192</u>		X	X		X		
Hearing Conservation	I/A	<u>5095</u>		X	X		X		X
Heat Illness Prevention	A-Spring	<u>3395</u>		X	X	X	X	X	X
Heavy Equipment Operations	I/U	<u>1590 - 1596</u>		X	X		X		X
Injury & Illness Prevention Program	I/U	<u>3203</u>	X	X	X	X	X	X	X
Ladder Safety	I	<u>3276</u>	X	X	X	X	X	X	X

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

Appendix D
CITY OF RED BLUFF
EMPLOYEE SAFETY TRAINING MATRIX

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Lead Awareness	I/A	<u>5216</u>		X	X		X		X
Lockout/Tag Out	I/U	<u>3314</u>		X	X	X	X		X
Machine Shop Safety	I	<u>3940</u>		X	X		X		X
New Employee Safety Orientation/Specific Job Hazards	I	<u>3203</u>	X	X	X	X	X	X	X
Outdoor Hazards (plants, animals, insects)	A-Spring	<u>3203</u>		X	X		X	X	X
Personal Protective Equipment Requirements (PPE)	I/U	<u>3380</u> , <u>3385</u>		X	X	X	X		X
Pesticide Use Safety	I/U	<u>5194</u>			X				X
Respiratory Protection	I/A	<u>5144</u>		X	X	X	X		X
Rigging/Hoisting	I	<u>5006</u>		X	X		X		X
Scaffold Safety	I/U	<u>1637</u>					X		X
Standard Operating Procedures (department specific)	A	N/A		X			X		X
Supervisor Safety Training (designated employees)	I/U	<u>3203</u>	X	X	X	X	X	X	X
Tools – Hand & Power (department specific)	I/U	<u>Article 20</u>		X	X	X	X	X	X
Traffic Control & Flagger Training	I	<u>1599</u>			X	X	X		X

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

Appendix D

**CITY OF RED BLUFF
EMPLOYEE SAFETY TRAINING MATRIX**

	Training Frequency	Cal/OSHA Section Reference	Administration	Fire	Parks Maintenance	Police	Public Works	Recreation Community Service	Water/Waste Water
Tree Work	I	3421			X		X		X
Welding & Cutting Safety/Fire Watch/Hot Work	I	4799, 4848		X			X		X
Workplace Violence	I	3203	X	X	X	X	X	X	X

Training Frequency:

I – Initial Exposure/New Employee

A – Annual

U – Update/Change

C – Certification

CITY OF RED BLUFF



EMERGENCY ACTION PLAN

October 2015

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- A. Aircraft Down or Explosion
- B. Bomb Threat
- C. Earthquake Procedures
- D. Fire
- E. Flooding
- F. Infrastructure or Utility Failure
- G. Medical Emergencies
- H. Tornado
- I. Workplace Violence and Active Shooter Incident Response
- J. Emergency Evacuation Map
- K. Assembly Area

**City of Red Bluff
Emergency Action Plan**

Purpose

The City of Red Bluff (City) has developed this Emergency Action Plan in accordance with the requirements of Title 8, Section 3220 of the California Code of Regulations. The purpose of the Emergency Action Plan is to prepare employees for dealing with emergency situations. This plan applies to all emergencies that may reasonably be expected to occur at the City of Red Bluff.

This Plan applies to Red Bluff City Hall at 555 Washington Street in Red Bluff, California, and all persons occupying the City office.

The purpose of this plan is to provide organized procedures for protecting employees and guests, and minimize the consequences of an emergency. The specific procedures within this document are designed to be flexible. They are not all inclusive, nor are they intended as a rigid set of rules. In certain situations and circumstances common sense should apply and should be readily and willingly utilized.

Responsibilities

The City Manager is in charge during emergency situations and will make the required decisions necessary to maintain the safety of employees and guests.

The Emergency Response Team (ERT) consists of the City Manager, Plan Manager and coordinators as follows:

Name	Role	Office Number	Mobile
Richard Crabtree	City Manager	530-527-2605 ext. 3061	530-519-8556
Cheryl Smith	Plan Manager	530-527-2605 ext. 3057	530-736-3061
Bruce Henz	Plan Coordinator	530-527-2605 ext. 3055	916-500-3679
Sandy Ryan	Plan Coordinator	530-527-2605 ext. 3050	530-209-6906
Kyle Sanders	Plan Coordinator	530-527-3131 ext. 3018	
Ray Barber	Plan Coordinator	530-527-1126 ext. 3025	

Plan Manager - The Executive Assistant to the City Manager is the designated Emergency Plan Manager and is authorized to:

- Ensure all employees are trained on their responsibilities within this plan and maintain all training records pertaining to this plan
- Schedule routine tests of the emergency notification system with the appropriate authorities
- Coordinate with local public resources, such as fire department and emergency medical personnel, to ensure they are prepared to respond as detailed in this plan

Plan Coordinators - The Emergency Plan Coordinators are responsible for:

- Instituting the EAP in their designated areas in the event of an emergency
- Assisting employees and visitors who need help during an evacuation
- Training supervisors and employees in the procedures outlined in this plan

**City of Red Bluff
Emergency Action Plan**

Employees - City employees should be familiar with this plan, know their duties and responsibilities, and participate in trainings and drills. In addition, employees are responsible for:

- Notifying their manager, or an ERT member of any potentially dangerous conditions
- Assisting guests and disabled persons in their areas in the event of an emergency when it is safe to do so
- Exiting the building when an evacuation order is given, the alarm has been activated, or an alert has been sounded
- Being familiar with emergency procedures, exit routes, and evacuation assembly areas

Contractors - Contractors are responsible for complying with this plan and following directives from the ERT and public safety authorities.

Identifying and Evaluating Emergency Situations

The ERT has identified potential emergency situations and developed appropriate response procedures as outlined in this plan. This plan will be modified as warranted. Procedures for the following emergency situations are included in the appendices:

- | | |
|----------------------------|---|
| Active Shooter Incident | Flooding |
| Aircraft Down or Explosion | Infrastructure or Utility Failure |
| Bomb Threat | Medical Emergencies |
| Earthquake Procedures | Tornado |
| Fire | Workplace Violence/Active Shooter Incidents |

Reporting Emergencies

Each employee will need to determine the best course of action based on the situation and circumstances. Additional guidelines are included in situation specific sections. In general, the methods of reporting emergencies include:

- Calling 911 or (530-527-3131) for fire, police, or ambulance
- Immediately contacting an ERT member. The team member will determine the most appropriate response and identify if it is necessary to activate emergency procedures.

Non-Emergency numbers:

Fire Non-Emergency	530-527-1126
Police (non-emergency)	530-527-3131
PG&E 24-hour Emergency & customer service	800-743-5000
PG&E 24-hour Power Outage	800-743-5002
SMUD (Downed power lines)	888-456-SMUD (7683) or 911
California Highway Patrol Info/Non-emergency	800-TELL CHP (835-5247)
National Weather Service	415-936-1212
Suicide Prevention Hotline	916-645-8866
UC Berkeley Seismology Center	510-642-2160

Upon being notified of an emergency the ERT member will determine if emergency procedures should be activated and, if so, if the building should be evacuated or its occupants asked to shelter in place. Procedures for responding to specific emergencies are located within this plan.

Evacuation

Emergencies may require City staff and guests to evacuate the building to the designated assembly area – **Back parking lot near the curbed area on Jefferson Street.**

The ERT members have full responsibility and will provide direction for all City employees until public safety authorities arrive. Control will then be relinquished to those authorities and staff will provide support and assistance as necessary. Evacuation procedures will be immediately implemented if the building alarm is activated.

ERT members will assist others in evacuating, including those persons with special needs or injuries. They will also account for building occupants after evacuating. Employees may be enlisted to help other employees when such assistance can be safely provided. Evacuation routes are posted throughout City Hall.

Evacuation Procedures

ERT Members

- Identify if the incident requires activation of emergency procedures.
- Assist with evacuating personnel and minimizing property loss.
- Ensure emergency services are called when necessary.
- Each ERT member will have an Emergency Kit containing a copy of this plan, personnel checklist for each area, flashlight, notepad, and pen.

All Employees

- ✓ Do not turn back for any reason (i.e. items left behind).
- ✓ Remain calm at all times. Do not panic.
- ✓ Walk quickly; do not run, to the exit closest to your area. The designated exits are in the front, side, and back areas of the building.
- ✓ Keep to the right in halls and stairways. Walk in single file.
- ✓ Use hand rails when proceeding down stairs.
- ✓ Persons needing assistance should be assisted through stairwells. Crutches or wheelchairs should not be taken into stairwells.
- ✓ Utilize the escape route designated for each exit and proceed to the back of the parking lot near the curbed area on Jefferson St.
- ✓ At the assembly area an ERT member will account for all employees, guests, and visitors. They will also arrange for necessary first aid. Report any missing employees to an ERT member, who will then report to the public safety authorities.
- ✓ In the event of a fire, be sure to notify the ERT member of the location and severity of the fire so the information can be communicated to the fire department.

Shelter in Place

In some emergencies the best means of protection is to take shelter within the building. When there has been no direction from public safety authorities, the ERT will use available information, including local radio broadcasts, to determine the need for shelter in place. Specific procedures for sheltering in place are provided below.

Shelter-In-Place Procedures

Shelter in place is an emergency response procedure most often taken when hazardous materials are released into the air. During such an emergency, it is safer to seek immediate shelter rather than evacuating. Since the danger presented comes from airborne materials, the shelter should be exposed to as little outside air as possible. The notice to shelter in place may be given in a number of ways including:

- Directed by an ERT member
 - Local news alerts via the Emergency Alert System
 - Door-to-door notification
 - Public address systems
-
- ✓ Upon receiving notice to shelter in place, immediately cease business operations and activate the following procedures:
 - ✓ Ask employees and visitors not to leave the building. Inform occupants of the emergency situation and the need to shelter in place. **Employees and visitors cannot be forced to shelter in place**; however if an occupant insists on leaving, advise him or her that by leaving, he or she may be exposed to toxic agents.
 - ✓ Close exterior doors and any other openings to the outside.
 - ✓ Management familiar with the building's mechanical systems will turn off all fans, heating and air conditioning systems.
 - ✓ Turn on call-forwarding or alternative telephone answering systems or services. Change the main voice mail message to inform callers that the City offices are closed.
 - ✓ ERT members will collect the names of everyone in the shelter area, including visitors and guests.
 - ✓ Monitor the radio or television until an "all clear" or evacuation order is received.

Training and Drills

Training

Training for staff will be the responsibility of the ERT members. Employees must have thorough knowledge of the emergency response procedures, and evacuation routes for their areas prior to any emergency situation.

No employee will be asked or expected to perform a task that would place him or her at risk of personal injury or for which he or she has not received appropriate training and equipment. The records of all training will be maintained by the Plan Manager. General training for all employees will address:

- Individual roles and responsibilities

- Information about threats, hazards, and protective actions
- Notification, warning, and communications procedures
- Emergency response procedures for various threats
- Evacuation and shelter in place procedures
- Location and use of common emergency equipment

Employees will be trained in evacuation and shelter in place procedures at least annually and when exercises show that employee performance must be improved.

Drills

Preparation for emergency situations will reduce the confusion that often occurs in the midst of emergencies. Quick and effective responses to emergencies will mitigate the impact of those emergencies. Announced and unannounced drills will be conducted periodically. All office occupants must participate.

The results of the drill will be evaluated to determine the following:

- Did staff respond in the manner anticipated in the Plan?
- Did the chain of command work effectively?
- Were the communication links appropriate?
- Were the procedures appropriate?
- Were the appropriate public safety authorities called and did they respond?
- Did designated personnel meet the public safety authorities?
- Were there any important actions not attended to?

Post-Incident Procedure

Once an incident is over and the recovery operation is in place, it is critical to review the events as soon as possible. Post-incident review is an evaluation of incident response used to identify and correct weaknesses, as well as determine strengths and promulgate them. It will be used to support revision of this emergency action plan, as necessary.

The post-incident review will consist of the following procedures:

1. Review the entire event in an effort to determine what happened and when. The following list of questions will serve as a guide through this part of the PIR process:
 - What happened and when?
 - How well does the actual response compare with the written procedures?
 - What worked well and what did not work well?
 - What can be learned from what happened?
 - How do we avoid repeating mistakes?
 - What are the implications of what just happened?
 - Are program and plan revisions needed?

2. Review and assess the threat of these circumstances occurring again.
3. Revise the emergency action plan as necessary.
4. Practice and drill on the new plan.
5. A written report of the post-incident review will be kept on file by the Plan Manager.

Emergency Supplies

Each ERT member has an emergency kit containing:

- A copy of this Plan
- Personnel checklist for each area
- Flashlight and spare batteries
- Notepad and pen

Supplies must be replenished after use in an emergency or drill and as they expire and need replacement.

There is a first aid kit located in the copy room, the police department and the fire department.

In the event of an extended stay on location after an evacuation or shelter in place emergency a three-day supply of water is available for up to 50 persons.

**Appendix A
Aircraft Down or Explosion**

Contact emergency responders immediately. Give all information to the dispatcher and stay on the line for emergency directions.

If inside a directly impacted building:

- Remain inside the building until it is safe to exit.
- Evacuate the building as quickly and calmly as possible utilizing evacuation instructions herein.
- Follow direction of emergency response personnel.
- Assist others in exiting the building and move to the designated evacuation areas.
- Remember to take personal necessities (glasses, keys, medications) with you.
- If there is a fire, stay low to the floor and exit the building as quickly and safely as possible.
- If you are trapped in debris, attempt to notify responders of your location.

If outside of a directly impacted building:

- Follow drop and cover procedures.
- Proceed to a designated safe evacuation area.
- Follow emergency response personnel directions and instructions.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Appendix B Bomb Threat and Checklist

General Information:

- Most bomb threats are false and primarily intended to elicit a response from building occupants. However, **no bomb threat should be assumed fake.**
- Staff should become familiar with work areas and help to identify unusual boxes or objects in their areas. Maintaining good housekeeping throughout all areas will be helpful.
- If a potentially harmful device is found, contact an ERT member who will notify the appropriate local public safety authorities.

Phone Threat:

- Remain calm.
- Immediately refer to the telephone bomb threat checklist below.
- Record the information shown on the telephone display window.
- Engage the caller as long as you can and compile as much information as possible.
- Try not to upset the caller at any time.
- Pay attention to any background noise and distinctive sounds (traffic, machinery, voices, music, television, radio).
- Note characteristics of the caller's voice (gender, age, education, and accent).
- Attempt to obtain information on the location of the device (building, floor, or room).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify an ERT member.
- If the threat was left on your voicemail, do not erase.

Written Threat:

- Handle the document as little as possible and deliver it to the ERT member as soon as possible.
- If the threat should come via e-mail, save the information.

Evacuation:

1. Do not attempt to notify or evacuate an entire building.
2. The ERT member will call the police and provide the instructions given by police.
3. The decision to evacuate is handled on a case by case basis and is a unified decision made by the ERT and based on instructions given by the police.

Bomb Threat Checklist

Name: _____ Number/extension: _____

REMAIN CALM			
Call received: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		Call ended: ____:____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Call came in on #: _____		Caller ID? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	
<i>Exact words of caller: (Attempt to prolong the call by asking him/her to repeat the threat.)</i>			
Questions to ask the caller:			
1 When will the device detonate or activate?			
2 Where is the device located?			
3 What kind of device is it?			
4 What does the device look like?			
Voice Description			
<input type="checkbox"/> Male	<input type="checkbox"/> Young	<input type="checkbox"/> Calm	Accent?
<input type="checkbox"/> Female	<input type="checkbox"/> Middle-aged	<input type="checkbox"/> Nervous	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Old	<input type="checkbox"/> Refined	Speech impediment?
		<input type="checkbox"/> Rough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe: _____		Describe: _____	
<i>Did you recognize the voice? Who?</i>			
<i>Did caller have knowledge of building? How?</i>			
<i>Unusual phrases:</i>			
Background Noise:			
<input type="checkbox"/> Aircraft	<input type="checkbox"/> Horns	<input type="checkbox"/> Whistle	<input type="checkbox"/> Radio
<input type="checkbox"/> Music	<input type="checkbox"/> Machinery	<input type="checkbox"/> Bells	<input type="checkbox"/> Other _____
<input type="checkbox"/> Traffic	<input type="checkbox"/> Motor	<input type="checkbox"/> Tape recorder	_____

Appendix C Earthquake Procedures

Immediate action if you are inside:

- Move to the interior of the building, away from windows.
- If possible, get underneath a solid desk or table or get as close to the center of the building under permanent doorways.
- Protect your eyes, head, spine, neck and shoulders as much as possible.
- Stay away from temporary walls or partitions and free-standing objects such as file cabinets, supply cabinets, etc.
- Do not attempt to evacuate the building, as you may be injured by falling debris.

If in an elevator:

- If the power fails, the elevator lights will go off.
- Be patient. You will be rescued as soon as possible.

Immediate action if you are outside:

- Move to an open area away from trees, power lines, and buildings.
- Once in the open, get down low and stay there until the shaking stops.

Immediate action if you are in a vehicle:

- Stop as quickly and safely as possible.
- Move your car to a safe shoulder away from power lines and under/over passes.
- Stay in the car, set the parking brake, and turn on the radio for emergency broadcast information.
- If a power line falls on the car, stay inside until a trained person removes the wire.

When the earthquake has subsided:

- Check for injuries and fires. If someone has been injured or you discover a fire, call **911**.
- Shut off utilities if you smell gas.
- Do not turn on lights or other electrical equipment.
- Keep telephone lines available for emergency calls
- If you are inside a building, remain inside. Falling debris, electrical wires, gas leaks and other hazards can cause extremely dangerous conditions outside.
- Do not use elevators.
- Follow the evacuation instructions from emergency response personnel.
- Follow the established procedures for fire, medical emergencies, or evacuation.
- Advise emergency responders of any impending property damage, that is, equipment that may fall onto furniture, water damage to vital records, etc.
- If possible, tune into the nearest emergency broadcast system.

Appendix D Fire

A fire may include visible flames, smoke, or strong burning odors. The severity of the fire will dictate the appropriate response.

If the fire can be quickly extinguished:

- If the fire is small and controllable (e.g. small wastebasket), and if you have been properly trained, you may attempt to use the portable fire extinguishers to put out the fire.
- If at any point the fire becomes worse **do not hesitate** when initiating the urgent procedure above
- After successfully extinguishing the fire notify an ERT member.

If the fire cannot be extinguished:

- Immediately yell "**FIRE!**"
- Call **911**
- Check if anybody needs assistance.
- If the area is safe and you are willing, remove incapacitated persons or persons in immediate danger.
- Evacuate per the standard evacuation procedures and consider the following evacuation notes.

Additional Evacuation Notes:

- Feel the exit door before you start to open it. **If it is hot, do not open it. Seek an alternate exit.**
- If the door is not hot, open it slowly and note the condition of the area.
- If hallways are clear of fire and smoke proceed to the nearest unblocked exit.
- Do not use elevators.
- Evacuate the building via the nearest safe exit and proceed to the assembly area.
- If hallways are blocked with fire and smoke, close the door tightly and stay by a window until you are rescued.
- If you must go through an area filled with smoke, crawl on your hands and knees along the floor where smoke and heat are less dense.
- Alert other building occupants when able and as appropriate.
- Assist others in exiting the building as appropriate.
- Turn **off** lights as you leave (if you feel it is safe to do so).
- Close doors as you leave (if you feel it is safe to do so).
- The fire department will control and make decisions at the scene of the fire upon arrival. The fire department will decide when to turn control of the scene back to the ERT.

Appendix E
Flooding

- The ERT will monitor the overall weather and activate an inter-office alert once an official flood watch is issued.
- When the water level has reached critical levels, employees will be notified to evacuate. The ERT members will circulate through the office making verbal notification and ensure employees are leaving the building immediately.
- In these circumstances the City office will be evacuated immediately and all personnel **MUST** evacuate at that time. Evacuation for flood purposes closes the office for the day, and all employees will go home.
- In the event an office closing occurs over the weekend, or while the office is previously closed or unoccupied employees will be notified to not to report for duty via email, and/or phone call from their direct supervisor.

Appendix F Infrastructure/Utility Failure

It is understood that from time to time, the City building may experience infrastructure failures that could render the location unsafe, uninhabitable, or unusable. These failures include gas, electric, computer, water, or telephone system failures.

While most of these will not usually cause emergencies within the building or injuries to employees or guests, hazards may be created. Notify an ERT member should a failure occur. ERT members will direct all occupants (staff and visitors) to take appropriate action and assist those in need of assistance.

In the event first responders are called to the scene they will determine whether an emergency exists and the appropriate course of action.

Keep the following tips in mind:

- Tripping and falling hazards may exist due to darkness.
- Persons could be trapped in an elevator.
- There are potential issues resulting from extreme heat or cold.
- In the event of a more serious emergency inability to contact local public safety authorities might exist if telephones are not functional.
- Sanitation concerns.

The decision to evacuate the building will be made by an ERT member. Depending on the nature of the infrastructure failure, assistance and services may be brought in from public agencies or specialized contractors.

**Appendix G
Medical Emergencies**

CPR - Cardiopulmonary Resuscitation

Certified CPR Responder:

- Call 911 and acquire an AED (if available).
- Check the area around the patient to ensure you will not be put in danger (e.g. electric wires, falling objects, other hazards).
- When the area is safe check the patient for responsiveness.
- Initiate CPR if necessary.
- Enlist someone to notify management and to direct EMS personnel to the site once they arrive.

Non Trained Responder:

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

First Aid Only

Certified First Aid Responder:

- Check the area around the patient to ensure you will not be put in danger
- Designate someone to call 911 (if necessary) and follow any directions provided by the 911 operator.
- Designate someone to get the first aid kit located in the copy room, police department or fire department.
- Use universal precautions such as disposable gloves and, if needed, disposable masks to protect both you and the patient.
- Assist the patient to the best of your ability. Do not go beyond your level of training.
- Designate a person to notify management and to direct EMS personnel as they arrive.
- If you suspect a neck or back injury, do not move the patient unless they are in immediate danger.
- If trained in blood borne pathogens controls, use the BBP spill kit and proper personal protective equipment (PPE) to cleanup bodily fluids.
- Notify an ERT member of the first aid kit items used.

Non Trained Responder:

- Call 911 and follow their instructions.
- Enlist someone to notify management and provide direction for EMS personnel once they arrive.

Appendix H Tornado

The ERT will monitor the local news or a NOAA Weather Radio to stay informed about tornado watches and warnings for the Red Bluff area. The ERT will activate an inter-office alert if a tornado watch is issued for the local area.

When a tornado warning has been issued the ERT members will provide all staff with direction. The following is general guidance.

If inside a directly impacted building:

- Proceed to a small, windowless interior room or hallway on the lowest level of a sturdy building.
- If you are trapped in debris, attempt to notify responders of your location.

If you are caught outdoors:

- Seek shelter in a basement, shelter or sturdy building.

If you cannot quickly walk to a shelter:

- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park.

Options as a last resort:

- Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
- If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.

Appendix I Workplace Violence

The City has adopted a proactive approach to preventing workplace violence by educating employees about how to recognize, react to and report violent or potentially violent incidents and behaviors.

City employees (excluding police) are prohibited from possessing firearms, weapons, or other dangerous devices in the workplace. This prohibition includes simulated or toy weapons. Furthermore, joking about violence or making false reports and unsubstantiated allegations about violence will not be tolerated and will be treated as a violation of company policy.

Definitions of violence under this policy include:

- **Threat:** Express or implied intent to commit violence, hurt, punish, or intimidate an individual or the individual's family or property.
- **Violence:** Exertion of force or aggression with the intent of causing injury or abuse.
- **Verbal Violence:** Threats, verbal abuse, or harassment involving unwarranted acts or language designed to threaten, intimidate, or do harm.
- **Physical Violence:** Unwelcome physical conduct between two parties, including assault, sexual assault, and property damage caused by vandalism, arson, or terrorism.

In its efforts to mitigate the potential for workplace violence, the City is located in a secure building with local security provided by the City's Police Department, located in the center of the facility.

Procedures

To help prevent workplace violence, it is also the employees' responsibility to actively participate in protecting themselves and other employees and to report incidents to the proper individuals.

Emergencies

Call 911 for immediate assistance in an emergency (assault, direct threat of violence, suicide attempt, or incident involving hostage, weapons or drugs, or any crime in progress).

Reporting Disruptive Behavior and Violence Concerns

Employees who witness disruptive behavior or behavior that could result in violence must immediately report the behavior to their supervisor, manager, or any ERT member.

Safety Rules for Workplace Violence Prevention

Employees are expected to adhere to the following safety rules:

- Do not post alarm codes in public areas or share the alarm code with non-employees.
- Immediately report all incidents in the parking lot or areas surrounding the building to an ERT member so the incident can be documented and the police can be contacted if necessary.
- Immediately report suspicious or disruptive vendors or contractors to an ERT member.

**Appendix I
Workplace Violence Continued**

- Avoid walking alone at night or in the early morning hours.
- Avoid poorly lit streets, alleys, or parking lots, when entering or leaving the City offices.
- Avoid areas of concealment such as shrubs, trees, and recessed building entrances.
- Be alert to your surroundings. Do not be overconfident.
- If someone is following you, create a disturbance and run toward an open building.
- Attackers expect passive victims, so walk with a steady pace appear purposeful and project confidence.
- If you must work alone (late at night or on the weekends) be sure that someone knows where you are and when you are expected to return.
- When leaving the City offices, look around the area outside before exiting the building.
- When leaving the City offices depart with another employee, if possible.
- Always lock your car doors, even while you are inside your vehicle.
- Park your vehicle in a well-lit area.
- Park your vehicle close to the building during early morning or evening hours.
- Before entering your vehicle, check the back seat and around the vehicle for anything unusual.
- Have your keys in your hand as you approach your vehicle so that you do not have to search for them.
- Avoid wearing expensive jewelry, and keep your valuables secure when not in use.
- If you are being followed while driving, go to the police station or a well-lit, highly populated area.
- If you are approached by a homeless person, do not give him or her money.
- Security is available to escort individuals to their vehicles by calling 911, when there is a visible or perceived threat.

Appendix I Workplace Violence - Active Shooter Incident

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate immediately upon recognition of gun shots and rampage.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Try Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Seek protection if shots are fired (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Appendix I Workplace Violence - Active Shooter Incident Continued

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to respond when law enforcement arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands, and may push individuals to the ground for their safety.
- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operators:

- ✓ Location of the active shooter.
- ✓ Number of shooters, if more than one.
- ✓ Physical description of shooter/s.
- ✓ Number and type of weapons held by the shooter/s.
- ✓ Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

**Appendix I
Workplace Violence - Active Shooter Incident Continued**

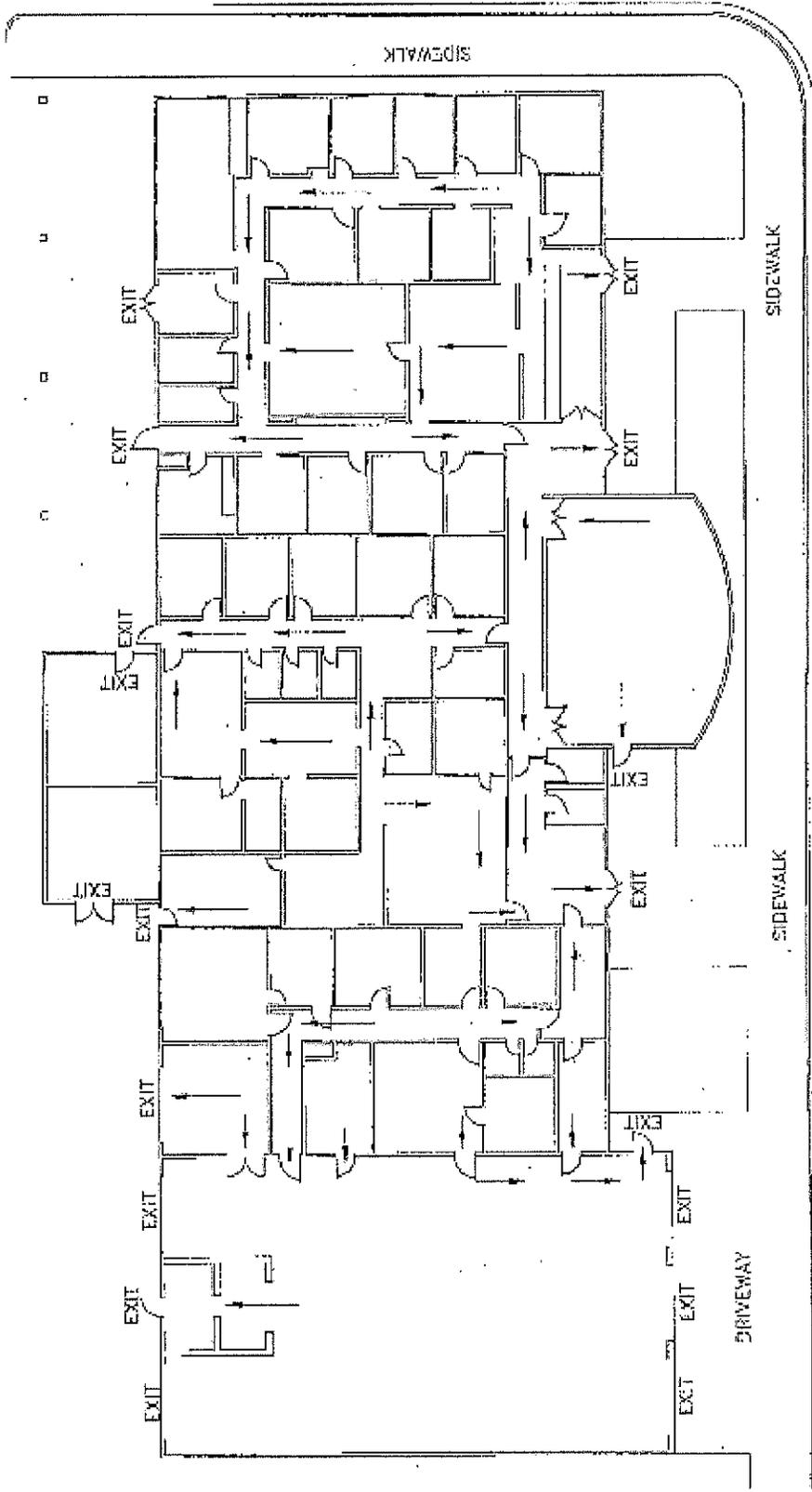
Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Managing the consequences of an active shooter situation:

After the active shooter has been incapacitated and is no longer a threat, the ERT along with human resources and/or management, will engage in post-event assessments and activities, including:

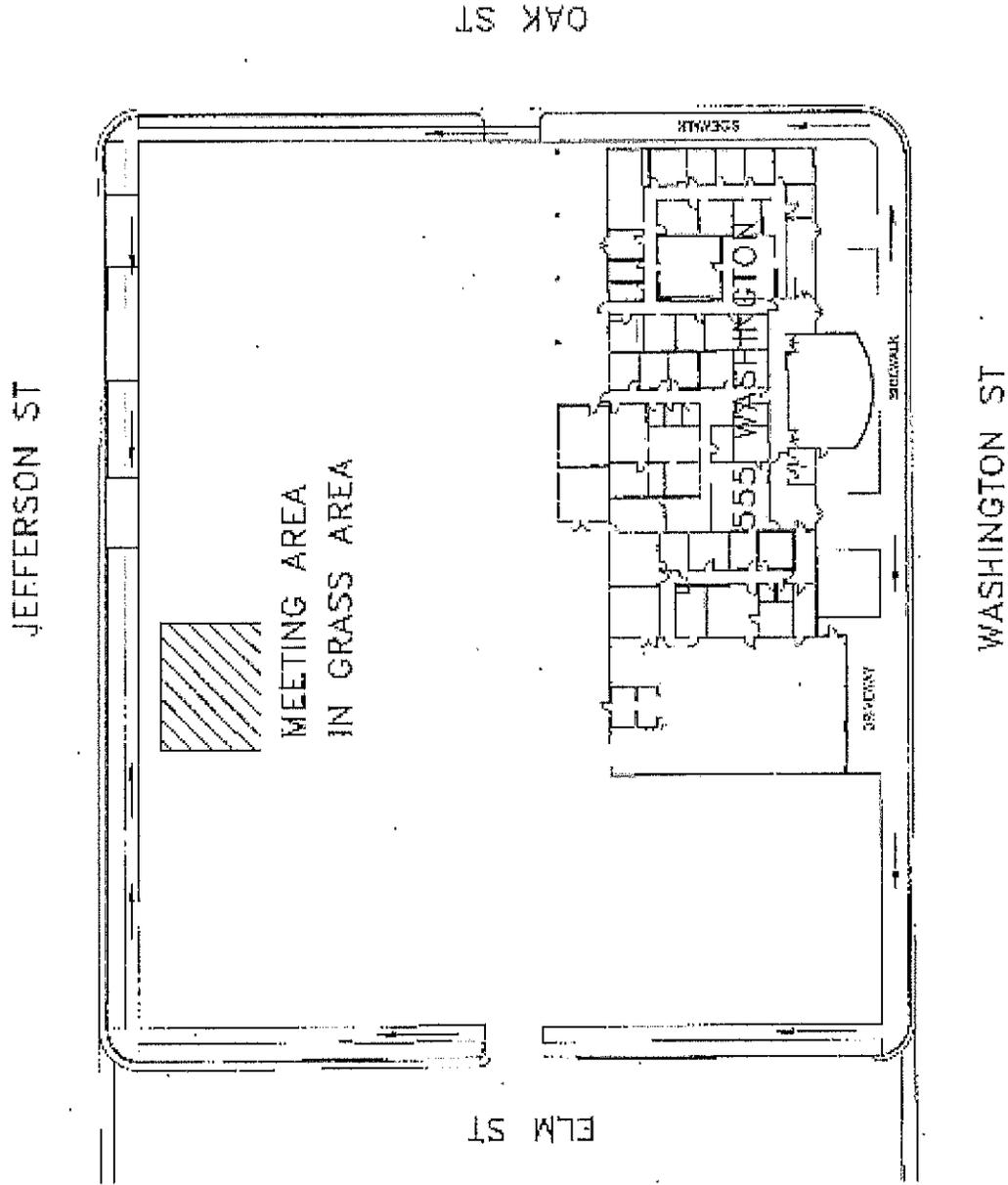
- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.

Appendix J
Emergency Evacuation Map



555 WASHINGTON

Appendix K
Assembly Area



CITY OF RED BLUFF



FIRE PREVENTION PLAN

October 2015

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Purpose

The purpose of our Fire Prevention Plan is to establish procedures for identifying fire hazards and preventing fires in accordance with California Code of Regulations, Title 8, 3221.

The City of Red Bluff is committed to minimizing the threat of fire to employees, visitors, and property. Our Emergency Action Plan spells out the procedures for responding to fires. This plan serves to reduce the risk of fires by identifying the following:

- Materials that are potential fire hazards and ensuring their proper handling and storage
- Fire protection equipment and systems used to control fire hazards
- Person(s) responsible for maintaining equipment and systems
- Person(s) responsible for the control and accumulation of flammable or combustible material;
- Good housekeeping procedures to insure the control of accumulated flammable and combustible waste material and residues

Responsibility

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

The Fire Chief is the designated Plan administrator and is responsible for:

- Ensuring the plan is implemented throughout the City
- Maintaining records pertaining to the plan
- Ensuring fire control equipment and systems are properly maintained
- Overseeing the control of fuel source hazards

Management and supervisors are responsible for:

- Implementing the plan elements within their respective departments
- Conducting employee fire safety training
- Notifying the Fire Chief when changes in operation increase the risk of fire.

Employees are responsible for:

- Following the plan requirements
- Completing all required training
- Conduct operations safely to limit the risk of fire
- Report potential fire hazards to their supervisors
- Follow fire emergency procedures

Types of Hazards and Safe Work Practices

The following sections address the major workplace fire hazards at the City of Red Bluff's facilities and the procedures for controlling the hazards.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. To prevent electrical fires:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Check electrical equipment to ensure it is properly grounded.

Portable Heaters

All portable heaters must be approved by the Public Works Director. They must have tip-over protection that automatically shuts off the unit when it is tipped over. Adequate clearance between the heater and combustible furnishings or other materials must be maintained at all times.

Office Fire Hazards

To prevent office fires:

- Avoid overloading circuits with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure extension cords are not placed under carpets.
- Ensure trash and paper set aside for recycling is not allowed to accumulate.

Cutting, Welding, and Open Flame Work

The Public Works Director will ensure:

- All necessary hot work permits have been obtained prior to beginning work.
- Cutting and welding are done by authorized personnel in the designated areas with adequate ventilation whenever possible.
- Equipment is regularly inspected and in good condition.
- Employees are wearing the required eye protection and protective clothing as appropriate.
- If welding is conducted in a confined space, the confined space permit and all testing requirements are reviewed and approved.

-

Flammable and Combustible Materials

The Fire Chief will regularly evaluate the presence of combustible materials at the City of Red Bluff. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited.

Class A Combustibles

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.

Fire Extinguisher - Multi-purpose dry chemical (ABC)

Class B Combustibles

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

- Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
- Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Fire Extinguisher - Multi-purpose dry chemical (ABC) and Carbon Dioxide. Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse.

Smoking

Smoking is prohibited in all the City of Red Bluff buildings. Certain outdoor areas may also be designated as no smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs.

Maintenance

Department Directors will ensure that equipment is maintained according to manufacturers' specifications. Only properly trained individuals shall perform maintenance work. The following equipment is subject to the maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems.
- Detection systems for smoke, heat, or flame.
- Fire alarm systems.
- Emergency backup systems and the equipment they support.

Training

Employees will receive fire prevention training, specific to their work environment, upon initial assignment, when changes in work process require additional training, and periodic refresher training. Training will include:

- An explanation of the fire hazards of the materials and processes to which the employee is exposed.
- Review the parts of the Fire Prevention Plan which the employee must know to protect them in the event of an emergency.

The written plan will be kept in the workplace and made available for employee review.

CITY OF RED BLUFF



HAZARD COMMUNICATION PROGRAM

October 2015

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Appendix

- A. Hazardous Substance Inventory List

General

The Hazard Communication Program establishes the City of Red Bluff's procedures to inform employees of the hazardous substances to which they are exposed in the workplace as required by Title 8, California Code of Regulations, Section 5194. The hazard communication program includes specific procedures and defines responsibilities for the implementation of the program's critical elements:

- Maintain an inventory of hazardous substances
- Maintain Safety Data Sheets (SDSs) for products used in the workplace containing hazardous substances
- Ensure proper labels and other forms of warning
- Provide employee information and training
- Develop procedures for non-routine tasks involving hazardous substances
- Inform contractors of hazardous substances in work area
- Inform employees of contractor activities and hazardous substances
- Maintain compliance records for the program
- Conduct periodic evaluations of program effectiveness

The Hazard Communication Program applies to all employees (and temporary employees) who handle or may be exposed to hazardous substances during normal work, non-routine tasks or during a foreseeable emergency. In addition, this program may apply to visitors and contractors who handle or may be exposed to hazardous substances at City worksites.

Program Administration

- The Public Works Director is responsible for the implementation of this program and its review, maintenance and updating as necessary.
- All employees, including permanent and independent contractors, who may have exposure to hazardous chemicals during normal work or in emergency situations must comply with the practices and procedures outlined in this program.
- The City of Red Bluff through people in specific supervisory positions will be responsible for maintaining Cal/OSHA records at all times.
- The City of Red Bluff through people in specific supervisory positions will be responsible for training, maintaining training records and making this program available to employees and contractors.

Hazardous Substances Inventory

The City will develop and maintain a current inventory of all hazardous substances to which employees may be exposed. Each department manager or supervisor will ensure the hazardous substances inventory (Appendix A) is completed for work areas under their direct supervision

and control. The Program Administrator will monitor the update of the hazardous substances inventory. The inventory provided by the manager/supervisor will include:

- List of chemical products in use (manufacturer name, product name)
- Physical location of storage area and work area/process where the product is used
- Hazardous substances contained in the product

Safety Data Sheet Requirements

SDS Management

Safety Data Sheets (SDS) is required for **every** hazardous chemical in the workplace with the following exclusions:

- Hazardous wastes regulated by the EPA
- Tobacco products
- Natural wood or chemically untreated wood products for retail sale
- Manufactured items, articles that do not result in an employee exposure such as items for immediate use or retail sale
- Food, drugs and cosmetics consumed or used by employees on the job
- Retail trade establishments
- Pesticide use regulated by California Dept. of Food and Agriculture
- Consumer products (**unless** quantities used or exposures are greater than ordinary home consumer quantities)

In work areas where employees handle hazardous substances only in sealed containers (e.g. warehouse, storage areas or transportation), we will obtain and maintain SDSs and make them readily available in the work area or in a central location.

Products containing hazardous substances may not be purchased or otherwise brought onto the facility unless a SDS has been obtained and the product reviewed for use in the workplace. Employees are not allowed to bring consumer products containing hazardous substances into the workplace for personal use or for any other purpose.

SDS Availability

The City will ensure employee access to SDSs on a 24-hour basis at each site. SDSs must be readily available for review to all employees in their work area during each work shift.

Where department employees travel to multiple worksites, we will retain SDSs at a primary central location and develop a method to ensure that employees can obtain the required information in an emergency.

Labels and Other Forms of Warning

The City requires legible labels and other forms of warning to clearly communicate the identity and hazards of the chemicals in all work areas. Managers and supervisors must comply with the labeling requirements of this program in work areas under their supervision and control.

Primary Container Labels

Workplace containers may use the same label provided on shipped containers for the chemical under the revised GHS rule, or with label alternatives that meet the requirements for the standard. Alternative labeling systems such as the National Fire Protection Association (NFPA) 704 Hazard Rating and the Hazardous Material Information System (HMIS) are permitted for workplace containers. However, the information supplied on these labels must be consistent with the revised rule, e.g., no conflicting hazard warnings or pictograms. In order to ensure consistency, our City will transition to GHS-compliant labels as manufacturers and distributors provide labels in the new format for products in use in our facilities.

GHS-compliant labels require the following information:

- Pictograms (Eight GHS pictograms to convey hazard category information)
- Signal words ("Danger" or "Warning")
- Hazard statement (assigned to each GHS hazard category)
- Precautionary statement (to prevent effects of exposure)

Secondary Container Labels

Hazardous substances transferred from the original containers to a secondary portable container should be labeled with information consistent with the primary labeling method. GHS-compliant secondary labels will be provided where manufacturers and distributors have transitioned to the new format.

Note: Portable containers for immediate use during a single shift by a single employee who performs the transfer himself are exempt from the labeling requirements. It is the policy of our City to simply require labels on all secondary containers.

Individual Stationary Process Containers

Identification of the contents and hazards of materials contained in individual stationary process containers (e.g. storage tanks and other vessels) may be accomplished with signs, placards, or information contained in batch records or work instructions. The required label information must be included.

Employee Information and Training

Hazard Communication training is required for all employees who may be exposed to hazardous substances in the workplace or through a reasonably foreseeable emergency resulting from work operations. Employees are required to receive training on all hazardous substances in their work area upon initial assignment, whenever a new hazard is introduced and periodically thereafter. Employees are required to be trained in workplace specific materials and procedures. All training, including training conducted by a supervisor, will be documented and retained for a minimum of 5 years. Information and training must include:

- Overview of the hazard communication regulation
- Written hazard communication program and department specific procedures
- Location of hazardous substances inventory and SDSs at the site
- Information on GHS-compliant labels and SDS format

- Specific operations or work areas where hazardous substances are present
- Information on the physical and health hazards of substances
- Warning signs and symptoms for the hazardous substances in their work area
- Appropriate control measures such as work practices, personal protective equipment, local exhaust ventilation and emergency procedures
- Employees informed of right to medical and exposure records

Non-routine Tasks Involving Hazardous Substances

The manager /supervisor of the site will identify non-routine tasks involving hazardous substances and use a job safety analysis or similar process to identify the hazards and precautions to be taken for non-routine, unusual, or high-hazard tasks. The site-specific addendum will identify the operations or types of operations that may be performed.

Contractors

Managers/supervisors will ensure that outside contractors work safely in their facility or work area to protect employees from chemicals. SDSs will be requested and reviewed to ensure that employees will not be affected during the project. The City will provide the Contractor with information (SDS, labeling information) on hazardous substances in the City facility or work area where the Contractor employees may be located. The department manager/ supervisor are responsible for giving and receiving information from contractors at this facility

Record Keeping

The Program Administrator is responsible for maintaining hazard communication compliance documents related to program oversight including the hazardous substances inventory, SDS information, employee training records, and employee exposure records (e.g. air monitoring records) must be maintained for the duration of employment of any exposed employee plus 30 years.

Note: SDSs for products no longer used must also be maintained as described here.

Program Evaluation

Hazard communication program revisions will be made whenever a change in operations, program management, or regulatory requirements occurs. The City will conduct a periodic evaluation of the program and update as necessary.

CITY OF RED BLUFF



HEAT ILLNESS PREVENTION PROGRAM

October 2015

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Appendix A
Heat Illness Employee Training Handout

This program is in place to protect all employees from heat hazards posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395). We are committed to preventing heat-related illnesses that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training

Outdoor Work Environments and Conditions

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

- Building Inspector
- All Fire Department Positions
- Police Department position:
 - CSO
 - Officer
 - Corporal
 - Sergeant
 - Lieutenant
 - Captain
 - Chief
 - Detective
- Public Works positions:
 - Maintenance worker
 - Lead worker
 - Mechanic
 - Electrician
 - Supervisor
- Parks & Recreation positions:
 - Maintenance worker
 - Lead worker
 - Coordinator
 - Supervisor

Weather Monitoring

Weather forecast

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov, calling the local National Weather Service office, or watching the Weather Channel TV network. Work schedules will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

Weather monitoring prior to workday during times of risk

Prior to each workday, the supervisor will be responsible for monitoring the weather using www.weather.gov or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness. The supervisor will also assign each employee a buddy to watch for signs of heat illness and ensure emergency procedures are initiated when someone displays signs of heat illness.

The supervisor will be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95° F, additional preventive measures such as the high-heat procedures are implemented.

Employee Acclimatization

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. Cal/OSHA defines a heat wave as “any day in which the predicted high temperature will be at least 80°F AND at least 10°F higher than the average daily high in the preceding five days.”

When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to

reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. The supervisor will:

- Stay alert to the presence of heat-related symptoms
- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

Providing Water

The supervisor will provide access to suitably cool (above ambient but not ice cold) potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will encourage employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water will be placed as close as practical to where employees are working.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift, in containers that keep the water suitably cool, so each employee has access to one quart of water or more per hour.

Access to Shade

When the outdoor temperature in the work area exceeds 80° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes anytime they feel the need to protect themselves from overheating.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present for recovery, rest, and meal periods will be enough to accommodate all employees who are on such a break at any point in time. There will be enough room so employees can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shaded area will be located as close as practicable to the areas where employees are working. Water will be available in the rest area so that employees are encouraged to drink more water.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

Employees may opt to take a "preventive cool-down rest" in the shade to help the body relieve excess heat. The employee will be monitored during this rest and asked if they are experiencing any symptoms of heat illness. If any signs or symptoms of heat illness are observed or reported, the employee will not be ordered back to work and will be continuously observed until the signs or symptoms have stopped.

If employees work in small groups the supervisor will establish a buddy system for monitoring. If an employee works alone, the supervisor will establish a communication system so the employee can make immediate contact when needed.

The importance of prevention is critical. Employees who wait until symptoms appear before seeking shade and recovery are at significant risk of developing heat illness.

High-Heat Procedures (95° F)

During periods of high heat, when the outdoor temperature equals or exceeds **95° F**, it is crucial that employees be monitored for early signs and symptoms of heat illness. Supervisors will be available so employees at the work site can contact them. If a cell phone or two-way radio is used, reception must be validated.

Supervisors will remind employees to drink plenty of water throughout the work shift and take rest/recovery breaks when needed. In addition, the supervisor will make sure employees are monitored by implementing one or more of the following:

- Direct supervision and monitoring of employees
- Assign a buddy system where employees are paired up and stay in contact with each other throughout the day and directed to immediately report any signs or symptoms of heat illness to the supervisor
- Contact employees who work alone on a frequent basis to ensure the employee is ok

Emergency Response Procedures

When an employee displays possible signs of heat illness (refer to appendix A for a detailed list of heat illnesses) a supervisor will:

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services. The supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Provide workers and the foreman a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to avoid a delay of emergency medical services
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary
- Ensure responsibility for calling emergency medical service is assigned to an English-speaking worker at the site
- Verify all foremen and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

Supervisor and Employee Training

Employees

All employees are required to attend a safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

Appendix A

Heat Illness Employee Training Handout

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation

The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

Written Heat Illness Prevention Program

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from your supervisor.

Work Environment and Conditions in Our Workplace

Our written program includes the identification of work that is performed outdoors when the weather is hot. This list is not all inclusive and when other types of work or conditions are identified, we will update our program and our training. The most important element is to realize that when it is hot outside and you are working, take precautions to protect yourself.

Water

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

High-Heat Procedures

When the outside temperature reaches or exceeds 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

Training

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance of reporting symptoms to your supervisor, and how to get help in an emergency.

Types of Heat Illness

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

Heat Stroke

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

Heat Cramps

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low-sodium diet, get medical attention for heat cramps.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

Sunburn

Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

You can read the California heat illness prevention regulation for additional information on any specific program element at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

AGENDA REPORT



Meeting Date: October 20, 2015

Agenda Item # F-5

City Manager Approval: 

TO: Honorable Mayor and Members of the City Council

FROM: Sandra Ryan, Finance Director 

SUBJECT: UPDATE OF INJURY & ILLNESS PREVENTION PROGRAM

RECOMMENDED COUNCIL ACTION:

Adopt Revised & Updated Injury & Illness Prevention Program (IIPP) Policy Packet addressing the changes needed based on new California and Federal requirements.

SUMMARY:

Staff is updating our IIPP Policy.

PREVIOUS COUNCIL ACTION:

On July 29, 2008, staff updated the previous IIPP Policy.

DISCUSSION:

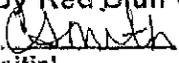
Federal and State requirements, including CalOSHA, have updated and added several requirements to the IIPP over the past years. Staff, with the help of our risk management services partnership with Bickmore and NCCSIF, have updated and added sections to comply those requirements. Additions include an Emergency Action Plan, a Fire Prevention Plan, a Hazard Communication Program, and a Heat Illness Prevention Program. Adoption of this IIPP Packet will bring the City into compliance with these state and federal requirements.

CITY FISCAL IMPACT:

None.

ATTACHMENTS:

Old IIPP
New IIPP Packet Policy

Adopted/ Approved 4-0-1
By Red Bluff City Council
 10-20-15
Initial Date
Deputy City Clerk
City of Red Bluff



CITY OF RED BLUFF INJURY & ILLNESS PREVENTION PROGRAM EMPLOYEE ORIENTATION

What Is The Workplace Injury And Illness Prevention Program?

California State law requires the City of Red Bluff to have an effective, written workplace Injury and Illness Prevention Program (IIPP). The primary purpose of the IIPP is to describe the steps the City takes to ensure a healthy workplace for all its employees. Specifically, the plan explains and documents how the department:

- Detects and corrects unsafe/unhealthy work conditions;
- Encourages workers to report unsafe conditions without fear of reprisal;
- Communicates health and safety issues in a way that is understandable to all workers;
- Ensures that workers comply with safe work practices.

Who Does This Law Cover?

This law covers all City of Red Bluff employees in all job classifications, including administrative staff.

What Is Your Role?

Everyone has a role in workplace health and safety. Success in this effort requires a partnership of commitment and cooperation between you and the City of Red Bluff. As a minimum, the City provides training on how to work safely when you begin a new job, when a new potential hazard is added to your work environment and with each new job assignment.

You, as an employee, have an obligation to work in a safe, responsible manner and in accordance with the safety training you receive. You also need to inform your supervisor about hazards you observe in the workplace and be generally familiar with your department's Injury and Illness Prevention Plan.

What You Need To Know

- The potential health and safety hazards of your job and how to protect yourself.
- How to report unsafe conditions; don't undertake a job that appears unsafe.
- Understand measures for minimizing exposures. These can include safe work practices, and personal protective equipment such as gloves, safety glasses and reflective vests. Personal protective equipment must be used when and where required and must be maintained properly.
- How to report any work-related injury or illness to your supervisor.
- What to do in an emergency.

How to Get More Information

If you have additional questions feel free to ask your supervisor, manager, or human resources.

I have read the above information on the IIPP. I understand what the program is and what my initial responsibilities are.

Print Name

Sign Name

Date