

PIONEER FIRE PROTECTION DISTRICT
FIRE - RESCUE - EMS

P.O. Box 128
7061 Mt. Aukum Road
Somerset, California 95684
Phone (530) 620-4444 ? Fax (530) 620-4317
www.pioneerfire.org

Injury and Illness Prevention Program

Friday, January 11th 2008

Policy:

Pioneer Fire Protection District shall maintain a safety and health program conforming to the best practices of other fire districts of this type. To be successful, such a program must embody proper attitudes toward injuries and illness prevention on the part of managers, supervisors, and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employee, but also between each employee and his/her coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District.

Pioneer Fire Protection District has 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. This IIPP includes the following elements:

Responsibility and Authority-identification of the person (s) responsible for implementing the IIPP

Compliance-a system to ensure employees comply with safe and healthful work practices

Communication-a system for communicating occupational safety and health to employees

Hazard Assessment-a system to identify and evaluate workplace hazards, including periodic inspections

Accident Investigation-a process to investigate workplace injuries and illnesses

Hazard Correction-a process to ensure timely correction of unsafe and unhealthful conditions and work practices

Training and Instruction-a process to ensure all employees receive training and instruction on general and job-specific safety and health practices

Record Keeping-a retention policy for IIPP-related records

Responsibility:

Pioneer Fire Protection District is committed to the safety and health of employees in the course of performing their work. Under the IIPP, the District Fire Chief, and District Company Officers are responsible for the safety of employees and volunteers in their charge.

District Fire Chief

The District Fire Chief has the responsibility to:

Act as liaison between the day-to-day operations of the safety program and the Board by providing periodic updates of IIPP activity at Board meetings

Allocate resources to appropriately implement IIPP elements

Ensure the IIPP is updated regularly

Hold everyone accountable for completing responsibilities outlines below

Approve program additions

IIPP Administrator

Robert L. Gill, District Fire Chief is the designated IIPP administrator and has the responsibility to:

Coordinate and/or conduct safety training related to general safety policies, rules, and work practices

Coordinate schedule workplace inspections of all facilities

Review periodic safety inspections of all facilities

Evaluate identified hazards and unsafe working conditions

Facilitate correction of all identified hazards and unsafe working conditions in a timely manner

Ensure accident investigations are completed, and corrective action is followed up in a timely manner

Communicate information and updates to employees on any safety concerns

Implement and participate in a safety committee, as appropriate

Maintain all safety-related documentation including training records, inspections, corrective action, and safety communication

District Supervisor (s)/Company Officer(s) (*District Fire Captain(s) and District Fire Lieutenant(s)

Supervisor/Company Officers has the responsibility to:

- Conduct appropriate safety orientation and training
- Conduct accident investigations immediately upon notification of an injury
- Conduct safety inspections of their work areas
- Correct unsafe conditions and practices
- Maintain material and equipment in good condition
- Provide the necessary personal protective equipment (PPE) and train personnel in its use

District Employees/Volunteers

Employees/volunteers have the responsibility to:

- Follow all written and verbal safety instructions
- Report all injuries, no matter how minor, to their supervisors
- Accomplish their duties using safe work practices
- Coach fellow employees on safe work practices, whenever appropriate
- Notify a supervisor in the event of an observed unsafe condition or unsafe act
- Perform only authorized jobs

Compliance:

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

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

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

Communication:

Pioneer Fire Protection District recognizes that open, two-way communication between management and staff on health and safety issues is essential for an injury-free, productive workplace. The District shall use the following systems of communication designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

Employee Safety Meetings

The IIPP Administrator shall ensure that district employee safety meetings are held on a **bi-monthly** basis. The main focus of these meetings shall be on relevant safety-related information to further inform and educate district employees on safe work practices. Documentation of all safety meetings and a list of district employees in attendance shall be maintained on file for a period of no less than three (3) years.

Notification Guidelines:

It is the responsibility of each district employee to immediately inform his or her supervisor, or the IIPP Administrator of any hazards, unsafe conditions, or unsafe work practices in the work site. Employees are also encouraged to direct any questions or concerns they have regarding safety issues to their supervisor, or the IIPP Administrator without fear of reprisal in any form.

Postings

A safety bulletin board shall be used to post safety-related information accessible to all employees. The safety bulletin board consists of:

- Emergency telephone numbers (e.g., fire, police, ambulance, etc.)
- Emergency evacuations maps
- Names and telephone numbers of the IIPP Administrator and other designated after hours contacts
- Complete set of required federal and state employee posters

Anonymous Reporting Information: (530) 620-4444 Or (530) 620-1301

Pioneer Fire Protection District's Safety Committee Members:

Chief Robert Gill, District Fire Chief; FAE/EMT Dusty LaChapelle, IAFF Local 4586 President; F/F-EMT Dave Kauhaahaa, PVFA President; F/C-EMT Andy Cheney; F/C-EMT George Selig; F/C-EMT Josh King; Fire Lt.-EMT Dave Todd; Sandra Rennert, Admin Assistant; Ms. Lynn Shetly, Grizzly Flats CERT Team and a District Fire Explorer/Cadet Representative

Hazard Assessment:

Periodic inspections provide a method of identifying existing or potential workplace hazards so they can be eliminated or controlled. The supervisor (s)/company officers shall ensure completion of documented safety inspections **each week** to help identify hazards and unsafe working condition and practices. These inspections shall be performed using a "Safety Inspection Checklist."

In addition, the IIPP Administrator will ensure an inspection is conducted when new substances, processes, guidelines, or equipment that presents potential new hazards are introduced into the workplace.

District employees are encouraged to report possible hazardous situations and are assured that their reports shall be given prompt and serious attention without fear of reprisal. Whenever possible, it is the intent of the District to immediately abate any hazard that gives rise to a risk of imminent harm.

Accident Investigation:

All accidents and injuries must be reported immediately, by telephone or in person, to the employee's supervisor, the district fire chief, or the IIPP Administrator. Investigation of workplace accidents and hazardous substance exposures will be performed in a timely manner by the district employee's supervisor and IIPP Administrator.

Investigations shall be conducted using a district Accident Report Form. The following steps should be taken when performing an accident investigation:

- Visit the accident scene as soon as possible.
- Interview injured employees and witnesses.
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the accident/exposure.
- Take corrective action to prevent the accident/exposure from recurring.
- Record the findings and corrective actions taken on the district's "Accident Investigation Form."

All documentation of the accident investigation shall be maintained by the IIPP Administrator.

Thorough investigation of all accidents, illnesses, and near misses will help the District identify causes and needed corrections and can help determine why and where accidents occur and any accident trends. Such information is critical to preventing and controlling hazards and potential accidents.

Hazard Correction:

Unsafe or unhealthy work conditions, practices, or guidelines shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following guidelines:

When Observed or Discovered:

The District will let employees know that a hazardous situation was corrected (or was not hazardous), thereby creating a system by which employees continue to report hazards promptly and effectively.

When an Imminent Hazard Exists that Cannot be Immediately Abated Without Endangering Employee (s) and/or Property:

The District shall remove all exposed employees from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary personal protective equipment (PPE).

All actions taken for hazard abatement shall be dated, documented, and maintained for a period of no less than three (3) years.

Training and Instruction:

Awareness of occupational safety and health hazards and knowledge of how to prevent or control such hazards is essential to a safe and healthful work environment in this District, and the policy of this District requires that safety training be given to the following:

- All employees when the IIPP is first established
- All new employees thereafter
- All employees given a new job assignment for which training hasn't previously been provided
- Any employee affected by the introduction of new substances, guidelines, or equipment into the workplace
- All affected employees when new or previously unrecognized hazards are discovered
- Supervisors to familiarize them with safety and health hazards to which employees under their immediate direction and control maybe exposed

Safety and health training shall be designed to instruct all employees on the potential hazards associated with particular jobs, job practices, and operations. All safety * health training shall be documented. Documentation shall include:

- District Employee's Name
- Training Date
- Type of Training
- Person, company, or organization providing the training

The District shall maintain all safety-related training documentation for a period of no less than three (3) years.

Training and instruction will be provided to groups or individually in the following ways:

- Formal and informal safety meetings, and district bi-weekly training sessions or discussions
- Distribution and review of the IIPP
- Other written communications (i.e., the Fire Chief's Bi-Weekly Pass-On), programs and postings

Other methods as applicable to providing instruction in a form readily understandable to all affected district employees

Record Keeping:

The District documents the implementation and maintenance of the IIPP in the following manner:

Documentation of all safety and health training for each district employee, including the employee's name, training dates, type of training, and training providers, is maintained on file for a period of no less than three (3) years.

Documentation of inspections, including the person (s) conducting the inspection and the unsafe conditions and work practices that have been identified, is maintained on file for a period of no less than three (3) years.

Documentation of the action taken to correct the identified unsafe conditions and work practices is maintained on file for a period of no less than three (3) years.

Documentation of accidents, illnesses, and near-misses that identify the root cause and corrective action taken is maintained on file for a period of no less than three (3) years.

Cal/OSHA Logs:

It is the policy of the District to maintain a log of all recordable occupational injuries and illnesses as required by the Occupational and Safety and Health Act of 1970.

Cal/OSHA 300 Logs shall be maintained and retained for five (5) years following the end of the calendar year to which they relate. They shall be made available for inspection and copying by representatives to the Department of Labor, or the Department of Health and Human Services. Also, district employees and former district employees and/or their representatives shall be allowed access to the log. The Cal/OSHA 300A Summary shall be posted each year from February 1st through April 30th. Cal/OSHA Information can be accessed @:

www.dir.ca.gov/dosh/dosh_publications/RecKeepOverview.pdf
www.caloshareu.com/oshalog300/html/index.htm

Robert L. Gill, Fire Chief
Pioneer Fire Protection District, El Dorado County California 95684-0128

Since 1980, proudly serving the El Dorado County communities of Mt. Aukum, Fair Play, Outingdale, Grizzly Flats, Omo Ranch and Somerset