



Injury and Illness Prevention Program

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1.0 Introduction:

Fresno Housing has established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, (T8CCR) Section 3203, of the General Industry Safety Orders. It is understood that employees are our most important resource, and their safety is one of our principle responsibilities. Safety must be an integral part of all operations.

Our objective is to administer all activities to achieve and maintain protection for employees and in doing so, reduce accidents. Maintaining safe working conditions is a partnership between all managers and employees. All employees are required to comply with our safety and health policies and practices.

The IIPP describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training and instruction, and record keeping.

Fresno Housing makes all reasonable efforts to:

- Protect the health and safety of Fresno Housing employees and visitors.
- Provide safe workplaces.
- Provide information to employees about health and safety hazards.
- Identify and correct health and safety hazards as well as encourage hazard reporting.
- Provide training on the IIPP and other safety topics to employees.

Employees are expected to know and understand that the success of the Agency's Injury and Illness Prevention Program is contingent upon their compliance with the safety rules of the Agency.

2.0 Program Objective

It is the objective of Fresno Housing to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. We are determined to meet this objective through regulatory compliance, assignment of program responsibility, hazard assessment and control, accident investigation and reporting, safety training, work site inspections, security training and communication of safety and security concerns to all of our employees.

3.0 Safety Program Responsibilities

3.1 Executive Management

Executive Management has the foremost responsibility to support the IIPP and ensure its implementation throughout the Agency. Other responsibilities include, but are not limited to:

- Maintain the viability of the safety program through communication with the Board of Commissioners and by periodically reviewing safety related activities.
- Integrate safety and risk awareness into management staff meetings, and utilize available safety-related reports and data for Agency planning and procedure development purposes.

3.2 Department Managers

Department Managers have the responsibility of reviewing all Incident/Accident reports, Employee Reports of Injury or Illness, Employee Hazard Reports and Quarterly Safety Inspection Reports which occur within the division, and provide the leadership necessary to stimulate continuous and effective safety procedures. Other responsibilities include, but are not limited to:

- Address known safety hazards and provide staff with proper safety equipment to perform their jobs.
- Ensure training and guidance is provided to department supervisors.
- Conduct equipment assessments, and site assessments relating to the proposed acquisition of equipment, which might pose a workplace hazard.
- Be prepared to answer any questions in regards to the IIPP and its implementation.

3.3 Supervisors

Supervisors are responsible for implementing the elements of the IIPP for employees under their scope of responsibility. Therefore, Supervisors have an active role in building and maintaining an effective workplace health and safety program. Other responsibilities include, but are not limited to:

- Ensure their employees receive training in safe work practices and that such practices are followed.
- Alert employees to any condition or situation, which may endanger their safety or health.
- Ensure that injured or ill employees receive prompt first aid medical treatment.
- Complete accident/illness investigation reports and workers' compensation forms in a timely manner, and forward to the Human Resources Department for review and reporting purposes.

- Conduct quarterly safety inspections of designated areas, using the Agency’s approved safety assessment forms.
- Verify the current inventory list of the hazardous substances being used at the site(s), and ensure current Safety Data Sheets (SDS) for those substances.
- Become familiar with the Workplace Safety Policy and Emergency Action Plan as they apply to their assigned areas.

3.4 Employees

All employees, regardless of position, are responsible for preventing injuries and illnesses by observing prescribed safe work practices, reporting all injuries and illnesses to their immediate supervisor, reporting unsafe and unhealthful working conditions or equipment, and for using such personal protective equipment that may be prescribed for particular work situations. Other responsibilities include, but are not limited to:

- Work in a safe manner and follow established safe work practices.
- Follow established safety and security procedures as outlined in the Workplace Safety Policy and the Emergency Action Plan.
- Familiarize themselves with the required posted information regarding Agency safety and wellness.
- Assess the safety of equipment, materials and procedures in their respective work areas on a daily basis.
- Report safety hazards to supervisors when realized.
- Report security hazards to supervisors immediately.
- Report work-related injuries and illnesses to supervisors immediately.
- Prevent the spread of contamination and infection in the workplace by staying home when ill, and maintaining a healthy and hygienic work environment.
- Report threats, such as workplace violence or sexual harassment to supervisors or the Human Resources Department immediately.
- Attend safety training that is scheduled, provided and/or made available.

3.5 Human Resources

The Human Resources Department is responsible for the day-to-day implementation of the IIPP, to coordinate the safety activities of the Agency, and to maintain communication with department management. Duties include, but are not limited to, the following:

- Act as safety program advisor to division managers.
- Schedule, provide and/or make available training to managers and supervisors to familiarize them with health, safety, and security hazards present in their division.

- Assist managers and supervisory personnel in scheduling, performing and/or making available safety and security training for employees in their division.
- Meet with supervisors and/or department managers to follow up on actions necessary to resolve factors leading to the cause of employee accidents, injuries and illnesses.
- Provide training information, written safety programs, policies, forms and other safety information as needed.
- Maintain the Agency’s electronic safety page on SharePoint.

4.0 Compliance

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

4.1 Systems of Compliance

- 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.

5.0 Communication

The agency has a communication plan designed to encourage a continuous flow of safety, health and security information between management and employees without fear of reprisal and in a format that is readily understandable. This communication system consists of the following:

5.1 Systems of Communication

- New employee orientation which includes a review of our specific workplace safety and security policies and procedures.
- Periodic review and updates to our IIPP.
- Training programs designed to address specific aspects of workplace safety and security issues unique to each department’s setting.
- Safety and security training will be included in periodic staff meetings.
- Posted or distributed workplace safety information at each Agency site location.
- A system for employees to inform management about workplace safety and security hazards directly or anonymously, and procedures for the employees who report these hazards or threats to protect them from retaliation.
- Up to date Agency SharePoint safety web page, which contains current literature and relevant information that is readily available to all employees.
- All department employees will be expected to participate in the Agency safety training classes as applicable. In addition, employees will be provided the following safety training:
 - All employees will be given a copy of the IIPP along with other safety-related policies and procedures.
 - New and transferred employees will be given a safety orientation within their first week of employment or assignment.
 - All employees will be trained and/or informed of new substances, procedures, or equipment when introduced to the workplace which represents a new hazard.
 - All employees will be notified whenever we learn of a new or previously unrecognized hazard.

6.0 Hazard Assessment & Reporting

6.1 Assessment

Periodic assessments will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic assessment schedule and the responsibility for conducting the assessment are included in [Section 3.3](#) (Supervisors) of this IIPP.

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

- Upon initial establishment of, and changes to, the IIPP.
- When new substances, processes, procedures, or equipment that present possible 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.

6.2 Reporting

All employees are required to immediately notify their supervisors of any unsafe condition or hazard they discover in the workplace. Hazard reporting may be done verbally or in writing using the Agency’s approved Safety / Hazard Incident Reporting Form.

No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Employees who wish to remain anonymous may report unsafe conditions or hazards on the Employee Report of Workplace Hazard and forward it to the Human Resources Department without identifying themselves. The Human Resources Department will then determine the appropriate corrective action. Employees can also contact the Fresno Housing Employee Hotline, operated by Global Compliance, Inc., at fresnohousing.alertline.com or (888) 353-9608 to report any unsafe condition.

Failure to report known workplace hazards or unsafe conditions may be subject to progressive disciplinary action up to and including termination.

The manager or supervisor has the responsibility of immediately investigating all reports of workplace hazards, and ensure that appropriate action is initiated to eliminate, reduce, or otherwise control each hazard discovered.

A link to the Safety / Hazard Incident Reporting Form will be kept on the Agency’s SharePoint safety site.

7.0 Hazard Correction

7.1 Systems of Correction

Methods of correcting unsafe or unhealthy conditions will vary depending upon the degree of hazard and control of the work site. Minor hazardous situations, such as housekeeping, storage or similar issues shall be corrected without additional documentation. Hazardous conditions of a more serious nature will require a formal record and follow up by management. Hazards of an imminent nature will require emergency notifications and evacuation.

Should an emergency arise which creates an imminent hazard, which cannot be immediately abated, all employees will be evacuated from the facility to a safe location until the situation is corrected. Those who are required to correct a hazardous situation will be provided with the appropriate personal protective equipment.

All evacuations will be carried out per the Agency's Emergency Action Plan .

While it is not always possible to completely eliminate all hazardous situations or conditions, every hazard can be at least reduced or controlled by application of one or more of the combination of the following methods:

- Elimination or removal.
- Controlling the hazard.
- Protection of the employee.

8.0 Incident Investigation

8.1 Reporting

Employees must immediately report all workplace injuries and illnesses, regardless of severity, and near miss accidents to their supervisor or manager immediately. In the event that the supervisor and manager are unavailable, the employee must report accidents or injuries to the Human Resources Department.

In the event of a workplace injury or illness, regardless of severity, or a near miss accident the employee will be asked to complete a Safety / Hazard Incident Reporting Form, which is located on SharePoint, and submit it to the Human Resources Department.

The employee will be given the DWC-1 form for a workplace injury or illness within 24 hours. This form will be provided to the employee by their supervisor, manager or Human Resources Department. The employee will then complete and submit this form to his or her supervisor and the Human Resources Department.

Failure to report a workplace injury or illness in a timely manner may be subject to progressive disciplinary action up to and including termination.

8.2 Investigation

After ensuring the injured employee has received appropriate medical treatment, the employee's supervisor will conduct an accident investigation. The investigation shall include the factual details surrounding the event (who, what, when, where, witnesses, etc.), the probable cause of the event and corrective actions to prevent a reoccurrence.

The investigation shall be completed within 24 hours of the incident and documented on the following forms:

- DWC 1 Form
- Form 5020 Employers Report of Injury or Illness
- Supervisor's Investigative Report of Employee Injury or Illness

Copies of all forms are located on the Agency's SharePoint safety site.

All appropriate workers' compensation reporting forms will be filed with Human Resources within 24 hours in order to process the appropriate documentation if medical treatment is needed. Human Resources and the employee's department manager will review the report and follow-up with the supervisor to ensure that the corrective actions have been implemented.

When an accident results from an unsafe condition, action will be taken to correct and prevent a reoccurrence.

If the accident resulted from an unsafe act, action will be taken to retrain, coach and/or discipline the employee, as appropriate.

If an injury results in death, disfigurement, amputation, or the employee is taken to the hospital, Human Resources will need to be immediately notified of the incident so that proper administration of benefits, and mandatory reporting to Cal/OSHA and the Agency Third Party Administrator are handled.

Incident reports will be kept for future reference to ensure a safety performance review is included in the annual employee evaluation.

9.0 Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed. The program will also be reviewed as an element of the new hire orientation.

9.1 New Hire Orientation

During New Hire Orientation, every new employee will be provided with a detailed review of the following safety-related Agency policies and procedures:

- Emergency Action Plan
- Injury and Illness Prevention Program
- Review of the Workplace Safety Policy
- Review of the Workplace Violence Policy
- Review of Policy Against Harassment and Discrimination
- Hazard communication and chemical safety
- Proper use of safety equipment
- A review of job hazards and potential hazards

9.2 Ongoing Safety Training

Regularly scheduled and additional specialization trainings will be conducted as necessary and according to specific job type as needed.

Training may include, but not be limited to, the following safety topics

- Controlling job stress
- De-escalation
- Defensive Driving
- Drug/Alcohol Abuse
- Ergonomics in the Workplace
- Fire Extinguisher Use
- Hazard Communication Practices
- Health and Wellness
- Office and Field Work Safety
- Proper Housekeeping such as keeping stairways, aisles and workspaces clear, clean, neat, orderly
- Proper Reporting of Hazards and Incidents to Supervisors
- Safe Lifting/Material Handling Procedures
- Slips, Trips, and Falls
- Violence in the Workplace

10.0 Corrective Action

All employees are required to comply with this Injury and Illness Prevention Program. Employees who fail to follow safe and healthful work practices may be subject to retraining and progressive disciplinary action up to and including termination.

Disciplinary action will be administered and documented per the Agency’s personnel policies and procedures and MOU Agreement.

11.0 Record Keeping

11.1 Retention

Records that document implementation of the IIPP shall be maintained as per the retention schedule below. Copies of the records shall be forwarded to Human Resources as records are generated. The following records will be maintained for at least the period indicated:

- Inspection Forms 3 years
- Investigation Forms 3 years
- Employee Training Sign-in Sheets 3 years

Records relating to employee communication and enforcement:

- Safety Meeting Sign-up Sheets 3 years
- Employee Suggestion/Question and Responses 3 years

All other safety records other than those subject to the access standard years:

- Medical and employee exposure records subject to access standard
 - Duration of employment plus 30 years
- Cal/OSHA 300 and 300A forms 5 years

12.0 Emergency Procedures

Each department will adhere to Fresno Housing’s Emergency Action Plan.

13.0 References

California Code of Regulations, Title 8, Section 3203, Section 5194; Health and Safety Code 1257.7; California Labor Code 6300; Code of Federal Regulation, Title 29; Labor Code § 6401.7

The employees' rights of access to records under the Access to Employee Exposure and Medical Records rule, 29 CFR 1910.20